

Admissions Policy

2025/26

Kesteven and Grantham Girls' School



Ratified by:

Full Governing Body

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KESTEVEN & GRANTHAM GIRLS' SCHOOL ADMISSIONS PROCEDURE 2025 – 2026

1. Introduction

KGGS is a selective girls' grammar school, which achieved academy status in September 2012. The school selects pupils for admission by means of Lincolnshire's Co-ordinated Grammar Schools' 11+ Assessments. As a selective academy the school is its own Admissions Authority and sets its own admissions policy and oversubscription criteria. This is provided below.

The school seeks to meet parents' preference of school for their child, provided there are enough places at the school and provided the school offers an education which is appropriate for the child.

The school's Published Admission Number (PAN) is 174.

Lincolnshire County Council publishes full information on the co-ordinated process leading to admissions to Year 7. This is available online at www.lincolnshire.gov.uk/schooladmissions, or by telephoning 01522 782030. The Lincolnshire grammar schools consortium information can be found at www.grammarschools.lincs.sch.uk

In common with the majority of grammar schools in Lincolnshire KGGS requires children to reach a minimum qualifying standard. For entry into Year 7 this is an aggregate standardised score of 220 in a verbal reasoning assessment and a non-verbal reasoning assessment which includes spatial reasoning. This standard is intended to identify the top 25% of children by ability that live in an area of Lincolnshire served by a grammar school. This means the percentage pass rate may vary from one area to another and from one year to another, depending on the abilities of the children in a local area in any one year.

2. Admission at 11+

If you would like your daughter to sit the 11+ assessments, you should register on the school website: <https://www.kestevengrantham.lincs.sch.uk>

Once registered you will receive an email to acknowledge your registration and all relevant information regarding the assessments can be located on the school website.

The assessments are held on two Saturdays in September. The first assessment is verbal reasoning and the second non-verbal reasoning. Both assessments will be taken in the September for pupils in their final year at primary school and of the appropriate age group.

You will be informed in October if your daughter has reached the minimum qualifying standard. The school will take all reasonable steps to inform parents of the outcome of the 11+ selection assessments before the closing date for secondary applications on 31st October so as to allow parents time to make an informed choice of school. This does **not** equate to a guarantee or offer of a school place at KGGS.

If there is any mistake or error in the notification of the outcome of the selection assessments, the school will take all reasonable steps to rectify the mistake or error as soon as possible after the mistake or error has been discovered.

You will then complete your home LA's (Local Authority's) Preference Form and return it to them. Parents of children resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions Your home LA will inform you of the outcome of your application for a school place at the beginning of March.

Achieving the qualifying minimum standard mark at 11+ is not a guarantee of a school place at KGGS.

The admissions team at KGGS is very happy to support parents throughout this process. If you have any questions please do not hesitate to contact the school.

Right of appeal

If your daughter has achieved the minimum qualifying standard and is **not** offered a place at KGGS, you will have the right to appeal. Further details about this process would be given to you at this stage if necessary by the LA. Even if your daughter has missed qualifying you may still express a preference for KGGS on your application form. KGGS would refuse to offer a place on the basis of non-qualification but it is only by expressing a preference that parents have the right to go to independent appeal, as taking the assessment is **not** an application for a place at KGGS.

3. In-Year Admissions

Applications should be made via Lincolnshire County Council or directly to the school. Kesteven and Grantham Girls' School will accept admissions up to the Published Admission Number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Those seeking places in Y7

Anyone, other than those who took the 11+ assessment for admission during the previous year and was unsuccessful, may approach the school and apply for admission. Students who have already sat the 11+ for entry into year 7 and did not reach the qualifying standard, cannot be re-assessed for entry into year 7. However, an assessment for entrance into year 8 can be arranged, please see details below.

Once we have received the KGGS in-year application form a date/dates are set for formal assessment. Year 7 students will be required to sit the GL assessment papers appropriate to the cohort. The papers would normally be sat on separate days, but arrangements are made to best meet the parents/students' needs. Once taken, the papers are marked and standardised to the common Lincolnshire standard. The school will aim to inform parents/guardians of the results within 5 working days after the assessment and the outcome confirmed in writing.

Those seeking places in year groups 8 to 11

Applicants for entry into these year groups will be required to sit an entrance assessment to ensure that the student is suited to a grammar school education. This will assess a student's verbal, non-verbal, quantitative reasoning and spatial ability (age appropriate Cognitive Ability assessments provided by GL assessment) and produces a standardised score, which enables us to determine whether the student is in the top 25% of the ability range nationally. Parents who wish their daughter to take this assessment should contact the admissions administrator at the school (01476 563017) or apply online at mailto@kggs.org

The entrance assessment will be arranged to take place on a normal school day, further information will be given on application. The school will aim to inform Parents/Guardians of the results within five working days after the assessment and the outcome confirmed in writing.

Right of appeal

The parents of any applicant who is not offered a place, have the right of appeal to an independent appeal panel.

4. Oversubscription Criteria

Students must firstly have qualified under the 11+ selection arrangements by reaching the minimum qualifying standard

In accordance with legislation the allocation of places for children with a Education, Health Care Plan (Children and Families Act 2014) where the school is named within the plan, will take place first. Remaining places will be allocated in accordance with this policy.

In the event of the school being oversubscribed by qualified students, places will be allocated using the oversubscription criteria listed below, which is listed in order. If any admissions category is oversubscribed, the

next category will be used until the tiebreaker is used. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section (page 6).

- A. Looked After Children and Previously Looked After Children, including those 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. (1)
- B. There is a sibling (2) at the school who is attending when the application is made
- C. Students who are eligible for the Pupil Premium (3) who achieve the minimum qualifying standard and whose home address is within 12 miles of the school according to note 5
- D. Children of staff applies in either or both of the following circumstances:
 - a. a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - b. b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- E. The distance from the home (4) to the school. Priority will be given to the child living nearest the school, as defined in note(5)

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used. Tie breaker: If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

5. Entry to the Sixth Form

1. The criteria for admission to the Sixth Form for all students is as follows:

- (a) Passes at grade 4 or above in English Language (not English Literature) and Mathematics
- (b) At least 6 GCSE passes at Grades 5 to 9
- (c) A Grade 6 or above in the subjects the student wishes to study at Advanced level or in any prerequisite subjects (see below)

N.B. A successful applicant may also need to have achieved a good level in supporting subjects: for example, she is unlikely to be able to tackle Advanced GCE Business or Science A Levels successfully without having achieved at least a 6 grade in Mathematics. Applicants should check specific requirements for Advanced GCE subjects in the section of the Sixth Form Information Booklet for the appropriate year of entry.

Y11 students at KGGS have the right to transfer to our Y12 provided they meet the academic standards set out above and provided that the school can offer the preferred combination of subjects in an efficient and effective manner. The sixth form prospectus gives full details of the subjects on offer and any individual entry requirements.

2. External Applicants

The size of the sixth form is typically in the order of 330. The school's Published Admission Number (PAN) for external applications is 20. If there are more applicants than available places, decisions will be made on the basis of overall GCSE performance based on the student's 8 best GCSE grades calculated using the Ofqual points system in place at the time of awarding, subject to the criteria set out below.

In the event of the school being oversubscribed by qualified students, places will be allocated using the oversubscription criteria listed below, which is listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. An applicant must meet the standards outlined in paragraph 1 above;
- B. Looked After Children and Previously Looked After Children, including those 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. (1)
- C. Students who are eligible for the Pupil Premium (3) who achieve the qualifying criteria and whose home address is within 12 miles of the school according to notes(4) &(5)
- D. Children of staff – This applies in either or both of the following circumstances:
 - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - b. The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- E. The distance from the home (4) to the school. Priority will be given to the student living nearest the school, as defined in note (5).

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

Tie breaker: If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school, or working in Children's Service Directorate at the local authority.

3. If there are more applicants than places available in a particular A Level subject, places in that subject will be allocated according to the following criteria in the order shown:

- (a) GCSE grade in that subject and/or any subjects required for the course (where applicable);
- (b) Overall GCSE score (in terms of average points per subject entry based on the best 8 results).

Right of appeal

All students must meet the criteria listed in section 1 a-c of section 5 above to be a “qualifying student”

The parents of any qualifying student who is not offered a place have the right of appeal to the Governors. There is no right to appeal for a particular subject but only where there has been a refusal of entry to the Sixth Form. Any appeal must be made in writing, by email to mailto@kggs.org, for the attention of the Headteacher, by the parent(s)/guardian of the student, by 1st September of the relevant school year. The outcome of the appeal will be communicated in writing to parents as soon as possible after the 1st September.

Definitions and notes:

1. 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 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.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. a) A full sister, whether or not resident in the same household.
 b) Another child normally living for the majority of term time in the same household,
 c) Where an adult in the household has parental responsibility as defined by the Children Act 1989.
 d) Any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

In the case of multiple births, or sisters in the same year group, where there is only one place available in the school, both will be considered together as one application, providing they have both met the required minimum qualifying standard in the 11+ assessments. The school will go above its admission number in order to accommodate this unless this will prejudice the education of the other children to do so as the class size would be unacceptably large.

3. Students who are eligible for this criteria are those who have been registered for Free School Meals at any point in the six years prior to the closing date for application for a school place – 31st October in the year prior to entry. See The Admission Code (2021), Section 1. 39A.
 Parents of students who are eligible for Pupil Premium must have ticked the Free School Meals box on the school's 11+ Registration form when registering their daughter.
 This school requires parents to request that their daughter's primary school provides verifiable evidence of Pupil Premium eligibility no later than 31st October in the year prior to entry.
 The school reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.
4. By home we mean the address where the child lives for the majority of the school term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

5. The nearest home address to the school is found by measuring the straight line distance as calculated electronically to 3 figures after the decimal point (eg.1.543 miles) by Lincolnshire County Council school admissions team from the Post Office address point of the home to the post office address point of the school. Details of the distance between a home address and KGGS can be calculated using the following link: <https://www.lincolnshire.gov.uk/find-nearest-school>

6. Visits to the School

The school's annual Open Evening for student seeking a place in Year 7 takes place in June/July. Details are sent to all feeder primary schools and publicised in the local press and on the website.

For those seeking places in Year 12 the annual Open Evening is usually in November. Details are publicised in the local press and on the school's website.

Parents of prospective students are welcome to visit the school at other times by prior arrangement with the school.

7. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

8. Reserve Lists

In the case of grammar schools only those who have met the required minimum qualifying standard in the assessments are eligible to be on the reserve list.

For admission into Year 7 the academy will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put onto the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of the coordinated admission round in August each year. Kesteven and Grantham Girls' School will then keep the reserve list until the end of the academic year.

If you wish your child to join the school in another year group and it is full, you can contact the school and request to be added to the reserve list, should she have qualified. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

The reserve lists for year 7 to 10 are cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year, please contact the school. There is no reserve list for Y11.

9. Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. We participate in the Lincolnshire County Council Fair Access Protocol.

10. Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address. This address will be used when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place simply because the family does not have an intended address or does not currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.

- There is any child on the reserve list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

11. Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Kesteven and Grantham Girls' School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

The child must have met the minimum qualifying standard of the 11+ for Y7 or the entrance assessment for Y8-11

12. Configuration History

Version:	Date:	Author	Contributors
7.0	September 2018	Headteacher Deputy Headteacher	
7.1	September 2019	Headteacher Assistant Headteacher	
8.0	December 2019	Headteacher	Mrs E Conron - Governor
8.1	September 2020	Deputy Headteacher	
8.1 (a)	September 2020	Headteacher	Update as recommended by Lincolnshire County Council
8.2	September 2021	Deputy Headteacher	
9.0	September 2022	Headteacher	Head teacher, Lincolnshire LEA. Public consultation
10.0	September 2023	Headteacher	

Audit trail of change

Version	Date	Reason for Change
7.0	September 2018	Annual Policy Review
7.1	September 2019	Annual Policy Review
8.0	December 2019	Advice from Mrs E Conron – Governor and Solicitor
8.1	September 2020	Annual Review
8.1 (a)	June 2021	Further amendments following recommendations from LA
8.2	September 2021	Annual Review
9.0	September 2022	Annual Policy review and addition of Staff children added to the oversubscription criteria
10.0	September 2023	Annual Review

13. Authorisation

Name	Date	Signature
Mrs J Blatherwick Chair of Welfare Committee	September 2023	

Approved by Full Governing Body

Name	Date	Signature
Mrs E Conron Chair of Governors	October 2023	