

# SIR ROGER MANWOOD'S SCHOOL

## DETERMINED ADMISSION ARRANGEMENTS FOR 2024-25

### **Background**

Sir Roger Manwood's School is a selective, mixed, five form entry, 11 to 18 school.

### **Admission of children outside their normal age group**

As required under the School Admission Code 2021 the process for admission outside a child's normal age group must be included in these arrangements.

We do not routinely admit outside a child's normal age group, however we will always consider any request for, and may offer without request where we consider the student's needs would be best met in a different year group, an admission outside normal age group. The request should be made in writing at the time of the admission application, and should include the parental/carer reasons, and any information available from the child's current school, including any supportive letter or documents. If necessary to help make an informed decision, the Admissions Officer may contact the child's current school to request their view.

All decisions will be made on the basis of the circumstances of each request with the best interests of the child considered, taking into account parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

# Entry to Year 7 in September 2024

Entry for Sir Roger Manwood's School at the age of 11 is through the Kent 11+ assessment procedure. The schools Published Admissions Number for Year 7 is 150.

## 1. Age of applicant

Applications for entry to Sir Roger Manwood's School in September 2024 will normally be from parents of children born between 1 September 2012 and 31 August 2013 inclusive.

If the application is made at the same time as the normal admission round for Year 7 then the actual process is administered by Kent County Council. However, we will be asked whether we would accept an out of normal age admission. We will provide the decision in time, unless the parental request is made too late for this to be possible, to ensure that the applicant is included as part of the main admissions round and treated in the same way as all other children in the normal age group for that year.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the School sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the School shortly before the opening of the Kent Test registration process for the year they wish their child to start. Parents need to be aware that if the request for early testing is accepted, the child cannot sit the test again when they are of the correct age.

Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent Test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

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 or early admission to the child's secondary phase of education. The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the LA, with written confirmation from the school attached. Early or 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. Further advice is available at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions)

## 2. Admission Arrangements

### 2.1 Process

In the academic school year when they reach the age of 11, students have the opportunity to take the Kent age 11 assessment procedure, which is a selection test that is taken in the primary school as part of the county selection procedure. This procedure helps you to decide which secondary school would be most appropriate for your child.

### 2.2 Oversubscription Criteria

Before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this, the published admission number will be reduced accordingly. If the number of preferences for the school from eligible applicants is more than the number of places available, places will be allocated in the following priority order:

1. A looked after child or a previously looked after child – 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. Sibling/s on roll at the time of entry – in this context sibling/s means children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters.
3. Children in receipt of Pupil Premium who live within a CT3, CT11, CT12, CT13, CT14, CT15 or CT16 postcode **and** who live within a radius of 8.5 miles from Sir Roger Manwood's School. The distance between the child's permanent home address and the school is measured as a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

The postcodes and distance used in this criteria were decided by reference to where pupils offered a place on National Offer Day (1 March) live since the school moved to five forms of entry i.e. the area covered is that which current students reside in.

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 prioritized in the relevant criteria above. The Pupil Premium category also includes those in receipt of the Service Premium. This is for children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

Parents wishing to apply under this Pupil Premium criterion must ensure they complete the school's Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must **also** complete an online or paper Secondary Common Application Form application to KCC naming the school, otherwise their child cannot be considered for a place.

4. Children of staff at the school where a member of staff has been employed at the school for two or more years at the time at which the application for admission was made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Nearness of a child's home to school

This distance, between the child's permanent home address and the school, is measured as a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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. The school

uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

Those living nearest are accorded the highest priority.

A random selection will be applied in the event of more than one applicant having the same distance from home to school.

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.

A child's home address is considered to be a residential property that is the child's only main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian, or leased or rented to them under a lease or written rental agreement. Where partners live apart 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 week days.

6. In the event that two or more children 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. The numbers will be drawn by a representative from the Governing Body and the Headteacher and be independently supervised.

## **2.3 Waiting List**

In the case of over-subscription, after all places have been offered following the above criteria, a waiting list will be kept at least until the first day of the Spring Term in the admission year in case some students prove unable to take up the places offered.

Eligible students will be placed on a waiting list in oversubscription criteria order, according to the over-subscription criteria.

The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

Late applications will be accepted and processed in accordance with the scheme published in the LA's Admission Booklets.

## **2.4 Appeals**

Parents of Year 7 applicants who are not offered a place will be notified of the appeals process by the Local Authority on National Offer Day in March.

# Applications Received During The Academic Year 2024-25

## Entry for Year 7 to Year 11

Applicants must sit selection tests set by the school.

If the application is received in time before the Christmas of Year 7 such an applicant would sit the 11+ tests that were sat by the current Year 7.

Applications received after the Christmas of Year 7 through to Year 11, will take the school's own selection test.

The result of the selection test will indicate if the applicant is of the required standard for entry to the appropriate year group or not. If the selection test indicates that an applicant is of the required standard and the School is not up to its Planned Admission Number in the year group being applied for, the applicant will be offered a place.

If the selection test indicates that an applicant is of the required standard but the School is up to its Planned Admission Number in the appropriate year group, then the School cannot offer a place to the applicant. Parents can request that their child be placed on the waiting list for that year group. If there is more than one applicant deemed to be of the required standard for any particular year group, then the applicants will be placed in rank order according to the following criteria:

1. A looked after child or a previously looked after child – 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. Sibling/s on roll at the time of entry – in this context sibling/s means children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters
3. Children in receipt of Pupil Premium who live within a CT3, CT11, CT12, CT13, CT14, CT15 or CT16 postcode **and** who live within a radius of 8.5 miles from Sir Roger Manwood's School. The distance between the child's permanent home address and the school is measured as a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

The postcodes and distance used in this criteria were decided by reference to where pupils offered a place on National Offer Day (1 March) live since the school moved to five forms of entry i.e. the area covered is that which current students reside in.

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 prioritized in the relevant criteria above. The Pupil Premium category also includes those in receipt of the Service Premium. This is for children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

Parents wishing to apply under this criterion must ensure they complete the school's Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must **also** complete an online or paper Secondary Common Application Form application to KCC naming the school, otherwise their child cannot be considered for a place.

4. Children of staff at the school where a member of staff has been employed at the school for two or more years at the time at which the application for admission was made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Nearness of a child's home to school

This distance, between the child's permanent home address and the school, is measured as a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

Those living nearest are accorded the highest priority.

A random selection will be applied in the event of more than one applicant having the same distance from home to school.

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.

A child's home address is considered to be a residential property that is the child's only main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian, or leased or rented to them under a lease or written rental agreement. Where partners live apart 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 week days.

6. In the event that two or more children 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. The numbers will be drawn by a representative from the Governing Body and the Headteacher and be independently supervised.

## Entry for Sixth Form

Applicants for Year 12 must meet the normal entry criteria for Year 12 (see next section) and will be offered a place only if:

- their end of Year 11 examinations indicate they are of the required standard

- the School is not up to its Planned Admission Number in the year group
- there are spaces in the subjects being applied for, and
- their proposed combination of subjects will work on the School's timetable.

No applications for Year 13 will be accepted unless there are exceptional circumstances, as entry to the sixth form is usually only at the start of Year 12

## **2. Appeals**

Parents have a statutory right of appeal should an application for a place be refused. They should do this in writing and send their appeal to

- Governance Professional to the Governors, Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX.
- Or emailing their appeal to [clerk@srms.kent.sch.uk](mailto:clerk@srms.kent.sch.uk)

# Entry to Year 12 for September 2024

The Published Admission Number for external candidates is 10 but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall total figure for the year group, which is 160. Priority will be given to existing pupils transferring from Sir Roger Manwood's Year 11.

## 1. Academic entry requirements

In order to join Year 12 at Sir Roger Manwood's School all applicants must hold a valid UK passport and gain at least six GCSE examination passes at grade 5 or above, and two of these six must include English Language or English Literature, and Mathematics.

If an applicant achieves a grade 5 in Mathematics and either English Language or English Literature and secures the grades required for their subject choices but does not achieve 6 GCSEs at grade 5, and provided the Sixth Form is below its Planned Admissions Number and there are spaces in the subjects wishing to be studied, then the School reserves the right to allow entry. However, this will be decided on a case by case basis and is at the discretion of the School.

All students in Year 12 are required to study 3 A Levels. In addition to the general admissions criteria to the sixth form itself, there are also criteria for each subject, which will be detailed in the September 2024 Entry Sixth Form prospectus when it is published.

Students may request to study 4 A Level subjects. Requests, other than Further Mathematics, should be made after the receipt of GCSE grades in the summer. To be considered for a 4 A Level combination, students must have attained a minimum of 6 GCSE passes at grade 7 and above with at least the minimum entry requirements in both English and Mathematics and the minimum subject entry requirement grades. Any student who commences on a 4 A level course is expected to continue with these options for the duration of the 2 year courses. Experience has shown that only the most academic of students are able to cope with the workload involved.

### Subject combinations

If students wish to take a combination of subjects that includes Mathematics and Further Mathematics, then they must take 4 subjects and meet the entry criteria detailed as per the paragraph above.

Mathematics Studies cannot be taken by any student studying Mathematics or Further Mathematics.

Students studying Further Mathematics will also complete a Mathematics A level and together they must form 2 of a 4 A Level subject combination. Entry requirements are as above for a 4 A level combination but Further Mathematics should be requested as part of the initial option process.

## 2. Applications

Applications from external applicants should be made on the School's own Sixth Form Application Form, which can be downloaded from the school website. The deadline for applications for this admissions round that will be displayed on the School website as soon as possible. Late applications will be considered after all on-time applicants have been considered, if places in appropriate subjects are still available.

The application of both internal and external applicants will be judged using predicted grades awarded by their current schools. Sir Roger Manwood's School will collect predicted grades from the schools of external applicants on application. All applicants whose predicted grades mark them out as being of the required academic standard will be invited into the School to have a discussion with a member of the School's Senior Leadership about their future university and career plans, and to confirm their final option choices.

## 3. Offers

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 pupil's 3 or 4 chosen subjects being accommodated on the timetable, in feasible group sizes.



All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results by the candidate in August post GCSE results day.

Where learners who were not given an offer achieve better results than they were predicted they should contact the School post results day in August. 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 criteria.

Places will be offered subject to and dependent upon:

- sufficient demand for places in each of the subject areas the applicant has indicated they wish to study
- availability of the combination of subjects selected by the applicant
- the School's ability to staff the subjects selected

The method of offering places will be based upon the professional judgment of staff at Sir Roger Manwood's School and those at an applicant's present school.

If an applicant secures the grades required for their subject choices but not the overall entry criteria for the Sixth Form, **and** the Sixth Form is below its Planned Admissions Number and there are spaces in the subjects being applied for, then entry will be decided on a case by case basis.

#### **4. Oversubscription Criteria**

If there are more applications than the Planned Admission Number, then the oversubscription criteria, in priority order, will be:

1. Applicants who are in Year 11 at Sir Roger Manwood's School at the time of application.
2. External applicants who are a looked after child or a previously looked after child – 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.
3. All other external applicants who meet the entry criteria. Offers will be made to external applicants based on space available in the subjects they wish to study. The available spaces will be offered to those with the highest predicted grade profile.

More conditional offers will be made than the number of places available. This is because some applicants given a conditional offer will not achieve the required grades or will decide to go elsewhere to study for their A Levels.

#### **4.2 Waiting List**

There is no waiting list as more conditional offers will be made than there are places available

#### **4.3 Appeals**

Parents have a statutory right of appeal should an application for a place be refused. They should do this in writing and send their appeal to

- Governance Professional to the Governors, Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX.

- Or emailing their appeal to [clerk@srms.kent.sch.uk](mailto:clerk@srms.kent.sch.uk)



## Supplementary Form For Y7 Pupil Premium Applications

To qualify for the School's Pupil Premium oversubscription criteria, proof is required that an applicant is in receipt of the Pupil Premium (whether due to having received free school meals any time in the past six years, being a child adopted from care or who has left care, or due to the fact that they have a parent who is currently serving in the UK's armed forces).

Please fill in the details below and send this form back to the School along with a letter from your current school that confirms you are in receipt of Pupil Premium, and any other evidence that you have. It should be noted the Sir Roger Manwood's School admissions team will contact the named current school for verbal confirmation of this fact as well.

Once completed, this form should be placed in an envelope and returned to Sir Roger Manwood's School, Manwood Road, Sandwich, Kent, CT13 9JX. It must be received by the School by the same deadline as Kent County Council's deadline for receipt of the SCAF.

Sending this form back to the School does **NOT** constitute an application to the School. An application is made Via Kent County Council's Secondary Common Application Form (SCAF) so it is vital you do not forget to name Manwood's on the SCAF and to return the SCAF to Kent County Council by their deadline as well as filling out this form and returning it to the School.

### CHILD'S DETAILS

Forename	Surname	Date of Birth
<b>Home Address</b> Note that this address will be used on all future correspondence unless notified otherwise. Please remember to include house or flat names and numbers where applicable.  House/flat name or number: _____ Street: _____ Town: _____ Postcode: _____  <b>Current School</b> Name: _____ Address: _____ Phone Number: _____		

### PARENT/CARER'S DETAILS

Title	Forename	Surname	Relationship to child
Telephone numbers		1	2
Email Address			
Print name		Signature	

Once completed, this form should be placed in an envelope and returned to Sir Roger Manwood's School, Manwood Road, Sandwich, Kent, CT13 9JX. It must be received by the School by the same deadline as Kent County Council's deadline for receipt of the SCAF.