



Alcester Grammar School Admissions Policy 2016

1. General

- 1.1. Alcester Grammar School is a co-educational 11-18 maintained selective academy, designated as a grammar school under Section 104 of the School Standards and Framework Act (1998). The Governing Body of the Academy Trust is the Admission Authority and as such has formal responsibility for determining admission arrangements.
- 1.2. This policy has been drawn up to meet the requirements of the Department for Education School Admissions Code which came into force in December 2014.

2. Year 7 Entry

- 2.1. **Introduction:** Admission to this school in Year 7 will be determined by the school's oversubscription criteria and a child's performance in the Entrance Test (sometimes referred to as "the 11+" or "the selection test"). The Governing Body participates in Warwickshire County Council's co-ordinated admissions scheme for maintained secondary schools, and Warwickshire County Council's Admissions Service (Warwickshire Admissions) is contracted to administer the Year 7 admissions policy and procedures on the school's behalf.

For 2016, the Governors have determined, in line with the Admissions Code (2014), that the Published Admission Number (PAN) in Year 7 will be 150.

2.2. Eligibility and Priority for Entry in Year 7

- 2.2.1. Children with an Education Health and Care Plan (EHC) or Statement of Special Educational Needs naming Alcester Grammar School will be admitted first, subject to their meeting the necessary academic entry requirements. Please see section below (para.2.3.5) regarding special arrangements for students with special educational needs taking the entrance examinations for Year 7. Similar arrangements apply to in-year transfers and admissions to the Sixth Form.
- 2.2.2. **Oversubscription Criteria:** There is no guarantee of a place being available, but places up to the Published Admission Number (PAN) during the normal round of admissions will be allocated in order of Category as per paragraphs 2.2.3 to 2.2.5. In each of the Categories, the order of priority will be:
 - i. Looked-After children and Previously Looked-After Children who meet the necessary academic entry requirements. A Looked-After Child is a child who is in the care of the Local Authority as defined by section 22 of the Children Act 1989. A Previously Looked-After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

- ii. Children attracting the Pupil Premium (as at the closing date of test registration, 10 July 2015) who meet the necessary academic entry requirements. The Pupil Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Admissions Service will require, on behalf of the school, evidence of Pupil Premium registration and 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.
- iii. Children in standardised score order, and
- iv. To differentiate in the case of children with the same score, those who live nearest the school in straight line distance, measured in a straight line from the address point location coordinate of the home address to the centroid of the school. The centroid is a predetermined point.

2.2.3. Category 1: All children who scored above the automatic standard level set by the Committee of Reference provided that:

- a. the child is living (or proof is provided by Thursday 31 December 2015 that the child will be living by the start of the autumn term) within the priority circle (as defined in para.2.2.6 below) for the area, and
- b. the child has been registered for the 11+ test for the school by the closing date of Friday 10 July 2015 (4.00pm), completed that test and scored at or above the automatic standard level set by the Committee of Reference, and
- c. the parent/carer has named the school on the common application form submitted on time to their home authority and an offer from a higher preference has not been made.

2.2.4. Category 2: The highest scoring children on the waiting list (see 2.4.5 below) will be given next priority for offers in the first round of offers up to the Published Admission Number provided that:

- a. the child is living (or proof is provided by Thursday 31 December 2015 that the child will be living by the start of the autumn term) within the priority circle for the area and
- b. the child has been registered for the 11+ test for the school by the closing date Friday 10 July 2015 (4.00pm), completed that test and their score on that test was ranked highly in the waiting list (see 2.4.5) and
- c. the parent/carer has named the school on the common application form submitted on time to the home authority and an offer from a higher preference has not been made

2.2.5. Category 3: Applications from children living outside the priority area will be considered in this category. Children whose parent/carer registered for tests after the closing date or applied for a place to their home authority after the closing date will also be considered in this category. The same selective standards will apply, and applicants will be placed in

order in line with the criteria in 2.2.2 above. Places will not normally be offered to Category 3 in the first round of offers but retained on the waiting list (see 2.4.5).

2.2.6. Priority circle: The priority circle for South Warwickshire Grammar Schools is based on the traditional area for application. It is based on a circle with a radius of 16.885 miles running from the American Fountain in Rother Street, Stratford-upon-Avon to the County boundary south of Long Compton. In drawing a priority area in this manner, the schools are able to comply with their duty to follow the Greenwich judgement.

2.2.7. Residency requirement: The child's home address is the address where they will be living at the start of autumn term in Year 7. If this is different from the address used to apply for a school place, evidence will be needed by Thursday 31 December 2015 to demonstrate that they will be living there by the beginning of the autumn term 2016. Where parental responsibilities are equally shared, the home address will be considered to be the place where the child sleeps, and spends most of their time, from Monday to Friday. This is the address that will be used to apply the school's oversubscription criteria, such as distance from the school. Where the home address changes after the start of the autumn term of Year 7, consideration will be given as to the reason why. Where it is considered that the reason for the change of address constitutes the application being fraudulent or intentionally misleading, the place may be withdrawn.

2.2.8. Evidence of Residency required: Warwickshire Admissions (Local Authority) will request on behalf of the school evidence in support of the application. The Admissions Service will write at the beginning of December 2015 to all parents who have listed the school as a preference, requesting copies of two documents to confirm the home address. Parents will have fifteen working days to provide proof of the home address. The application will be considered as late if appropriate proof is not provided within fifteen working days. The evidence required is as follows:

- Council Tax letter or statement for the current financial year - this must be supplied if you are the council taxpayer; **or**
- Current Housing Benefit letter; **or**
- Utility bill, bank statement, or car insurance documents dated within the last six months.

Plus one of the following:

- Child Benefit letter for the current financial year;
- Child's National Health registration card;
- Child Tax Credit Award Notice for the current financial year.

Please note that these documents will be retained and not returned. The Local Authority will match each address with the one they have on their database. The Local Authority reserves the right to carry out random checks at any time and this may include an unannounced home visit.

2.2.9. Moving to a new address: If the home address changes between applying for a school place and the start of autumn term in Year 7, Warwickshire Admissions must be provided with proof of the new address as detailed above by Thursday 31 December 2015. The child must be living at the new address by the beginning of the autumn term in Year 7. Applicants will also need to produce evidence that the previous home is no longer used by the family – for example proof that the property has been sold or that a rental agreement has ended. This is to show that the new address is not a temporary arrangement purely to secure a school place.

If the home address changes after 31 December 2015 the new address can only be taken into account after National Offer Day on 01 March 2016.

The school will also check the child's home address at the time of admission. If it is different from the application address then further checks will be carried out. This will include consideration as to whether or not the address used to make an application was temporary and purely to secure a school place.

If a school place is offered based on fraudulent or intentionally misleading information, the offer may be withdrawn, even if the child has started at the school. Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings. If it is discovered that the home address is not in Warwickshire, the application will be withdrawn altogether and the family will then have to apply to their own Local Authority.

2.3. The Entrance Test

2.3.1. Consortium of Grammar Schools: This school is part of a consortium of schools using a common admissions test on 12 September 2015 for entry to Year 7 in September 2016. The consortium includes this school, the five other Grammar Schools in Warwickshire (including Ashlawn which as a bilateral school offers selective and non-selective places), and the eight Grammar Schools in Birmingham (these are individual schools but for the purposes of the entrance test are collectively known as 'The Grammar Schools in Birmingham').

Warwickshire County Council's Admissions Service (Warwickshire Admissions) operates the Entrance Test along with The Grammar Schools in Birmingham. Some parents may be considering listing Grammar Schools in both Warwickshire and Birmingham on their Common Application Form (CAF). As admission to these schools will be determined by the same test, on the same day, it is not possible for students to sit the test more than once. If it is discovered a student has sat the test more than once the score from the earliest test will be used. Parents should be aware that in such situations the application may be considered fraudulent or intentionally misleading and where a place has been offered it may be withdrawn.

Parents whose children sit the test in Warwickshire may request that their raw score is shared with The Grammar Schools in Birmingham. This can be done as part of the registration process. Parents should only request this if they are considering applying for a place in a Birmingham Grammar School.

Parents whose children sit the test in Birmingham may request that their raw score is shared with Warwickshire Admissions. This can be done as part of the registration

process. Parents should only request this if they are considering applying for a place in a Warwickshire Grammar School (including a selective place at Ashlawn School).

In either of these cases parents will receive two sets of results. One set of results will be received from Warwickshire Admissions. A further set of results will be received from The Grammar Schools in Birmingham.

Where a parent indicates **after** the registration closing date of 4.00pm on Friday 10 July 2015 that they wish their child's test score to be shared with either Warwickshire Admissions or The Grammar Schools in Birmingham, their registration will be considered late for the region they wish their results to be shared with. See paragraph 2.3.2 for more information on the consequences of a late application.

2.3.2. Registering for the test: Parents living in Warwickshire must register for the test with Warwickshire Admissions. Parents living in Birmingham must register for the test with The Grammar Schools in Birmingham. Parents living in other authorities should register for the test in the region in which they would most like their child to attend a school.

Parents will be able to register for the test from 12 May 2015. It is recommended that parents do this on-line. Paper copies of the registration form will also be available from Warwickshire Admissions or The Grammar Schools in Birmingham. If you are posting a registration form you are strongly advised to take steps to ensure your form is received prior to the deadline, such as recorded delivery. Please ensure that any recorded delivery receipt has the postcode printed electronically on it.

Parents should be aware that registering for the 11+ test is not the same as applying for a school place – see the section 'Applications for a School Place' (see 2.3.9). Parents must submit an application for a place to their home local authority by 31 October. Failure to do so will mean your application is considered late even if your 11+ registration was submitted on-time.

The closing date for registration is **4.00 pm on Friday 10 July 2015**. All registrations will be acknowledged. If you do not receive an acknowledgement by post within 14 working days you should contact either Warwickshire Admissions or The Grammar Schools in Birmingham (depending to whom you originally submitted your registration form).

Details of test venues will be sent to parents by Warwickshire Admissions from Monday 24 August 2015 onwards. This will include a 'Fit and Well' sheet which must be brought to the test session with a photograph of the child sitting the test. This photograph must be signed and dated by the Headteacher of your child's school. Warwickshire Admissions reserves the right to contact your child's school and to share the photograph with them for the purpose of establishing proof of identity as part of the entrance test process.

Parents registering for the test with The Grammar Schools of Birmingham will receive details of their child's test venue along with acknowledgement of their registration.

If your form is received prior to the closing date but is not fully completed it will be considered as late. If your registration form is received after the closing date it will be considered as late. If your child is sitting the test in a Warwickshire venue and you arrive at the test session without a photograph of your child which is signed and dated by the Headteacher of your child's school, they will not be able to sit the test on that day and

your registration will be considered as late. If you indicate after the registration closing date of 4.00pm that you wish your child's test score to be shared with either Warwickshire Admissions or The Grammar Schools in Birmingham, your registration will be considered late for the region you wish your child's results to be shared with.

If your registration is considered to be late your child will be tested at the earliest opportunity. It is unlikely that results will be available prior to the deadline of 31 October for submitting an application for a school place.

Those registering late are treated the same as those submitting a late application for a school place and are given a lower priority in this school's oversubscription criteria than those registering for the test and submitting an application on-time. If your registration or application for a school place is late it will affect the likelihood of your child being offered a place at this school.

If your form is received after the closing date of **4.00 pm on Friday 10 July 2015** it will only be treated as on-time for this school if you can provide evidence of a move of address into the priority area by Thursday 31 December 2015.

2.3.3.Candidate age: If your child was born between 01 September 2004 and 31 August 2005 you may apply for them to sit the test for entry in September 2016. Children not born between these dates will only be able to sit the test if they are being educated out of year group (ie they are being taught in Year 6 for the 2015/16 academic year.) Decisions as to whether or not the test results for such students - and, in exceptional circumstances, those who are over age - can be used for admission purposes to this school will be taken by the Governing Body of the Academy Trust as the Admission Authority. Candidates may sit the entrance examination once only.

2.3.4.The Test: The main test session will be on the morning of 12 September 2015. There will be two papers, each of approximately 50 minutes. The papers will be divided into smaller, individually timed sections, which test verbal ability, numerical ability and nonverbal ability.

For each paper, the children will be given a question booklet which contains the test questions and a separate answer sheet to mark their answers. The answer sheets will be processed electronically and scanned to make a record of each child's answers.

A familiarisation booklet, containing information about the format of the test and some example questions, will be sent upon receipt of a completed registration form. This will allow children to become familiar with the type of questions likely to be asked and the format of the test booklet and answer sheet, and information about how to write their answers on the answer sheet.

2.3.5.Special Arrangements: Parents whose children have a disability and/or require special resources to sit the test must request this in writing by completing a form describing the child's disability and/or extra resources required to sit the test and must also supply detailed medical evidence. Every effort will be made to accommodate disabled students sitting the selection tests. Forms are available from, and must be returned to, either Warwickshire Admissions or The Grammar Schools in Birmingham (depending with whom you are registering for the Entrance Test) by 17 June 2015. Please note that this date is earlier than the test registration deadline and that any information provided after this

date may not be considered. Parents making such a request will be notified by the end of July 2015 whether or not their request has been agreed.

Parents whose children are not able to sit the test on Saturdays for religious reasons must indicate this when registering for the test and supply a supporting letter from their religious leader. These children are likely to be tested on Sunday 13 September 2015.

2.3.6.Illness: If your child is ill on the test day and is unable to sit the test, you must notify either Warwickshire Admissions or The Grammar Schools in Birmingham (depending with whom you have registered for the Entrance Test) by 4.00 pm on Monday 14 September 2015. A medical note (scanned copy, faxed or hand delivered) must be submitted by noon on Wednesday 16 September 2015 for an alternative date to be arranged.

2.3.7.Additional Test Sessions: These will be held in late November / early December and late January / early February, primarily to accommodate families moving into the area. Sessions will also be arranged for parents registering for the test after offer day. The same principles for registration apply (for example Warwickshire residents should register with Warwickshire Admissions and can ask that their child's test result is shared with the Grammar Schools in Birmingham).

2.3.8.Results: Data from all students sitting the test will be used to produce standardised scores. Weightings will be applied to the scores achieved in Verbal Reasoning, Non-Verbal Reasoning and Numeracy. Warwickshire's grammar schools and the Grammar Schools in Birmingham may choose to use different weightings. This means that if your child receives two results letters, their total scores could be different.

By 16 October 2015 you will be notified by post of your child's score in the Entrance Test. Parents who have either registered with Warwickshire Admissions (or have asked that their child's score be shared with Warwickshire Admissions) will receive the following information from Warwickshire Admissions:

- Your child's total standardised score broken down by performance in Verbal Reasoning, Numeracy, and Non-Verbal Reasoning.
- A provisional ranking of where the score places the child out of all children who have sat the test, and within each relevant area (east, south or both).
- The automatic qualifying scores and waiting list scores for each Warwickshire Grammar school for previous years where the same weightings have been applied for the three sections. These can be used for comparison purposes but there can be no guarantee that any child, including those scoring above the required score for previous years, will be offered a grammar school place.

Parents who have either registered with the Grammar Schools of Birmingham (or have asked that their child's score be shared with the Grammar Schools of Birmingham) will receive an additional letter showing their child's test score and the minimum score required for entry in the previous three years, together with the qualifying score for those schools who have set such a score.

2.3.9.Applications for a school place: Once parents have received their child's test result they must apply for a school place via their home Local Authority (this is the Local Authority to whom you pay your Council Tax). Warwickshire residents can name up to six schools

(preferences) on their application form. All local authorities operate an equal preference system and your child will be offered a place at the highest preference possible. What this means is that if you list a grammar school as your first preference but your child does not do well in the entrance test, it will not affect the likelihood of your child being offered a place at any other school you have listed.

2.4. Allocation of Places

2.4.1. Once papers have been marked, students are listed in standardised score order.

2.4.2. **Committee of Reference:** In South Warwickshire the Committee of Reference sets the automatic standard taking account of the applications for the individual schools and the number of places available. The Committee of Reference is a panel of head teachers and teachers appointed according to terms of reference. The Heads of the selective schools in South Warwickshire or their representatives will be members of the Committee. The Committee also reviews the arrangements made for any students with disabilities or special educational needs.

2.4.3. Automatic Standard:

2.4.3.1. Performance in the tests and the number of applications for the schools will be used by the Committee of Reference to set the automatic standard. Above and at that standard a child will receive an offer from their highest named preference of selective school (subject to living within the priority circle, not being a late entry or having an offer from a higher preference of school).

2.4.3.2. The Committee will consider the descending score order and the number of children applying for each school (living within the priority area and who registered before the closing date) and set the automatic standard as close to the Planned Admission Numbers for each of the schools as possible.

2.4.3.3. The available places will be offered in accordance with the admission criteria in the first round of offers (see 2.2 above). Children living outside the priority area and late registrations and late applications will normally only be offered places in the first round if there are insufficient children of the required level of ability living within the priority area. Children living outside the priority area, late registrations and late applications will normally be offered places in the second or subsequent round of offers, subject to their position on the waiting list and a vacancy occurring

2.4.4. No consideration will be given in the case of twins or triplets where one child has been allocated a place because they scored above the automatic standard but the other(s) was/were below it.

2.4.5. **Waiting lists:** After the initial round of offers, made on Tuesday 1st March 2016, further places may become available – if, for example, parents take up places for their child at another school. These places available up to the planned admission number of the school will be offered subject to waiting list order. Vacancies will also be offered in this way. Any child being offered their second or subsequent selective preference will be added to the waiting list of their higher selective preference in accordance with their score, and, provided that the scores are within the range of those considered for that school. The waiting list will rank students in standardised score order only, without consideration of any other factor such as priority area, time of application or siblings. In cases where two

or more students have the same total score, the straight line distance between the students' home and school will be the deciding factor, with those living nearest having priority. In accordance with the Admissions Code (2014) waiting lists are held on an on-going basis until 31st December of Year 7.

2.4.6.Offers: Offers will be made on Tuesday 1 March 2016 by the child's home authority as per the co-ordinated secondary school scheme with neighbouring authorities. Subject to the arrangements of the home authority, parents/carers will be expected to accept the offer within two weeks of the offer being made. A further letter reminding parents/carers will be sent before the child is withdrawn from the offer lists. As well as the offer from their home authority, parents who registered with Warwickshire Admissions will receive an additional letter confirming the child's score, along with the qualifying scores and minimum waiting list scores for each Warwickshire grammar school.

2.4.7.Appeals: The parents/carers of all children refused places will be notified that they have a right of appeal through an independent appeal panel.

2.4.8.Admissions above the Planned Admission Number: Under the Admissions Code (2014), admission authorities including Alcester Grammar School may admit above their PAN. If they do so, they must notify the Local Authority of their intention. They may also admit above PAN in-year.

2.4.9.In-Year Fair Access Protocol: Warwickshire LA has developed an IYFAP with Warwickshire Headteachers. Alcester Grammar School has adopted the protocol and its provisions are recognised by the school as the admission authority and incorporated into these admission arrangements.

2.5. Information and Important Dates for Parents

2.5.1.During the summer term of 2015 parents/carers of all the children in Year 5 in Warwickshire primary/junior schools will be issued with a leaflet, relevant to their area, about the process of selection. Parents/carers will be asked to register if they want their child to be tested or not. Parents/carers of children not attending those schools can contact the Admissions Service to request that information.

2.5.2.Parents whose children have a disability and/or require special resources to sit the Entrance Test must request this in writing to Warwickshire Admissions or the Grammar Schools in Birmingham (depending with whom you are registering for the Entrance Test) by Wednesday 17 June 2015 – see section 2.3.5 above.

2.5.3.The closing date for registering for selection tests for all the selective schools in Warwickshire is **Friday 10 July 2015**. Registration after that date will be considered as late. An exception will be made for parents/carers who can provide evidence of a move of address into the priority area by Thursday 31 December 2015. Late registrations will only be considered after the first round of offers and may not be tested before the offer date.

2.5.4.The test will take place on the morning of Saturday 12 September 2015.

2.5.5.Applications will be made on the home authority's composite parent/carer application forms as part of the co-ordinated process with neighbouring authorities. As set out in the Schools Admissions Code (2014), 31 October 2015 is the national closing date for

admissions. Applications received after this date will be considered late and will be given a lower priority for places. An exception will be made for children moving into the priority area where independent evidence can be provided by 31 December 2015.

3. In-Year Applications for Years 7 to 11

- 3.1. Children moving into the area or currently living in the area who are over 12 years and not previously tested who are applying for a place (once the new Year 7 have been admitted) will be required to take tests in English and Mathematics arranged by the school. The pupil's current school will also be asked to provide a report. A place will be offered, subject to availability, if the applicant's performance and school report satisfy the Principal that the pupil's ability is commensurate with that of the cohort into which she is seeking admission. In the event that such an application for a year 7 place were to coincide with a place becoming available before 31 December 2016, and there were a waiting list, the applicant would then be re-tested and the student at the top of the waiting list tested, to decide which of the two should be offered the place.
- 3.2. **Transfer from a non-selective school:** New applications from children who have already been tested and refused entry as non-qualifiers will generally be considered by taking into account the existing test results and newer evidence of the child's ability and performance in the non-selective school. A retest will be used only where there are grounds and evidence to doubt the validity of the original tests in determining the applicant's aptitude. Where a child has not previously been tested, tests will be arranged in English and Mathematics.
- 3.3. Any place offered must be taken up within six school weeks of the offer having been made. In the event of this not happening, the offer is void.
- 3.4. **Appeals** The parents/carers of all children refused places will be notified that they have a right of appeal through an independent appeal panel. For children not qualifying for places the appeal will take account of the compatibility of the child's position in the process. If there are insufficient applicants reaching the appropriate level, the school does not have to fill all the places. Therefore, the case for prejudice to the efficient education or the efficient use of resources will only be considered once the school is full in the appropriate year group.

4. Admissions to Years 12 and 13:

- 4.1. Entry to year 12 is on the basis of academic ability demonstrated by achievement at GCSE. To gain entry into the sixth form, students must have achieved a minimum of Grade B at GCSE (NOT vocational equivalents) in four subjects. They must also have achieved at least Grade C in GCSE Mathematics and English Language, and have achieved the specific subject requirements detailed within the school's sixth form prospectus.
- 4.2. Places are offered on the following priority basis:
 - a. Students currently attending Alcester Grammar School
 - b. Students in the care of or provided with accommodation by a Local Authority (Section 22 Children Act 1989)
 - c. Other applicants by distance from Alcester Grammar School.

For applicants in categories b and c the order of priority will be determined by the straight line distance of the applicant's home address from the school. Nearest distance = highest

priority. Ordnance Survey software is used to determine the exact distance from their home front door to the centroid of the school.

- 4.3. The School will admit to the Sixth Form students who come from an overseas EEA country that does not take UK GCSEs provided their qualifications are deemed acceptable to and compatible with the GCSE requirements set out in paragraph 4.1. Applications should be made to the school or the Admissions Office at Warwick. This also covers families moving into the area from abroad with a right to reside. The academic standards concept is also extended to any school in the UK that takes a different set of examinations.
- 4.4. The school will admit each year to the Sixth Form up to 5 students from overseas (outside the EEA) who come under an approved cultural exchange programme. They must be of standard such that they can keep up with the rest of their peers.
- 4.5. When a Sixth Form subject group is full a waiting list will be set up for that subject. Students will be ranked using the priorities set out in paragraphs 4.2 b and c. If students change their mind about a subject choice after the published closing date for applications they go to the bottom of any waiting list. All subjects have a maximum set size of 20 except – Art and Design (17), Sciences (18), Music (16), HEFT (16). Set sizes may change as a result of new circumstances. The school reserves the right not to run subjects which are, in the Governing Body's opinion, not of an economical size. Late applications for Year 12 are kept on a holding file and may be met with offers of places at a later stage if vacancies remain following the initial allocation process. In order to continue their studies from y12 into y13, students are required to achieve a minimum of 3 D AS grades in the subjects they wish to take at A2. The Principal and Head of Sixth Form will jointly make the final decision on entry to year 13.

5. Transport

- 5.1. For those students who live out-of-county, or outside the original southern priority area, free transport to school is not available. It is strongly recommended that parents/applicants firmly establish the cost and availability of transport to the school if it is intended to use a bus service (public or otherwise), before application is made for admission. Enquiries regarding the availability of home to school transport within Warwickshire should be made to the Children, Young People and Families Directorate, Warwickshire County Council, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL, telephone 01926-742059.

We reserve the right to amend these arrangements at any time to meet any changes in the statutory requirements.