



## ADMISSION OF STUDENTS TO THE SCHOOL

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**Policy approved by the Full Governing Body on 6th February 2025, to be reviewed annually.**

### **Year 7 Entry: September 2026**

Queen Elizabeth's Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority. Detailed information about the school can be found on the school website [www.queenelizabeths.kent.sch.uk](http://www.queenelizabeths.kent.sch.uk) including full details of the school uniform, which is contained within the policies section under the 'Key Information' tab.

Students are normally admitted at age 11, when all students must have gained a selective place through the Kent Procedure for Entry to Secondary Education (PESE) and placed Queen Elizabeth's Grammar School on their Kent Secondary Common Application Form, in order to be eligible for admission.

Details of the Kent PESE are available in the Kent County Council booklet 'Admission to Secondary School in Kent'. There is no guarantee of a place to applicants who meet the over-subscription criteria. Applications for admission should be made via the Local Authority (LA).

### **Numbers admitted**

The Published Admission Number (PAN) for the school is **180**

### **Over-subscription**

Before the application of oversubscription criteria children with a Statement of Special Educational Need or Education, Health and Care Plan (EHCP) 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** children in the following priority order:

1. 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 a school.

A previously looked after child means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after and those children 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children who are currently in receipt of Free School Meals or designated as receiving 'Pupil Premium'; under this criterion parents or guardians will be required to complete a Supplementary Information Form so that checks can be made to determine eligibility. (For the purposes of this policy, the entitlement to Pupil Premium would need to be shown during the calendar year before entry to Year 7 is sought). The Supplementary Information Form is available from the school office or can be downloaded from the Admissions area of the school website.
3. 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 and sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters.
4. Children of staff, where the member of staff has been employed at Queen Elizabeth's Grammar School on a permanent contract for 2 years or more, or has been recruited to fill a post for which there is a demonstrable skill shortage.
5. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equalities 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' or 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 school.

6. 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. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school. 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.

In the event of a tie breaker situation, the nearness of an applicant's home to school will be the decider. If in the event that 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. Where tie breakers or random selections are used, the process will be independently supervised.

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

- a. When a parent has failed to respond to an offer within a reasonable time; or
- b. When a parent has failed to notify the school of important changes to the application information; or
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent

### **Mid-Year Entry 2026-27**

At present our school is full and oversubscribed and has waiting lists for entry to Year 7 through to Year 11.

If you live in Kent or are about to move into Kent and want a place for your child at our school, you must complete a Kent County Council In Year Admissions Form (IYAF) and return this to the Admissions Officer at the school. You can download the [IYAF here](#) or a paper copy can be obtained from the school office. Parents or guardians should complete the application form and must fill in a separate form for each school to which you apply and also for each child of school age who needs a place.

If you have a new address, please attach evidence that you and the child reside at this address. If you have not yet moved, we will process the application when we receive evidence to show that the move is taking place; e.g. an exchange of contracts or a rental agreement on a property in Kent.

We are a grammar school and as such any student applying for a place here must have been assessed as suitable for a grammar school place through Kent County Council's 11+ assessment procedure (Kent Test) or where the applicant has not taken the Kent Test, the school will arrange for an internal assessment to take place. We use CATs Tests to assess in year applicants and the requirements for entry mean students must achieve an average of 114 in the CATs Tests, with no individual score below 108. Being assessed as suitable for a place at this school does not in itself guarantee a place and in the event of the year group being over-subscribed, a waiting list will be held and ranked according to the over-subscription criteria. Please note that the school's waiting list will be re-ranked according to the over-subscription criteria every time a child is added to the waiting list.

If you require further information from the school please do not hesitate to contact Mrs Rogers (Admissions Officer) by telephone or alternatively by e-mail [lr@queenelizabeths.kent.sch.uk](mailto:lr@queenelizabeths.kent.sch.uk) Please provide the applicant's details, including name, year group, date of birth and address.

### **Admission Arrangements for Students Outside of their Expected Year of Entry**

Requests for admission to Queen Elizabeth's Grammar School outside of the normal age group should be made in writing to the Headteacher, as early as possible in the admissions round associated with the student's date of birth. This will allow the school sufficient time to make a decision before the closing date.

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 should be withdrawn if the school agrees to accept a deferred application

for entry into year 7 the following year. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the named school attached. 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.

Queen Elizabeth's Grammar School will ensure that parents receive a response to their request in writing before national offer day.

### ***Appeals***

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Queen Elizabeth's Grammar School, Abbey Place, Faversham, Kent ME13 7BQ. Appeals should take the form of a letter briefly setting out the grounds for the appeal. The Clerk will acknowledge receipt and will initiate arrangements for the hearing of the appeal by an Independent Appeal Panel. Parents have the right to be present at the hearing.

### ***School Visits***

Open Events for prospective Year 7 and Year 12 students are likely to take place in October and February respectively, please check the school website for further details.

## Admission to the Sixth Form

Priority will be given to existing students transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants accruing at least 33 points from their **best six** GCSE, BTEC grades. *Short course GCSEs may be included within this calculation but at half value i.e. a grade 7 in RS would count as half a grade at 3.5 points.*

Applicants must achieve a minimum of grade 4 in their Mathematics and also from at least one of their English GCSE examinations.

Applicants must achieve at least GCSE grade 6 in subjects they wish to study at A Level with the exception of Mathematics, where a grade 7 or higher is required. We strongly advise that you check the requirements for all subjects in the Sixth Form Options Guide, which is available to view on the school website and in the case of new subjects e.g. Psychology, Government and Politics etc., please refer to the information regarding supporting subjects specific grade requirements at GCSE.

The admission number for external candidates will be 40, 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 figure for the year group, which is 160.

## Conversion table

### BTEC Tech Award

### BTEC First Award

Grade	Points	Grade	Points
Level 2 Distinction*	8.5	Level 2 Distinction*	8.5
Level 2 Distinction	7.0	Level 2 Distinction	7.0
Level 2 Merit	5.5	Level 2 Merit	5.5
Level 2 Pass	4.0	Level 2 Pass	4.0
Level 1 Distinction	3.0	Level 1 Pass	1.75
Level 1 Merit	2.0		
Level 1 Pass	1.25		

## Over-subscription

Following the admission of our own Year 11 students, should the number of external applications for the Sixth Form exceed 160, these places will be allocated to **eligible** students in the following priority order:

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2. Children who are currently in receipt of Free School Meals or designated as receiving 'Pupil Premium'; under this criterion parents or guardians will be required to complete a Supplementary Information Form so that checks can be made to determine eligibility. (For the purposes of this policy, the entitlement to Pupil Premium would need to be shown during the calendar year before entry to Year 12 is sought). The Supplementary Information Form is available from the school office or can be downloaded from the Admissions area of the school website.
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In the event of a tie breaker situation, the nearness of an applicant's home to school will be the decider. If in the event that 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. Where tie breakers and random selection are used, the process will be independently supervised.

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

- a. When a parent has failed to respond to an offer within a reasonable time; or
- b. When a parent has failed to notify the school of important changes to the application information; or
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent

### **Offers and Appeals**

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 students' four chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results.

Offers will be made before the end of May 2026 and will be confirmed once the school has been notified of GCSE results in August 2026.

Where learners have achieved a better result than the predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Queen Elizabeth's Grammar School, Abbey Place, Faversham, Kent ME13 7BQ.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

A waiting list will be held, ranked according to the over-subscription criteria. Please note that the school's waiting list will be re-ranked according to the over-subscription criteria every time a child is added to the waiting list.

Signed \_\_\_\_\_ (Chair of Governors)

Date \_\_\_\_\_



# Queen Elizabeth's Grammar School 2026/27 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 2026-27 and your Local Authority booklet **before** completing this form.

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

1. You have named Queen Elizabeth's Grammar School on the Common Application Form **and**
2. Your child 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 child's current school in order for them to complete **Part B**.

You then need to return the completed form to **The Admissions Officer, Queen Elizabeth's Grammar School, Abbey Place, Faversham Kent ME13 7BQ by the National Closing Date.**

Forms received after the national closing 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 school currently attended:  
\_\_\_\_\_

## 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.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Queen Elizabeth's Grammar School  
2026/27

Supplementary Information Form  
Free School Meals or Pupil Premium

**PART B**

To be completed by the student's current school

<b>Student's full name:</b>	
<b>Date of birth:</b>	
<b>Student's UPN:</b>	
<b>I confirm that the student named above is currently in receipt of free school meals</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>I confirm that the student named above is currently in receipt of pupil premium</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of school currently attended:</b>	
<b>Name of person completing this form:</b>	
<b>Position held in school:</b>	
<b>Email address:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Telephone number:</b>	
<b>School stamp:</b>	

**Data Protection:** All information supplied will be processed and held by Queen Elizabeth's Grammar School in accordance with our Data Protection Policy and Privacy Notices which are available to view on the school website. Information may be shared with other relevant admission authorities and Government Departments where there is a Legal requirement to do so or for the purpose of validating the child's entitlement to FSM or PP.