



# Admissions Policy

## 2025

Approval status	Approved
Last reviewed on:	January 2024
Next review due on:	January 2025

# **OAKWOOD PARK GRAMMAR SCHOOL**

## **Boys Selective 11-18 Academy**

(Girls admitted into the Sixth Form at 16+)

### **GENERAL**

**1.** Oakwood Park Grammar School will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.

**2.** Oakwood Park Grammar School is an Academy, and the Governing Body is therefore the Admissions Authority for the school. However, it should be noted that Oakwood Park Grammar School will participate in the co-ordinated admission arrangements operated by Kent County Council ie. 'The Kent Scheme For Admission To Secondary School - September 2025'.

### **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

#### **Consultation**

**3.** The Oakwood Park Grammar School Governing Body shall consult the following parties on Oakwood Park Grammar School's proposed admission arrangements by 1 March in the year before the year in which the admissions arrangements will apply e.g. by March 2024 for admissions in September 2025, ("Determination Year"):

- a) Kent County Council.
- b) The Admissions Forum for Kent County Council
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the local authority.
- d) Any other governing body for primary and secondary schools (not falling within paragraph b) located within the relevant area for consultation.
- e) Affected admission authorities in neighbouring local authority areas.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this policy is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section. The consultation will be hosted by the KCC website [www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-consultation-2022-23](http://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria/admissions-criteria-consultation-2022-23)

#### **Oakwood Park Grammar School determination of admission arrangements**

**4.** The Oakwood Park Grammar School Governing Body will consider comments made by those consulted in accordance with paragraph 3, including any requests to amend the proposed admissions number, before determining the admissions arrangements for Oakwood Park Grammar School

**5.** The Oakwood Park Grammar School Governing Body will determine Oakwood Park Grammar School's admission arrangements by 15 April of the Determination Year and

notify those consulted in accordance with paragraph 3 what has been determined within 14 days of that decision being made.

### **Representations about admission arrangements**

**6.** Where the Oakwood Park Grammar School Governing Body has determined Oakwood Park Grammar School's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 5, if any of those bodies object to Oakwood Park Grammar School's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

### **Secretary of State's power to accept, modify or reject admissions arrangements**

**7.** Where the Secretary of State has received any representations made in accordance with paragraph 6, the Secretary of State must consult the Oakwood Park Grammar School Governing Body on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Oakwood Park Grammar School Governing Body amends the proposed admissions arrangements for Oakwood Park Grammar School. The Oakwood Park Grammar School Governing Body shall comply with any such direction.

### **Publication of admission arrangements**

**8.** The Oakwood Park Grammar School Governing Body shall each Determination Year publish Oakwood Park Grammar School's agreed admission arrangements via the KCC website (see paragraph 3) and the KCC publication 'Admission to Secondary School in Kent 2025'.

**9.** The published admissions arrangements will set out:

- a) the name and address of Oakwood Park Grammar School and contact details.
- b) a summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission.
- c) numbers of places and applications for those places in the previous year; and
- d) arrangements for hearing appeals.

### **Proposed changes to admission arrangements by Oakwood Park Grammar School after arrangements have been published**

**10.** Subject to paragraph 11, once Oakwood Park Grammar School's admission arrangements have been determined for a particular year and published, the Oakwood Park Grammar School Governing Body will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) the Oakwood Park Grammar School Governing Body has consulted those who were consulted under paragraph 3 above on the proposed variation;
- b) following such consultation, the Oakwood Park Grammar School Governing Body has applied to the Secretary of State to approve the change setting out:
  - i) the proposed change.

- ii) reasons for wishing to make such change.
- iii) any comments or objections to the proposal from those consulted.

and

- c) following such application, the Secretary of State has provided his consent to the proposed variation.

**11.** The Oakwood Park Grammar School Governing Body shall, following the prior written agreement or direction of the Secretary of State vary Oakwood Park Grammar School's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

**12.** Any changes to Oakwood Park Grammar School's admission arrangements brought about through the variation processes in paragraphs 10 or 11 above must be published within Oakwood Park Grammar School's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 3.

## **PROCEDURE FOR ADMITTING STUDENTS TO OAKWOOD PARK GRAMMAR SCHOOL**

### **Published Admission Number**

**13.** The Oakwood Park Grammar School Governing Body has the following PAN for Oakwood Park Grammar School for the year 2025/2026 and, subject to any changes approved or required by the Secretary of State, for subsequent years;

- a) 160 students in Year 7

**14.** See Appendix – Oakwood Park Grammar School Admissions Policy – Sixth Form – September 2025.

### **Process of Application**

**15a.** Arrangements for applications for places at Oakwood Park Grammar School will be made in accordance with Kent County Council's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided by the relevant local authority and administered by Kent County Council.

**15b.** Supplementary information form should be completed relating to children in receipt of Student Premium or Children previously in care outside of England.

**15c.** Applications will only **normally** be considered for children whose eleventh birthday falls between 1st September 2025 and 31st August 2026 and who sat the PESE Tests during September 2024. Requests for admission outside of the normal age group should be made to the school as early as possible. This will allow the school sufficient time to make a decision before the closing date. The school's decision will be made on the basis of the circumstances of each case.

**16.** The Oakwood Park Grammar School Governing Body will fit in with the common timetable agreed by KCC or its Admissions Forum.

See - The Kent Scheme For Admission to Secondary School – September 2025.

## **PROCEDURES WHERE OAKWOOD PARK GRAMMAR SCHOOL IS OVERSUBSCRIBED**

### **Admissions to Year 7**

**17.** Where the number of applications for admissions is greater than the PAN, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where Oakwood Park Grammar School is named on the statement of Education (SSEN), Health and Care Plan (EHCP), the criteria will be applied in the order in which they are set out below;

**a.** Children in Local Authority Care, Previously in Local Authority Care or Internationally Adopted Previously Looked After Children (IAPLAC) - a "looked after child" or a child who was previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). (IAPLAC) - Children who appear to KCC to have been in state care outside of England and ceased to be in state care as a result of being adopted. See form at end of policy.

**b.** 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 or sisters, adopted siblings, step brothers or sisters and foster brothers or sisters.

**c.** Health and Special Access Reasons – medical/health, social and special access reasons 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 Oakwood Park Grammar School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend Oakwood Park Grammar 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 Oakwood Park Grammar School.

**d.** Children in receipt of Student Premium - a child is eligible for Student Premium where they have been registered for free school meals (FSM) at any point in the last six years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Student Premium is also afforded to children in local authority care or previously in local authority care, however these children will be prioritized in the relevant criteria above. Parents wishing to apply under this criteria must ensure they complete the attached Supplementary Information Form and return it to the school by 31st 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 child cannot be considered for a place.

**e.** Nearness of children's homes to school – we use the distance between the child's permanent home address and Oakwood Park Grammar 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 the NLPG. The same address point on the school site is used by 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 unlikely event that two or more children 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.

## **Post 16 Admissions**

See Appendix – Oakwood Park Grammar School Admissions Policy – Sixth Form – September 2025

## **Operation of waiting lists**

**18.** The operation of waiting lists for admissions to Oakwood Park Grammar School is subject to provisions regarding waiting lists in Kent County Council's co-ordinated admission scheme.

**19.** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

## **Appeals**

**20.** All parents have the statutory right to appeal against any decision refusing them a place at Oakwood Park Grammar School, regardless of where they ranked the school on a SCAF. Appeals should be lodged with the school by at least 20 school days from the date of notification that an application has been unsuccessful, to comply with the Admission Appeals Code.

**21.** Where Oakwood Park Grammar School has places available 20 days after notification of offers on National Offer Day of the admission year, and parents have lodged an appeal against the refusal of a place, they may be offered a place at the school after the date set in line with paragraph 2.1 of the Admission Appeals Code without the appeal being heard. A place will only be offered if the child has been assessed as being suitable for a grammar school place and 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.

## **Late Applications for Year 7 places**

**22.** Parents that were not included in the original round of offers due to late application will initially be offered a place in the reallocation administered by Kent County Council. 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.

Late applications received must be made to, and processed by, Kent County Council. These will be considered after a date set out in the Guidance Table of the Kent Co-ordinated Scheme, when Kent County Council will contact the school with children's details so that late applications can be ranked in accordance with the school's oversubscription criteria. If a place can be offered, Kent County Council will notify parents. If a place cannot be offered KCC will allocate a place at an alternative school.

## **Applications for places in year groups other than the normal year of entry to secondary school (casual admissions)**

**23a.** Applications should be made directly to Oakwood Park Grammar School by completing a standard form known as the In Year Admission Form (IYAF) which must be used to apply for school places in any year group outside the normal admissions round. This form is available from the Kent County Council website or Oakwood Park Grammar School. Applicants will be contacted within 15 school days of an application with a date for assessment. Following assessment, the Governing Body will make a determination and notify the parents. Parents who are refused admission will be offered a right of appeal. The school will notify Kent County Council of the outcome of all casual admissions testing.

**23b.** Applications will only **normally** be considered for children to enter their normal age group. Requests for admission outside of the normal age group should be made to the school as early as possible. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. The school's decision will be made on the basis of the circumstances of each case.

## **Admissions Policy – Sixth Form – September 2025**

Oakwood Park Grammar is a high achieving, oversubscribed school with highly committed, well qualified staff, excellent resources, and a wealth of extra-curricular activities, all of which go toward providing an enriching educational experience for our students. Oakwood Park Grammar welcomes applications for entry into the Sixth Form from Oakwood Park School Year 11 students and Year 11 students currently attending other schools.

### **Basic Information**

Oakwood Park is committed to:

- High quality teaching that engages and challenges all students to become more independent and successful in their learning.
- Excellent standards of behaviour from all of our students to create a positive climate for learning based on respect for and tolerance of others.
- A wide range of exceptional opportunities for all our students to extend their learning beyond the classroom.
- Personalised Information Advice and Guidance for all our students at every stage of their school career and beyond so they can develop their learning and contribute to the wider community.
- Outstanding professional development opportunities for all our staff; they too are learners.

### **Application Procedures and Dates**

- Applications can be made following the Sixth Form Open Evening which takes place in early November.
- External students need to make an application through the online application system, currently kentchoices. Applications should be received by mid-December.
- Once all the application deadlines have passed, decisions will be made concerning which course will run, and also who will be allocated a place on each course.
- Predicted grades for all applicants will be sought.
- The school will endeavour to run all courses applied for but reserves the right to withdraw a course if applications are below a cost-effective number.
- In the case that a course becomes full but that other courses are available, we shall offer the candidate an alternative choice.
- Confirmation of places on a course is organised as follows:
  - Internal candidates will have their place in the sixth form confirmed when they receive their GCSE results.
  - External candidates should confirm in person their GCSE results and acceptance of a place on results day or at the latest by the Friday following results day.

## **Admission to Year 12**

Admission is based on the following criteria:

- Students achieving a minimum of at least six GCSEs (9 - 5) of which at least four are at a grade 6 (or equivalent).
- In addition, students must meet subject entry requirements, which in most cases require a minimum of Grade 6 in the subject to be studied, or related subjects.
- Students must also achieve a minimum of a grade 5 in English Language and Mathematics.
- Typically, we would expect students following essay-based subjects to gain at least a grade 6 in English Language and students following scientific courses to gain at least a grade 7 in Mathematics.
- The school shall determine which grades at 6 are required when A level subjects requested have not been taken at GCSE Level.
- Priority will be given to existing students transferring from Year 11 who meet the entrance criteria.

All offers are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offers made will also take into account capacity in the subjects chosen. Some courses may become over-subscribed even though the overall admissions number has not been reached. Where appropriate a reserve subject would be considered.

The admission number for external candidates will be 30, 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 180.

### **Over-subscription**

Following the admission of internal students transferring from Year 11 students, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the following oversubscription criteria will be applied in the order set out below to rank students until the overall figure for the year group is reached:

1. Children in Local Authority Care or Previously in Local Authority Care – a “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989).

Children previously in Care outside of England – Children who appear to KCC 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 in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society. See form at end of policy.

- 2.** 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, stepbrothers or sisters and foster brothers and sister.
- 3.** Health and Special Access Reasons – medical/health, social and special access reasons 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 Oakwood Park Grammar School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend Oakwood Park Grammar 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 Oakwood Park Grammar School.
- 4.** Children in receipt of Student Premium – a child is eligible for Student Premium where they have been registered for free school meals (FSM) at any point in the last six years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Student Premium is also afforded to children in local authority care or previously in local authority care, however these children will be prioritized in the relevant criteria above. Parents wishing to apply under this criteria must ensure they complete the attached Supplementary Information Form and return it to the school by 31st 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 child cannot be considered for a place.
- 5.** Nearness of children's homes to school – we use the distance between the child's permanent home address and Oakwood Park Grammar 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 the NLPG. The same address point on the school site is used by 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.

In the unlikely event that two or more children 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.

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

- a. When the parent or learner has failed to respond to an offer within a reasonable time; or
- b. When a parent or learner 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 the parent or learner.

## **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 student's 4 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 March 2025. Offers will be confirmed once the school has been notified of GCSE results in August 2025.

Where learners have achieved better results 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 for a place be refused, by writing to The Clerk to the Appeal Panel, care of the school.

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.

## **Subject Specific Entry Requirements**

Subject	Subject Specific Entry Requirements
Art	Grade 6 at GCSE
Biology	Grade 7 at GCSE or 6-7 in Double Science GCSE
Chemistry	Grade 7 at GCSE or 6-7 in Double Science GCSE
Computing	Grade 6 at GCSE
Design and Technology	Grade 6 at GCSE
Drama	Grade 6 at GCSE
Economics	Grade 6 in Mathematics
English Language	Grade 6 at GCSE
English Literature	Grade 6 at GCSE
French	Grade 7 at GCSE
Geography	Grade 6 at GCSE
Graphics	Grade 6 at GCSE in either Graphics or Art
History	Grade 6 at GCSE
Mathematics	Grade 7 at GCSE
Further Maths	Grade 8 at GCSE
Media Studies	Grade 6 in English Language
Music	Grade 6 in Music

Physical Education	Grade 6 at GCSE
Physics	Grade 7 at GCSE or 6-7 in Double Science GCSE
Politics	Grade 6 at GCSE in either GCSE History, GCSE Geography or GCSE RS
Psychology	Grade 6 at GCSE in Psychology or in any science subject
Religious Studies	Grade 6 at GCSE or Grade 6 in either GCSE History or GCSE Geography
Sociology	Grade 6 at GCSE in either GCSE History, GCSE Geography or GCSE RS
Spanish	Grade 7 at GCSE

**OAKWOOD PARK GRAMMAR SCHOOL**
**SUPPLEMENTARY FORM FOR STUDENT PREMIUM INFORMATION**

To qualify for Student Premium you have to be eligible under one of the following criteria:

**Ever 6 FSM**

The student premium will include students recorded in the January school census before application who are known to have been eligible for free school meals (FSM) in any of the previous 6 years, as well as those first known to be eligible at that January census.

**Children adopted from care or who are in care**

The student premium will include students who were looked after by an English or Welsh local authority immediately before being adopted or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order).

- Please fill in the details below and send the form back to the school with your evidence.
- Please remember to also fill in a Secondary Common Application Form either online via [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by paper SCAF and return to Kent County Council.

**CHILD'S DETAILS**

<b>Forename</b>	<b>Surname</b>	<b>Date of Birth</b>
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**Address (this address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable).**

**Postcode**

**Current School Name and Address**

**PARENT/CARER DETAILS**

**Title:**                   **Forename:**                   **Surname:**

**Relationship to Child:**

<b>Telephone Numbers:</b>	<b>1.</b>	<b>2.</b>
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**Email Address:**

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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**Please return to:      [admissions@opgs.org](mailto:admissions@opgs.org)**

**Supplementary Information form to support an application for children in State Care Outside of England and who ceased to be in State Care as a result of being adopted. (IAPLAC)**

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted

<b>Current legal surname of child</b>	
<b>Any previous name(s) by which the child was known</b>	
<b>Forename(s)</b>	
<b>Current School (if applicable)</b>	
<b>Year Group for which you are Applying</b>	
<b>Parent(s)/Carer(s) Name</b>	
<b>Home address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Date of Adoption</b>	
<b>Name of Country and local authority where the child was in state care</b>	
<b>Please list documentary evidence provided to support above application (eg. Birth certificate, adoption certificate)</b>	

Signed: ..... Name: .....

Date .....

**Please return to: Oakwood Park Grammar School, Oakwood Park, Maidstone, Kent ME16 8AH**