Maidstone Grammar School
for Girls

Non sibi sed omnibus

Admissions and Sixth Form Admissions

Governing Body Policy

For entry in September 2028 to August 2029

History Log

Last Revised	Revised By	Ratified By Governors	Next Review Date	Time Scale
September 2022	Headteacher	23rd November 2022	September 2023	Annually
September 2023	Headteacher	22nd November 2023	September 2024	Annually
September 2024	Headteacher	27th November 2024	September 2025	Annually
September 2025	Headteacher	19th November 2025	September 2026	Annually
September 2026	Headteacher	18th November 2026	September 2027	Annually

Maidstone Grammar School for Girls is a selective Grammar school. The school will admit girls into Years 7 to 11 and girls and boys into Years 12 and 13.

A) Year 7 Admissions: September 2028

Maidstone Grammar School for Girls complies with the Co-ordinated Admission Scheme, which is administered by Kent Local Authority.

Detailed information about the school is available in the prospectus and Essential Information Booklets which can be found on the school website www.mggs.org.

Girls are normally admitted at age 11. All students must have gained a selective place through the Kent PESE (Procedure for Entry into Secondary Education). Details of the Kent PESE are available from the Kent County Council booklet 'Admission to Secondary School in Kent'. There is no guarantee of a place to applicants who meet the over-subscription criteria.

The Published Admissions Number is 210.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan, which names the school, will be admitted. As a result of this the Published Admission Number will be reduced accordingly.

When the school is oversubscribed, the following oversubscription criteria will be used in the order shown:

- Eligible girls who are looked after and previously looked after children: 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 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). Children previously in Care outside of England - 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. 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 organisation or any other provider of care whose sole purpose is to benefit society.

- **Students in receipt of Pupil Premium**: A student is eligible for Pupil Premium where they have been registered for targeted free school meals (FSM) at any point in the last 6 years. This does not include students who have only been eligible to receive Universal Infant Free School Meals. It also does not include expanded FSM from September 2026. Parents wishing to apply under this criterion must ensure that 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.

- **Current family association:** This is defined as a sister or brother attending either Maidstone Grammar School for Girls **or** Maidstone Grammar 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 and sisters.

- **Distance from home to school:** 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 coordinates. In exceptional circumstances where alternative coordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by the Head of Service.
- If more than one applicant has 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 that the final place offered from a ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these girls who have met the over subscription criteria.

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 and admissions authority 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. If the request for early testing is accepted, the child cannot sit the test again.

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 a school's ability to agree to deferral or early admission to their 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 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.

B) Admissions In Year Entry: 2028 - 2029

Applicants at a time later than the normal admissions age should apply directly to the school using the In Year Casual Admissions Process. This can be done via the link below:

http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school

Once a completed In Year Casual Admission Form (IYCAF) has been received applicants will be tested by the school to obtain evidence of ability to keep pace with the work of this selective school.

The Published Admissions Number and over-subscription criteria apply as above. In the event of the Year group being over-subscribed, a waiting list will be held, ranked according to the over-subscription criteria.

In Year Entry Testing Process
Students applying to join Maidstone Grammar School for Girls during the academic year will be required to sit internal tests to assess the applicant's suitability for education in a selective environment. Students will be required to visit the school for one day to sit a selection of tests as detailed below:

Cognitive Ability Tests to include: Quantitative, Non-verbal reasoning and Verbal reasoning followed by an English test and a Mathematics test.

Students' scores should place them in the top 25% of the national ability range in all five tests.

C) Sixth Form Admissions September 2028

Priority will be given to existing students transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants achieving:

- At least a grade 5 in either GCSE English Language or English Literature
- At least a grade 5 in GCSE Mathematics
- At least 6 GCSE subjects of grades 9 - 5
- The specific entry requirements for each A level subject.

Students without a grade 6 in English Language or English Literature are likely to find the

choice of subjects which they can access is restricted.

The Pupil Admission Number is 50 for external candidates with a capacity of 180.

The admission number for external candidates will be 50 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.

Students will be expected to enrol on a two year, full time, planned programme of study.

International students may also be admitted to the Sixth Form, for Year 12 entry on the two year, full time, planned programme of study and are required to provide evidence that they have achieved the equivalent of Mathematics and English grade 5 at GCSE level along with evidence of meeting the entrance criteria above and the right to remain within the UK.

Requests for admission to Year 12 outside of the normal age group should be made to the Headteacher at the point of applying for a place for the Sixth Form.

Where a parent is requesting for their child to apply a year early, parents are required to contact the school outlining the fact that their child will have achieved their GCSEs on entry to Year 12.

Where a parent is requesting for their child to apply a year later than expected, they should **make their request at the earliest opportunity**. Parents must give details of all secondary education their child has received and details of why they are applying a year later than expected.

Applications to join the sixth form should be made to the school. Full details are available in the sixth form prospectus and curriculum information booklet are available on our website.

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. Students who do not approach the school until after they have received their results will only be considered after all conditional offer students and those on the waiting list.

Offers made will also take into account the 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.

Over-subscription Criteria:

Internal Candidates:
We give priority for places to students currently in Year 11 at our school, provided they have met the entry criteria.

External Candidates:
External Candidates must meet the same academic entry requirements as internal candidates.

In the event of over subscription, priority will be given to those who fulfil the entry criteria, in the following order:

- Eligible students who are looked after and previously looked after children: 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 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). Children previously in Care outside of England - 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. 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 organisation or any other provider of care whose sole purpose is to benefit society.

- Eligible students who are likely to achieve the highest academic grades based on GCSE predictions from their current school. GCSEs already certified will be counted. Students will be ranked on their total point score. The school will be the sole arbiter of measures of equivalence when students have sat examinations other than GCSEs. IGCSEs are considered to be equal to GCSE grades.

- If more than one applicant has 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 that the final place offered from a ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these girls who have met the over subscription criteria.

Offers
Offers will be confirmed once the school has been notified of GCSE results in August 2028
We would not normally accept a student into Year 12 after September 2028.

Internal Reviews: Sixth Form
Should an offer holder (internal or external) fail to achieve the pre-requisite grades for entry into the Sixth Form, they may apply to the Governor Review Committee (consisting of one of more governors) where mitigating factors may be presented and the Governor Review Committee will determine whether a place should be offered in the Sixth Form. The Governor Review Committee can only offer an applicant a place if there is very compelling other evidence which satisfies the school that the student can and will cope with the Sixth form curriculum and expectations of MGGS.

If the Governor Review Committee determines that no place should be offered

notwithstanding the mitigating circumstances, a right of appeal as set out below still applies.

Appeals: Sixth Form
Should an application for a place in the Sixth Form be refused, parents/carers and the applicant both have a statutory right of appeal which will be heard by an independent appeal panel. An appeal can be made by completing the published appeal form on the school website www.mggs.org

We do not normally accept students into Year 13.

D) General (All Years)

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

- When the parent or student has failed to respond to an offer within a reasonable time; or
- When a parent or student has failed to notify the school of important changes (as defined by the Admissions code) to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or student.

Appeals: Parents have a statutory right to an independent appeal, and they can make an appeal by completing the published appeal form on the school website www.mggs.org

Waiting List: A waiting list will be held, where appropriate, ranked according to the oversubscription criteria until January of the following year.

MGGS APPENDIX One:

Supplementary Information Form (SIF) for 2027/28 Admissions Pupil Premium Notification & Children previously in Care outside of England

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your daughter to be considered for a place at Maidstone Grammar School for Girls, these are available directly from KCC.

The following sections should be completed and returned to the school by 1st February for Year 11 or 31st October for Year 7 of the year of admissions, to notify us that you are applying for a Pupil Premium place. Please see https://www.gov.uk/apply-free-school-meals for full details of the eligibility criteria you will need to evidence.

This should be sent to The Admissions Manager, Maidstone Grammar School for Girls, Buckland Road, Maidstone, Kent ME16 0SF or emailed to admissions@mggs.org
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Child's Legal Surname:	
Child's Legal Forename:	
Child's Date of Birth:	
Child's Current School:	
Permanent Home Address:	
Telephone Number:	
Email Address:	
Name of Parent/Carer:	

Pupil Premium Notification

Please complete this section if the following applies:

Pupil Premium Eligibility Criteria: A child is eligible for Pupil Premium where they have been registered for targeted free school meals (FSM) at any point in the last 6 years. This does not include girls who have only been eligible to receive Universal Infant Free School nor Expanded 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 oversubscription criteria above.	
Child is in Receipt of Pupil Premium	YES/NO (Please delete as appropriate)
Please provide copies of all evidence required with this form. Please state the evidence provided.	
Children previously in Care outside of England Please complete this section if the following applies: *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. A child is regarded as having been in state care in a place outside the England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*	
Child has previously been in care outside of England:	YES/NO (Please delete as appropriate)
Any previous name(s) by which the child was known:	
Date of Adoption:	
Name of Country and local authority where the child was in state care:	
Please list documentary evidence provided to support the above application (eg birth certificate, adoption certificate).	

Declaration: I confirm the information supplied is true and accurate and I consent to checks being made.

Parent/Carer Signature: _____ **Date:** _____

Please return the completed form and any documentary evidence to central@mggs.org

Year 11 deadline is by 1st February in the year of application.
Year 7 deadline is by 31st October in the year of application.