



THE NORTON  
KNATCHBULL  
SCHOOL

# Admissions Policy 2024/25

Reviewed by	Headteacher
Approved by FGB	12 <sup>th</sup> December 2022
Consultation Period	13 <sup>th</sup> December 2022 - 24 <sup>th</sup> January 2023

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](http://www.kent.gov.uk/schooladmissions)

## **Numbers**

The School's published admission number (PAN) is 210. The school will inform KCC if it intends to offer over the PAN.

## **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. All appeals must be headed with the school name and address and returned to the Clerk to the Independent Appeals Panel, c/o The Norton Knatchbull School. The closing date on the appeal application form must be adhered to.

## **Oversubscription Criteria**

Before applying the oversubscription criteria, children with a statement of special educational need or an education health care plan (EHCP), who name the school and meet the entry requirements, 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.

### **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.

#### **5) Nearness of children's homes to school**

The distance between the child's permanent home address and the school is measured in a straight line using the National Land and Property Gazetteer (NLPG). Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by the National Land and Property Gazetteer (NLPG). The same address point on the school site is used for everybody.

#### **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. The school participates in the Kent Online Application Scheme and 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 165 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 165 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 entry 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 and should be addressed to the Clerk of the Independent Appeals Panel c/o The Norton Knatchbull School.

### **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**

<b>Eligibility:</b>
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.
<b>Evidence Required:</b>
<i>Please see <a href="https://www.gov.uk/apply-free-school-meals">https://www.gov.uk/apply-free-school-meals</a> for details of eligibility criteria and what evidence is required.</i>

<b>CHILD'S DETAILS</b>		
Forename	Surname	Date of Birth
Address		Postcode
Current School:		Postcode

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

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

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.  
esecombe@nks.kent.sch.uk

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