



TONBRIDGE GRAMMAR SCHOOL ADMISSION ARRANGEMENTS

Admission to Year 7 September 2027

Tonbridge Grammar School is a selective school, and places will be offered only where a girl has been given a *selective* assessment through the Kent Procedure for Entry to Secondary Education (PESE) 11+ Test, details of which are available from the Kent County Council (KCC) booklet 'Admission to Secondary School in Kent 2027'.

Tonbridge Grammar School sets no tests of its own for applicants at this stage of entry. Applicants must register for and sit the Kent Test, organised and administered by KCC, in order to be considered.

Detailed information about the School is available in the prospectus which can be found on the School website www.tgs.kent.sch.uk

The Published Admission Number (PAN) is 180.

The Trustees offer 180 places to the parents of girls who will typically be enrolled in Year 6 at the time of the test and be age 11 at the time of admission (see note 4 in relation to requests for admission outside of this age group).

Girls whose **Education, Health and Care Plan (EHCP)** names the School, and who have been awarded a *selective* assessment via the Kent Test will be admitted and the number of available Area places will be reduced accordingly.

Where there are more qualified applicants than places available, the places will be allocated according to the over-subscription criteria set out below, and following the Coordinated Admissions Scheme for secondary schools in Kent.

Oversubscription Criteria

- 1. Looked after children (LAC) and all previously looked after children (IAPLAC)** who nominate Tonbridge Grammar School on the preference SCAF form and who have been awarded a *selective* assessment via the Kent Test, will be given priority over all other applicants and the number of available Area places will be reduced accordingly.

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. We will follow Department for Education guidance on confirming eligibility.

2. Rank score as follows:

Area places (up to 135 places) Girls with a <i>selective</i> assessment through the Kent PESE 11+ Test resident in any of the following three local council areas for Council Tax purposes - Tonbridge & Malling Borough, Tunbridge Wells Borough and Sevenoaks District – will be considered according to the following: 1 a girl's ability as indicated by her combined score in the age-eleven assessment 2 Tie-breaker 1 - distance (<i>notes 1 & 2</i>) of the pupil's home address to the School 3 Tie-breaker 2 - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person <i>If there are insufficient candidates for the Area places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Trustee list.</i>	Trustee places (30 places) Girls with a <i>selective</i> assessment through the Kent PESE 11+ Test resident outside any of the following three local council areas for Council Tax purposes - Tonbridge & Malling Borough, Tunbridge Wells Borough and Sevenoaks District – will be considered according to the following: 1 a girl's ability as indicated by her combined score in the age-eleven assessment 2 Tie-breaker 1 - distance (<i>notes 1 & 2</i>) of the pupil's home address to the School 3 Tie-breaker 2 - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person <i>If there are insufficient candidates for the Trustee places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Area list.</i>
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3. Pupil Premium places (15 places) - girls eligible for Pupil Premium with a *selective* assessment through the Kent PESE 11+ Test. We will allocate 15 places to eligible students. Places are allocated where eligible student scores are below the automatic qualifying score for the Area places, according to the following:

1. **Distance** (*notes 1 & 2*) of the pupil's home address to the School
2. **Tie-breaker 1** - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person

A child is eligible for Pupil Premium where they have been registered for free school meals (Targeted 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 or eligible as 'Expanded FSM'. 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 category must ensure they complete the attached Supplementary Information Form (appendix 1) and return it to the school by 31st 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 daughter cannot be considered for a place.

If there are insufficient applicants for these places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Area list as appropriate.

A **waiting list** will be maintained in the order of the oversubscription criteria, and re-ranked each time an applicant is added, until 31st December 2027.

Parents have a statutory right of **appeal** and full details are available from the School website.

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

1. When a parent or guardian has failed to respond to an offer within the deadlines stated on the offer letter; or
2. When a parent or guardian has failed to notify the School of relevant changes to the application information; or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application.

Notes:

1. **Distance** – Nearness of a girl's home to school - we use the distance between a girl'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 a girl'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.

2. **Home** - a pupil's home address is considered to be a residential property that is their only or main residence and not an address at which they might sometimes sleep due to domestic or special arrangements. The address must be the pupil's home address as submitted to the Local Authority in accordance with the Co-ordinated Scheme and which is either owned by the applicant's parent, parents or guardian, OR leased to or rented by the applicant's parent, parents or guardian under a lease or written rental agreement. If the parents or guardians live separately from their spouse or partner but share responsibility for their daughter, and their daughter lives at two different addresses during the week, we will regard the home address as the one at which the daughter sleeps for the majority of weekdays.
3. **Distance in relation to a block of flats** – A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the School. In the unlikely event that two or more applicants 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 girl should be given the place.

Requests for admission outside of the normal age group should be made in writing to the Head Teacher as early as possible to allow the Trustees sufficient time to make a decision, in full consultation with the Head Teacher, before the relevant closing date. Where evidence is provided to support a request to defer an application it must be specific to the girl in question. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria. Where an application for admission outside the normal age group has been made the School will not accept arguments related to your daughter's age at appeal.

In Year Admission Main School 2027-28

Applicants for admission to the school outside of the usual admission age should apply to the School using the In-Year Common Application Form (IYCAF) available from the School's website and from KCC.

All applicants will be tested by the School to establish suitability for selective education and to ensure that they are capable of keeping pace with peers.

Priority will be given to any eligible student up to our Pupil Premium intake for that cohort year who is in receipt of Pupil Premium (Targeted FSM) and where evidence of this has been provided.

Eligible students are determined by achieving a score of at least 118 in each of their GL CAT4 assessments (quantitative, non-verbal and verbal reasoning).

In the event of a place being offered, applicants are expected to be in a position to prove residential eligibility and take up the place within a reasonable length of time. This would normally be 10 school days from acceptance or the start of the next term in the case of an overseas application.

Parents have a statutory right to appeal to an independent panel and appeal information is available on the School's website.

A **waiting list** for each year group will be maintained, if required, in the order of attainment in the CAT assessment, and re-ranked each time an applicant is added. Eligible girls will remain on the waiting list for 12 months post assessment and a new application must be submitted for re-testing when 12 months expire.

DETERMINED



TONBRIDGE GRAMMAR SCHOOL ADMISSION ARRANGEMENTS

Admission to Year 12 September 2027

Tonbridge Grammar School Sixth Form places will be offered to students who will typically be enrolled in Year 11 at the time of application and be age 16 at the time of admission.

Requests for admission outside of the normal age group should be made in writing to the Head Teacher by 8 January to allow the Trustees sufficient time to make a decision, in full consultation with the Head Teacher, before conditional offers are issued. Where evidence is provided to support a request to defer an application it must be specific to the student in question. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria. Where an application for admission outside the normal age group has been made the School will not accept arguments related to a student's age at appeal.

The Published Admission Number (PAN) is 180.

The Published Admission Number (PAN) for entry into year 12 is 20. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 160 of the school's own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 180.

Priority is given to TGS Year 11 students who have met the entrance requirements. Where the number of external applicants exceeds the PAN, the Sixth Form Oversubscription Criteria will apply.

Before the application of Oversubscription Criteria, children with an Education, Health and Care Plan which names the school will be admitted, however, to be eligible to enter the Sixth Form all pupils will be expected to have met the same minimum academic entrance requirements.

Entry Requirements

Students may only attend the Sixth Form if they have met the entrance requirements as detailed in the Sixth Form Course Guide for the relevant year of entry, available on our website: <https://www.tgs.kent.sch.uk/sixth-form>

Where equivalence cannot be established the school will set appropriate GCSE papers to confirm that the applicant is capable of satisfying the academic profile required for the subjects to be studied.

Application Process

Application Form and When to Apply:

The Sixth Form Course Guide together with details of the online application process are published on the school website <https://www.tgs.kent.sch.uk/>

Admission Policy 2027-28

Approved: 28 January 2026

Academy Trust Board

Applications must be submitted by 8 January.
Applications must be made online via the school website.

Late Applications:

Applications received after 8 January will be reviewed in line with all other applicants, but subject to our oversubscription criteria (see below)

Confirmed places post GCSE results:

Upon receipt of their GCSE results students who have accepted their conditional offer are required to confirm via their online application that they wish to take up the place offered. The criteria specified in their accepted conditional offer must be met and a confirmed place is further based on spaces being available in the subjects offered and accepted.

Students who have not accepted their conditional offer will be unable to access their online application form to enrol on GCSE results day and will be managed in our oversubscription criteria as a late applicant.

Oversubscription Criteria

Following the transfer of TGS Year 11 students who have met the entry requirements and in the event of oversubscription of external applicants above our PAN, places will be offered in the following order:

- 1. Looked after children (LAC) and all previously looked after children (IAPLAC), who** have met the entry requirements above will be given priority over all other applicants.

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. Eligible enrolment applications made by midnight on GCSE results day and who submitted an application form before 8 January.
3. Eligible enrolment applications made by midnight on GCSE results day and who submitted an application form after 8 January.

Each category (2-3) will be further ranked in order of average point score from the best 8 qualifications or of all qualifications if fewer than 8 subjects completed. If a tie breaker is required, the closest distance will be ranked higher. (see notes 1 & 2)

Notes:

1. **Distance** – the School uses measurements provided by Haversine calculation, which produces an ‘as-the-crow-flies’ calculation which takes into account the curvature of the earth when calculating the distance between the student’s permanent home address and the school.
2. **Home** - a pupil’s home address is considered to be a residential property that is their only or main residence and not an address at which they might sometimes sleep due to domestic or special arrangements. The address must be the pupil’s home address as submitted on the student’s application form and which is either owned by the applicant’s parent, parents or guardian, OR leased to or rented by the applicant’s parent, parents or guardian under a lease or written rental agreement. If the parents or guardians live separately from their spouse or partner but share responsibility for the student, and the student lives at two different addresses during the week, we will regard the home address as the one at which the student sleeps for the majority of weekdays.
3. **Distance in relation to a block of flats** – A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the School. In the unlikely event that two or more applicants 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 student should be given the place.

In the event of the above not determining a place, a random selection will determine the place by drawing lots.

Waiting List:

A waiting list of qualified applicants will be maintained in the order of the oversubscription criteria, and re-ranked each time an applicant is added, until 31 December.

Appeals

Parents and applicants have a statutory right of appeal, both in the event that a conditional offer is not made and in the event that a conditional offer is not confirmed. All appeals should be lodged as soon as possible and **not after 20 school days** have passed from the date of the refusal letter. Appeals lodged under both circumstances will be heard within **30 school days** of the GCSE results. Details are available from the School website.

In the event that an offer is not made to an applicant who is not waiting for GCSE results, appeals should be lodged as soon as possible and not after 20 school days have passed from the date of the refusal letter. Appeals lodged in this circumstance will be heard within 40 school days of the appeal being lodged. Details are available from the School website.

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

- a. When an applicant has failed to respond to an offer within the deadlines stated on the offer letter; or
- b. When an applicant has failed to notify the School of relevant changes to the application information; or
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application.



TONBRIDGE GRAMMAR SCHOOL
SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

Please complete this form if you wish to apply for one of the 15 Pupil Premium places available.

Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their daughter cannot be considered for a place.

PUPIL DETAILS:			
FORENAME:	SURNAME:	DATE OF BIRTH:	
HOME ADDRESS:		POSTCODE:	
CURRENT SCHOOL:			
I confirm that my daughter currently receives or has received in the last 6 years means-tested Free School Meals and I have attached confirmation of this from: - the current school; or - the Local Authority; or - I consent to Tonbridge Grammar School obtaining information from either of the above for the purpose of confirming eligibility			
SIGNED:		DATE:	
PARENT/CARER DETAILS:			
TITLE:	FORENAME	SURNAME	RELATIONSHIP TO CHILD
TELEPHONE NUMBER 1:		TELEPHONE NUMBER 2:	
EMAIL ADDRESS:			

Please complete and return this form BY 31ST OCTOBER to: The Admissions Office, Tonbridge Grammar School, Deakin Leas, Tonbridge, Kent TN9 2JR admissions@tgs.kent.sch.uk