



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

### **ADMISSIONS POLICY STATEMENT**

As an Academy Pate's Grammar School ('the School') is its own admissions authority. However, the School 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.

The School 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/Internationally Adopted Previously Looked After Children and those attracting the Pupil Premium who meet the 'Qualifying Standard' (defined below) in the test. A lower 'Qualifying Standard' will operate for those students who are Pupil Premium / Looked After / Previously Looked After and Internationally Adopted Previously Looked After Children (PP/LAC/PLAC/IAPLAC).

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 2024**

##### **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, Late Test, and Appeals Test, (*please refer to section C*) as defined below, ('the Test') organised by the School. 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 date of the Main Test, being the test sat each year in September, is the same for all Gloucestershire Grammar Schools, and is to be held on 16<sup>th</sup> September 2023.

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 School's website (here: <https://patesgs.org>) if they wish their child to sit the Main Test, or request a paper registration form from the School's Admissions Officer. The period for registration is set in consultation with other Gloucestershire Grammar Schools and is between 22<sup>nd</sup> May and 30<sup>th</sup> June 2023 (noon). Further information about the Main Test will then be made available to the parents of all registered children.

## 2.1 Overage and underage children.

The School would not normally expect to admit a child outside the normal age group. Children for consideration for entry in 2024 will be in Year 6 at the time of taking the tests – applicants for September 2024 will be born between 1 September 2012 and 31 August 2013.

The process for requesting admission for an overage or underage child is as follows:

With the application, parents/guardians should request that the child is admitted to another year group, and the reasons for that request.

Parents/guardians will submit any evidence in support of their case with the application, for instance from a medical practitioner or headteacher with clear links to the impact on the child's education. Some of the evidence a parent/guardian might submit could include:

- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born premature
- Whether summer born children (born 1<sup>st</sup> April to 31<sup>st</sup> August) have been overage from the start of their schooling, i.e. being admitted to Reception following their 5<sup>th</sup> birthday rather than starting in Year 1.

Applications to take the tests outside the chronological year must have the approval of the School. The final decision will lie with the Governor Admissions Review Group (ARG). The ARG will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The ARG will also take into account the views of the Headteacher of the School. The School will ensure the parent/guardian is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

## 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 the School when they register if their child will need additional support on Test day.

## 3 Taking the Test

The 460 children applying who live nearest to the School will take the Main Test at the School on the appointed date. All other applicants will be allocated

test places at one of the other Gloucestershire grammar schools. All children will sit the same test, regardless of the test centre.

In order to safeguard the credibility of the Test, if a student takes the same Test on more than one occasion (e.g. in a different county and/or on a different date) 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 Late 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 Late Test or an Appeals Test (*see below*).

3.3.1 A Late Test will be available (in February 2024) to those who failed to register for the Main Test. Those wishing to take the Late Test must register online, on one of the Gloucestershire Grammar School websites, in January 2024.

Those taking a Late Test will only be eligible for a place on the waiting list if they meet the Qualifying Standard. No School place will be offered, as the School will already have been allocated its quota.

3.3.2 An Appeals Test (for anyone wishing to qualify for a place on the Year 7 waiting list) will be available (in April 2024), 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 the appropriate local authority

The School operates within the LA coordinated admissions scheme. For those parents living in the LA area for Gloucestershire you must make your application to GCC for a secondary school place, by completing the Common Application Form ('CAF') on-line, via the GCC web-site (paper version also

available from them). For parents living outside of the LA area for Gloucestershire, you must apply to the local authority in which you live.

To be considered for a place at the School parents **must** include the School as one of their ranked choices on the CAF if they have reached the Qualifying Standard. Failure to submit the CAF to the appropriate local authority with the School as a ranked choice will mean that a child cannot be considered for entry in the initial admissions round which completes on 1 March 2024 even if the child achieves a Qualifying Standard Test score.

## 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 deadline for submitting the CAF (31 October 2023). 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 the School: 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 2024. 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 the School

The LA will allocate places based on the School's admissions criteria to those children who meet the Qualifying Standard whose parents express a preference for the School in their CAF.

The School's admissions criteria are as follows:

### 6.1 Number of places available

The number of places available (the Published Admission Number (or 'PAN')) for Year 7 entry in 2024, is 150. The School 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. Children with an educational health and care plan which names the School will be admitted and the number of available places will reduce correspondingly.

### 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 250 students. However, for those students attracting PP/LAC/PLAC, this will be lowered to 500 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/Internationally Adopted Previously Looked After Children.
2. Children eligible for Pupil Premium (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.

An Internationally Adopted Previously Looked After Child is one who meets the adoption criteria described for a Previously Looked After Child and was immediately previously in the care of or accommodated by a public authority, a religious organisation, or any other provider of care outside England whose sole or main purpose is to benefit society (this includes children who were previously looked after in Wales, Scotland and Northern Ireland).

Where a child qualifies for a place under one of these oversubscription criteria, the School will require evidence of their entitlement.

#### 6.2.2 Pupil Premium

The School will check Pupil Premium eligibility in the requisite period with the relevant body.

The School reserves the right to withdraw an offer made to a child where an application has been made which contains fraudulent or intentionally misleading information. Where the offer is withdrawn on the basis of intentionally misleading information, the application will be considered afresh.

### 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 the School (measured in a straight line from the front door of the child's address at registration, to the front entrance of the School).

Where further to the above process two or more children remain equal the order of priority will be determined by a random allocation process supervised by a person independent of the School.

#### 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 the School and will be maintained until 31 December 2024. Any place that becomes vacant **after** the LA allocation process is complete but before the 1 January 2025 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.

No waiting list for Year 7 entry will be maintained after 31 December 2024.

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

### **B. APPEALS**

Parents whose child has applied to be admitted to the School 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 School website, or by contacting the Admissions Officer at the School.

#### 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 School website, or from the Admissions Officer at the School).

If the child does not have a test rank parents will also need to register for an Appeals Test at the same time as registering an appeal – this should be indicated on the Appeals Registration Form. The School will make arrangements for an Appeals Test in April 2024 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 necessary.

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 APPLICATIONS**

Parents should contact the School's Admissions Officer if they would like their child to be considered for admission.

If at the date of contact the School considers there are no spaces in the preferred Year group (which means that to admit another child would prejudice the efficient education of others or the efficient use of resources), it will offer to put the child on the Register of Interest. The child will be invited to sit an assessment test (“In Year Test”) when a place in the preferred Year group does become available.

In the alternative, if the parent wishes to proceed immediately with an application, the School will advise the parent how to make a formal in-year application and upon receipt will notify the parent of the date of assessment of ability (i.e. the In-Year Test). Such notification will be provided within 15 school days of any application.

To qualify the applicant must demonstrate that they are of a suitable academic standard. Where more than one applicant has sat the In-Year Test for a particular Year group, any place or places available (up to the PAN for Year 7) will be offered to those who are deemed to be of suitable academic standard in order of the oversubscription criteria as set out in 6.1 of this policy.

Where the In-Year Test is taken and the School does not offer a place, a right of appeal arises to an independent appeal panel.

For the avoidance of doubt the In-Year Test applies to all places which become available in Year 7 after 31 December 2024 or at any time in any other Year group.

The School has signed up to the In-Year Fair Access Protocol. This means that if the School is directed by the LA to admit a vulnerable child and that child meets the School’s academic admissions criteria, he or she would be admitted.

## **D ENTRY INTO THE SIXTH FORM (Year 12 entry) – SEPTEMBER 2024**

The School welcomes applications from both internal and external students who wish to join the 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 140 internal students will qualify to enter the Sixth Form, leaving a PAN of 80 places for external students. The PAN is the minimum number of places available for external students.

The PAN may be exceeded if that enables the School 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/IAPLAC can be increased.

### **2 Admissions Process**

All applicants must complete the relevant application form, available from the School's Sixth Form website, and return it in time to meet the deadline of 25 February 2024. 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 School 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; this right of appeal is afforded to both the applicant and the parent. The School's Sixth Form Manager can provide all relevant information and guidance, on request.

### 3 Admissions Criteria

For admission to the 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.

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 7 in any subject to be studied at A level, as specified in the Sixth Form Prospectus.

If a student is not studying GCSE or iGCSE, then NARIC equivalency must be sought by the applicant. If NARIC cannot provide a GCSE equivalency then we will be unable to consider the application further.

### 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 School 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/IAPLAC (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 the School'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 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 Headteacher, 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 Sixth 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 Sixth 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.

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*\* Children eligible for Pupil Premium are those who (i) have been registered for free school meals at any point in the six years prior to the closing date for registration for the Test; or (ii) have been adopted from care or have left care; or (iii) who are looked after by the local authority. The School will check Pupil Premium eligibility in the requisite period from the relevant local authority. The School will make such enquiries as are necessary of Gloucestershire County Council (GCC), or the relevant Local Authority, as to the eligibility of any children who have qualified when notifying GCC of the Test results.*