

By: Graham Badman, Director for Children Families & Education  
John Simmonds, Cabinet Member for Education and School Improvement

To: Cabinet - 12 March 2007

Subject: LOCAL AUTHORITY PROPOSED SECONDARY SCHOOL  
ADMISSION ARRANGEMENTS 2008-09

Classification: Unrestricted

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Summary: To report on the outcome of the consultation on the proposed admission arrangements for transfer to secondary schools in September 2008. Cabinet is asked to determine the admission arrangements for that school year.

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## **Introduction**

1. (1) The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to consult on its proposed admission arrangements for these schools annually, and to determine its admission arrangements by 15 April each year.

(2) The Education Act 2002 introduced a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. In 2006 all admission authorities agreed the proposals to co-ordinate admissions to all Kent secondary schools in September 2008.

(3) All admission arrangements identified in this document are outside the arrangements for pupils with statements of special education need which take place in accordance with the SEN Code of Practice (2001) Paragraph 5.72.

(4) The LA has consulted the headteachers and chairmen of governors of all Kent primary and secondary schools; neighbouring LEAs; diocesan bodies; independent schools (which have pupils transferring to secondary schools); and other interested bodies on its proposals to co-ordinate admissions to all Kent secondary schools in September 2008.

(5) The LA has consulted the Chair and Vice Chair of the Admissions Forum. Both support the admissions arrangements for determination in this paper

## **Consultation and Outcome**

2. (1) The consultation considered four issues:
- (a) The Co-ordinated Admission Scheme for 2008/09
  - (b) Over-subscription criteria for Community and Voluntary Controlled secondary schools
  - (c) The relevant statutory consultation area, and

- (d) Published admission numbers for Community and Voluntary Controlled secondary schools.

(2) Each of these is looked at separately below. Responses were received from 24 primary schools and 71 secondary schools. No responses were received from neighbouring LAs or Dioceses.

### (a) The Co-ordinated Scheme

3. (1) The scheme was agreed by all admission authorities. 96 Responses were received. A summary of comments follows:

<b>Testing Before Preference</b>	<b>2 comments</b>
Responses from Wrotham school and Platt Primary School favour testing before preference. <i>The LA recognise the benefits this can bring and has undertaken to review the PESE process during 2007 in order to consider viable options that will enable effective selection at the secondary transfer stage. Outcomes of this process will form the basis of the formal consultation in November/December 2007.</i>	
<b>Time allocated for Headteacher appeals</b>	<b>2 comments</b>
The response from Dartford Grammar School raised concerns that there would be insufficient time available for Headteacher appeals. <i>The scheme timetable takes account of the HT appeals process.</i> The response from Gravesend Grammar School commented that the HT appeals process was not outlined in the scheme. <i>HT appeal is an established part of the assessment process: it is not deemed necessary to detail it within the admissions scheme.</i>	
<b>First Preference First to be allowed</b>	<b>3 comments</b>
The response from Bradbourne School and Hayesbrook School indicated that FPF should be allowed. <i>This practice is however unlawful from Feb 2007.</i> The response from St Edmund's Catholic Comprehensive school stated that having pupil preference information assisted in planning.	
<b>Offers to be available to parents on same day</b>	<b>1 comment</b>
The response from Platt Primary School stated that all children should be supplied with the notification of a school place on the same day. <i>There is a single offer date (3 March in 2008), when offer letters are sent out, but parents who have applied online may view their offer online on that day, whereas those who have completed a paper CAF must wait for the post. This is national practice, which the LA supports, because it encourages online applications, which save time and resources. Nobody is excluded from online application, and how the offer is received does not affect the outcome.</i>	
<b>Dates of Scheme</b>	<b>2 comments</b>
Responses from The Folkestone Academy and Homewood School raised concerns that the process runs too late for effective planning for staffing. <i>The current dates reflect the restrictions of national legislation and the preferences of the majority following previous consultations.</i>	

(2) The suggestions have been incorporated in the final scheme, which is attached as Appendix 1

### (b) Oversubscription Criteria

4. (1) The oversubscription criteria have not changed from 2007/08, other than an alignment of the Dover Grammar school for girls testing arrangements with other Community grammar schools in Kent. Of the 96 responses received 6 did not agree the oversubscription criteria. Comments are summarised below:

<b>*Dover testing arrangements</b>	<b>10 comments (4 against 4 for &amp; 2 Non committal)</b>
<p>Responses from Dover Grammar School for Boys, Dover Grammar School for Girls and St Mary's (Dover) CE Primary School all supported DGSG being able to retain testing arrangements specific to the Dover area. The response from Oakwood Park questioned the practicality of trying to bring the admission arrangements for the Dover grammar schools into line with the rest.</p> <p>Comments from Astor College of Arts, Folkestone School for Girls, Meopham School, St Edmund's Catholic Comprehensive and St Gregory's Catholic School all agreed that there should be a single testing system for admission to all grammar schools in Kent. The comment from Astor College highlighted concerns that "double selection" had an adverse effect on results at the local non-selective schools.</p> <p>The comments from Folkestone School for Girls agreed "that there should be a level playing field and that either all schools should have access to a second test or that none should". The response from Queen Elizabeth's Grammar School recommended that arrangements for both the Dover grammar schools should be the same, if Dover Boys continue with a Dover test then Dover Grammar School for Girls should also. <i>Attached in <b>Appendix 5</b> is a further paper outlining the school's argument for its retention and why in contrast the LA is seeking to apply a single test arrangement across Kent.</i></p>	
<b>Sibling Criterion</b>	<b>1 comment</b>
<p>The response from Wilmington Grammar School for Girls commented that the sibling criterion should be retained for all schools in the interest of equity. <i>Changes in the Code of Practice mean that a grammar school that ranks by highest test score could not favour siblings. This does not affect the community grammar schools.</i></p>	

(2) Feedback received during the consultation suggests that in light of ongoing new build housing developments and the associated requirement for school places, there may be a need to protect school places during the construction phases. The following paragraph has been included in Appendix 2 to secure school places for a limited period where new build developments are underway.

***"Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions".***

(3) Attached, as Appendix 2, is a copy of the over-subscription criteria for Community and Voluntary Controlled schools.

### **(c) Relevant Statutory Consultation Area**

5. (1) The statutory consultation area has not changed from 2007/08 of the 96 responses. 2 did not agree with the arrangements. Comments are summarised below:

<b>Consultation area should reflect cluster</b>	<b>1 comment</b>
The response from Sandwich Technology School asks why Deal is not included in the statutory consultation areas. <i>Deal is included in the 'Dover District' which is listed in the statutory consultation areas.</i> The view was expressed that Sandwich Technology School served a far wider community than the Thanet district. <i>Consideration as to how closely consultation areas should reflect cluster arrangements can be explored during 2007/8.</i>	
<b>Why are some areas omitted/included?</b>	<b>2 comments</b>
The response from Canterbury High school questioned why Faversham was included in the Canterbury Area for consultation. <i>This is because traditionally a significant cohort of children have travelled from Canterbury to Faversham and vice versa to secure preferred school choices.</i>	

#### **(d) Published Admission Numbers**

6. The proposed Published Admission Numbers (PANs) for Community and Voluntary Controlled schools were attached to the consultation document. No comments were received. The proposed Published Admission Numbers for community and voluntary controlled secondary schools are attached as Appendix 4.

<b>Some schools are listed as VA &amp; Community when they now have Foundation status</b>	<b>4 comments</b>
<i>This was a clerical error and has been amended. The list for determination has also been updated to take account of some errors in PAN numbers listed in the initial consultation and identified during the consultation process. Changes in PANs from 2007 are highlighted on the list.</i>	

## 7. Recommendations

Cabinet is asked TO AGREE

- (a) **That the scheme to co-ordinate admissions to secondary schools in September 2008 should be as set out in Appendix 1.**
- (b) **That the over-subscription criteria for community and voluntary controlled schools be as set out in Appendix 2:**
- (c) **That the relevant statutory consultation area for secondary schools be designated parishes and adjoining districts as set out in Appendix 3.**
- (d) **That the Published Admission Numbers for Community and Voluntary Controlled secondary schools be as set out in Appendix 4.**

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Background Documents:

None.

## TRANSFER TO SECONDARY SCHOOL – SEPTEMBER 2008

## 1. THE CO-ORDINATED SCHEME

## Timetable of co-ordinated scheme - 2008

<b>19 October 2007</b>	Common Application forms to be returned to the LA via primary schools
<b>23 November 2007</b>	Final date for receipt of applications from other LAs
<b>5 December 2007</b>	The LA notifies all secondary schools of the number of applicants. Schools requiring them to arrange testing will be sent parent and pupil details. Schools requesting details to match against supplementary forms will be sent parent and pupil details
<b>4 January 2008</b>	Details of pupil applications sent to schools including all relevant details from the CAF to enable schools to apply their over-subscription criteria
<b>8/9 January 2008</b>	PESE tests
<b>12 January 2008</b>	Out of county PESE tests
<b>18 January 2008</b>	All testing procedures to be completed
<b>25 January 2008</b>	Foundation and VA schools provide the LA with ranked lists of applicants
<b>5- 15 February 2008</b>	Inter-LA exchange of data
<b>By 19 February 2008</b>	LA matches ranked lists provided by all schools and Academies, and allocates places
<b>22 February 2008</b>	Secondary schools sent list of allocated pupils. Kent primary schools informed of the destination of their pupils
<b>3 March 2008</b>	Notifications sent to parents by the LA
<b>25 March 2008</b>	Date by which parents must confirm whether or not they have accepted the place, wish to appeal and/or be placed on a school's waiting list
<b>27 March 2008</b>	The LA sends secondary schools details of any late applications received after 14 December 2007 but before 25 March 2008. The co-ordinated scheme ends.
<b>From 27 March until the start of the Autumn Term 2008</b>	Schools hold waiting lists and consider applications in accordance with their over-subscription criteria

## THE SCHEME

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

### **Common Application Form**

1. There will be a standard form for Kent residents known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of secondary education in the specified year, and any successive year in which this scheme is still in force.
3. The CAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:
  - (a) to be admitted to a school within the LA area (including VA and foundation schools and Academies)
  - (b) to be admitted to a school located in another LA's area (including VA, foundation schools and Academies)
4. The CAF will:
  - (a) invite the parent to express three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
  - (b) invite parents to give their reasons for each preference.
  - (c) explain that the parent will receive no more than one offer of a school place and that:
    - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
    - (ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
  - (d) specify the closing date and where it must be returned, in accordance with paragraph 7.
5. The LA will make appropriate arrangements to ensure:
  - (a) that the CAF is available on request from the LA and from all maintained primary and secondary schools and Academies in the LA area; and
  - (b) that the CAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child in their last year of primary education receives a copy of the CAF (and a written explanation).
7. Completed CAFs are to be returned to the LA by 19 October 2007 via primary schools (if the child is attending a Kent maintained primary school), so that the LA can keep track of parents that do not complete a CAF.

## **Supplementary Information forms**

8. All preferences expressed on a CAF are valid applications. A school can require parents who wish to nominate, or have nominated it on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a supplementary form is required it must be returned to the school. All schools that use supplementary forms must include the proposed form in their consultation with other admission authorities, including the LA.

9. A supplementary form is not a valid application: this can be made only on the Kent CAF or, if resident in another area, the home area's Common Application Form. When supplementary forms are received the school must inform the LA before consideration and ranking of applicants so it can verify whether a CAF or neighbouring area's CAF has been received from the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the supplementary form if so requested. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply its over-subscription criteria.

## **Testing**

10. Where a selection test of any kind is part of the school's admission arrangements, the admission authority for the school must make it clear to the parent that they are required to express a preference on a CAF lodged with the relevant LA before their child is tested.

11. No school shall allow a child to undertake any selection test (whether a test of ability or aptitude) which is required as part of that school's admission arrangements, unless that school is one of the named preferences on a CAF.

12. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2.

13. Parents may not be notified of the result of any selection test/assessment before the offer date of 3 March 2008, and on 3 March 2008 parents should only be told the assessment decision, not the child's test score.

## **Late Applications Received After 19 October but Before 14 December 2007**

14. The closing date for applications in the normal admissions round is 19 October 2007. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason will be accepted provided they are received before 14 December 2007. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Kent property will normally be required in these cases).

## **Late Applications Received After 14 December but Before 25 March 2008**

15. Applications made direct to any school on the CAF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. The LA will hold all applications until they are passed to schools on 27 March 2008.



## **Determining Offers in Response to the CAF**

16. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 20 of this Schedule.

17. By 5 December 2007 the LA will notify all schools of the number of applications received for their school. Schools requiring details to arrange testing will be sent parent and pupil details. Schools requesting details to match against supplementary forms will be sent parent and pupil details. Where parents have nominated a school outside the LA area, the LA will also notify the relevant authority/authorities by 5 December 2007.

18. By 4 January 2008 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, forwarding them all relevant details from the CAF and any supplementary form received by this date which schools require in order to apply their over-subscription criteria.

19. By 25 January 2008 the admission authority for each school will consider all applications for their school, apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's over-subscription criteria.

20. By 19 February 2008 the LA will match this ranked list against the ranked lists of the other schools nominated and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where a Kent child is not eligible for a place at any of the nominated schools, the LA will allocate them a place at the nearest appropriate school with a vacancy.

21. 22 February 2008 – The LA informs its secondary schools, and any Academy, of the pupils to be offered places at their schools, and informs other LAs of places in Kent schools to be offered to their residents. The LA informs all Kent primary schools of the destination of their pupils.

## **Offers 3 March 2008**

22. On 3 March 2008 Kent LA will notify applicants from within Kent by letter that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at each of the other schools

nominated on the CAF;

- Information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- How to apply for a place on the waiting list for any school named on the CAF. Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school.
- Contact details for the school and LA for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body; and
- Where a child has sat any grammar school test, the assessment decision, which should not have been released before 3 March, by either the LA or any school.

The letter will not inform parents of places still available at other schools.

23. Parents who reside in other boroughs but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own LA on 3 March 2008.

24. Kent pupils who have not been offered a place at any of the schools nominated on their Common Application Form will be offered a place by Kent LA at the nearest school with a place available, following consultation with individual schools. This place will be offered on, or as close as possible to, 3 March 2008

### **Acceptance/Refusal 25 March 2008**

25. Secondary schools send their welcome letters on Thursday 6 March 2008.

26. 25 March 2008: the deadline for parents to let the school they have been offered know in writing whether or not they are accepting the place. Parents must let the school know if they are not taking up the place offered. By 25 March 2008 each school will make sure they have a response from each pupil who was offered a place on 3 March 2008. If the school is unable to obtain a reply by 25 March 2008, having exhausted all reasonable enquiries, it must remind the parent of the need to respond and point out that the place may be withdrawn if no response is received. Only after this may it be assumed that a place is not required.

27. 27 March 2008: the deadline for schools to let the LA know of any pupils not taking up the place offered in order to maintain the pupil database.

28. 27 March 2008: the LA will send all schools details of any late applications received after 14 December 2007 but before 25 March 2008.

29. 27 March 2008: The co-ordinated scheme ends.

### **Applications to Schools from 27 March 2008**

30. The admission authority for each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the CAF and were not offered a

place on 3 March and have asked to be included on the school's waiting list, any late application sent to the school by the LA on 27 March 2008 and any application made direct to the school after 27 March 2008. Applicants will be listed in order of priority, in accordance with the school's over-subscription criteria. Schools with vacancies against their Published Admission Number will initially offer places on a common date of 28 March 2008, and then as vacancies arise. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process. When a place is offered to a pupil on a waiting list, the admission authority will advise the LA. Waiting lists will be maintained until the new Year 7 intake has been admitted in September. Schools should notify Kent LA whether the parent has accepted or declined the offer. Parents who are refused admission must be offered a right of appeal (even if their child's name has been put on the waiting list) and must be given a contact in the LA to ensure all pupils are allocated a place in the nearest appropriate school with a vacancy.

## **Appeals**

31 All parents have the right to appeal against any decision refusing them a school place, regardless of where they ranked it on a CAF.

32. Where a school has places available after 27 March 2008, and parents lodge an appeal against the refusal of a place, they may be offered a place at the school after 27 March without the appeal being heard, provided that, where the school is a grammar school, the child has been assessed as being suitable for a grammar school place and that there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria.

## **Applications for Places in Year Groups Other Than the Normal Year of Entry to Secondary School (Casual Admissions).**

33. Application can be made direct to any Kent school or via the LA.

- Kent LA will determine any application for a community or controlled school for which it is the admission authority; and
- If the application is for a Foundation or Voluntary Aided school or Academy, the governing body of the school will make a determination and notify the parent.
- Parents who are refused admission must be offered a right of appeal.

34. The LA should keep track of any pupils who apply for casual admission, and intervene as appropriate to ensure that they are placed in a school without undue delay.

## **CO-ORDINATED ADMISSIONS SCHEME FOR SECONDARY SCHOOLS IN THE AREA OF KENT LOCAL EDUCATION AUTHORITY - 2008/09**

### **Interpretation**

1. In this scheme –

“the LA” means Kent County Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, foundation or voluntary school (but not a special school) which is maintained by the LA and Academies

“foundation schools” means such of the schools as are foundation schools;

“VA schools” means such of the schools as are voluntary-aided schools;

"Academies" means such schools as are defined by section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002);

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a foundation or VA school and Academy, means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2008, and at the same time in any successive year in which this scheme is still in force;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 27 March 2008, including those received during the academic year commencing in September 2008 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year group received at any time from the commencement of the scheme.

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

**2. Subject to paragraph 3, the scheme shall apply to every maintained secondary school in the LA area (except special schools), including Academies, and shall take effect immediately.**

3 In any years subsequent to 2008, any or all of the dates specified in this scheme (including those set out in Schedule 2) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

## **1. OVERSUBSCRIPTION CRITERIA**

### **The oversubscription criteria for Community and Voluntary Controlled Schools will be:**

- 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 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Current Family Association - a brother or sister in the same school at the time of entry and the family continues to live at the same address or has moved to a property nearer to the school, as defined by the 'Nearness Criterion' (below). 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.
- Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend the particular school because its buildings do not inhibit his/her mobility.
- Residence within a particular scheme of education.
- Nearness of children's homes to school. We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey
- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions".

### **The oversubscription criteria for Hartsdown Technology College will be:**

1. 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 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
2. At least 90% of places will be allocated using the following criteria:
  - (a) Current family association - a brother or sister in the same school at the time of entry. 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.
  - (b) Health reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend the particular school because its buildings do not inhibit his/her mobility.

(c) Residence within a particular scheme of education.

(d) Nearness of children's homes to school. We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.

3. Up to 10% of places will be offered to children (who have not been offered places under criterion 2) who score highest on the College's test of aptitude in Technology and live within the defined area (3 miles radius of the College). If there are insufficient pupils falling into this criterion, the remaining places will be allocated via criterion 2.

**The oversubscription criteria for Astor College for the Arts will be:**

- 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 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Current Family Association - a brother or sister in the same school at the time of entry. 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.
- Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend the particular school because its buildings do not inhibit his/her mobility.
- Residence within a particular scheme of education.
- Nearness of children's homes to school. We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.
- Up to 10% of places will be allocated on ability in the visual Arts.

**APPENDIX 3**

**3. RELEVANT STATUTORY CONSULTATION AREA**

The relevant statutory consultation areas are to be designated districts and adjoining parishes as detailed below:

<b>Thanet</b>	Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.
<b>Dover</b>	Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate.
<b>Canterbury</b>	Canterbury City plus St Nicholas at Wade, Preston, Ash, Wingham, Goodnestone, Aylesham, Nonington, Sheperdswell with Coldred, Lydden, Elham, Stelling Minnis, Stowting, Elmsted, Chilham, Dunkirk, Boughton under Blean, Selling, Sheldwich, Hernhill, Graveney with Goodnestone, Faversham, Ospringe, Luddenham.
<b>Swale</b>	Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.
<b>Shepway</b>	Shepway District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.
<b>Ashford</b>	Ashford Borough plus Brenzett, Lympne, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.
<b>Maidstone</b>	Maidstone Borough plus Hartlip, Newington, Borden, Bredgar, Doddington, Milsted, Kingsdown, Eastling, Charing, Egerton, Smarden, Biddenden, Frittenden, Cranbrook, Goudhurst, Horsmonden, Capel, Wateringbury, Paddock Wood, East Peckham, East Malling, Larkfield, Ditton, Aylesford, Burham, Wouldham, Snodland, Leybourne, Ryarsh, Kings Hill, West Malling, Trottiscliffe, Offham, Mereworth, Platt, Plaxtol, Borough Green, Ightham, Wrotham, Stansted.
<b>Gravesham</b>	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.
<b>Dartford</b>	Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford Swanley, Crockenhill.
<b>Sevenoaks</b>	Sevenoaks District plus Dartford Borough, Stansted, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.
<b>Tonbridge</b>	Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.
<b>Malling</b>	Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.
<b>Tunbridge Wells</b>	Tunbridge Wells plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tonbridge, Hildenborough, Hadlow, East Peckham, Shipbourne, Ightham, Plaxtol, Borough Green, Mereworth, Wateringbury, Yalding.
<b>Cranbrook</b>	Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.

#### APPENDIX 4.

#### PUBLISHED ADMISSION NUMBERS.

Determined published admission numbers for Community and Voluntary Controlled secondary schools for 2008/09 should be as detailed below.

**SCHOOLS**

**2008 PAN**

The Abbey School	235
Archers Court School	180
Astor College for the Arts	240
The Astor of Hever Community School	150
Axton Chase School	180
Borden Grammar School	120
Castle Community School	120
Clarendon House Grammar School	115
The Community College , Whitstable	210
Dartford Technology College	145
Dover Grammar School for Girls	120
Ellington School for Girls	120
The Harvey Grammar School	150
Hartsdown Technology College	210
The Hereson School	120
Hextable School	150
Highsted Grammar School	120
Highworth Grammar School for Girls	165
Holmesdale Technology College	180
Invicta Grammar School	175
King Ethelbert School	150
Maidstone Grammar School	175
Maidstone Grammar School for Girls	175
The North School	200
The Norton Knatchbull School	149
Northfleet School for Girls	175
Oakwood Park Grammar School	145
Simon Langton Girls Grammar School	155
The Sittingbourne Community College	210
Swadelands School	180
Swan Valley Community School	150
Swanley Technology School	120
Towers School	243
Tunbridge Wells Grammar School for Boys	180
Tunbridge Wells High School	150
Valley Park Community School	180
Wilmington Hall School	150
Walmer School	143

## APPENDIX 5

### SUPPORTING INFORMATION FOR ALIGNMENT OF TESTING ARRANGEMENTS FOR DOVER GRAMMAR SCHOOL FOR GIRLS

#### Background

The LA consulted on a proposal to bring the testing arrangements for admission to the Dover



Grammar School for Girls into line with the testing arrangements for all other Kent Community grammar schools. At present, the school is using the testing arrangements adopted in 1996 by Dover Grammar School for Boys, a Foundation school. These provide for pupils to be admitted to Y7 either through the County's PESE, or the "Dover Test". The exceptional arrangement for DGSG was agreed in 1996 to give girls and boys in the area the same access to a dual admission route to grammar school. At the time, it was not open to the LA to challenge the arrangements for DGSG. DGSG and DGSB are the only grammar schools in Kent that admit through a dual route.

In 2005, the LA determined a single admission route - PESE - for DGSG for 2006, and lodged a challenge with the Schools Adjudicator against the "Dover Test" route into DGSB, so that inequity for boys and girls could be avoided. At the same time, it sought to prevent the recent adoption of the Dover test by Folkestone School for Girls, a Foundation grammar school paired with a Community grammar school for boys, the Harvey Grammar School, which admitted by reference to PESE. The Adjudicator supported the LA in its aspiration to establish a single testing system, and agreed that there should be one route into Folkestone School for Girls – PESE. However, he did not support the challenge against the Dover test, partly because it was a longer established and locally understood system, and partly because of the representations made to him that PESE, by comparison with the Dover test, placed local children at a disadvantage. Extending the Dover arrangements for a further year was intended to allow "constructive engagement with the schools" so that the LA could address the genuine concerns expressed to him about the possible flaws in PESE. He concluded "...if improvements can be made to the overall system, it is to be hoped they [the Dover grammar schools] will accept the discontinuation of their separate arrangements with more equanimity".

### **Response from the Schools**

The response from DGSG to the LA's consultation for 2007/8 has been to oppose the proposed change, on the basis that the school is a successful grammar school in a deprived area, with local support for its admission arrangements. The response states that "The Dover test prevents boys and girls with the ability and potential to succeed in a grammar school from being disadvantaged by PESE."

Dover Grammar School for Boys and St Mary's (Dover) CEP have commented at length in support of the school's case. The comments focus on the success of the grammar schools, the social deprivation of the area they serve, the low number of children from deprived areas who exceed the PESE threshold for grammar school, the longevity of the Dover Test and the Adjudication in 2005 which invited the LA to address local concerns about the countywide arrangements for selection.

### **Response from the LA**

The LA shares the Adjudicator's view that "If it can be established that a system intended to deal fairly with all children according to their needs is systematically loaded against those who are already underprivileged, fairness and equity demands that something should be done". However, it should go without saying that Kent would not use a system which it believed demonstrated this bias.

Following the Adjudication, officers from the LA met with representatives from the grammar schools and agreed to share data about the two processes, so that an analysis could be undertaken. A comparison of Dover Test and PESE data is currently underway, and will inform discussion of the countywide PESE process early this year. The basis of the LA's decision to take the same path as in

2005 is as follows:

There is more than one area of comparable social and economic deprivation in the county, but all the other grammar schools in Kent use PESE alone. It is unfair to have a dual admission route operating in one part of the county, and it would be undesirable to have a plethora of different local arrangements. (The Adjudicator commented "...if selection is to take place, it is incumbent on the authority to seek mechanisms that are not only universal, simple and coherent; but are also equitable in effect and demonstrably achieve what they are intended to achieve.")

There is already scope to look more closely at low-scoring candidates within PESE. Performance in the tests is one stage in an assessment process, which also allows for the consideration by local teacher panels of work, records and special circumstances of pupils who have not reached the threshold scores. Low scores can be set aside at this stage of the process (Head Teacher Appeal), and an assessment revised.

The Dover Grammar Schools may therefore admit pupils who have not achieved the required scores in either PESE or the Dover test, but have then been reassessed after consideration by the PESE HT appeal panel.

*(Last year 17 pupils in the Dover cohort were reassessed by the PESE HT appeal panel).*

Further to this stage, pupils who have not been admitted to either school on the grounds of ability retain a statutory right to have their appeal considered by an Independent Appeal Panel.

*(Last year 10 pupils entered the Dover Grammar Schools through the decisions of IAPs.)*

The "Dover test" has three elements in common with PESE: standardised tests in Verbal Reasoning, Non-Verbal Reasoning and Mathematics. Items in the Kent and Dover tests are provided by a common supplier, from a common item bank. They are standardised by the test providers on slightly different populations, but produce similar scores. Pupils generally take the Kent tests shortly before the Dover tests. There must be some question as to whether it is necessary or sensible to ask pupils to undertake two sets of similar tests for the same purpose.

Setting aside the administrative issue of where and when tests are taken, the two ways in which the Dover process varies from PESE are:

1. Standardised test scores are weighted, added together and divided to produce a single, "average" score, rather than each score being considered separately in relation to a threshold. This means that a low score in one test will not disqualify candidates for admission.
2. Included in the weighted and standardised scores is a score for an English comprehension, grammar and composition exercise, devised and marked by the schools and standardised by an educational consultant for both schools. It is this test which the Dover grammar schools value as a particularly helpful tool in identifying able pupils who have problems with literacy.

If it was agreed countywide after consultation that adding the VR, NVR and Maths test scores together and dividing them to produce a single average score would be preferable to the current PESE threshold method, this would be a simple change to make. There would still be some variation in the performance of pupils in different parts of Kent, which would affect where the qualifying score would be set.

It would be very much harder to replicate the second element countywide. Two schools may gladly take on the task of devising and marking a new English test each year, because the comparatively small number of pupils who take it have named one of the two schools on their Common Application Form, and sensitive assessment of their response to the test may allow those schools to

identify and admit candidates who could otherwise be overlooked. It would not, however, be a burden which the LA could reasonably impose on all grammar schools, to help assess the 9,000 candidates who name one or more selective school on their CAF. In particular, grammar schools already oversupplied with high scoring applicants on machine-marked, multiple choice tests would have no incentive to carry out this "gleaning" process. Applying it in some parts of the county and not others would be inequitable. The LA would not want to adopt an initial assessment mechanism which was less transparent, and would complicate the job of Independent Appeal Panels. If a candidate has been accepted by one grammar school on the basis of a local assessment and then appeals for another, which has vacant places, but for which the assessment is not valid, it places the appeal panel in a very difficult situation. *(In 2006, Folkestone School for Girls admitted 45 pupils on appeal including 20 who had been assessed Highschool in the PESE test but Grammar in the Dover Test.*

Finally, while the children admitted to both grammar schools in Dover, by whichever route, are achieving well, this does not necessarily imply a fault or bias in the countywide admission system. There must be a reasonable expectation that pupils whose underlying ability has yet to show at KS2 will progress in secondary school. The LA would not wish to take the position that a capable child whose literacy skills were developing slowly would automatically be disadvantaged by the offer of a place anywhere other than at a grammar school.