



ADMISSION TO YEAR 7 IN SEPTEMBER 2023

Guidance for Parents

1. The National Closing Date for the Secondary Common Application Form (SCAF) is **31 October 2022**.
 - The numbers for Tonbridge Grammar School, to be included on the SCAF, are LA No: **886** and DFE No: **5443**.
There is a Supplementary Form required for Pupil Premium applicants ONLY.
2. Kent will inform us of the details of all those grammar assessed girls who have applied to TGS but we will **not** know whether you placed us as first, second, third or fourth choice on your form.
3. Our Published Admission Number (PAN) for September 2023 is 180.
4. We will operate three offer lists:
 - girls who live in Tonbridge and Malling Borough, Tunbridge Wells Borough and Sevenoaks District areas and who are eligible (evidence is required) for Pupil Premium with scores below the area list cut off (**Pupil Premium** places)
 - girls who live in Tonbridge and Malling Borough, Tunbridge Wells Borough and Sevenoaks District areas (**Area** places)
 - girls who live outside this area (**Trustee** places)
5. We will offer **10** places to the **Pupil Premium** list. These will be allocated by listing children in order of the highest score first and then, where scores are tied, by ordering children according to the distance of home from the school with the closest distance prioritised. The top 10 children on this 'ranked' list will be offered places, unless they are already offered as part of the Area list below and **provided that they named us on the SCAF form above any other school able to offer them a place**.
6. We will offer up to **135** places to **Area** children. Again these will be allocated by listing children in order of the highest score first and then, where scores are tied, by ordering children according to the distance of home from the school with the closest distance prioritised. The top children on this 'ranked' list will be offered up to 135 places, provided that they named us on the SCAF form above any other school able to offer them a place.
7. We will offer **35** places to the **Trustee** list. Again these will be allocated by listing children in order of the highest score first and then, where scores are tied, by ordering children according to the distance of home from the school with the closest distance prioritised. The top 35 children on this 'ranked' list will be offered places, provided that they named us on the SCAF form above any other school able to offer them a place.
8. National Offer Day is **Wednesday 1 March 2023** when parents will be informed by Kent, or their own LA, of the school their child has been allocated, either by email after 4pm or by post to arrive next day. Parents will be asked to either accept or reject the place offered by replying direct to the school making the offer by 15 March 2023. Schools will inform Kent of any refusals so that reallocation decisions can be made. Late applicants and those who have asked to be placed on waiting lists will be ranked as before and applied against any declined places.
9. If you are not offered a place at TGS and wish to join our **waiting list** you will need to advise Kent or your own LA by 15 March 2023.
10. If you are not offered a place at TGS and wish to **appeal** then you should access the Appeal Information section on our website from late February for full instructions.

11. On **Tuesday 25 April 2023** parents will be advised by LAs of any first round reallocation decisions. Following this, schools will run their own waiting lists and reallocations will be made as and if they become available.

In order for your child to be considered for a place here in the usual rounds of offers they must have a ‘grammar’ assessment. You can name TGS on your SCAF if you have a ‘high school’ assessment but will not be considered for allocation. Naming your child on the SCAF preserves your right to appeal.

“Cut-off” scores for Tonbridge Grammar School

The School does not have a pre-determined ‘cut-off’ score for entry. The ‘cut-off’ is determined by the ranked order of offers made to eligible children. The score reflects a mixture of the standard of the candidates in the Kent Test, the numbers of candidates applying to TGS and the position those candidates placed us on their SCAF form.

It is impossible for us to predict what the cut-offs will be for 2023. Applicants are placed by us in ‘rank’ order of score and distance from the school and offers are made by KCC to the top 135, 35 or 10 candidates where they have named TGS above any other school on the form able to offer a place. The “cut-off” score is then simply the score achieved by the 135th Area, 35th Trustee and 10th Pupil Premium applicant to be offered a place. We will post the relevant scores on the Year 7 Admissions section of the website as soon as we can after the 1 March offers have been made.

The School will not know those scores until just before 1 March because **we don’t know the order parents have named schools on the form** or where they have been ranked by other schools against their own oversubscription criteria. This information is only known to KCC which allocates the highest named school possible based on the various admission policies and oversubscription criteria.

Kent operates an ‘Equal Preference’ scheme so there is no need to weigh the relative chances of success in applying for different schools. Parents need only decide on their genuine preference and name schools in that order. If we are named first on the form but are unable to offer a place this will have no impact on the likelihood or otherwise of children being offered a place by their second-named school.

Historical scores are below for information.

Year	1st round of offers	2nd round of offers	From the waiting list
2018	369/394	365/405	363/392
2019	371/393	368/400	367/388
2020	380/399	377/401	377/387
2021	379/402	372/401	370/400
2022	384/398	379/399	378/394

First figure is Area list/second figure is Trustee list

Where a score appears to rise from one round to another this will be because of high-scoring late entries to the waiting list.

Waiting lists

Waiting lists are kept separately for Pupil Premium, Area and Trustee places and re-ranked, according to our original oversubscription criteria, each time a name is added. Changes of home address involving rental property must be supported by a rental agreement of at least 12 months duration.

October 2022 Year 6 Open Events for entry into Year 7 – website booking available in September

Open Mornings 9.30am to midday: Wednesday 19 October and Thursday 20 October
 Open Evening 5.30pm-8.30pm: Thursday 20 October
 Open Afternoon 2.30pm -3.30pm: Monday 31 October