



CRANBROOK SCHOOL DAY ADMISSIONS POLICY FOR ENTRY IN SEPTEMBER 2027

1. OVERVIEW

- 1.1 This policy is in accordance with the statutory requirements of the 2021 Schools Admissions Code.
- 1.2 The School is an Academy and the Governors have sole responsibility for admissions arrangements.
- 1.3 The School is a selective school which aims to admit students of an appropriate age and ability who will benefit from a co-educational grammar school education.
- 1.4 This policy reflects the philosophy to be found in the School's Equal Opportunities, Racial Equality, Disability and SEN policies.
- 1.5 The School will admit 90 day students to Year 7.
- 1.6 The total number of places available within Year 9 will be 150 (98 day and 52 boarding). 90 day places will be taken by existing students progressing from Year 8. The Published Admission Number (PAN) for 2027 entry therefore is 60 places (8 day and 52 boarding).
- 1.7 Applications for Year 7 comply with the Co-ordinated Admission Scheme which is administered by Kent County Council. All day students must be assessed suitable for grammar school through the Kent PESE otherwise known as the Kent 11+ Test
- 1.8 Applications for Year 9 comply with the Co-ordinated Admission Scheme, which is administered by Kent County Council. All students must be assessed suitable for grammar school through the Cranbrook Year 9 Entrance Exam. An Application Form can be downloaded from the School's website during the period of application of 1st September until October 31st 2026. In Year Application Forms are available from the Registrar's Office at the School or email registrar@cranbrook.kent.sch.uk.
- 1.9 This Admissions Policy applies to entry to the School as a day student. Boarding entry is subject to a separate Policy and procedure.

2. ADMISSION ARRANGEMENTS AND PRACTICE

2.1.1 Year 7 Selection

- a. The usual age for entry into Year 7 is 11, with a birth date falling between 1st September 2015 and 31st August 2016 for 2027 entry. Candidates applying out of year will be considered on an individual case basis by the Governors' Admissions Committee. For advice on applying to Year 7 outside the normal age group please refer to www.kent.gov.uk/schooladmissions.
- b. Day candidates take the Kent PESE test, also known as the 11+. It will be the parents' responsibility to ensure that their child takes this test.
- c. Parents will be informed by Kent County Council before October 31st each year the results of the test.
- d. If your child has special educational needs, you will need to discuss these with Kent County Council's Admissions Team.
- e. All candidates who have been Grammar Assessed after taking the Kent PESE test, are ranked by final aggregate score and the school's oversubscription criteria detailed below.

- f. Where scores are equal, a candidate will be prioritised by distance from their permanent home address (defined in KCC's annual admissions prospectus) and the school as defined by the National Land and Property Gazetteer (NLPG - please see section 3.1.b). A block of flats has a single address point of reference, so applicants living in the same block of flats will be regarded as living the same distance away from the School.
- g. If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.
- h. If your child has an Educational Health Care Plan, you will need to discuss this with Kent County Council's SEN Admissions Team.

Late Applications

Parents that were not included in the original round of offers due to late application will initially be offered a place at a State School in the reallocation administered by Kent County Council, until such time as the candidate can sit the Kent PESE test and is Grammar Assessed. The deadline for inclusion in this reallocation and any subsequent offers will be made on a date set out in the Guidance Table of the Kent Co-ordinated Scheme for Transfer to Year 7, when published.

Where an application is received after the above timescale, the application will be considered after those who applied within the published timescales and will be ranked in accordance with the school's oversubscription criteria after the candidate has sat the Kent PESE test and subsequently is Grammar Assessed.

2.2 Year 9 Selection

- a. The usual age for entry into Year 9 is 13, with a birth date falling between 1st September 2013 and 31st August 2014 for 2027 entry. Candidates applying out of year will be considered on an individual case basis by the Governors' Admission Committee (see 2.5 below).
- b. Candidates take the Cranbrook School Year 9 Entrance Exam, which will be made up of an English and Maths paper, together with a Non Verbal Reasoning test.
- c. The pass mark will be set each year to reflect the academic standard required to thrive at Cranbrook School with allowance for the relative strength of the applicant cohort.
- d. All candidates are ranked by their final mean mark and the oversubscription criteria.
- e. Where scores are equal, a candidate will be prioritised by distance from their permanent home address (defined in KCC's annual admissions prospectus) and the school as defined by the NLPG (please see Section 3.1.b). A block of flats has a single address point of reference, so applicants living in the same block of flats will be regarded as living the same distance away from the School.
- f. If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.
- g. If your child has an Educational Health Care Plan, you will need to discuss this with Kent County Council's SEN Admissions Team.

Year 9 Late Applications

Where an application for entry to Year 9 is received after the published closing date, the application will be accepted but will be processed and considered after all those who applied within the

published time scales. Late applicants will be expected to sit the Cranbrook School Year 9 Entrance Exam up to and including 31st December of the year of entry, which will be made up of an English and Maths paper, together with an objective test and will follow the same selection procedure as all other candidates. From 1st January in the year of entry, candidates will sit a Cognitive Ability Test which includes verbal, non-verbal, quantitative and spatial reasoning. All candidates assessed as academically suitable for the School will be ranked in accordance with the school's oversubscription criteria and if places are unavailable, will be added to the waiting list which is kept according to the published oversubscription criteria.

2.3 Sixth Form Selection

Year 12

The usual age for entry into Year 12 is 16 with a birth date falling between 1st September 2010 and 31st August 2011 for 2027 entry. Candidates applying out of year will be considered on an individual basis by the Governors' Admission Committee (see 2.5 below)

Applications should be made via the Cranbrook Sixth Form Application Form found on the school's website during the period of application.

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria.

The total number of places available within Year 12 will be 162 (110 day and 52 boarding). Existing Year 11 students are given priority. The Published Admission Number (PAN) for 2027 entry will be approximately 30 places (20 day and 10 boarding), dependent on the number of existing students transferring from Year 11.

Applications will be considered on the following basis:

- a. Applications must be made by the 16th December 2026. Once the application is received, the Registrar will obtain the predicted GCSE or equivalent (in the view of the School) grades by contacting the candidate's current school.
- b. Candidates must study a minimum of 3 A level subjects as delivered by the school, as well as the Cranbrook Diploma.
- c. Candidates are required to obtain a minimum of 35 points from their best six GCSE subjects or equivalent (in the view of the School). Points will be on a 1-9 point scale, where grade 1=1 and 2=2 etc.
- d. Candidates must obtain at least a grade 5 at GCSE or equivalent (in the view of the School) in Maths and in either English Language or English Literature.
- e. Candidates must meet the specific requirements for each A level course they wish to study as published on the Cranbrook School website and in the 2027 Sixth Form Prospectus.
- f. Candidates will be prioritised in order of their predicted GCSE (or equivalent in the view of the School) total points score.
- g. Where actual GCSE results are equal, external day candidates will be prioritised by distance from their permanent principal private residence to school.
- h. If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.
- i. Candidates applying outside of their chronological age group will be considered on an individual case basis by the Governors' Admissions Committee.
- j. If your child has an Educational Health Care Plan, you will need to discuss this with Kent County Council's SEN Admissions Team.

Conditional offers are made on the basis that the minimum entry requirements are achieved in the GCSE exams or equivalent (in the view of the School) prior to entry.

Candidates will be asked to attend a learning discussion about the subject options they have chosen.

Late Applications

Where an application for entry to Year 12 is received after the published closing date, the application will be accepted but will be processed and considered after all those who applied within the published time scales. Any applications made after results in August will be considered based on grades achieved and the availability of places.

2.4 Oversubscription Criteria for all Year Groups of Entry

2.4.1 Candidates with an Educational Health Care Plan (EHCP)

Before the application of oversubscription criteria, children with a statement of Special Educational Needs (Educational Health and Care Plan) which names the school and have passed the relevant entry test for the Years 7-11, or who meet the entry criteria for Years 12 and 13, will be admitted. As a result of this the Published Admissions Number (PAN) must be reduced accordingly which will mean fewer places will be available to other applicants. For the avoidance of doubt, Cranbrook School cannot be named in a child's EHCP unless the child has passed the relevant entry test for years 7-11 or met the entry criteria for year 12-13.

All candidates assessed as academically suitable for the School will be ranked in the following priority order:

a. Looked After Children and previously Looked After Children:

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.

b. Those children entitled to the Pupil Premium within the Priority Area, (refer to Section 3). 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 priority must ensure they complete the Supplementary Information Form on the Cranbrook School website and return it to the Registrar by October 31st in the year of application. Parents must also complete a Secondary Common Application Form naming Cranbrook School, otherwise their child cannot be considered for a place.

c. Those candidates within the Priority Area for whom attendance at the School as a day student is a social need. An application to be considered for the social need criterion for qualification under this criterion must be received by the Registrar by 31st October of the year in question. All social need applications will be considered by the Governors' Admissions Committee after 31st October.

Examples of social need may be medical, health, social and special access reasons. All will be applied in accordance with the School's legal obligations, in particular those under the Equality 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'/guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend Cranbrook 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 a particular school.

- d. **Those candidates who live within the Priority Area and who have a sibling already at the School at the point of admission.** Brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- e. **Where the child is the son or daughter of a member of the school's teaching or support staff** who fulfil a minimum of 0.5 of a full time role, in either or both of the following circumstances: a) where the member of staff has been employed at the School for two or more years at the time application for admission is made, and/or b) the member of staff is recruited to fill a vacant post in the School for which there is a demonstrable skill shortage for the requirements of the post.
- f. Those candidates whose permanent principal private residence is within the Priority Area (see 3.1 below).
- g. Those candidates living outside the Priority Area.

2.4 In-Year Admissions

It is rare for a vacancy to exist in any of the Years 7 to 12, but if one exists then applications will be considered on the following basis:

- a. Candidates for Year 7 will sit the Kent PESE test up until 31st December of the year of entry and from 1st January of the year of entry will then sit a Cognitive Ability Test, incorporating verbal, non-verbal, spatial and quantitative reasoning tests.
- b. Candidates in year groups 8, 10 and 11 will take a Cognitive Ability Test incorporating verbal, non-verbal, spatial and quantitative reasoning tests.
- c. Candidates for Year 9 will sit the Cranbrook School Entrance Exam (see 2.2.b) up until 31st December of the year of entry and from 1st January of the year of entry they will then sit a Cognitive Ability Test
- d. Candidates for Year 12 will be considered based on their GCSE results (or equivalent)
- e. There will be discussions with academic staff for those seeking admission to Years 10 and 11 to assess suitability for entry to GCSE subjects part way through the course.
- f. There will be discussions with academic staff for those seeking admission to Year 12 to assess the suitability for entry to A level subjects part way through the course.

Information on how to make an In-Year Application and how they will be dealt with is available on the School website or from the Registrar.

2.5 Admission for Outside of Normal Age Group

Requests for admission to Year 7, Year 9 or Year 12 outside of the normal age group for a child should be made by completing and returning a relevant Supplementary Information Form to the Registrar (which may be obtained from registrar@cranbrook.kent.sch.uk) as early as possible in the admissions round relating to the child's date of birth. This will allow the School and the Admissions Authority sufficient time to make a decision before the closing date for registration for the applicable admissions test or application period.

Parents are not required to provide evidence to support their request for an outside of normal age group place; however, where provided it must be specific to the child in question. This might

include the medical or educational evidence to be provided by an appropriate professional; however, failure to provide this may impede the School's ability to agree to admission outside the normal age group.

Outside of normal age group applications will be processed in the same way as all applications for the cohort in the applicable admissions round. Offers will be made in accordance with the School's oversubscription criteria.

3. THE PRIORITY AREA

3.1 The Priority Area is defined as follows:

- a. The civil parishes of Cranbrook and Sissinghurst, Goudhurst, Staplehurst, Frittenden, Benenden, Sandhurst and Hawkhurst as defined by civil parish boundaries.
- b. Any other property which is not within the civil parish boundaries as outlined above, but is within 8.5 kilometres (5.28166 miles) of the school by straight line. We use the distance between the child'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 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.

A map of the Priority Area, which should be used for guidance only, can be found on the school's website using this link: [Priority Area Map](#) .

- 3.2 The permanent principal private residence address at the closing date for applications shall determine residence within the Priority Area.
- 3.3 In cases of split families, the address where Child Benefit is claimed will be taken as the address from where the measurement is taken. In the case where it is proven that Child Benefit is not claimed, the address will be where the child lives for the majority of the school week.
- 3.4 The Governors do not accept business or commercial addresses as evidence of residence in the Priority Area nor do they accept any addresses which are not the permanent principal private residence of the parent with whom the candidate lives (see 3.3 above).
- 3.5 At the time of acceptance of a Year 7 offer (following either National Offers Day or Reallocation Day), a Year 9 offer (following National Offers Day) or a Year 12 offer or any in-year offer, you must provide proof of address dated between the start of the Application period and the date for final changes for on time applications (Year 7 and Year 9), close of applications (Year 12) or as at the date of application (in-year offers). Proof of address shall be evidenced by:
 - a. originals of two different utilities bills dated within the last 3 months; and
 - b. the most recent Council Tax bill.
- 3.6 If you are not living in the property at the time of application, at the time of acceptance you must provide to the Registrar the signed and witnessed rental agreement or the signed completion memorandum where a property has been purchased, in either case dated between the start of the

Application period and the date for final changes to on time applications or close of applications (as applicable).

- 3.7 If the information required under Section 3.5 or 3.6 (as applicable) is not provided at the time of acceptance, the Governors will be unable to assess whether the candidate lives within the Priority Area. This may affect the candidate's priority for admission.
- 3.8 You must inform the Registrar without delay if, at any time following the acceptance of an offer of a place and prior to the child's attendance at School, the permanent principal private residence address of the parent with whom the child lives moves from within the Priority Area to outside of the Priority Area.
- 3.9 The Governors may check Electoral Rolls and reserve the right to make any other reasonable enquiries they deem necessary.
- 3.10 If a child is under guardianship, we will require to have sight of a Court Order. We will not accept an address of relatives unless there is a Guardianship Order awarded through the courts.
- 3.11 In cases of fraudulent or deliberately misleading applications, the Governors may withdraw the offer of a place under Section 4 below.

4. WITHDRAWAL OF A PLACE

- 4.1 After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
 - a. If an application is found to be fraudulent or deliberately misleading.
 - b. When a parent has failed to respond to an offer within four weeks from the date of the offer.
 - c. When a parent has failed to notify the school of important changes to the application information (including, without limitation, any change to a permanent principal private resident address).
- 4.2 Parents should be aware that Governors will always investigate allegations regarding fraudulent or deliberately misleading applications (for example a false claim to residence in the Priority Area or a false claim to the right to a UK state education).

5. TRANSFERS FROM DAY TO BOARDING AND BOARDING TO DAY

- 5.1 The school operates on the basis that it has 52 boarding places in Years 9-13, and 98 day places in Years 9 and 10, 128 day places in Year 11, and 110 day places (Years 12-13). Applications for transfer to boarding by a day student can be made at any time, subject to the availability of places and a Suitability for Boarding interview
- 5.2 Transfer is only possible if there is a place available in the relevant Year Group.
- 5.3 A request to transfer from boarding to day, is a matter solely for the Governors to determine. Applications for transfer must be made in writing to the Registrar.

6. APPEALS PROCEDURES

- 6.1 There is a full and independent appeals procedure available to parents of candidates who have not been awarded a place at the School. A link to the appeal form is available on the School's website <http://www.cranbrookschool.co.uk/appeals> and on completion is submitted directly to the Independent Appeal Clerk. Appeals for applications made within the normal round of admissions are heard within 40 school days of the deadline for lodging appeals. For late applications appeals will be held within 40 school days from the deadline for lodging appeals where possible, or within 30 school days from the appeal being lodged. For In Year applications appeals will be heard within 30 school days of the appeal being lodged. Appeals for a place for the Sixth Form will be heard within 30 school days of confirmation of exam results. The panel is completely independent of the school and its decision is binding on both the Appellant and the School.
- 6.2 Appeals against decisions under Section 5 above do not fall within the remit of the independent appeals procedure and will be considered by the Governors' Appeals Committee.

7. WAITING LISTS

The Registrar will operate a waiting list for all years at all times. The waiting list will be ranked according to the school's over-subscription criteria and any new waiting list requests will be added to this list according to these criteria, and the list re-ranked in accordance with Section 2.15 of the DfE School Admissions Code 2021.

If the principal private residence address of a child on the waiting list changes, Parents must inform the Registrar of the new address in writing without delay. If the change is from an address outside of the Priority Area to one within the Priority Area, the Parents must provide the Registrar proof of the new address.

The Registrar will confirm to the Parents whether such change of address affects their child's place on the waiting list. Failure to inform the Registrar of any change of address may result in removal of the child from the waiting list. Further information can be requested by contacting the Registrar on registrar@cranbrook.kent.sch.uk

8. ROLES AND RESPONSIBILITIES

- 8.1 The Governing Body is responsible for setting the admissions policy of the School.
- 8.2 The Governors' Admissions Committee or the Governors' Hardship Committee determines requests for change of status between boarding and day, or vice-versa and determines applications made on grounds of social need. They are responsible for making the 'offer' of a place.
- 8.3 The Governors' Admissions Committee, under the guidance of the Head, together with the Leadership Group, and the Registrar, review the admissions arrangements each year.
- 8.4 The Registrar is responsible for the organisation of the admissions procedures.
- 8.5 The Head and the Leadership Group, with others designated, supervise and mark tests and conduct the suitability for boarding interviews.
- 8.6 The Governors' Appeals Committee hears appeals against decisions made by the Governors' Admissions Committee

9. MONITORING AND EVALUATION

Monitoring and evaluation is carried out annually by the Governors' Admissions Committee, the Headmaster, the Leadership Group and the Registrar, taking into account the issues which have arisen during the admissions process and of any changes in legislation.