

Weald of Kent Grammar School Academy Trust

Supplementary Information Form (SIF)

The following sections should be completed and returned to the school to indicate your site preference (Tonbridge or Sevenoaks Campus).

Personal Details

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

Campus preference

Location	✓	Location	✓	Location	✓
I do not have a site preference		Tonbridge		Sevenoaks	

Additional information for consideration by trustees (Refer to point 7 overleaf)

Sibling link: My child has a sibling who attends the Tonbridge/Sevenoaks* campus

Name of sibling: _____

* delete as necessary

Other extenuating circumstance to be reviewed by Trustees (please give full details):

Campus Allocation Procedure

Once applications have been processed and places offered through the admissions procedures, the school will make campus allocations. The following procedure will normally apply in the order stated below:

1. Students are given, where possible, a place at either the Tonbridge or Sevenoaks campus according to NLPG measurements, i.e. the campus closest to an individual student's permanent home address.
2. Parents and carers must complete a form before the allocation is made, indicating which campus they would prefer their child to attend.
3. Completed forms are reviewed and assessed relative to our allocation procedure. Students will be allowed to transfer between campuses wherever possible. Meaning that we will attempt, where possible to offer in accordance with parental/carer preference. If this is not possible the allocation will be based on point 1 above.
4. We will write to parents and carers, confirming campus allocations.
5. Any parents and carers unhappy with their allocation can join a campus waiting list by emailing campusallocations@wealdqs.org.
6. The waiting list will be operated on a first come, first served basis. Places will then be offered as they become available to those highest on the list.
7. The school reserves the right to prioritise a pupil for a particular campus where an extenuating circumstance results in a necessity for such consideration by trustees.

Notes:

There is no right of appeal against a campus allocation decision.

Parents and carers should understand upon application to Weald of Kent that they could be offered a place at either location.

The school believes that it is in the best interests of students to attend their closest campus and our policy reflects that.

The above procedure applies to applications received after the first offer day closes, wherever possible. If, following the first round of allocations, places at the preferred campus are limited, then allocations will be made based on spaces available.