



Things done well make the best memories
SIR NORTON KNATCHBULL – 1637

Admissions Policy

2027/2028

Reviewed by	Headteacher
Delegated authority	Education Committee
Approved by the Education Committee	2 nd December 2025
EIA	Completed by HT
Review date	December 2026
Publication	School website

The Norton Knatchbull School is an 11-18 selective boys' grammar school and admits girls into the sixth form. The main principle of admission to The Norton Knatchbull School is to maintain the character of a selective school. We promote excellence and expect our students to exhibit a strong work ethic and commitment to academic study.

POLICY FOR ADMISSION OF STUDENTS TO YEAR 7

Only students who have taken the Kent Test and are assessed as suitable for grammar school can be considered for admission to the school at the start of year 7. The procedures for entry to secondary schools (PESE) are published annually by the Local Authority and the Kent Test forms part of these procedures. These can be found on the KCC website.

Late Entrants

Subject to the availability of places, boys may be admitted to the school between the ages of 11 and 15 if they achieve a satisfactory standard in the Cognitive Abilities Test (CAT) administered by the school. Testing usually takes place once a month throughout the academic year. Testing can be arranged by contacting the School's Examinations/Admissions Officer. Boys can only be tested for admission to the school once per academic year.

Out of Year

Application for entry should be in line with the child's normal age group. No provision will be made for any student to repeat an academic year, except in exceptional circumstances and with the permission of the Headteacher.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher at the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the LA, with written confirmation from the school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions.

Numbers

The School's published admission number (PAN) is 210.

Appeals

Students who have applied to the school and have not been offered a place have the right to appeal to an independent panel. For places in Year 7, details of the appeals process will normally be sent out by the LA with the offer letters.

Details about how to appeal and where to download the online form, can be found on the school's website

The closing date on the appeal application form must be adhered to.

Oversubscription Criteria

Before applying the oversubscription criteria, children with an education health care plan (EHCP), who name the school and meet the entry requirements (i.e. have taken the Kent Test and have been assessed as suitable for grammar school), will be admitted. As a result of this the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of places available, places will be allocated to eligible boys in the following priority order:

1) Looked After Children and previously Looked After Children:

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. It will be parents' responsibility to provide any documentation requested by the school to support their application in this category and will include any documents not in English translated by an Official Interpreter to include their official stamp

2) Children in receipt of Pupil Premium

A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals.

Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this criterion must ensure they complete the attached Supplementary Form for Pupil Premium Information (Appendix 1) and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

3) Current Family Association

A brother or sister is attending the school when the child starts. In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings, from multiple births (twins, triplets etc.) apply for a school and the school were to reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

4) Health and Special Access Reasons

Medical/Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents/carers'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school. All applications will be considered by the school as the Admission Authority. For entry to year 7, parents need to send their reasons and supporting evidence to The Admissions Officer at The Norton Knatchbull School before the closing date for application, i.e. 30 October. All applications will be considered by a sub-committee of the Governors and no decision will be taken by one person. Only those applications which demonstrate a particular need as outline above will be successful.

5) Nearness of children's homes to school

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Tie-breaker

In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently verified.

Waiting Lists

In line with the re-allocation process as determined by the coordinated Admissions Scheme, eligible students who have requested a place in year 7 will be assigned to a waiting list. Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

POLICY FOR ADMISSIONS TO THE SIXTH FORM

Only students who are eligible for EFA funding can be offered a place on roll at the school. External applicants are required to submit an online application which can be accessed from UCAS Progress. We also use our own paper application form for internal applicants. Details of application deadlines can be found in the sixth form prospectus on our website and the online area prospectus.

Admission Number

Our PAN in the Sixth Form is 180 in each of Year 12 and 13. All boys in the current Year 11 at The Norton Knatchbull School who meet the admissions criteria will be offered a place in the Sixth Form. We will then offer places to external applicants, irrespective of gender, who meet the entrance criteria, until our PAN of 180 is reached.

Academic Requirements

For entry onto our Sixth Form courses we require:

- a minimum of six separately identifiable GCSE subjects at grade 6 or above OR an average of grade 6 in the best six GCSE subjects achieved
- at least a grade 5 in English
- at least a grade 5 in Mathematics

The specific entry requirements for each of the subjects are listed within the course guide which can be found on our website

Prospective Sixth Form students may choose three or four subjects to study at A Level. We also offer the Extended Project Qualification and this will be considered as an additional course choice. Your study programme will also include timetabled supervised study sessions and you will be expected to be involved in extra-curricular activities such as carrying out prefect duties, undertaking substantial work experience, participating in the Duke of Edinburgh Award Scheme (which we offer to Gold level), taking music lessons or undertaking a regular sporting commitment.

All A-Level courses are linear with examinations at the end of the two-year course.

Over-subscription

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to students who have met the general entry requirements and the requirements for the particular course of study. Where there are more students seeking places than the number of places available, students will be admitted in rank order of merit in GCSE Qualifications, with the average score of a student's best 8 GCSEs being the determining factor.

Appeals

Any applicant refused a place in the Sixth Form is entitled to make an appeal to an independent appeal panel, whether the student is already attending the school or is an external candidate. Appeals may be lodged by the parent, by the student, or both. Details about how to appeal and where to download the online form, can be found on the school's website.

Applicants from Overseas

Any student who applies for entry to the sixth form with qualifications other than those recognised in the UK will be required to demonstrate that he/she has achieved the required standard for entry and may need to be tested by the school. The school may recommend that students contact NARIC (the national agency responsible for providing information and expert opinion on academic qualifications from overseas) to verify overseas qualifications.

GENERAL

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- a parent has failed to respond to an offer within a reasonable time;
- a parent has failed to notify the school of important changes to the application information;
- the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

SUPPLEMENTARY FORM FOR PUPIL PREMIUM INFORMATION

Eligibility:
A child is eligible for Pupil Premium where they have been registered for Free School Meals (FSM) at any point in the last 6 years. This does not include those who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to children in Local Authority Care or previously in Local Authority Care, however these children will be prioritised in the relevant criteria.
Evidence Required:
<i>Please see https://www.gov.uk/apply-free-school-meals for details of eligibility criteria and what evidence is required.</i>

CHILD'S DETAILS		
Forename	Surname	Date of Birth
Address		Postcode
Current School:		Postcode

PARENTS/CARER DETAILS			
Title	Forename	Surname	Relationship to Child
Contact Details	Telephone number 1	Telephone number 2	Email Address

DECLARATION: I confirm the information supplied is true and accurate and I consent to eligibility checks being made.		
Signed	Print Name	Date

Please complete and return this form along with evidence of eligibility BY 31 OCTOBER to the

Admissions Officer, The Norton Knatchbull School, Hythe Road, Ashford, Kent TN24 0QJ.
eseccombe@nks.kent.sch.uk

Parents must also complete a Secondary Common Application Form either online via www.kent.gov.uk/ola or by paper SCAF and return to Kent County Council.

NKS Equality impact assessment



THE NORTON
KNATCHBULL
SCHOOL

**The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions do not create unnecessary barriers for people protected under the Equality Act 2010. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised*

POLICY STATUS

Annual review of Admissions Policy

THIS POLICY WILL AFFECT

Add/delete groups:

- Pupils
- Parents

EIA completed by:

Ben Greene, Headteacher

Contributors to EIA:

None

Date completed:

Jan 25

Impact analysis

- Indicate what type of impact this policy will have for each group, and explain why
- If a policy doesn't impact a group, tick the 'neutral impact' column and record this

- Remember that a policy may impact a group in multiple ways. For example, your curriculum policy may positively impact BAME pupils by promoting British values of mutual respect and tolerance, but negatively impact BAME pupils by failing to promote material that highlights a variety of cultures and ethnicities

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL THE POLICY HAVE THIS EFFECT?
Sex		✓		
Race		✓		
Religion or belief		✓		
Sexual orientation		✓		
Gender reassignment		✓		
Pregnancy or maternity		✓		
Age		✓		
Disability	✓			In the event of oversubscription the policy prioritises students with EHCP and Health conditions
Marriage or civil partnership		✓		

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL THE POLICY HAVE THIS EFFECT?
<p>You could also add non-protected characteristics that have a specific impact in your school, e.g.:</p> <ul style="list-style-type: none"> • English as an additional language • Looked-after children • Families with separated parents 	✓			In the event of oversubscription the policy prioritises students in receipt of PP and LAC.

INTERSECTIONAL IMPACT
None

Outcomes

CONSULTATION AND STAKEHOLDER ENGAGEMENT
No consultation required
FINAL DECISION ON POLICY
No changes as a result of the review