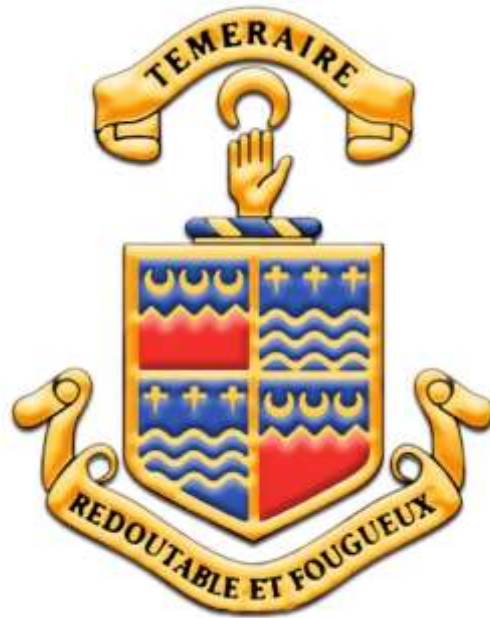


# **THE HARVEY GRAMMAR SCHOOL**



## **ADMISSIONS POLICY**

**Approved: December 2022**

**Review Date: February 2023**

The Harvey Grammar School is a 11-18 selective grammar school for boys in the district of Folkestone and Hythe. The main principle of admission to The Harvey Grammar School is to maintain the character of a selective, single sex school. We promote excellence and expect boys to exhibit a strong work ethic and commitment to academic study.

## **Policy for Admission of Pupils in September 2023**

Only boys who attain the required standard in the prescribed arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school.

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 to allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 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 boy 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 boy has been taught in leading up to transition. Deferred applications must be made via paper School Common Application Form (SCAF) to the Local Authority, 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).

### **Eligibility for consideration**

The admission arrangements require that, in order to be eligible for consideration for admission to the school at age 11, would-be pupils must either:

(a) attain satisfactory scoring across tests taken at The Harvey Grammar School. The tests used will be Verbal and Non-Verbal Reasoning Tests and tests set to address the National Curriculum Key Stage 2 targets in English and Mathematics. The minimum scoring for entry will be that which will reasonably predict that at the end of Year 11 the candidate will attain qualifications sufficient to embark on Sixth Form studies at the school, given the curriculum through the school with its particular spread of subjects, time allocation to them and style of delivery. It is anticipated that this level will correspond approximately with that which would be attained or exceeded by 25% of the age group nationally. Arrangements to take the tests will be clearly advertised by the governing body on the school's website. There will be provision for children unable to sit the test on the prescribed date due to illness or for religious reasons. Applications to take the test should be made on the school's application form which is available from either the school website or school office and should be returned to the school.

or (b) be selected for grammar school education by the Kent Age 11 assessment administered through the Local Authority coordinated scheme. Further detailed advice is available at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions).

### **Published Admission Number (PAN)**

The number of intended admissions for the year commencing September 2024 will be **150** at age 11. Boys 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.

### **Appeals**

Parents of boys who are not offered a place at the school 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 Local Authority with the offer letters. Please ensure that appeals are headed with the school name and address and returned to the **Clerk to the Independent Appeals Panel, c/o The Harvey Grammar School, Cheriton Road, Folkestone CT19 5JY** by the closing date stated on the appeal application form. If you are in any doubt about the appeals process, please contact the school for further information.

### **Over-Subscription**

Where successful applications exceed the number of places available, the following criteria will be applied, in the order as written. In such circumstances, no guarantee of a place can be made. Places will be awarded according to rank order within each sub-section:

1. **Children in Local Authority Care or Previously in Local Authority Care** – 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. **Boys in receipt of Pupil Premium who reside in the District of Folkestone and Hythe (formerly known as Shepway)** – please see Appendix 1 for the map. 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 Supplementary Form for Pupil Premium Information (Appendix 2) and return it to the school by 31<sup>st</sup> 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. **Boys who reside in the District of Folkestone and Hythe (formerly known as Shepway)** – please see Appendix 1 for the map - in the event of the number of successful pupils in the district of Folkestone and Hythe exceeding the number of places available, the nearness of a child’s home to school will apply. In order to assess the nearness of a child’s home to school, we use 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 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

4. **Other boys who satisfy the selection requirements, with those living nearest to the school being given the higher priority** - this will also serve as a tie-breaker in the event of a tie for the last place. The distance is measured in the same way as is described above.

In the unlikely event that two or more children 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 supervised by someone independent of the school.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, an applicant should choose and enter one address on the Secondary Common Application Form and this will be used by the school in determining eligibility for entry.

### **Waiting Lists**

In line with the re-allocation process as determined by the co-ordinated Admissions Scheme, eligible boys who have requested a place will be assigned to a waiting list. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria above, every time a boy is added. The school will only offer places from the waiting list once the number in the relevant year group falls below the PAN. Any boy still on the waiting list by the following academic year will be required to sit a school admission assessment in English and Mathematics.

### **Late Entrants**

Subject to the availability of places, boys may be admitted to the school if they achieve a selective standard in the school's admission assessments in English and Mathematics. Those wishing to be tested for late entry should contact the Admissions Officer at the school. The school will then contact the parent/carer to arrange a mutually convenient date for testing to be carried out. No provision will be made for any boy who repeats an academic year, apart from in exceptional circumstances.

## **Admissions to the Sixth Form**

The school welcomes applications to join its Sixth Form from boys currently attending other schools. More information on how to apply can be accessed at [www.harveygs.kent.sch.uk](http://www.harveygs.kent.sch.uk) or by contacting the school directly. The same admission criteria will apply to both internal and external applicants. The admission number for external candidates will be 25, but this figure may be exceeded in the event that this and the number of internal students transferring into Year 12 is less than the overall figure for the year group, which is 150.

### **Academic Requirements**

- GCSE grade 5 in English (Language or Literature) and GCSE grade 5 in Mathematics
- Entry criteria for individual subjects must be met in order to access those courses

For an academic programme of study pupils choose three A Level subjects and must have met the specific entry criteria for each. An applicant who has not met the entry criteria for a full academic programme, may access a vocational programme which includes one A Level and a double-award BTEC qualification, so long as the entry criteria as published in our Sixth Form prospectus for these individual courses is met.

### **Over-subscription**

Following the admission of internal pupils transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the following over subscription criteria will be applied in the order set out below to rank applicants until the overall figure for the year group is reached:

1. **Children in Local Authority Care or Previously in Local Authority Care** - as defined in the whole school admission policy;
2. **Rank order of merit in GCSE qualifications;**
3. **Distance from home to school** - as defined above in the whole school admission policy.

### **Appeals**

Any applicant refused a place in the Sixth Form is entitled to make an appeal to an independent appeal panel. Further details about the appeals process can be obtained by writing to the Clerk to the Governors, care of the school.

### **Applicants from Overseas**

It should be noted that any boy who applies for entry to the Sixth Form with qualifications other than those recognised in the UK, will be required to demonstrate that he has achieved the required standard for entry. This may involve tests in a range of subjects.

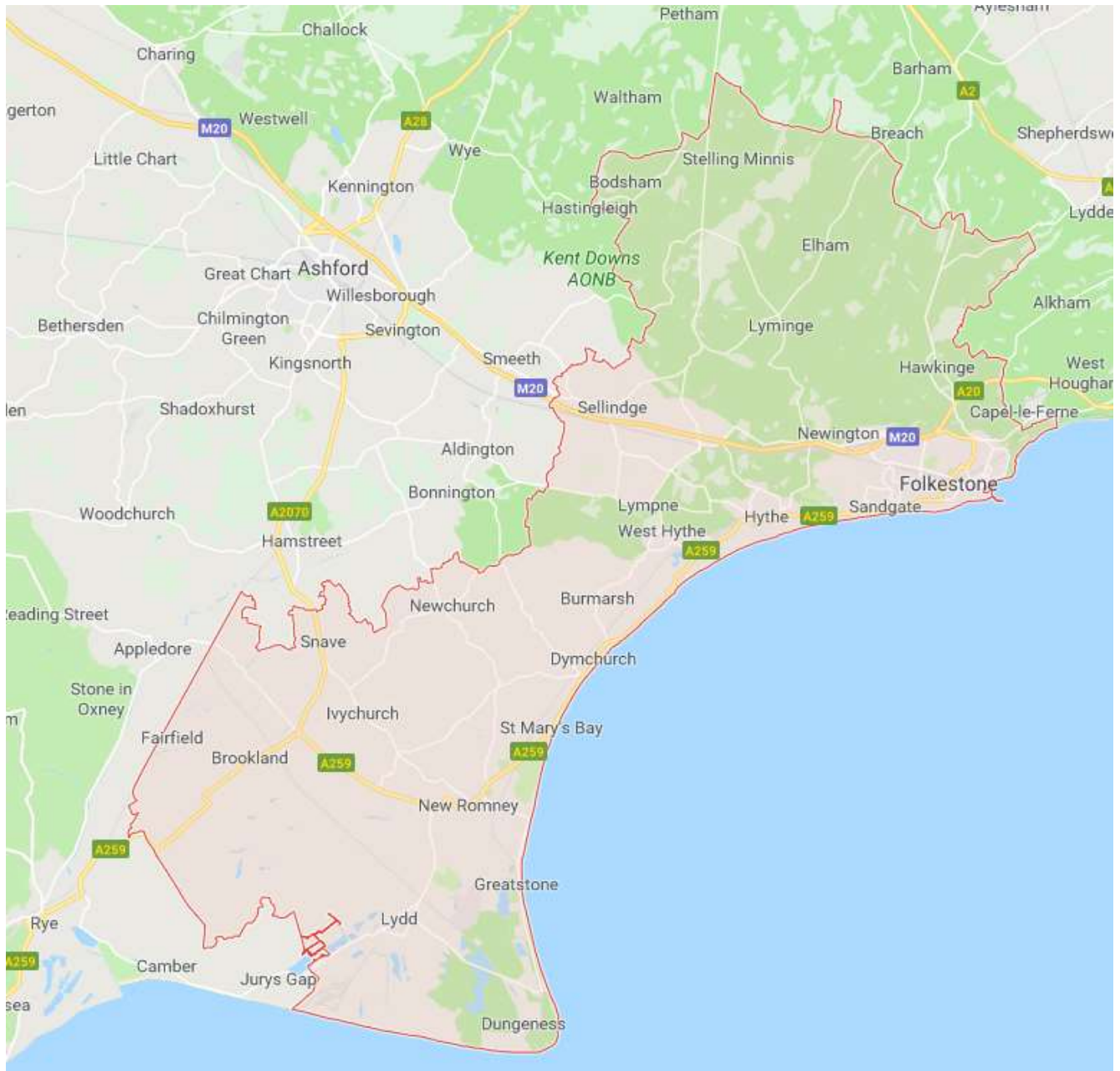
### **General**

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

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

In the event of a local or national incident preventing the entrance tests taking place on the agreed dates we will post the revised test date on the school's website as soon as it is known.

## Folkestone and Hythe District (formerly known as Shepway)



## THE HARVEY GRAMMAR SCHOOL

## SUPPLEMENTARY FORM FOR PUPIL PREMIUM INFORMATION

<p><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 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.</p> <p><b>Evidence Required:</b> 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.</p>				
<b>CHILD'S DETAILS</b>				
FORENAME:		SURNAME:		DATE OF BIRTH:
ADDRESS:			POSTCODE:	
<b>PARENT/CARER DETAILS:</b>				
TITLE:	FORENAME:	SURNAME:	RELATIONSHIP TO CHILD	
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.				
SIGNED:		PRINT NAME:		DATE:

Please complete and return this form, along with evidence of eligibility, by 31st October to Ms S Taylor - [staylor@harveygs.kent.sch.uk](mailto:staylor@harveygs.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.