The Weald of Kent Grammar School uses the Co-ordinated Admission Scheme administered by Kent Local Authority (LA), details of which are outlined in the Kent County Council (KCC) published "Admissions to Secondary Schools in Kent 2026" booklet.

1. Admission of children into Year 7

1.1 All applicants for Year 7 admission must have gained a selective place (i.e. met the required score in the Kent Test, as determined by KCC).

1.1A As an alternative to the requirement specified in section 1.1, admission to Year 7 may also be achieved through the Weald Grammar Assessment.

This assessment provides an alternative route to demonstrate grammar school suitability for entry. Applicants may therefore qualify for admission by meeting the required standard in **either** the Kent Test **or** the Weald Grammar Assessment. Both tests hold equal weighting.

Parents who wish their child to be considered under the Weald Grammar Assessment Test must register for the assessment directly with the school and ensure that all relevant deadlines are met (see Appendix 1). The results of **either** assessment will determine eligibility for a selective place. Oversubscription criteria and all other admissions arrangements will apply equally to all successful candidates, regardless of the assessment route taken.

1.2 The Published Admission Number (PAN) is 270 girls for entry in September 2027. Places will be allocated on the grounds of care, pupil premium, family association, medical need, children of staff members and geography. Before the application of oversubscription criteria, applicants with an Education, Health and Care Plan, which names the school and who have been deemed as selective, will be admitted. Such admissions are included in the PAN.

1.3 The school is usually over-subscribed. If the number of eligible applicants is greater than the number of places available, the following **Oversubscription Criteria** will be applied in priority order:

1. **Looked After or Previously Looked After Children**. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 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 the school. The school will follow the Guidance as issued, from time to time, by the Department for Education. It will be the parents' responsibility to provide appropriate evidence to prove that a child is either a 'Looked After Child' or a 'Previously Looked After Child'. For Previously LAC this will include the original Adoption Certificate.

2. **Pupil Premium.** Priority will be given to 40 eligible students in receipt of Pupil Premium. These places will be allocated on the basis of distance with those being the closest to the OS Reference (TQ 59489 45217) as determined by KCC, being given priority. An applicant is eligible for Pupil Premium where they have been registered for free school meals at any point in the last 6 years up to 01/09/2026 or are currently eligible for Targeted FSM. This does not include applicants who have

only been eligible to receive Universal Infant Free School Meals or eligible as 'Expanded FSM'. Parents wishing to apply under this priority must ensure they complete the attached Supplementary Information Form and return it to the school by 31 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.

If these places are not filled by applicants in receipt of Pupil Premium by the LA on National Offer Day, any surplus or declined places will be offered to the next priority listed in our oversubscription criteria.

For more information on Pupil Premium places please refer to the Supplementary Information Form in Appendix 3. This is only required from applicants eligible for and who wish to apply for Pupil Premium priority. The deadline for submitting this form is 31 October.

3. **Siblings.** A sister or brother attending Weald of Kent at the time the child will start at the school. In this context sister or brother means children who live as sister or brother, in the same house including natural sisters and brothers, adopted siblings, half siblings, stepsisters or brothers and foster sisters and brothers. If siblings from multiple births (twins, triplets, etc.) apply for the school and the school would reach its PAN after admitting one or more, but before admitting all of those siblings, a place will be offered to each of the siblings, even if doing so takes the school above its PAN.

4. **Health and Special Access Reasons.** Priority will be given to those children with exceptional medical grounds for whom Weald of Kent is the best identified school to meet their needs. Such applications will be considered under this criterion only if they are supported by an attached written statement from a Hospital Consultant. This must demonstrate that there is a very specific connection between the child's medical need and the school requested. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means there is a demonstrable and significant need for their child to attend Weald of Kent. All claims under this criterion must be submitted to the school by October 31st. Decisions will be made by the Admissions Committee.

5. **Children of Permanent Members of Staff**. An eligible student whose parent is a current and permanent member of staff, providing that his/her child lives in the same house as him/her. In this context a child means a natural daughter/son including adopted children and or foster children who live at the same address as the member of staff. A permanent member of staff is defined as a fulltime teaching member, a full-time support member whose contract is 37 weeks and above, a parttime teaching member with a 50% and above timetable and a part-time support staff member who works more than 15 hours per week for 37 weeks or more. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

   A permanent member of staff can be defined as someone who has been employed directly by Weald of Kent Grammar School Academy Trust for the last two years at the time of application or someone who was been recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. **Distance of the child's home to school**. Places will be allocated to those living closest to the school. The distance will be measured from the child's permanent home to the designated OS reference point (TQ 59489 45217) of the Tonbridge Campus. Places will be allocated to students whose permanent home address has the following postcodes or falls within the following parishes:

Tonbridge Town is made up of TN9, TN10, TN11 and TN12 and the Parishes of Ightham, Ivy Hatch, Kings Hill, Pembury, Platt and St Mary's Platt, Plaxtol and Shipbourne.

The **following Parishes within the Sevenoaks district are included:**
Brasted, Chevening, Chiddingstone, Cowden, Dunton Green, Edenbridge, Godden Green, Halstead, Hever, Kemsing, Knockholt, Leigh, Otford, Penshurst, Riverhead, Seal, Sevenoaks town, Sevenoaks Weald and Underriver, Shoreham, Sundridge and Ide Hill, Westerham and Crockham Hill.

7. **All other Postcodes**.

1.4 Nearness of Children's Homes to School. Priority will be given to children living nearest to the school. The LA 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 the OS Reference (TQ 59489 45217) within the school as specified by NLPG. The same address point on the school Campus is used for everybody. When we apply the distance criterion for the school, these straightline measurements are used to determine how close each applicant's address is to the Tonbridge campus of the school.

A student's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements.

Where a child lives normally during the week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday to Friday.

The address must be the student's home address on the day you completed your application form, and which is either owned by the child's parent, parents or guardian, OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

The school uses measurements provided by the LA and further information on how distances are calculated (including for flats) is available in the Admissions to Secondary School Booklet provided by the LA.

Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

1.5 The distribution of pupils between the Tonbridge and Sevenoaks campuses is an internal decision and not included in this policy. The number of pupils allocated per campus will be determined annually by the Admissions Committee. The school will send a Campus Supplementary Information Form to applicants, with a welcome letter, once an offer of a place at the school has been made.

1.6 Tie-break. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then random allocation will be used. This process will be supervised by someone independent of the school.

2. Admission into the Sixth Form

2.1 All Year 11 Weald of Kent pupils, who meet the entry requirements, will continue to the Weald of Kent Sixth Form if they wish.

2.2 Weald of Kent Grammar School accepts applications from pupils to join its coeducational sixth form. All students joining Weald of Kent Grammar Sixth Form must meet the published academic entry requirements. A minimum of 25 places will be filled by eligible external pupils, provided sufficient applications are received. This figure may be exceeded if there are more available spaces. Where the number of external candidates exceeds the PAN, the Sixth Form Oversubscription Criteria will apply, see 2.5.

2.3 Application process. Curriculum information together with details of the application procedure is published on the school website. All applicants meeting the academic criteria will follow through the application process given below:

a) Completion of an Admissions application via Applicaa (this must be accessed via the link on the school website).
b) An applicant is only eligible to be offered a sixth form place if they have met the following academic requirements:

- Applicants must have taken at least eight full-course GCSEs (or iGCSEs).
- An average GCSE point score of at least 5.5 calculated from the best eight full-course GCSE (or iGCSE) results.
- A minimum of Grade 5 in GCSE Mathematics.
- A minimum of Grade 5 in either GCSE English Language or English Literature**.**

Only full-course GCSEs or iGCSEs will be accepted for the purposes of entry. Vocational or other qualifications are not considered.

Applicants who have taken fewer than eight GCSEs will not meet the academic entry requirements.

Applicants will be required to study a minimum of three A Levels.

2.4 Late Applications. Applications for the sixth form received after the closing date of 15 January will be considered, following GCSE Results Day, after all on time applicants have been considered.

2.5 Sixth Form Oversubscription Criteria. If there are more external applicants, who have met the academic requirements for entry, than the PAN, places will be offered in accordance with our oversubscription criteria.

1. Looked After Children or Previously Looked After Children
2. Pupil Premium*
3. Siblings
4. Health and Special Access Reasons
5. Children of Permanent Members of Staff
6. Average point score of best eight full-course GCSEs (or iGCSEs) with priority given to the highest score
7. Tie break. If the criterion above are not sufficient to distinguish between two or more applicants for the last remaining place, then random allocation will be used. This process will be supervised by someone independent of the school.

Places will be allocated within each category according to the shortest distance from the school (OS Reference TQ59489 45217 as determined by KCC) to the applicant's permanent home address. Details of categories 1-5 can be found on pages 1-2 of this policy.

*Students in receipt of Pupil Premium should provide evidence from their current school or local authority as part of their application.

2.6 A waiting list of eligible applicants will be maintained in the order of the oversubscription criteria until 31 December. This list will be re-ranked each time a new student is added.

2.7 For applicants who are seeking a place in the sixth form outside of their normal age group, please see Section 3 of this policy. The school must be notified of this at the time of application.

2.8 Right to appeal. The parents (and/or in the case of a sixth form place, the student) of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties. The appeal should be made using the link on the school website, found on the Admissions page, titled 'Appeal Information'. All appeals must be received within the date published on the school website. Appeals will be heard by an Independent Appeal Panel within 30 school days of receipt of the request.

3. Admission of children outside their normal age group

Admission Applications
Parents may seek a place for their child outside of their normal age group, either younger or older. Parents who wish for their child to be educated out of year should contact the school in writing outlining the reason for the request. Parents should provide evidence to support their request. Parents should then complete the LA CAF application, or in-year admissions form as appropriate.

The Admissions Committee will make decisions on the basis of the circumstances of the case and in the best interests of the child and include the views of the headteacher.

Please refer to the attached Appendix for the following procedures and information:

1. Admissions Procedure for entry at age 11
2. Procedure for Admission at age 12 + (In Year Admissions)
3. Supplementary Information Form

This policy will be reviewed annually and changes to the Policy will be published as required.

Authors:	Ken MacSporran Lou Fung-On	Reviewed:	September 2025
Link Trustee/s:	FTB	**Next Review Date:**	September 2026
Public consultation: to be confirmed following ratification at Board level **Ratified by Trustees: February 2026**			

APPENDIX 1 Admissions Procedure for entry at age 11

1.1 Gaining entry to the School and making an application

a. Weald of Kent Grammar School is a selective Academy school and admits girls at age 11 who have gained a Kent selective place through the PESE process **or** through success in the Weald Grammar Assessment. The PAN is **270.**
b. Under the co-ordinated Admissions Scheme run by Kent County Council parents name up to four schools on the Secondary Common Application Form ("SCAF"). **Parents must express their preferences, and rank them accordingly.**
c. A Supplementary Information Form (SIF) is only required if the applicant wishes to be considered for a Pupil Premium priority place.
d. Kent County Council acts as the co-ordinating authority for all admission applications and will allocate a place to the highest preference school for which the child is eligible. If there are more

applications than vacancies for Weald of Kent, the school places are allocated using the published over-subscription criteria (see Policy).
In the event of a tie breaker situation if more than one applicant has the same distance from home to school (as measured by the LA), then a random selection will be applied.

e. Weald of Kent must be named on the SCAF for a student to be eligible for admission. Details of the Kent PESE tests are available from the Kent County Council booklet "Admission to Secondary Schools in Kent". Details of the Weald Grammar Assessment is available on the school website.
f. Kent County Council will offer a place at a school which they will endeavour to make the highest of the four preferences named on the SCAF in accordance with the individual school's over subscription criteria. All children are sent one offer of a place on National Offer Day.

1.2 Procedure for the Weald of Kent Grammar School Grammar Assessment Test

a. Registration

Parents who wish their child to sit the Weald Grammar Assessment must register directly with the school.

- Registration period: Opens Monday 1 June 2026 (9:00 a.m.) and closes Friday 10 July 2026 (4:00 p.m.)
- The registration form will be available on the school website and from the school office. If a paper copy of the form is required, please notify the school.
- In exceptional circumstances (supported by written evidence), late registration may be accepted up to Tuesday 21 July 2026.

Registration is open to girls resident in the UK, including children of UK service personnel and other Crown servants returning to the UK for Year 7 entry in September 2027.

b. Testing Arrangements

Testing will take place at Weald of Kent Grammar School on the Saturday following the Kent Test. The Weald Assessment will, like the Kent Test, assess English, Maths, verbal reasoning and nonverbal reasoning. **We will not test topics beyond the Year 5 National Curriculum.**

Further details of the test format will be published on the school website in May 2026, before registration opens.

c. Assessment Standard and Results

The pass standard will be determined by reference to the range of results achieved locally and will correspond approximately to that achieved by the top 25% of the age group nationally.
Results will be emailed to parents in line with the Kent County Council (KCC) PESE notification process.

d. Special Arrangements and Late Testing

Parents seeking special testing arrangements (for example, for medical or learning needs) must consult their child's current Headteacher and provide written supporting evidence before 21 July 2026.
Late testing will be permitted only in exceptional cases such as:

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

Taking the Kent PESE or another Local Authority's test elsewhere on the same date will not be considered as an exceptional circumstance.

1.3 Acceptance/refusal

Weald of Kent Grammar School will send their welcome letters on a date as determined by KCC in March.
Parents must advise the school by the deadline date, as given by KCC, whether they are accepting or declining the place offered. The school will provide an online form to do so.

Withdrawal of Offers

After a place has been offered, the school reserves the right to withdraw the offer where:

1. A parent/carer has failed to respond to an offer within a reasonable timeframe.
2. A parent/carer has failed to notify the school of significant changes to the application information; or
3. The offer was made based on a fraudulent or intentionally misleading application.

1.4 Waiting list procedures

a. The waiting list is held by KCC between the first and second offer days. After the second offer day, the waiting list will be held and maintained by the school. Any eligible child refused a place at the school will be put on the waiting list unless a higher preference school has been offered. This will include details of all applicants who have named the school on the SCAF and were not offered a place on National Offer Day and have asked to be included on the school's waiting list, and any late application sent to the school or by the co-ordinating authority.

b. Applicants will be listed in order of priority, in accordance with the school's oversubscription criteria. (NB: priority is not given based on the date the application was added to the waiting list.) The Waiting List will be re-ranked every time a new child is added.

c. If Weald of Kent has vacancies against their PAN places will be offered in line with KCC's prescribed processes and then as vacancies arise.

d. If Weald of Kent has reached its PAN it may not admit applicants other than through the Independent Appeal process

e. Waiting lists will be maintained after the new Year 7 intake has been admitted in September, for the academic year.

f. Where a child has not been assessed as being suitable for a Grammar School, their parents cannot ask to join the waiting list for Weald of Kent.

1.5 Appeals

There is a parental right of appeal to an Independent Appeals Panel against the refusal of a place regardless of where the school was ranked on the SCAF. Appeals must be received within twenty days of National Offer Day, and using the Appeal Form provided by the school, found on the school website, on the Admissions page.

After 31st December, students wishing to make an application for a place in Year 7 will have to be CAT tested if they did not sit the Kent Test prior to 31st December.

There is no parental right of appeal against the Campus allocated.

1.6 Making a late nomination for Weald of Kent Grammar School

Where parents who do not nominate Weald of Kent Grammar School on the SCAF decide subsequently that they wish for their daughter to be considered for a place at the school, the application can only be considered after the 'reallocation offers'. Parents who think they might wish to pursue a place at the school are strongly urged to nominate Weald of Kent Grammar School on the SCAF.

APPENDIX 2 Procedure for Admission at age 12+ (In Year Admissions)

2.1 Application process:

I. A completed IYAF form must be received by the Admissions Manager at Weald of Kent Grammar School. The IYAF can be found on the school website.
II. Weald of Kent will acknowledge receipt and the student will be invited into School for admissions tests.

All girls wishing to apply for a place will be required to sit CAT tests (quantitative, non-verbal and verbal reasoning) to establish whether they are working within the range of the existing cohort.

Parents will be notified of the test results within fifteen school days. Following successful testing Weald of Kent will write to make an offer of a place if there is a place available. If the pupil's CAT results are below the above entry requirement a place will not be offered. There is the right to lodge an appeal against any decision not to offer a place, (see 2.3).

After the offer has been made, the school expects the place to be taken up and for the pupil to start on roll within a reasonable time frame, no more than ten school days.

After the offer is made, the School reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within ten working days, or
- When a parent has failed to notify the school of important changes to the application information; or
- The place was offered on the basis of a fraudulent or intentionally misleading application from a parent.

2.2 Multiple Applications

In common with many selective schools, Weald of Kent Grammar School use GL Assessment CAT4UK tests to ascertain a child's eligibility. Given that students may only complete CAT tests once per calendar year. Where a family applies to any school which uses a CAT4 test we will share the test results with other schools to speed up the Admissions process and to reduce pressure on the individual child.

Should a parent refuse permission for other schools to share test results from CAT4 tests with Weald of Kent, the application to Weald of Kent will be declined.

2.3 Appeals

There is a parental right of appeal to an Independent Appeals Panel against the refusal of a place. This should be made using the Appeal Form provided by the school, found on the school website, on the Admissions page.

Appendix 3 The Supplementary Information Form (SIF)

Weald of Kent Grammar School Academy Trust

Supplementary Information Form (SIF) for Admissions Pupil Premium Notification

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Required ONLY from applicants who are eligible for and wish to apply for pupil premium

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYAF) if you wish your child to be considered for a place at Weald of Kent Grammar School, these are available directly from KCC or online at www.kent.gov.uk/ola.

The following sections should be completed and returned to the school **by 31 October,** to notify us that you are applying for a Pupil Premium place. This should be sent to Admissions Department, Weald of Kent Grammar School, Tudeley Lane, Tonbridge TN9 2JP.

Personal Details

Child's Surname:	
Child's Forenames:	
Child's Date of Birth:	
Permanent Home Address:	
Telephone:	
Email Address:	
Parent/Carer:	

Other Details

Evidence of Eligibility:	Please provide a letter from the child's current school or a letter from the child's LA.
Declaration:	I confirm the information supplied is true and accurate and I consent to checks being made.
Parent/Carer Signature:	
Date:	

Pupil Premium Eligibility Criteria:

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 girls who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in LA Care or Previously in LA Care, however, these children will be prioritised in the relevant criteria above.