



## **PATE'S GRAMMAR SCHOOL: ADMISSIONS ARRANGEMENTS**

### **ADMISSIONS POLICY STATEMENT**

As an Academy Pate's Grammar School ('the School') is its own admissions authority. However, Pate's operates its admissions policy and procedures in line with the Gloucestershire County Council ('GCC') Local Authority ('LA') coordinated scheme for school admissions, which in turn follows the Department for Education School Admissions Code.

Pate's is designated as a selective grammar school under S.104 of the School Standards and Framework Act 1998, but gives priority to Looked After Children/Previously Looked After Children and those attracting the Pupil Premium who meet the 'Qualifying Standard' (defined below<sup>1</sup>) in the test. A lower 'Qualifying Standard' will operate for those students who are Pupil Premium / Looked After and Previously Looked After (PP/LAC/PLAC).

Note that wherever the term 'parent' is used in this document it is also deemed to include a carer or any other person who is in loco parentis.

### **A YEAR 7 ENTRY 2021**

#### **1 Admissions Test**

Admission to the school is on the basis of selection by reference to ability. To be considered for entry into Year 7 in the normal admissions round a child must achieve a qualifying score in an Admissions Test, which definition shall include the Main Test, Medical Test, Post Allocation Test, and Appeals Test, (*Please refer to section C*) as defined below, ('the Test') organised by the school.

The date of the Main Test, being the test sat each year in September, is the same for all Gloucestershire Grammar Schools, and will be announced several months in advance. Each child may take the Test on one occasion only. The Test consists of 2 papers, comprising multiple-choice questions on verbal ability, numerical reasoning and non-verbal reasoning.

The Test is usually taken in the autumn term of the academic year (1 September to 31 August) when the child reaches his or her 11<sup>th</sup> Birthday (i.e. Year 6).

#### **2 Registration for the Test**

Parents should use the on-line Registration Form on the Pate's website if they wish their child to sit the Main Test, or request a paper registration form from the Pate's Admissions Officer. The deadline for registration is set in consultation with other Gloucestershire Grammar Schools. Further information about the Main Test will then be made available to the parents of all registered children.

##### **2.1 Overage and underage children.**

Any application on behalf of a child seeking admission out of their normal age range should notify the school on making the application to register for the test.

If a child is outside this normal age range the following criteria will be applied.

2.1.1 Underage children: to consider an application the school will require that the child's date of birth would place them no more than one academic year below the eligible cohort and that there is a letter of support from the head of the child's primary school confirming that the child has studied the correct curriculum for the eligible cohort.

2.1.2 Overage children: it will not be possible for an overage child to be admitted unless there are exceptional circumstances. Lifestyle or educational choices made by the parents will not be considered an exceptional circumstance.

The School will consider each application in the light of the circumstances and in the best interests of the child concerned.

If a place is offered it must be taken up for the next academic year.

Any application from a child outside the normal age range will be considered by the Admissions Review Group (ARG) whose decision as to whether to permit a child to sit the test will be final.

## 2.2 Equality

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents of any disabled child who wishes to attend the school for the Test. Parents should notify Pate's when they register if their child will need additional support on Test day.

## 3 Taking the Test

The 400 children applying who live nearest to the School will take the Main Test at Pate's on the appointed date. For those living further from the School arrangements will be available as follows:

### 3.1 Tests at other venues

- **Elsewhere in Gloucestershire:** as all Gloucestershire Grammar Schools use the same Test and testing process, a child who wishes to apply for Pate's will be able to sit the Test at another grammar school more local to them. On registration, parents will be able to specify that they wish to share the results with the other Grammar schools.
- **Outside of Gloucestershire:** In order to safeguard the credibility of the Test, if a student takes the same Test on more than one occasion (i.e. in different counties on different dates) then the first sitting shall be taken as the Test score and any place offered will be on the basis of that score. For the avoidance of doubt, where a place is offered on the

basis of incorrect, fraudulent or misleading information the school may withdraw that offer.

### 3.2 Medical Test

If a child who has registered for the Main Test suffers illness, accident, or sudden bereavement, or there are other exceptional circumstances that mean a child cannot take the Test on the appointed day, parents must contact the Admissions Officer in advance (ideally some days before, but certainly before the Test begins) to explain the circumstances.

In such circumstances, the School may be able to organise a Medical Test, often a few days later. The School will require documentary evidence of the exceptional circumstances (e.g. a medical certificate). In the absence of such evidence, the child will not be permitted to take the Test.

### 3.3 Post Allocation Test

Only children registered for the Main Test will be permitted to sit a Medical Test, but children not registered for the Main Test may be permitted to take either a Post Allocation Test or an Appeals Test (*see below*).

3.3.1 A Post Allocation Test will be available (in March 2021) to those who failed to register for the Main Test and have decided through the LA's waiting list option process to seek a place at Pate's. Those wishing to take the Post Allocation Test must apply directly to the LA before the deadline, application forms can only be accessed on the GCC website.

Those taking a Post Allocation Test will only be eligible for a place if there are places available in Year 7 and they meet the Qualifying Standard. If there are no places available they will be placed on the waiting list.

3.3.2 An Appeals Test (for anyone wishing to qualify for a place on the Y7 waiting list) will be available (in April 2021), for those who are without a test score or those who are applying after the LA's reconsideration deadline. The Appeals Test will be held after the appeals deadline and before the appeals are heard. (*See Section B – Appeals*).

No child will be admitted to Year 7 without taking the Test or alternatively the Late Entry Test (if applicable). (*See Section C – In-Year (Year 7) and Later Entry Years (8-11)*).

## 4 Applying to Gloucestershire County Council as Local Authority

As Pate's operates within the LA coordinated admissions scheme, parents must make their application to GCC for a secondary school place, by completing the Common Application Form ('CAF') on-line, via the GCC website (paper version also available from them). To be considered for a place at Pate's parents **must** include the school as one of their ranked choices on the CAF if they have reached the Qualifying Standard. Failure to apply to the LA will mean that a child cannot be considered for entry in the initial admissions round which completes on 1 March 2021.

## 5 Test results and LA application deadline

Information about each child's performance in the Test will be given to parents as soon as possible and certainly before the LA's deadline for submitting the CAF. Test performance can be used to help parents choose which schools to apply for, but notification that your child has met the Qualifying Standard does **not** constitute an offer of a place at Pate's: the school is not legally permitted to make such offers. It is the LA, under the coordinated admissions scheme, that has the legal responsibility to administer admissions.

The LA will offer one secondary school place to every eligible Year 6 child in the county on 1 March 2021. If a child meets the admissions criteria for more than one school, the LA will offer a place at the school for which his or her parents have expressed the highest preference on the CAF.

## 6 Admission to Pate's

The LA will allocate places based on Pate's admissions criteria to those children who meet the Qualifying Standard whose parents express a preference for Pate's in their CAF. Unless a CAF preference is registered, a place will not be allocated even if a child achieves a high enough Test score to qualify.

Pate's admissions criteria are as follows:

### 6.1 Number of places available

The number of places available for Year 7 entry in 2021, the Published Admission Number (or 'PAN') is 150. Pate's reserves the right to admit above PAN, for reasons of efficiency or to ensure fair treatment of equally qualified children, within the flexibility permitted in the School Admissions Code.

### 6.2 Qualifying Standard and Oversubscription Criteria

In order to be eligible for admission to the school, candidates must achieve the Qualifying Standard, to include minimum standards in each part of the test. This is not a pre-defined pass mark, but reflects a child's position in the rank order of standardised scores in the Admissions Test. Specifically, our standard 'Qualifying Group' will be the highest ranking 230 students. However, for those students attracting PP/LAC/PLAC, this will be lowered to 460 and these students will go to the top of the rank order as detailed below.

Where the number of applications exceeds the number of places available at the school, places will be offered in the following order:

1. Looked After Children/Previously Looked After Children (see page 9 for definition\*);
2. Children attracting Pupil Premium Children (see page 9 for definition\*\*);
3. Other 'qualified' children, in test rank order, until 150 places are filled.

#### 6.2.1 Looked After Children

A Looked After Child is a child who is in the care of the local authority or being provided with accommodation by the local authority in the exercise of their social service functions pursuant to section 22 of the Children Act 1989 at the time of making an application to the school.

A Previously Looked After Child is one who was, immediately after being a Looked After Child, either adopted under the Adoption Act 1976 or the Adoption and Children's Act 2002; or subject to a residency order under the Children Act 1989; or a child arrangement order under the Children and Families Act 2014; or a special guardianship order under s14A of the Children Act 1989.

### 6.2.2 Pupil Premium

The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The evidence/supporting documentation needs to be sent to the testing school prior to sitting the test. This evidence/supporting documentation may be shared with all the grammar schools you elect to share with.

The school reserves the right to disqualify a child where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the child if an offer has been made on that basis.

### 6.3 Tie Breaks

If two or more children achieve the same total score (i.e. have the same Test ranking) their respective positions in the rank order, whether for entry in to Year 7 or in any subsequent year, will be determined by closeness to school (measured in a straight line from the front door of the child's address at registration, to the front entrance of Pate's).

Any issues arising from the testing process or application of tie-break criteria will be considered and resolved by the ARG.

### 6.4 Waiting list arrangements

Children who achieve the Qualifying Standard but are not offered a place in the initial LA allocation, because the year group has been filled, will be placed on a waiting list in the same rank order as achieved in the Test. The waiting list is administered by Pate's and will be maintained for the relevant year group until 31 December 2021. Any place that becomes vacant **after** the LA allocation process is complete but before the 1 January 2022 will be offered to the child who at the date of the vacancy is at the top of the waiting list.

The waiting list is only used to fill spaces in Year 7.

If a child has achieved the Qualifying Standard and his or her parents wish them to be considered for admission in later years up to and including Year 10 they must notify the School in writing on or before 30 April 2022 that they wish to be noted in the Register of Interest. There will be no rank order in the Register of Interest.

No waiting list for Year 7 entry will be maintained after 31 December 2021.

No waiting list will be maintained for any other year group.

## **B. APPEALS**

Parents whose child has applied to be admitted to Pate's but has not been offered a place, either in Year 7 or any other year group, are entitled to appeal against that decision to an independent Appeals Panel. Information about the appeals process is available from the Pate's website, or by contacting the Admissions Officer at Pate's.

### Year 7 Appeals as part of the main admissions process.

The deadline by which appeals are to be lodged for Year 7 entry will be notified to parents when places are offered by the LA in March. Parents wishing to appeal must register for their appeal, ahead of the deadline, by submitting an Appeals Registration form (available to download from the Pate's website, or from the Admissions Officer at Pate's) and (if their child does not have a test rank) for an Appeals Test. The school will make arrangements for an Appeals Test in April 2021 and will thereafter convene an independent panel to hear all appeals together as quickly as possible thereafter.

### Later appeals

Appeals for entry into years 8-11 will be arranged as circumstances permit.

No child will be admitted to Years 7-11 without taking the Test or alternatively the Late Entry Test (if applicable). See Section C – *In-Year (Year 7) and Later Entry Years (8-11)*.

## **C IN-YEAR (Year 7) AND LATER ENTRY (Years 8-11)**

Parents moving into the area, or whose child has **not** previously taken the Test but would like their child to be considered for admission, should contact the Pate's Admissions Officer, who will, if requested, note the details of the child on the Register of Interest.

If a place becomes available in year 7, after 31 December in the year of that year group's entry, or at any time in any subsequent year, those who have registered an interest will be invited to sit a test ("the Late Entry Test") to determine whether they can be offered the place. To qualify the applicant must demonstrate that they are of a suitable academic standard. Any place or places available (up to the Published Admissions Number) will be offered to those who sit the Late Entry Test in rank order as determined by the results in that test.

Pate's has signed up to the In-Year Fair Access Protocols. This means that if the school is directed by the LA to admit a vulnerable child into Year 7, or subsequently, and that child meets the Pate's academic admissions criteria,

he or she would take precedence for entry over any child on the Waiting List and would be placed at the top of the list of those taking the Late Entry Test.

## **D ENTRY INTO THE SIXTH FORM (Year 12 entry) – SEPTEMBER 2021**

Pate's welcomes applications from both internal and external students who wish to join the Pate's Sixth Form for their post-16 education. The minimum qualifying academic requirements apply equally to both internal and external applicants.

### 1 Admissions Number

The school offers a minimum of 220 places for entry into the Sixth Form each year. In a typical year about 130 internal students will qualify to enter the Sixth Form, leaving a minimum of 90 further places for external students.

The Admissions Number may be exceeded if that enables Pate's to improve the viability of projected teaching group sizes in minority subjects (i.e. to preserve a broad curriculum and for reasons of efficiency) and if it means that the number of students attracting PP/LAC/PLAC can be increased.

### 2 Admissions Process

All applicants must complete the relevant application form, available from the Pate's Sixth Form website, and return it in time to meet the published deadline. Late applications may be considered if circumstances permit. Provisional offers will be made by the end of April each year to those meeting the admissions criteria laid out below, and places confirmed in August

Internal applicants will be notified on GCSE results day whether or not they have a confirmed Sixth Form place.

External applicants who hold a provisional offer should contact Pate's as soon as results are published, to notify their grades and confirm that they are still interested in taking up a place. Provided they have met the entry criteria set out in their offer letter, a place can usually be confirmed immediately.

There is the right of appeal to an independent appeals panel if a Sixth Form place is not offered. The Pate's Sixth Form Manager can provide all relevant information and guidance, on request.

### 3 Admissions Criteria

For admission to the Pate's Sixth Form each student must have as a minimum a total 'points' score across their best 8 GCSE grades which matches or exceeds the minimum published in the relevant Sixth Form Prospectus. The points' value of each of the 8 grades is derived as follows:

In all new – style grade 9 – 1 GCSE subjects, the grade is already numerical. In any old style grade A\* to G GCSE/IGCSE subjects:

A\*=8.5 A=7 B=5.5, C=4;

In Mathematics and English a minimum score of 5 in both subjects;

Further the school will require a predicted GCSE grade of at least A or Score 7 in any subject to be studied at A level, as specified in the Sixth Form Prospectus.

#### 4 Oversubscription criteria

In the event of oversubscription (i.e. in most years) offers will be made to external applicants on the basis of a combination of the following criteria:

- the extent to which predicted GCSE grade outcomes (as assessed by the Pate's team, taking into account academic information available at the point of application) exceed the minimum entry requirement; and
- each student's individual circumstances, including eligibility for pupil premium.

Priority will be given, where the school is oversubscribed, to those students attracting PP/LAC/PLAC (see page 9 for definition\*\*) who meet the academic entry criteria. This group of students will be moved to the top of the list.

These criteria are used to identify those applicants who are best qualified for consideration for a Sixth Form place, who may be invited for a personal discussion with a senior member of Pate's staff. That discussion will **not** form part of the admissions process, but is intended to help the student ensure they are making a properly informed choice about the right school and subjects for them.

#### 5 Subjects on offer

The prospectus sets out the subjects delivered in the Sixth Form. While the school's policy is to offer a very broad curriculum, and every effort is made to accommodate any combination of A level subjects, places on a very few specific subject courses may be limited due to staffing constraints. If there are insufficient students applying for a specific subject to create a viable teaching group it may be necessary, in exceptional circumstances, to withdraw that subject from the options on offer.

### **E TRANSPORT POLICY**

Details of current school transport providers can be found on the Pate's website. Travel arrangements / contracts are agreed between transport providers and parents directly; the school is not involved at all in the provision of transport to and from school and has no jurisdiction in this area.

Some children living in Gloucestershire may be eligible to free travel with the assistance of a pass from the LA. However, most children and young people **do not** qualify for LA help with transport, therefore families need to have considered the cost of school transport for the full duration of a student's education. Pate's encourages the use of bus services, public transport and other sustainable methods of travel to and from the school.



## **F      ROLE OF THE ADMISSIONS REVIEW GROUP**

The ARG is a sub-committee of the Full Governing Body (FGB). It comprises at least three Governors plus the Head Master, and is supported by the Clerk to the FGB. It has delegated authority to govern and monitor routine admissions policy and processes, and to reach judgements about how individual admissions cases should be managed. It is the ARG that will consider (for example) questions arising from: late registration; late tests; adjustment of Test arrangements or 6<sup>th</sup> form entry criteria necessary to ensure fair and equitable treatment of individuals whose specific (prior notified) physical or pastoral needs may have affected academic performance; and 6<sup>th</sup> form admission protocols.

Any particularly wide-ranging or contentious issues arising will be considered first by ARG, who will recommend a course of action to FGB for their final decision.

**December 2019**

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*A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption ( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) .*

*(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. In Gloucestershire, such children are referred to as Children in Care.*

*(2) 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 Act 2002 (see section 46 adoption orders).*

*(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*

*(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*\*\* Children attracting Pupil Premium are those who have been registered for free school meals at any point in the six years prior to the closing date for registration for the Test. The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The school will make such enquiries as are necessary of Gloucestershire County Council (GCC), or the relevant Local Authority, as to the entitlement of any children who have qualified when notifying GCC of the Test results.*