

# Tonbridge Grammar School

Deakin Leas, Tonbridge, Kent TN9 2JR  
Tel: 01732 365125 office@tgs.kent.sch.uk

16 December 2024

## Admissions Consultation – September 2026 Admissions

Dear Stakeholder,

Tonbridge Grammar School is consulting on its Admissions Policy for September 2026. The purpose of this consultation is so that we, as a school, comply with the DfE School Admissions Code 2021 and consult with our local and wider community when there are proposed changes and/or every seven years.

The consultation has been set to ensure a minimum of six weeks and is timed to allow for the Board of Trustees time to consider all comments made during the consultation window.

### Period of consultation: 16 December 2024 to 27 January 2025

**Requests for admission outside of normal age group:** clarity regarding the process of application and considerations made.

### Year 12:

- 1) Entry requirements updated for more clarity with reference to a new appendix
- 2) PAN adjusted to reflect a maximum of 180; external applicants only admitted up to PAN of 180 where the transfer of TGS students is less than the PAN
- 3) Applications Process now detailed
- 4) Oversubscription Criteria has been updated to rank students according to APS of their top 10 GCSEs, or total if less than 10 studied
- 5) Appendix 2 added to support entry requirements

The proposed new arrangements can be viewed on the school website:

<https://www.tgs.kent.sch.uk/admissions-policy-consultations>

A copy of our proposed Admission Policy is also attached to this letter.

### How to Respond to the Consultation:

The Board of Trustees would welcome comments and questions during this period of consultation on any aspect of the proposed changes to arrangements, not on any other aspect of our policy; responses can be sent:

- via email to: [admissions@tgs.kent.sch.uk](mailto:admissions@tgs.kent.sch.uk)
- or sent by post to:

The Clerk to the Trustees  
Tonbridge Grammar School  
Deakin Leas  
Tonbridge  
Kent  
TN9 2JR



[www.tgs.kent.sch.uk](http://www.tgs.kent.sch.uk)

Head Teacher: Rebecca Crean BA, MA

Tonbridge Grammar School a grammar school with Academy status  
A company limited by guarantee, registered in England and Wales number 7465728  
Registered office: Deakin Leas, Tonbridge, Kent TN9 2JR



We invite responses from all those within The Tonbridge Grammar School community, as well as prospective parents, key stakeholders and the local community. All responses will be considered prior to the Board of Trustee's Determination of the Admission Criteria. The final admissions arrangements will be published on the school's website by 15th March 2025, in line with statutory guidelines.



[www.tgs.kent.sch.uk](http://www.tgs.kent.sch.uk)

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## TONBRIDGE GRAMMAR SCHOOL ADMISSION ARRANGEMENTS

### Admission to Year 7 September 2026

Tonbridge Grammar School is a selective school, and places will be offered only where a girl has been given a *selective* assessment through the Kent Procedure for Entry to Secondary Education (PESE) 11+ Test, details of which are available from the Kent County Council (KCC) booklet 'Admission to Secondary School in Kent 2026'.

Tonbridge Grammar School sets no tests of its own for applicants at this stage of entry. Applicants must register for and sit the Kent Test, organised and administered by KCC, in order to be considered.

Detailed information about the School is available in the prospectus which can be found on the School website [www.tgs.kent.sch.uk](http://www.tgs.kent.sch.uk)

### The Published Admission Number (PAN) is 180.

The Trustees offer 180 places to the parents of girls who will typically be enrolled in Year 6 at the time of the test and be age 11 at the time of admission (see note 4 in relation to requests for admission outside of this age group).

Girls whose **Education, Health and Care Plan (EHCP)** names the School, and who have been awarded a *selective* assessment via the Kent Test will be admitted and the number of available Area places will be reduced accordingly.

Where there are more qualified applicants than places available, the places will be allocated according to the over-subscription criteria set out below, and following the Coordinated Admissions Scheme for secondary schools in Kent.

### Oversubscription Criteria

- 1. Looked after children (LAC) and all previously looked after children (IAPLAC)** who nominate Tonbridge Grammar School on the preference SCAF form and who have been awarded a *selective* assessment via the Kent Test, will be given priority over all other applicants and the number of available Area places will be reduced accordingly.

*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 child arrangements 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. We will follow Department for Education guidance on confirming eligibility.*

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**Approved:**

**For final review: Academy Trust Board**

2. Rank score as follows:

<p><b>Area places (up to 135 places)</b> <b>Girls with a <i>selective</i> assessment through the Kent PESE 11+ Test</b> <b>resident in</b> any of the following three local council areas for Council Tax purposes - Tonbridge &amp; Malling Borough, Tunbridge Wells Borough and Sevenoaks District – will be considered according to the following:</p> <ol style="list-style-type: none"><li>1 a girl’s ability as indicated by her combined <b>score</b> in the age-eleven assessment</li><li>2 <b>Tie-breaker 1 - proximity</b> (<i>notes 1&amp; 2</i>) of the pupil’s home address to the School</li><li>3 <b>Tie-breaker 2</b> - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person</li></ol> <p><i>If there are insufficient candidates for the Area places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Trustee list.</i></p>	<p><b>Trustee places (30 places)</b> <b>Girls with a <i>selective</i> assessment through the Kent PESE 11+ Test</b> <b>resident outside</b> any of the following three local council areas for Council Tax purposes - Tonbridge &amp; Malling Borough, Tunbridge Wells Borough and Sevenoaks District – will be considered according to the following:</p> <ol style="list-style-type: none"><li>1 a girl’s ability as indicated by her combined <b>score</b> in the age-eleven assessment</li><li>2 <b>Tie-breaker 1 - proximity</b> (<i>notes 1&amp; 2</i>) of the pupil’s home address to the School</li><li>3 <b>Tie-breaker 2</b> - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person</li></ol> <p><i>If there are insufficient candidates for the Trustee places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Area list.</i></p>
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3. **Pupil Premium places (15 places)** - girls eligible for Pupil Premium with a *selective* assessment through the Kent PESE 11+ Test. We will allocate 15 places to eligible students. Places are allocated where eligible student scores are below the automatic qualifying score for the Area places, according to the following:

1. **Proximity** (*notes 1 & 2*) of the pupil’s home address to the School
2. **Tie-breaker 1** - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person

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

**Parents wishing to apply under this category must ensure they complete the attached Supplementary Information Form (appendix 1) and return it to the school by 31<sup>st</sup> 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 daughter cannot be considered for a place.**

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*If there are insufficient applicants for these places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Area list as appropriate.*

A **waiting list** will be maintained in the order of the oversubscription criteria, and re-ranked each time an applicant is added, until 31<sup>st</sup> December 2026.

Parents have a statutory right of **appeal** and full details are available from the School website.

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

1. When a parent or guardian has failed to respond to an offer within the deadlines stated on the offer letter; or
2. When a parent or guardian has failed to notify the School of relevant changes to the application information; or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application.

**Notes:**

1. **Proximity** – Nearness of a girl's home to school - we use the distance between a girl's permanent home address (defined in KCC's annual admissions prospectus) 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 a girl'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.
2. **Home** - a pupil's home address is considered to be a residential property that is their only or main residence and not an address at which they might sometimes sleep due to domestic or special arrangements. The address must be the pupil's home address as submitted to the Local Authority in accordance with the Co-ordinated Scheme and which is either owned by the applicant's parent, parents or guardian, OR leased to or rented by the applicant's parent, parents or guardian under a lease or written rental agreement. If the parents or guardians live separately from their spouse or partner but share responsibility for their daughter, and their daughter lives at two different addresses during the week, we will regard the home address as the one at which the daughter sleeps for the majority of weekdays.
3. **Distance in relation to a block of flats** – A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the School. In the unlikely event that two or more applicants live in the same block and in all other ways have equal eligibility for the last available place at the School, the names will be issued a number and drawn randomly to decide which girl should be given the place.

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**Requests for admission outside of the normal age group** should be made in writing to the Head Teacher as early as possible to allow the Trustees sufficient time to make a decision, in full consultation with the Head Teacher, before the relevant closing date. Where evidence is provided to support a request to defer an application it must be specific to the girl in question. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria. Where an application for admission outside the normal age group has been made the School will not accept arguments related to your daughter's age at appeal.

### **In Year Admission Main School 2025-26**

Applicants for admission to the school outside of the usual admission age should apply to the School using the In-Year Common Application Form (IYCAF) available from the School's website and from KCC.

All applicants will be tested by the School to establish suitability for selective education and to ensure that they are capable of keeping pace with peers.

Priority will be given to any eligible student up to our Pupil Premium intake for that cohort year who is in receipt of Pupil Premium and where evidence of this has been provided.

Eligible students are determined by achieving a score of at least 118 in each of their GL CAT4 assessments (quantitative, non-verbal and verbal reasoning).

In the event of a place being offered, applicants are expected to be in a position to prove residential eligibility and take up the place within a reasonable length of time. This would normally be 10 school days from acceptance or the start of the next term in the case of an overseas application.

Parents have a statutory right to appeal to an independent panel and appeal information is available on the School's website.

A **waiting list** for each year group will be maintained, if required, in the order of attainment in the CAT assessment, and re-ranked each time an applicant is added. Eligible girls will remain on the waiting list for 12 months post assessment and a new application must be submitted for re-testing when 12 months expire.

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## TONBRIDGE GRAMMAR SCHOOL ADMISSION ARRANGEMENTS

### Admission to Year 12 September 2026

Tonbridge Grammar School offers an International Baccalaureate Diploma curriculum in the Sixth Form. Places will be offered to students who will typically be enrolled in Year 11 at the time of application and be age 16 at the time of admission.

**Requests for admission outside of the normal age group** should be made in writing to the Head Teacher by 31 January to allow the Trustees sufficient time to make a decision, in full consultation with the Head Teacher, before the relevant closing date. Where evidence is provided to support a request to defer an application it must be specific to the child in question. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria. Where an application for admission outside the normal age group has been made the School will not accept arguments related to a child's age at appeal.

#### **The Published Admission Number (PAN) is 180.**

Priority is given to TGS Year 11 students who have met the entry criteria. The number of external students admitted is determined by the number of current TGS students transitioning to Year 12 below the Published Admission Number (PAN) for the Sixth Form. Where the number of external applicants exceeds the PAN, the Sixth Form Oversubscription Criteria will apply.

#### **Entry Requirements**

All candidates must achieve a minimum grade 6 in the following GCSEs (or equivalent)

English Language or English Literature, Mathematics and two Sciences.

These requirements demonstrate the student has a balanced prior knowledge and would be eligible to request any IB Diploma programme changes in the future.

In addition to the requirements above students **must** achieve the subject specific entry requirements as outlined in Appendix 2.

Where equivalence cannot be established the school will set appropriate GCSE papers to confirm that the applicant is capable of satisfying the academic profile required for the subjects to be studied and the IB Diploma Programme as a whole.

#### **Application Process**

##### Application Form and When to Apply:

Curriculum Information together with details of the online application process are published on the school website <https://www.tgs.kent.sch.uk/>

Applications are open by 14 November annually and applications considered as 'on time' must be submitted by 31 January annually.

Applications must be made online via Applicaa (accessed by the link on our website)

##### Late Applications:

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Applications received after 31 January will be reviewed in line with all other applicants, but subject to our oversubscription criteria (see below)

#### Confirmed places post GCSE results:

Students who have accepted their conditional offer are required to confirm via their online application that they wish to take up the place offered upon receipt of their GCSE results, and

The criteria specified in their accepted conditional offer must be met, and

A confirmed place is further based on spaces being available in the subjects offered and accepted, or any alternative programme that may be requested post GCSE results and where the entry requirements for any alternative programme of study have been met.

Students who have not accepted their conditional offer will be unable to access their online application form to enrol on GCSE results day and will be managed in our oversubscription criteria as a late applicant.

We reserve the right to make adjustments to a language course where language proficiency does not align with IB requirements. Such circumstances can include, but are not limited to, in depth prior exposure to the language. It may be that an ab initio language course will be offered for your IB diploma programme.

#### **Oversubscription Criteria**

Following the transfer of TGS Year 11 students who have met the entry requirements above and in the event of oversubscription of external applicants above our PAN, places will be offered in the following order:

- 1. Looked after children (LAC) and all previously looked after children (IAPLAC), who** have met the entry requirements above will be given priority over all other applicants.

*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 child arrangements 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. Eligible enrolment applications made by midnight on GCSE results day and who submitted an application form before 31 January.
3. Eligible enrolment applications made by midnight on GCSE results day and who submitted an application form submitted after 31 January.
4. Eligible applications made post GCSE results and any application that did not justify an offer but who went on to achieve qualifying grades.

Each category (2-4) will be further ranked in order of overall APS from the best 10 qualifications or of all qualifications if fewer than 10 subjects completed. If a tie breaker is required, the closest proximity will be ranked higher.

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**Approved:**

**For final review: Academy Trust Board**



#### Notes:

1. **Proximity** – the School uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the Local Authority: KCC 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 a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When KCC applies the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.
2. **Home** - a pupil's home address is considered to be a residential property that is their only or main residence and not an address at which they might sometimes sleep due to domestic or special arrangements. The address must be the pupil's home address as submitted to the Local Authority in accordance with the Co-ordinated Scheme and which is either owned by the applicant's parent, parents or guardian, OR leased to or rented by the applicant's parent, parents or guardian under a lease or written rental agreement. If the parents or guardians live separately from their spouse or partner but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.
3. **Distance in relation to a block of flats** – A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the School. In the unlikely event that two or more applicants live in the same block and in all other ways have equal eligibility for the last available place at the School, the names will be issued a number and drawn randomly to decide which child should be given the place.

In the event of the above not determining a place, a random selection will determine the place by drawing lots.

#### Waiting List:

A waiting list of qualified applicants will be maintained in the order of the oversubscription criteria, and re-ranked each time an applicant is added, until 31<sup>st</sup> December 2026.

#### **Appeals**

Parents and applicants have a statutory right of appeal, both in the event that a conditional offer is not made and in the event that a conditional offer is not confirmed. All appeals should be lodged as soon as possible and **not after 20 school days** have passed from the date of the refusal letter. Appeals lodged under both circumstances will be heard within **30 school days** of the GCSE results. Details are available from the School website.

In the event that an offer is not made to an applicant who is not waiting for GCSE results, appeals should be lodged as soon as possible and not after 20 school days have passed from the date of the refusal letter. Appeals lodged in this circumstance will be heard within 40 school days of the appeal being lodged. Details are available from the School website.

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

- a. When an applicant has failed to respond to an offer within the deadlines stated on the offer letter; or
- b. When an applicant has failed to notify the School of relevant changes to the application information; or
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application.

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**Approved:**

**For final review: Academy Trust Board**



**TONBRIDGE GRAMMAR SCHOOL**  
**SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION**

Please complete this form if you wish to apply for one of the 15 Pupil Premium places available to those living in the Area category only.

Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their daughter cannot be considered for a place.

PUPIL DETAILS:			
FORENAME:	SURNAME:	DATE OF BIRTH:	
HOME ADDRESS:		POSTCODE:	
CURRENT SCHOOL:			
<p>I confirm that my daughter currently receives or has received in the last 6 years means-tested Free School Meals and I have attached confirmation of this from:</p> <ul style="list-style-type: none"> <li>• the current school; or</li> <li>• the Local Authority; or</li> <li>• I consent to Tonbridge Grammar School obtaining information from either of the above for the purpose of confirming eligibility</li> </ul>			
SIGNED:		DATE:	
PARENT/CARER DETAILS:			
TITLE:	FORENAME	SURNAME	RELATIONSHIP TO CHILD
TELEPHONE NUMBER 1:		TELEPHONE NUMBER 2:	
EMAIL ADDRESS:			

Please complete and return this form BY 31<sup>ST</sup> OCTOBER to: The Admissions Office, Tonbridge Grammar School, Deakin Leas, Tonbridge, Kent TN9 2JR [admissions@tgs.kent.sch.uk](mailto:admissions@tgs.kent.sch.uk)

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APPENDIX 2

Please note that due to timetable subject blocks it is not possible to study HL English and HL Mathematics. All courses are subject to viable student numbers, staff availability and timetable constraints.

## Subject Entry Requirements

	Subject	HL	Recommended prior study (if no subject specific GCSE)	SL	Recommended prior study (if no subject specific GCSE)
1	English Literature	7		6	
	English Language and Literature	7		6	
2	French	7		6	
	Latin	7		6	
	Spanish	7		6	
	Ab initio: French, Japanese, Spanish			6	Meet general entry requirements
3	Economics	7	Mathematics	6	Mathematics
	Geography	7		6	
	History	7		6	
	Philosophy	7	RS or English or History	6	RS or English or History
	Psychology	7	Biology or English	6	Biology or English
4	Biology	7	Or 77 (Trilogy)	6	Or 66 (Trilogy)
	Chemistry	7	Or 77 (Trilogy)		
	Computer Science	7	Mathematics or Computer Science	6	Mathematics or Computer Science
	Design Technology	7		6	
	Environmental Systems and Societies			6	Meet general entry requirements
	Physics	7	Or 77 (Trilogy)		
5	Mathematics: Analysis and Approaches	8			
	Mathematics: Applications and Interpretation	7		6	
6	Music	7	Or performance equivalent	6	Or performance equivalent
	Visual Arts	7	Or portfolio (if no GCSE taken)	6	Or portfolio (if no GCSE taken)

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DRAFT