



Number	Policy Title	School
G5	Admissions and Sixth Form Admissions	Invicta Grammar School
	Approval Date by Trust Board	
Review September 2019	September 2018	Mrs Derrick

ADMISSIONS AND SIXTH FORM ADMISSIONS

Year 7 Admissions: September 2019

Invicta Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority ("Kent County Council Co-ordinated Scheme for Secondary Admissions Academic Year 2017/18"). Detailed information about the school is available in the prospectus which can be found on the school website www.invicta.kent.sch.uk. Girls are normally admitted at age 11, when all pupils must have gained a selective place through the Kent PESE and placed Invicta Grammar School on their Kent Secondary Common Application Form, in order to be eligible for admission. Details of the Kent PESE are available from the Kent County Council "Secondary School Admissions for September 2019". There is no guarantee of a place to applicants who meet the over- subscription criteria.

The Published Admissions Number is 192. The school is usually over-subscribed. Before the application of oversubscription criteria, children with an Education Health Care Plan (EHCP), who name the school and students who are or who have been Looked After will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

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

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a parent has failed to notify the school of important changes to the application information; or
3. When a parent has failed to notify the school of important changes to the application information; or
4. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Oversubscription Criteria

If the number of preferences for the school is more than the number of places available, places will be allocated to eligible girls in the following priority order:

a) Children in Local Authority Care - a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

b) Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

c) Medical, 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 they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need 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 the particular school.

d) Children who attend a Valley Invicta Primary School, a child who has attended a Valley Invicta Primary School who has passed the PESE test.

e) Children of staff who work at the school, or **Valley Invicta Academies Trust**, full time with at least two years' continuous employment or where the school Trust considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.

f) Nearness of children'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 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 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 "Admission to Secondary School in Kent" booklet provided by the Local Authority. If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied (in accordance with the KCC definition). In the event that the final place offered from the ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.

With reference to the oversubscription criteria please refer to Appendix 1 regarding residency in the Kent Admissions booklet. Home Address

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

- i owned by the child's parent, parents or guardian; or*
- ii leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.*

Evidence of ownership or rental agreement may be required, plus proof of the child's permanent residency at the property concerned. The Trust reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn. We can only accept one current home address on the Secondary Common Application Form. If you live separately from your partner but share responsibility for your 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 nights in each week. The offer of a place may be withdrawn if proof of residency is not met.

Waiting lists will be maintained up to January 2020.

In Year Transfer:

Applicants at a time later than the normal admissions age should apply direct to Invicta Grammar School and will be tested by the school to obtain evidence of ability to keep pace with the work of this selective school. In addition to this, parents must apply to the Local Authority via the "In Year Common Application Form". This can be done via the link below:

<http://www.kent.gov.uk/education-and-children/schools/school-places>

Details of the testing process can be found below.

The Published Admissions Number and over-subscription criteria apply as above. In the event of the year group being over-subscribed, a waiting list will be held, ranked according to the over-subscription criteria.

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Admissions, Invicta Grammar School, Huntsman Lane, Maidstone, Kent, ME14 5DS (01622) 755856.

In Year Entry Testing Process

Pupils applying to join Invicta Grammar School mid-school, will be required to sit internal tests to assess the pupil's suitability for education in a selective environment. Pupils will be required to visit the school for one day to sit a selection of tests as detailed below:

Cognitive Ability Tests to include: Maths
Non-Verbal Reasoning
Verbal Reasoning

Student's scores should place them in the top 25% of the ability range in all three tests.

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2. When a parent has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Sixth Form Admissions

This admissions policy applies to students seeking admission to Year 12 at Invicta Grammar School. Students applying for a place in Year 12 will be invited to attend the Sixth Form Open Evening, an annual event at the school held at a specified date in the Autumn term.

Sixth Form Admissions arrangements – Mixed in Sixth Form.

Number of additional Year 12 places available for students being admitted to the school for the first time: 50.

The majority of our students in Year 11 continue with their studies into our school Sixth Form and priority is given to existing students transferring from Year 11. The school has 50 places available for external students who wish to join Year 12. The PAN for external candidates of 50 may be exceeded in the event that this and the number of internal students transferring in to Year 12 is less than the overall total figure for the year group.

Admission to Year 12:

All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements which are detailed on the Sixth Form section of the school website.

Year 11 students will be offered a place and invited to attend a Progress Meeting to review their A Level subject choices. External applicants should apply using the area electronic application procedure and the school application form (available on the Sixth Form section of the school website), choosing three Advanced Level subjects. The application form should be marked for the attention of the Associate Assistant Head: Head of Sixth Form, by the date specified by the school (check the school website for details). Applications received after this deadline, will be placed on a waiting list. Students who meet the entry criteria will be sent an offer and invited to visit the school and discuss the suitability of their choice of course with a senior member of staff on GCSE results day.

Students holding conditional offers will have their place confirmed, following receipt of the GCSE results in the summer. Guidance will be given to students who wish to consider a change of subject following receipt of GCSE results. Alternative provision will be discussed for internal candidates who do not fulfil the entry requirements for the Sixth Form on GCSE results day.

Once 50 conditional offers to external candidates are made, then places for external candidates who meet the entry requirements above, will be placed on a waiting list and will be allocated a place following our over-subscription criteria, detailed below:

- a) Children in Local Authority Care - a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

- b) Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- c) Medical, 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 they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need 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 the particular school.
- d) Children who attend a Valley Invicta school.
- e) Children of staff who work at the school full time with at least two years' continuous employment by the school or where the school reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- f) Nearness of children'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 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.