

CRANBROOK SCHOOL DAY ADMISSIONS POLICY FOR ENTRY IN SEPTEMBER 2011

1. PHILOSOPHY

- 1.1 This policy is in accordance with the statutory requirements of the 2007 and 2009 Schools Admissions Code.
- 1.2 As Cranbrook is a Voluntary Aided school, the Governors have primary responsibility for admissions arrangements.
- 1.3 Cranbrook 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 AEN policies.
- 1.5 There is a maximum of 92 places available for day pupils. There are 53 places for boarding pupils. The total Published Admissions Number (PAN) for Cranbrook School in Year 9 is 145.
- 1.6 The total Published Admissions Number (PAN) for Cranbrook School for day pupils in Year 12 is 161.
- 1.7 This admissions policy applies to entry to Cranbrook School as a day student. Boarding entry is subject to entirely separate policy and procedure.

2. ADMISSION ARRANGEMENTS AND PRACTICE

2.1 Year 9 Selection

- a. The usual age for entry into Year 9 is 13. Candidates applying out of year will be considered after all those of the correct year group.
- b. Candidates take an objective test set by NFER and the school also sets supplementary papers in Mathematics and English. The objective NFER test is the primary test.
- c. Each paper is marked and the scores combined to give a final aggregate mark.
- d. All day candidates must achieve a satisfactory assessment against the academic standards for the top 25% of the national ability range.
- e. As a grammar school, pupils are selected by academic ability. Those with identified additional educational needs will be considered for support in the entrance test which may include up to 25% extra time. It is the responsibility of parents and feeder schools to apply for this consideration, using the Request for Exceptional Arrangements application form which must be submitted within the published time scales (see Appendix 1 – Information Sheet on 13+ Day Entry for September 2011). The decision as to whether or not to give additional support in the entrance tests is made by the Head Teacher in liaison with the AEN Co-ordinator. Extra time will be awarded when documentary evidence of **'below average'** speed of processing, cognitive or phonological, or **'below average'** reading accuracy, comprehension or speed or **'below average'** speed of writing has been submitted. This evidence **must** be presented as standardised scores, where below average is a standardised score of 84 or fewer. Further evidence that this is a candidate's normal way of working, i.e. there is a history of both provision and need is required. This must be provided in a full assessment from either an Educational Psychologist or a qualified Specialist Teacher and within the secondary school life of the candidate. English as a second language is not considered to constitute an additional educational need.
- f. The timetable for the selection procedures and information on the detail of the process is contained in Appendix 1 – Information Sheet on 13+ Day Entry for September 2011.

2.2 Years 10 and 11 Selection (Casual Admissions)

It is very rare for a vacancy to exist in either Year 10 or Year 11, but if one exists then applications will be considered on the following basis:

- a. Candidates take an objective test which will be made up of verbal, non-verbal and numerical reasoning tests.
- b. All day candidates must achieve a satisfactory assessment against the academic standards for the top 25% of the national ability range.

- c. There will be discussions with academic staff for those seeking admission to Year 11 to assess suitability for entry to GCSE subjects part way through the course.
- d. candidates applying out of year will be considered after all those of the correct year group.

2.3 Year 12 Selection

All Year 11 students at Cranbrook School must achieve the minimum requirement at GCSE as outlined under 2.3c below in order to qualify for transfer to Year 12.

If a vacancy exists then applications will be considered on the following basis:

- a. On application, candidates must provide academic information from their current school regarding their achievement in recent examinations and predicted grades in forthcoming external or end of year examinations which mark the end of that specific phase of education.
- b. A course guidance meeting for each of the candidates will take place during the Spring Term. The course guidance meeting is to discuss and advice on the AS/A2 options the candidates have chosen.
- c. Candidates must achieve a minimum of 6 B grades at GCSE with B grades in the subjects they wish to study in the Sixth Form with the possibility of A or A* grades in some subjects; or the equivalent for candidates educated overseas.
- d. Candidates applying out of year will be considered after all those of the correct year group.
- e. The timetable for the selection procedures and information on the detail of the process is contained in Appendix 2 – Information Sheet on 16+ Day Entry for September 2011.

2.4 Year 13 Selection (Casual Admissions)

As for Year 12 selection, subject to assessment of previous work as suitable for mid-course entry. Candidates applying out of year will be considered after all those of the correct year group.

2.5 Over-subscription

Assessment is through the Cranbrook School entrance examination as detailed above. All candidates assessed as academically suitable for Cranbrook School will be ranked in the following priority order :

- a. children in Local Authority Care (Looked After Children). A Looked After Child or Child in Local Authority Care is a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- b(i). those candidates for whom attendance at Cranbrook School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration.
- b(ii). Examples of social need could be considered to be candidates whose main carer suffers from a chronic long term illness or severe disability; or such other situations where it is demonstrated to the satisfaction of the Admissions Committee that it is necessary for the child to attend Cranbrook due to difficulties which would otherwise arise. Written evidence which demonstrates that it is necessary for the candidate to attend Cranbrook and which clearly explains the difficulties which would arise if the candidate had to attend another school will be required. Wherever possible such evidence is required to be produced by an independent third party such as a doctor or social worker. The Governors may request such additional evidence as they reasonably deem necessary.
- c(i). For Year 9, and casual admissions for Years 10 and 11, those candidates whose permanent principal private residences are within the preferred area as defined in 3.1 below, prioritised in order of aggregate score. Where aggregate scores are equal, a candidate will be prioritised by distance from permanent principal private residence to school by straight line. The distance is measured using Ordnance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the School as specified by Ordnance Survey. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council.

- c(ii). for entry to Years 12 and 13, those candidates whose permanent principal private residences are within the preferred area as defined in 3.1 below, prioritised by predicted or actual GCSE results. Where actual or predicted GCSE results are equal, candidates will be prioritised by distance from permanent principal private residence to school by straight line. The distance is measured using Ordnance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the School as specified by Ordnance Survey. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council.
- d(i). for Year 9, and casual admissions to Years 10 and 11, those candidates living outside the preferred area as defined in 3.1 below and prioritised in order of aggregate score in the entrance examination. Where aggregate scores are equal, a candidate will be prioritised by distance from home to school by straight line. The distance is measured using Ordnance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the School as specified by Ordnance Survey. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council.
- d(ii). for entry to Years 12 and 13, those candidates who are living outside the preferred area as defined in 3.1 below, prioritised by predicted or actual GCSE results. Where actual or predicted GCSE results are equal, candidates will be prioritised by distance from permanent principal private residence to school by straight line. The distance is measured using Ordnance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the School as specified by Ordnance Survey. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council.

2.6 Late Applications

Where an application for entry to Year 9 is received after the published closing date of 30 January 2011, 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 an entrance test and will follow the same selection procedure as all other candidates.

3. THE PREFERRED AREA

3.1 The preferred area is defined as follows :

- a. The parishes of Cranbrook, Goudhurst, Staplehurst, Frittenden, Benenden, Sandhurst and Hawkhurst as defined by parish boundaries.
- b. Any other property which is not within the parish boundaries as outlined above, but is within 10 kilometres (6.2 miles) of the school by straight line. The distance is measured using Ordnance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the School as specified by Ordnance Survey. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council.

3.2 In cases of split families the permanent principal private residence address of the parent with whom the candidate resides is taken as the candidate's permanent principal private residence. Where a candidate lives with both parents equally, then both parents' permanent principal private residences must be within the preferred area or the candidate must live with the parent inside the preferred area from Monday to Friday during term time.

3.3 The Governors do not accept business or commercial addresses as evidence of residence in the preferred area nor do they accept any addresses which are not the permanent principal private residence of the parent with whom the candidate lives (see 3.2 above).

- 3.4 Where parents are asked to give proof of their residence in the preferred area, the Governors will require :
- a. sight of the signed and witnessed rental agreement, or of the signed completion memorandum where a property has been purchased;
 - b. evidence of residence by way of sight of originals of two different recent utilities bills and sight of an original recent Council Tax bill;
- 3.5 The Governors may check Electoral Rolls and reserve the right to make any other reasonable enquiries they deem necessary.
- 3.6 In cases of fraudulent or deliberately misleading applications, the Governors will withdraw the offer of a place under 4 below.

4. WITHDRAWAL OF A PLACE

- 4.1 If an application is found to be fraudulent or deliberately misleading, the offer of a place will be withdrawn.
- 4.2 Where such a fraudulent or deliberately misleading application is discovered after a candidate has joined the school, the place may be withdrawn, and the application considered afresh. Where a place is subsequently not offered in this situation, parents have the right to Appeal under 6 below.
- 4.3 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 preferred area, or a false claim to the right to a UK state education).

5. TRANSFERS BETWEEN BOARDING AND DAY

- 5.1 Transfer between boarding and day and vice-versa is not an automatic right. A request to transfer between boarding and day, and vice-versa, is a matter solely for the Governors to determine.
- 5.2 Applications for transfer, which must be made in writing to the Registrar, will be considered by the Governors' Admissions Committee.
- 5.3 A term's notice must be given of any application to transfer.
- 5.4 Transfer from boarding to day will not be agreed during the first year of a pupil joining Cranbrook School.
- 5.5 Transfer from boarding to day can only be agreed if there are fewer than 92 day places filled in the relevant year group and the principal private residence is within the preferred area as outlined in 3.1 above.
- 5.7 If there are more than 53 boarding places filled (34 boy, 19 girl), a transfer from day to boarding will not be agreed.

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 Cranbrook School. The details of this procedure are available from the Registrar.
- 6.2 Appeals against decisions under 5 above do not fall within the remit of the independent Appeals procedure and will be considered by the full Governing Body

7. WAITING LISTS

- 7.1 The waiting lists will be closed on 1 January of the admission year.
- 7.2 Where a waiting list exists, it will be prioritised in order of the oversubscription criteria outlined above, and not by date of application.

8. ROLES AND RESPONSIBILITIES

- 8.1 The Governing Body is responsible for setting the admissions policy to the School. The Governors' Admissions Committee determines requests for change of status between boarding and day and determines applications made on grounds of social need.
- 8.2 The Governors' Admissions Committee, the Head Teacher with the Leadership Group and the Registrar review the admissions arrangements each year.

- 8.3 The Registrar is responsible for the organisation of the admissions procedures.
- 8.4 The Head Teacher and Leadership Group, with others designated, supervise and mark tests and conduct the suitability for boarding interviews.
- 8.5 The full Governing Body hears Appeals against decisions made by the Governors' Admissions Committee.

9. MONITORING AND EVALUATION

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

Appendix 1

INFORMATION ON APPLICATION FOR A DAY PLACE AT CRANBROOK SCHOOL - 13+ ENTRY FOR SEPTEMBER 2011

A) REGISTRATION

Candidates for entry as Day pupils in September 2011 at 13+ must be registered with KCC by their parents or guardians by **30 January 2011**. Unless there are very exceptional circumstances, late entries cannot be accepted. Registration Forms may be obtained from the Registrar, via the Cranbrook school website, or from KCC.

B) ENTRANCE EXAMINATION

The Entrance Examination which is taken by all candidates will be in three parts and the scores in each part are added together to give an aggregate score. The entrance examination consists of:

- (a) A standardised reasoning test. This is the primary test within the entrance examination. This test will be a nationally recognised assessment set by the National Foundation for Educational Research.
- (b) A mathematics test based on National Curriculum levels 5 to 7. Calculators are not allowed. The syllabus covered in the test is attached.
- (c) There will be a further 20 minutes test of free writing on a subject to be set. Evidence of flair and potential will be looked for in addition to the basics of grammar, spelling, vocabulary and handwriting.

All candidates will take the Entrance Examination at Cranbrook School. **All examinations will be taken on Saturday 5 February 2011.** The standardised reasoning test carries the most marks and is the primary test of the three tests used in the selection process. The mathematics test carries the next highest mark and is second in importance. The free writing test carries the least marks of the three tests. The times for the examination will be notified.

Special Access

If a candidate normally receives additional help as part of day to day classroom practice it is the responsibility of the parents to liaise with the candidate's current school to ask them to apply for consideration for this help to be available in the Entrance Examination, this may include up to 25% extra time. The application must be supported by documentary evidence and should be submitted by the candidate's current school using the form available from the Registrar. Applications must be made by the candidate's current school by **18 January 2011**. The decision as to whether or not to give additional support in the entrance tests is made by the Head Teacher in liaison with the AEN Co-ordinator. Extra time will be awarded when documentary evidence of '**below average**' speed of processing, cognitive or phonological, or '**below average**' reading accuracy, comprehension or speed

or '**below average**' speed of writing has been submitted. This evidence **must** be presented as standardised scores, where below average is a standardised score of 84 or fewer. Further evidence that this is a candidate's normal way of working, i.e. there is a history of both provision and need is required. This must be provided in a full assessment from either an Educational Psychologist or a qualified Specialist Teacher and within the secondary school life of the candidate. English as a second language is not considered to constitute an additional educational need. Written notification of decisions regarding special access will be posted to parents as soon as possible after **18 January 2011**.

C) NOTIFICATION OF RESULTS

All applicants will receive written notification of the outcome of the application and the assessment results by post. Results may not be given over the telephone. Letters will be sent to the candidate's home address and posted by First Class post on **February 28th 2011**. It is not possible to fax or email results to candidates who are on holiday, nor is it possible to release the results earlier. KCC will send offer letters to candidates on 1st March 2011.

Offer for Successful Candidates

Those candidates who have been successful in the selection process will be offered places by KCC. KCC must receive acceptance of the offer by the date given in the offer letter. If no acceptance is received, the offer will be withdrawn. Where the oversubscription criteria have been applied, the Governors will require sight of evidence that a candidate has qualified for the place under the criteria as part of the process for accepting an offer. Parents will receive written confirmation from the Registrar when acceptances are received. Where the Governors are not satisfied with the evidence produced, KCC will withdraw the offer of a place.

Results letter for Unsuccessful Candidates

Those candidates who have been unsuccessful in the selection process will receive a letter giving their results together with an explanation of the reasons they have been unsuccessful, and with details of the statutory Appeal procedures. Parents have a statutory right to Appeal.

D) STATUTORY APPEAL

Requests for a statutory Appeal must be submitted, in writing, setting out the grounds on which it is made, to the Registrar at Cranbrook School, by the date given in the results letter. Parents will receive written confirmation on receipt of a request for Appeal. Parents are entitled to attend the meeting of the Admissions Appeals Panel and full details of its procedures will be sent to the parents prior to the meeting time. Parents will receive written notification of the decision within 5 days of the Appeal hearing. Further details on the statutory Appeal process, including the format of the Panel, may be obtained from the Registrar and information is always enclosed with the results letters for candidates who have not gained a place. The Appeal Panel is able to decide that a candidate should be offered a place at Cranbrook School even if the admission number has been exceeded. The decision of the Appeal Panel is final and binding on all parties.

E) OVERSUBSCRIPTION CRITERIA

Assessment is through the Cranbrook School entrance examination as detailed in B above. All candidates assessed as academically suitable for Cranbrook School will be ranked in the following priority order :

1. Priority will be given firstly to children in Local Authority Care. A Looked After Child or Child in Local Authority Care is a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
2. Priority will be given secondly to those candidates for whom attendance at Cranbrook School is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration. Please see full Admission Policy for definition of social need.
3. Priority will be given thirdly to those candidates whose homes are within the preferred area prioritised in order of aggregate score. Where aggregate scores are equal, a candidate will be prioritised by distance from home to school by straight line. A map of the preferred area is available on the school's website on www.cranbrookschool.co.uk under 'Admissions'; 'Map Downloads'. The distance is measured using Ordnance Survey address point data. The definition of the preferred area and details of how distance is measured may be found in the full Admissions Policy.
4. Priority will be given fourthly to candidates living outside the preferred area and prioritised in order of aggregate score in the entrance examination. Where aggregate scores are equal, a candidate will be prioritised by distance from home to school by straight line. The distance is measured using Ordnance Survey address point data. The definition of the preferred area and details of how distance is measured may be found in the full Admissions Policy.

The preferred area includes the parishes of Cranbrook, Goudhurst, Staplehurst, Frittenden, Benenden, Sandhurst and Hawkhurst as defined by parish boundaries together with any other property which is not within the parish boundaries as outlined above, but is within 10 kilometres (6.2 miles) of the school by straight line. The distance is measured using Ordnance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the School as specified by Ordnance Survey. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council. Please note that in cases of split families the permanent principal private residence address of the parent with whom the candidate resides is taken as the candidate's home address. Where a candidate lives with both parents equally, then both parents' permanent principal private residences must be within the preferred area. Parents must be aware that the Governors do not accept business or commercial addresses as evidence of residence in the preferred area nor do they accept any addresses which are not the permanent principal private residence of the parent with whom the candidate lives. A full definition of the preferred area can be found in the full Admissions Policy.

G) OTHER INFORMATION

This information sheet applies to entry to Cranbrook School as a day student. Boarding entry is subject to entirely separate policy and procedure. The Governors have published full admission policies for both boarding and day entry. Copies may be obtained either from the website or by contacting the Registrar at Cranbrook School.

There are a maximum of 92 places available for day pupils. There are 53 places for boarding pupils. The total Published Admissions Number (PAN) for Cranbrook School in Year 9 is 145.

The Governors will always investigate allegations regarding fraudulent or deliberately misleading applications (for example a false claim to residence in the preferred area) and if an application is found to be fraudulent or deliberately misleading, they will withdraw any offer of a place.

13+ ENTRANCE EXAMINATION MATHEMATICS COMPONENT

All candidates for 13+ entry will be required to sit the mathematics component. Calculators are not allowed.

The questions are based on national curriculum levels 5, 6 and 7 and answers are written on the question paper. In order to differentiate between candidates who are operating at widely different levels of attainment, there are questions which cater for extremes of ability. As a consequence, some questions might appear simple and others rather challenging. This test has been arranged so that the easier questions generally appear towards the beginning of the test. This is intended to help candidates to gain confidence.

We are confident that all schools cover the content of the test, whether preparatory or secondary, state or independent, during Years 7 and 8. The test covers the following content :

<i>Number</i>	<i>Measures</i>
Money problems Number patterns Place value Negative numbers Fractions Decimals Percentages Ratio Approximation Order of arithmetic operations	Length problems Volume/Capacity problems Weight/Mass problems Area problems Estimation Time Angle Speed
<i>Algebra</i>	<i>Shape and Space</i>
Formulae in words Formulae in symbols Deriving formulae Equations of linear graphs	Translations Symmetry Congruence Nets
<i>Handling Data</i>	<i>Probability</i>
Mean/Median/Mode Range Bar charts and Pie charts Line graphs	Combinations Probability scale Likelihood

**INFORMATION ON APPLICATION FOR A DAY PLACE
AT CRANBROOK SCHOOL - 16+ ENTRY FOR SEPTEMBER 2011**

Applications must be received by January 31st 2011 and must include the candidate's predicted grades at GCSE.

A) MINIMUM QUALIFICATION FOR ENTRY

The minimum qualification for entry to the Sixth Form at Cranbrook School is 6 GCSEs at grade B or above. There is also a subject specific requirement for entry, depending on the chosen A Level courses and for some courses an A/A* will be necessary. The specific requirements will be set out in any conditional offer letter. Candidates will be called in for a course guidance meeting during **February and March 2011**. Candidates will be provided with appointment dates and times in advance. This provides an opportunity for candidates to discuss the AS/A2 choices they intend to study at Cranbrook, and does not form part of the selection procedure

B) SELECTION PROCEDURE

Stage 1: Conditional Offer:

Successful candidates will be offered conditional places. Offers will be conditional upon certain specified GCSE grades being obtained. The Registrar must receive acceptance of the conditional offer by the date given in the offer letter.

Stage 2: GCSE Results:

Candidates will be required to notify Cranbrook School immediately they obtain their GCSE grades in August, and must provide sight of the relevant result slips. Where the oversubscription criteria have been applied, the Governors will require sight of evidence that a candidate has qualified for the place under the criteria as part of the process for accepting an offer. Where the Governors are not satisfied with the evidence produced they will withdraw the offer of a place. If the conditional offer has been met, places are confirmed both by telephone and by letter.

C) OVERSUBSCRIPTION CRITERIA

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

- children in Local Authority Care (Looked After Children). A Looked After Child or Child in Local Authority Care is a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- those candidates for whom attendance at Cranbrook School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration. Please see the full Admission Policy for definition of social need.
- those candidates whose permanent principal private residences are within the preferred area as defined in the Admissions Policy prioritised by predicted or actual GCSE results. Where actual or predicted GCSE results are equal, candidates will be prioritised by distance from permanent principal private residence to school by straight line. The distance is measured using Ordinance Survey address point data. The definition of the preferred area and details of how distance is measured may be found in the full Admissions Policy.

- those candidates who are living outside the preferred area prioritised by predicted or actual GCSE results. Where actual or predicted GCSE results are equal, candidates will be prioritised by distance from permanent principal private residence to school by straight line. The distance is measured using Ordnance Survey address point data. The definition of the preferred area and details of how distance is measured may be found in the full Admissions Policy.

D) THE PREFERRED AREA

The preferred area includes the parishes of Cranbrook, Goudhurst, Staplehurst, Frittenden, Benenden, Sandhurst and Hawkhurst as defined by parish boundaries together with any other property which is not within the parish boundaries as outlined above, but is within 10 kilometres (6.2 miles) of the school by straight line. The distance is measured using Ordnance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the School as specified by Ordnance Survey. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council. Please note that in cases of split families the permanent principal private residence address of the parent with whom the candidate resides is taken as the candidate's home address. Where a candidate lives with both parents equally, then both parents' permanent principal private residences must be within the preferred area. Parents must be aware that the Governors do not accept business or commercial addresses as evidence of residence in the preferred area nor do they accept any addresses which are not the permanent principal private residence of the parent with whom the candidate lives. A full definition of the preferred area may be found in the full Admissions Policy.

E) A LEVEL COURSE INFORMATION

When offers are sent out the subjects to be studied at A Level will be specified. Occasionally there is not enough take up of a subject, in which case it will not run. Candidates expecting to take that subject will be notified and a different course offered. Alternatively, some courses become heavily over-subscribed and candidates may be put on a reserve list. In all cases current Cranbrook students will take precedence over new applicants.

F) APPEALS PROCEDURE

Parents and candidates have a statutory right to Appeal if the candidate is not offered a place at Cranbrook School. **Any request for a formal Appeal must be submitted, in writing, setting out the grounds on which it is made, to the Registrar at Cranbrook School, within three weeks of the date of the despatch date of the letter refusing a place.** Appellants will receive written confirmation on receipt of a request for Appeal. Parents and or candidates are entitled to attend the meeting of the Admissions Appeals Panel and full details of its procedures will be sent to the appellants prior to the meeting time. The decision of the Panel constitutes the final and binding decision regarding admission. Appellants will receive written notification of the decision within 5 days of the Appeal hearing. Further details on the Appeal process, including the format of the Panel, may be obtained from the Registrar. The Appeal Panel is able to decide that a candidate should be offered a place at Cranbrook School even if the admission number has been exceeded. The decision of the Appeal Panel is final and binding on all parties.

G) NUMBER OF PLACES AVAILABLE

The number of places available will depend on numbers within the current year groups at Cranbrook School but it is usually the case that up to 16 new day pupils join Cranbrook in the Sixth Form each year.

H) OTHER INFORMATION

This information sheet applies to entry to Cranbrook School as a day student in Year 12. Boarding entry is subject to entirely separate policy and procedure. The Governors have published full

admission policies for both boarding and day entry. Copies may be obtained either from the website or by contacting the Registrar at Cranbrook School.

The Governors will always investigate allegations regarding fraudulent or deliberately misleading applications (for example a false claim to residence in the preferred area) and if an application is found to be fraudulent or deliberately misleading, they will withdraw any offer of a place.

Parents should be aware that transfer from day to boarding status is not an automatic right and that should there be more than 53 boarding students in a year group it is likely that any request to transfer within that year group will be turned down.



CRANBROOK SCHOOL REGISTRATION FORM FOR 6TH FORM DAY ENTRY

Details of Candidate:

(capital letters please)

Surname :

First Name :

Proposed Date of Entry :September 2011..... to enter Year 12

Date of Birth : Male/Female :

Details of Candidate's Parents and/or Guardian:

(capital letters please)

Full name of Mother:.....

Address :

Contact number :

Email address :

Full name of Father:.....

Address :

Contact number :

Email address :

In cases of split families, does candidate live with Mother or Father?

Is the candidate a Looked After Child? Yes/No

If Yes, please attach a copy of the relevant Care Order.

Details of candidate's current school:

(capital letters please)

This information is required to enable us to contact the current school to obtain academic information

Name of current school :

Address :

Telephone and Fax numbers :

Email address :

Name of Head :

Marketing Information

It is helpful to the school to know by what means you were first informed of Cranbrook School's existence – so please indicate by ticking any or all of the boxes that apply :

Word of mouth from current/past parent

Via information from current school

Advertisement in national/international press

Advertisement in local press

Cranbrook School's own website

School website guide (e.g. BoardingSchools.com)

General School Guide (e.g. Which School?, The Independent Schools Guide)

Other (please specify)

Signature of Parent or Guardian :

I wish to register the above named child as a candidate for entry to Cranbrook School.

I understand that should this candidate gain a place at the School, one term's notice, given in writing to the Head, not later than the first week of term, is required before the removal of a pupil.

Signed Date:.....

IMPORTANT NOTE: Where care and control is the responsibility of both parents by Court Order the signatures of the second parent is required below.

Signed : Date :

On completion this form should be sent to
The Registrar, Cranbrook School, Cranbrook, Kent TN17 3JD