



INVICTA GRAMMAR SCHOOL

Admissions and Sixth Form Admissions Policy 2025/26

Key document details

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School

Colleague responsible:
Exec. Headteacher/
Headteacher/Head
of School

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September 2025

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Year 7 Admissions: September 2025

Invicta Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority, details of which are outlined in the KCC published booklet 'Determined Co-ordinated Scheme for Secondary Admissions: Academic Year 2024/25'. Detailed information about the school is available in the prospectus which can be found on the school website www.invicta.viat.org.uk. Girls are normally admitted at age 11, when all students must have gained a selective place through the Kent Procedure for Entry to Secondary Education (the Kent Test) and placed Invicta Grammar School on their Secondary Common Application Form (SCAF), in order to be eligible for admission. Details of the Kent Test are available from the KCC website www.kent.gov.uk. There is no guarantee of a place to applicants who meet the over-subscription criteria.

The Published Admissions Number is 240. The school is usually over-subscribed. Before the application of oversubscription criteria, students with an Education Health Care Plan (EHCP), who name the school and students who are or who have been Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

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

1. When a parent/carer has failed to respond to an offer within a reasonable time; or
2. When a parent/carer has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application for a parent/carer.

Oversubscription Criteria

If the number of preferences for the school is more than the number of places available, places will be allocated to eligible students in the following priority order:

- a) Before the application of oversubscription criteria children with an Education Health Care Plan which names the school will be admitted and the admission number reduced accordingly.
- b) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. A looked after child is a child who is in the care of a local authority in England in the exercise of their social services function.
The 2021 School Admissions Code (the code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children "IAPLAC". It is the responsibility of the adopting parents/carers to prove that the child has previously been in public care and immediately after been adopted.
- c) Current Family Association – a sibling attending Invicta Grammar School at the time the child starts and who live at the same address. This includes: natural or adopted siblings; half, step or foster

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brothers or sisters; those who live as brothers and sisters in the same house. This does not include cousins.

- d) Medical, 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 health or physical and social needs means they have a demonstrable and significant need to attend a particular school.

Equally, this priority will apply to children whose parents/carers/guardians, physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical, professional or other practitioner which can demonstrate that a particular school is the only school that can meet the child's needs.

The evidence must be specifically about your child's medical/social condition, the effects of the condition and why your child needs to attend a particular school. The evidence should also include detailed knowledge of the school in terms of resources and organisation which demonstrate that your child can only attend the specific school and why no other school is suitable. Your own medical needs cannot justify a place at a particular school but you can apply if you can demonstrate that your child has a social need arising from your medical needs.

- e) Children in receipt of Pupil Premium - 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 students 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, or state care outside of England, however, these children will be prioritised in the relevant criteria above. Parents/carers wishing to apply under this priority must ensure they complete the Supplementary Information Form for Pupil Premium Information available on the school website, www.invicta.viat.org.uk/195/policies-and-documents, and return it to the school by 31 October in the year of application. Parents/carers 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.
- f) Children of Staff - Children of staff who work for the school full-time with at least two years' continuous employment or where the school reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- g) Nearness of children's homes 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 co-ordinates. In exceptional circumstances where alternative co-ordinates

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are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

The school uses measurements provided by the Local Authority and further information on how distances are calculated, including what is defined as permanent or main residence, is available in the 'Admission to Secondary School in Kent' booklet provided by the KCC. If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied (in accordance with the KCC definition). In the event that the final place offered from the ranked list falls to a student of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.

With reference to the oversubscription criteria please refer to Appendix 1 of the Kent Admissions booklet regarding residency in Kent.

Home address:

We will accept as a student's address the residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It will be either:

- i owned by the child's parent, parents or carer; or
- ii leased to or rented by the child's parent, parents or carer under a lease or written rental agreement.

Evidence of ownership or rental agreement may be required, plus proof of the child's permanent residency at the property concerned. The Trust reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn. We can only accept one current home address on the Secondary Common Application Form. If you live separately from your partner but share responsibility for your 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 nights in each week. The offer of a place may be withdrawn if proof of residency is not met.

Waiting lists will be maintained up to the end of the academic year.

Admission to Year 7 outside the normal age group

Requests for admission to Year 7 outside the normal age group should be made to the Executive Headteacher/Headteacher/Head of School as early as possible. As entry to the school is through the Kent Test procedure, parents/carers 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/carers is requesting for their child to apply a year early, parents/carers 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/carers 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/carers 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

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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/carers 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.

In-Year Transfer

Applicants at a time later than the normal admissions age should apply directly to Invicta Grammar School and will be tested by the school to obtain evidence of ability to keep pace with the work of this selective school. In addition to this, parents/carers must apply to the Local Authority via the 'In Year Common Application Form'. This can be done via the link below:

https://www.kent.gov.uk/data/assets/pdf_file/0012/3522/in-year-application-form.pdf

Once an application has been received, Invicta Grammar School will endeavour to write to parents/carers to acknowledge the application within 10 school days, but no later than 15 school days, with details regarding when the next test will be taking place.

Details of the testing process are detailed below.

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 and ranked according to the over-subscription criteria.

In-Year Testing Process

Students applying to join Invicta Grammar School mid-year, will be required to sit internal tests to assess their suitability for education in a selective environment. Students will be required to attend the school to sit a two stage assessment. Stage 1 comprises age appropriate CATS or MIDYIS testing (or equivalent). Stage 2 tests comprise written papers in selected core subjects.

Students' scores from Stage 1 must place them in the top 25% of the ability range in all sections for their stage 2 papers to be assessed to ensure the student's ability is in line with the current year cohort. Students may only test once per academic year.

A Year 7 student who sat the Kent Test in Year 6 but did not achieve the required threshold, will not be eligible to undergo the In Year testing process until the Summer Term prior to the start of Year 8.

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1. When a parent/carer has failed to respond to an offer within a reasonable time; or
2. When a parent/carer has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent/carer.

Sixth Form Admissions

This admissions policy applies to students seeking admission to Year 12 at Invicta Grammar School. Students applying for a place in Year 12 will be invited to attend the Sixth Form Open Evening, an annual event at the school held at a specified date in the Autumn term.

Sixth Form Admission arrangements – Mixed in Sixth Form

The PAN for our Sixth Form is 420. The majority of our students continue with their studies into our Sixth Form and priority is given to existing students transferring from Year 11. The capacity for external candidates will be variable depending upon the number of existing students transferring into Year 12.

Admission to Year 12

All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements which are detailed on the Sixth Form section of the school website. Offers regarding specific subjects will be dependent upon capacity within classes.

Year 11 students will be offered a place and invited to make A level choices by the end of the academic year. External applicants should apply using the area electronic application procedure choosing a minimum of three Advanced Level subjects. Applications should be received by the date specified on the Sixth Form section of the school website. Applications received after this deadline, will be placed on a waiting list. Students who meet the entry criteria will be sent a conditional offer.

Withdrawal of an Offer of a Place

The school has the right to withdraw an offered place in the following circumstances:

- When a parent/carer has failed to respond to an offer within three weeks of the date of the offer letter.
- When a parent/carer has failed to notify the school of important changes to the application information.
- If an application has been made by a parent/carer in a fraudulent or intentionally misleading way.

Appeals (Year 7, In-Year, Sixth Form)

If it has not been possible for you to be offered a place at the school, you have the right to appeal against this decision to an independent appeals panel in accordance with the School Admission Appeal Code.

Waiting List

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The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of (the first term after the beginning of the school year/the end of the academic year). This will be maintained by the school and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Tie-Breaking Method

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 a place.

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Supplementary information form to support an application for children previously in care outside England

Children who appear to have been on state care outside 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.

Current legal surname of child		
Any previous name(s) by which the child was known		
Forename(s)		
Current school (if applicable)		
Year group for which you are applying		
Parent(s)/Carer(s)		
Home address		
Telephone		
Email		
Date of adoption		
Name of Country and local authority where the child was in state care		
Please list documentary evidence provided to support above application (e.g. birth certificate, adoption certificate)		

Signed: _____ Name: _____
Date: _____

Please return the completed form and documentary evidence prior to admission.

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Document Management

Approval Body:	
Date Approved:	
Colleague Responsible:	
Next Review:	
Review Period/Frequency:	

Revision History

Description of Revision:	
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