



## **TONBRIDGE GRAMMAR SCHOOL ADMISSION ARRANGEMENTS**

### **Admission to the Sixth Form September 2023**

Tonbridge Grammar School offers an International Baccalaureate curriculum in the 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 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 child 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.

Applications are open from 1<sup>st</sup> October annually. Applications received before 7<sup>th</sup> December will be processed in time for information meetings early in the new year.

In addition to transferring students from TGS Year 11, applications are welcome from students of all gender identities currently attending other schools. A minimum of 40 places will be offered annually to external applicants but this may be exceeded where this and the number of transferring TGS students is less than the maximum capacity of the year group which is 180.

All students joining the Sixth Form must meet the general entry requirements below and the specific entry requirements for the subjects they wish to study. These must combine to fulfil the requirements of the IB for the completion of a full Diploma Programme. Details are available from the School's website [www.tgs.kent.sch.uk](http://www.tgs.kent.sch.uk) along with course and other Admissions information. Gaining a place in the Sixth Form does not guarantee that a particular range of courses may be followed.

All Sixth Form courses last for two years and applicants are expected to commit themselves to completing the IB Diploma Programme.

Every applicant will be invited to an information and guidance meeting to review the suitability of their course choice selection. The meeting will not form part of offer-making decisions.

### **Entry requirements**

All applicants should have GCSE Grade 6 or above (or its equivalent) in English, Mathematics, at least one Science and one language where studied.

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 and the IB Diploma Programme as a whole.

Applicants whose Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) names the School, and who have met the general entry requirements above, will be admitted. The number of other available places will be reduced accordingly.

A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### **Oversubscription Criteria**

Following the transfer of TGS Year 11 students who have met the general entry requirements above, in the event of oversubscription applicants will be admitted in the following order:

- 1. Looked after children (LAC) and all previously looked after children (IAPLAC),** who have met the general 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. Sibling** association (note 1).
- 3. Proximity** - Offer-holding external applicants in order of proximity of the student's home address to the School (Notes 2-4).
- 4.** Applicants whose predicted grades did not justify an offer but who went on to achieve qualifying grades. Where a student is unable to provide GCSE predicted grades or equivalent and test results at the time of application do not enable us to make an offer, a student will be offered the opportunity to test again prior to the start of the academic year if they wish to continue to pursue the place.
- 5.** Applicants making a new application to the School after 1<sup>st</sup> June 2023 including post GCSE results.

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

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<sup>st</sup> December 2023.

**Notes:**

1. **Sibling** association – applicants living in the same house as siblings, including natural siblings, adopted siblings, stepsiblings and foster siblings of a student who is on roll at the School at the time of application.
2. **Proximity** – the School uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the Local Authority: KCC uses the distance between the child’s permanent home address 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 KCC applies the distance criterion for the school, these straight line measurements are used to determine how close each applicant’s address is to the school.
3. **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 the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.
4. **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 child should be given the place.

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:

1. When an applicant has failed to respond to an offer within the deadlines stated on the offer letter; or
2. When an applicant 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.