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## Borden Grammar School

### Admission Policy September 2023

Borden Grammar School is the 11-18 selective grammar school for boys in the town of Sittingbourne and the surrounding areas (and for girls from the age of 16).

#### **1 - Admission to Year 7**

Boys entering Year 7 who have attained the required standard through the Kent PESE (Procedure for Entrance into Secondary Education) procedure for selection at eleven by reference to ability will be eligible to be considered for admission to the school.

Boys who have taken part in the Kent PESE procedure will also be eligible for admission if they reach the required standard through the Borden Assessment Procedure, as set out in Section 3 of this Policy. The Borden Assessment Procedure is an optional, additional opportunity to assess eligibility. The main principle of admission to the 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.

The number of planned admissions for the year commencing September 2023 will be 150. The school will accordingly admit at least 150 pupils in the relevant age group each year if sufficient applications for eligible boys are received. All eligible boys will be admitted if 150 or fewer apply.

#### **Oversubscription Criteria**

Note: There will be no differentiation between the two routes to eligibility with regard to application of the oversubscription criteria below.

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school 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 order:

- 1. Children in Local Authority Care (LAC or IAPLAC)** – a 'looked after child' or 'internationally adopted previously looked after child' is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of the 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). Children who appear to Borden Grammar School 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 in a place outside England if they were accommodated by a public authority, religious organisation or any other provider of care whose sole purpose is to benefit society.
- 2. Free School Meal Eligibility** – up to 15% of places for admission into Year 7 will be reserved for children in postcodes ME9, ME10, ME11 and ME12 who have been eligible for Free School Meals (FSM) at any time during their KS2 primary schooling (Years 3– 6). Parents wishing to apply under this criterion must ensure that they complete a Supplementary Information Form and return it to the school by 31 October. Parents must also complete the Secondary Common Application Form, naming the school, otherwise their child cannot be considered for a place.

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3. **Current Family Association** – a brother (or sister in the Sixth Form) attending the school when the child starts. In this context, brother or sister is taken to mean a child who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters.
  
4. **Health and Special Access Reasons** – medical, health, social 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 that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents/carers' physical or mental health or social needs means that they have a demonstrable and significant need for their children 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 Borden Grammar School.
  
5. **Traditional School Areas** –
  - a) Firstly, children who reside in the postcode areas beginning with the following: ME9, ME10, ME11 and ME12.
  - b) Then children who reside in the postcode areas beginning ME8 and ME13
  - c) And finally, children living in any other area

**NB** - The Board of Trustees reserve the right to check information given on an application form. If any information is found to be incorrect, or if you fail to notify Borden Grammar School of key changes to the information provided, then the offer of a school place can be withdrawn.

**In the case of oversubscription within one of the above criteria, places will be allocated according to the nearness of children's homes 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 data. 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. The school uses measurements as provided by the Local Authority and further information on how distances are calculated, including what is defined as 'permanent or main residence', is available in the Admissions to Secondary School in Kent booklet provided by the Local Authority. 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 children live in the same block and in all other ways have equal eligibility for the last available place, their names will be issued a number and drawn randomly to decide which child should be offered a place.

## **Applications for Admission**

Pupils admitted at the start of Year 7 will be those who have been judged suitable for grammar school education under the Kent selection procedure or under the Borden Assessment Procedure. All applications should be made via the SCAF form through the Local Education Authority (Secondary Common Application Form). The school accepts up to 150 pupils, plus additional pupils directed to the school by an Independent Appeals Panel.

All applications will be considered by the Admissions Authority which will apply the criteria set out above in the event of the school being over-subscribed. A waiting list will be only maintained until 31st December 2023 and it will be re-ranked in line with the published oversubscription criteria every time a pupil is added.

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## **Admission outside of the normal age group**

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

Such an applicant will be expected to have gained the 'grammar' classification in the Kent PESE Tests, and if a request to apply for admission outside the normal age group is granted, it does not guarantee a place at the school.

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 the school's ability to agree to deferral.

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.

Deferred applications must be made via paper SCAF to the LA, with written confirmation from this school. 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.

## **Appeals**

Parents/carers of pupils who are not offered a place at the school have the right of appeal to an Independent Appeals Panel. For places in Year 7, details of the Appeals Process will normally be sent out by the Local Authority with the offer letters. Appeals should be lodged in writing to:

**The Clerk to the Trustees, c/o Borden Grammar School, marked 'Appeals'.**

The Clerk will acknowledge receipt of the appeal and will initiate arrangements for the hearing of the appeal by an Independent Appeal Panel, as set out in the School Admissions Appeal Code 2012.

## **2 - Admissions after September for Year 7 and students of Year 8 to Year 11 age (In Year Admissions)**

All other candidates for admission, In Year Admissions (IYA), will be assessed by the school if there is a place available in the appropriate school year. Application forms for In Year admission are available from the school.

Parents will be notified within 15 school days of their in-year application of either the date for the assessment of ability or the reason for refusal with information about the right of appeal (where the admission authority chooses not to assess the child's ability because admitting an additional child would prejudice the provision of efficient education or efficient use of resources).

Suitability for a grammar school place is decided by:

- Results of nationally recognised tests, or cognitive testing through verbal and non-verbal reasoning, together with written tests in at least one subject from English, Mathematics and Science.
- Where relevant, their level of attainment as shown by work done at their previous school.

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Pupils seeking a transfer who are judged suitable for a grammar school place have a right of entry, providing there is suitable evidence of selective ability and places exist in the relevant year group. Refusal of a place may be because the year group is currently at capacity and therefore admitting an additional child would prejudice the provision of efficient education or use of resources. In both cases, parents would be informed of their right to appeal in writing. Group assessment windows take place on a termly basis, but we may offer a bespoke assessment for a student who has moved into the area and is without a school.

## Late Applications

Late applications for admission to Year 7 will be accepted and processed in line with the scheme published in the Local Authority's admission booklet.

## Waiting Lists

Borden Grammar School will, in line with the Local Authority, maintain a waiting list until the first day of the Spring Term in the admission year. Offers of admission from the waiting list will be made in accordance with the oversubscription criteria as laid out above. Placing a child's name on the waiting list does not guarantee that a place will become available.

## Withdrawal of Offers

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

1. Where a parent/carer has failed to respond to an offer within a reasonable time;
2. Where a parent/carer has failed to notify the school of important changes to the application information;
3. Where that place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

## Home Address

Borden Grammar School will accept as a pupil's address the residential property that is the child's only or main residence, not an address which your child may sometimes stay or sleep due to your own domestic arrangements. It will be either:

- Owned by the child's parent(s), carer or guardian, or
- Leased to or rented by the child's parent(s), carer or guardian with a written agreement.

Evidence of ownership or rental agreement may be required, **plus proof of the child's permanent residency at the property concerned**. The Board of Trustees reserves the right to check information given on an application form. If any information is found to be incorrect, or if you fail to notify Borden Grammar School of key vagaries to the information provided, then the offer of a school place can be withdrawn. As we can only accept one current home address on an application form. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses in the week, we will regard the home address as the one at which the child sleeps **for the majority of nights in the week**.

## 3 - The Borden Assessment Procedure for Admissions to Year 7 (Optional) September 2023

The information below should be read in conjunction with the following documents:

'The Admission Policy and Oversubscription Criteria for September 2023'

'Kent County Council's Co-ordinated Scheme for Secondary Admissions – 2023/2024'

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The school will admit boys through the Kent PESE (Procedure for Entrance into Secondary Education) procedure. The school will also admit boys through success in the Borden Assessment procedure where a boy has been unsuccessful in the Kent testing process. All applicants complete their own Local Authority Secondary Common Application Form (SCAF). No Supplementary Information Form (SIF) is required.

If an applicant wishes their son to take the optional Borden Assessment Procedure in addition to the Kent PESE tests they need to register to do so between 9.00am Wednesday, 1st June 2022 and 4.00pm on Friday, 1st July 2022. The registration form will be available from the school office or can be downloaded for completion from the school website from Wednesday, 1st June 2022.

There is no online registration facility available. In exceptional circumstances\*, which have been evidenced, late registrations will be accepted but only up to Friday, 8th July 2022. (Please refer to section entitled Special Arrangements for Access to the Borden Assessment Procedure). Registration is open to boy's resident in the UK and the children of UK service personnel and other Crown servants returning to the UK who will transfer to secondary school in September 2023.

Testing will take place at Borden Grammar School, Sittingbourne on Saturday, 10th September 2022. (In the event of a lockdown preventing the test taking place on this date we will post the revised test date on the school's website as soon as it is known.)

The assessment tests will comprise of:

1. A computer-based test which will assess verbal ability, numerical reasoning and non-verbal reasoning and which will be locally standardised. (If ICT is unavailable a paper test will be placed).
2. An English paper to assess Reading and Writing skills and which will be marked. (Not computer based or multiple choice)

Further details of the format of the tests will be published on the School website in May 2022 before registration for the tests opens. The pass marks will depend on the range of the results the local children achieve on the tests and it is anticipated that this level will correspond approximately with that which would be attained or exceeded by 25% of the age group nationally.

## **\*Special Arrangements for Access to the Borden Assessment Procedure**

Parents or carers must discuss with their primary school about requesting special arrangements. Requests can only be considered if supported in writing by a child's current school Headteacher. Requests cannot be considered if received after Friday, 8th July 2022.

Only in exceptional circumstances (as stated below) will late testing be considered for applicants as admission to the school is not exclusively via the Borden Assessment Procedure and the Borden Assessment Procedure is not compulsory.

- (a) Religious observance, confirmed by a representative of the faith, or
- (b) Illness, confirmed by a doctor's certificate, or
- (c) Bereavement, confirmed by a death certificate.

Taking the Kent PESE (Procedure for Entrance into Secondary Education) procedure or another Local Authority's test elsewhere on the same date will not be considered as an exceptional circumstance. Results will be posted to parents by First Class post in line with the amended KCC PESE assessment process for 2023.

## **Withdrawal of offers**

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



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1. Where a parent/carer failed to respond to an offer within a reasonable time.
2. Where a parent/carer has failed to notify the school of important changes to the application information.
3. Where that place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

## Admission to the Sixth Form

The school will admit boys and girls to Year 12 who obtains the entry requirement of:

- At least 5 GCSE passes at grades 9-5 in the new qualifications (or A\*-B grade in the old GCSEs) including English (either Literature or Language if both were taken) and Mathematics;
- Preference on Advanced Level courses will be given to those students securing at least a grade 6 (or grade B in the old GCSE assessment system) in the subject they wish to study.

For students wishing to commence a new course at Advanced Level their performance in a GCSE subject that relates to the new subject will be paramount; in certain subjects the minimum entry requirement is higher and this is noted in the sixth form prospectus under individual subjects.

Priority for admission to Year 12 will be given to existing students transferring from Year 11.

The PAN for external candidates will be 30 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 total figure for the year group. Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's chosen subjects being accommodated on the timetable, in feasible group sizes. All offers made in Year 11 are conditional on pupils meeting the grade criteria specified and will only be realised upon confirmation of actual GCSE results. Offers will be made before the end of May 2022. Where learners have achieved better results than predicted grades they will be considered on the basis of grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

The school will admit external students to Year 13 if there is a vacant place, if the specification studied in Year 12 dovetails with the Year 13 provision at the school, and if the student would have met the entrance requirement to join the school in Year 12.

In the case of oversubscription, the following criteria will be applied in the order laid out:

- a) **Children in the Care of the Local Authority** – as defined above
- b) **Internal candidates transferring from Year 11**
- c) **Free School Meal eligibility** – as defined above
- d) **Current Family Association** – as defined above
- e) **Health and Special Access Reasons** – as defined above
- f) **Traditional School Area** – as defined above

In the case of oversubscription within one of the above criteria, places will be allocated according to the proximity of the student's home to the School, as defined above.

Parents/Carers/Guardians have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Trustees, care of the school, marking the envelope 'Sixth Form Appeal'.

Later applications for places in the Sixth Form will be considered if places in appropriate subjects are still available after all other applicants have been considered.

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## Borden Grammar School Admission Policy

Map to show postcodes referenced in the policy:



**Traditional School Areas as defined in the Admission Policy:**

- a. **Firstly** children who reside in the postcode areas beginning with the following: ME9, ME10, ME11 and ME12.
- b. **Then** children who reside in the postcode areas beginning ME8 and ME13.
- c. **And finally**, children living in any other area.

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## 2023/24 Supplementary Information Form Free School Meals or Pupil Premium

### PART A

In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy 2023-24 and your Local Authority booklet before completing this form.

**You should only complete this form if:**

1. You have named Borden Grammar School on the Common Application Form
2. Your son is in receipt of Free School Meals (FSM) or Pupil Premium (PP)

You must complete **Part A** of this form and will need to take it to your son's current school in order for them to complete **Part B**.

You then need to return the completed form to **The Admissions Officer, Borden Grammar School, Avenue of Remembrance, Sittingbourne, Kent ME10 4DB** by 31<sup>st</sup> October 2022. Forms received after that date will be treated as late applications.

**You must also complete the Secondary Common Application Form.**

### STUDENT DETAILS

Forename: \_\_\_\_\_

Middle name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name of current school attending: \_\_\_\_\_

**DETAILS BELOW OF THOSE WITH PARENTAL RESPONSIBILITY:** *(please give full names of parents or legal guardians. If parents do not live together, it would be helpful to have both addresses, including postcodes)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

**Please read the following declaration carefully and then sign and return the forms as described above.** I confirm that the information I have supplied is true and accurate and I consent to you using the information provided to check my claim for FSM or PP by contacting other sources as allowed by law to verify my entitlement, including the Benefits Agency and that the submission of incorrect information may result in legal action



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Signed:

Date:

## 2023/24 Supplementary Information Form Free School Meals or Pupil Premium

### PART B

To be completed by the student's current school

Student's full name:

Date of birth:

Student's UPN:

I confirm that the student named above is currently in receipt of free school meals

Yes

No

I confirm that the student named above is currently in receipt of pupil premium

Yes

No

Name of school currently attending:

Name of person completing this form:

Position held in school:

Email address:

Signature:

Date:

Telephone Number:

School Stamp