



## **Alcester Grammar School Admissions Policy 2019**

### **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 a child's performance in the Entrance Test (sometimes referred to as "the 11+" or "the selection test") and the school's oversubscription criteria. 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 2019, 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 Oversubscription Criteria for Entry in Year 7**

- 2.2.1. **Priority Area:** The priority area for Alcester Grammar School is based on a circle with a radius of 16.885 miles drawn from the Fountain in Rother Street, Stratford-upon-Avon to the County boundary south of Long Compton. In drawing a priority area in this manner, the school is able to comply with its duty following the Greenwich Judgement (1989). Evidence will be requested to prove that the child is resident within the priority area by the deadline of Monday 31 December 2018. Applications from children outside this area may not be considered in the first round of offers.

Warwickshire Admissions will require, on behalf of the school, evidence of the applicant's home address. Parents/carers will be notified each time this is required. The Admissions Service may also carry out a home visit to the family to further verify an applicant's address. The school reserves the right to withdraw the offer of a place if it is satisfied that the offer has been made on the basis of an incorrect, fraudulent or misleading application.

**2.2.2.Registration for the 11+ Test:** The applicant must have been registered for the 11+ test by the deadline of **4pm on Friday 29 June 2018** and completed that test; and the parent/carer must have named the school on the Common Application Form, which must have been submitted on time to the home authority. Late 11+ registrations and late secondary school applications will not be considered in the first round of offers.

**Oversubscription Criteria:**

**2.2.3.**There is no guarantee of a place being available, but places up to the Published Admission Number (PAN) during the normal round of admissions (ie: the first round of offers published on 1st March 2019) will be allocated to children in the following order, where they meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made. Those with the highest scores in each category will be given highest priority for a place.

To differentiate in the case of children with the same score in any of the following categories, those who live nearest the school in a straight-line distance will be given highest priority.<sup>1</sup> In the case of a tie-break situation where more than one child has achieved the same score, and where all home to school distances are equal, and there are not enough spaces to offer all applicants who fulfil the relevant criteria, the remaining place(s) will be allocated using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Legal Services who is independent of the school and the admissions process.

The above will also apply to the waiting list after 1st March 2019.

**2.2.4.**The automatic qualifying score for this school, for this particular year of entry, will be set by the Committee of Reference during the Local Review Process using the results from the 11+ test. The minimum score for the waiting list for this school, for this particular year of entry, will also be set by the Committee of Reference.

**2.2.5.**Children with an Education, Health and Care Plan (EHC) or Statement of Special Educational Needs (SEN)<sup>2</sup> that names the school will be admitted first, subject to them achieving the automatic qualifying score or above for the school for this particular year of entry. In this event the number of places that remain for allocation will be reduced. Please see section 2.3.5 regarding arrangements for students with Special Educational Needs taking the Entrance Test at Year 7. Similar arrangements apply to in-year transfers and admissions to the Sixth Form.

**2.2.6.**Categories 1 - 5 below relate to children whose 11+ registrations and secondary school applications have been received on time.

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<sup>1</sup> Distance from home to school will be measured from the address point location coordinate of the home address (as set by Ordnance Survey) to the centroid of the school. The centroid is a predetermined point.

<sup>2</sup> A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the educational provision required for that child.

2.2.6.1. **Category 1:** Looked-After<sup>3</sup> or Previously Looked-After Children<sup>4</sup> who achieve the automatic qualifying score or above for this school for this particular year of entry.

2.2.6.2. **Category 2:** Children who live in the priority area who attract the Pupil Premium via eligibility for Free School Meals<sup>5</sup> who achieve the automatic qualifying score or above for this school for this particular year of entry. Warwickshire Admissions will require, on behalf of the school, evidence of Pupil Premium eligibility 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.

2.2.6.3. **Category 3:** Children who live in the priority area who achieve the automatic qualifying score or above for this school, for this particular year of entry.

2.2.6.4. **Category 4:** Children living outside of the priority area who achieve the automatic qualifying score or above for this school, for this particular year of entry.

2.2.6.5. **Category 5:** Children who score below the automatic qualifying score, but above the minimum score for the waiting list for this school, for this particular year of entry. Looked-After or Previously Looked-After Children in this category will be given first priority in ranking within this category, with the rest ranked according to score and distance as per paragraph 2.2.3.

2.2.7. **Residency requirement:** The child's home address is the address where they are living on the date of the application. There is an expectation that the address used to apply for a school place will be the same as the one where the child is living at the start of Year 7 and beyond. 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 2018 to all parents/carers who have listed the school as a

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<sup>3</sup> A Looked-After Child is one who is in the care of the Local Authority, as defined by section 22(1) of the Children Act 1989.

<sup>4</sup> A Previously Looked-After Child is a child who immediately after being looked-after became subject to an adoption, residence or special guardianship order. This includes children who were adopted under the Adoptions Act 1976 (Section 12) and those adopted under the Adoption and Children Act 2002 (Section 46). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Special guardianship orders are defined in Section 14A of the Children Act 1989.

<sup>5</sup> Children attracting the Pupil Premium via Free School Meals are those who have been registered for free school meals at any point in the six years prior to the closing date for test registration (29 June 2018). See Admissions Code (2014) section 1.39A.

preference, requesting copies of two documents to confirm the home address. Parents/carers 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 Monday 31 December 2018, Warwickshire Admissions must be provided with proof of the new address as detailed above. The child must be living at the new address by Monday 31 December 2018. Applicants may 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 2018 the new address can only be taken into account after National Offer Day on 1 March 2019 and the application will be considered in the same way as a late application.

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 Saturday 8 September 2018 for entry to Year 7 in September 2019. 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/carers 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/carers 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/carers 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/carers should only request this if they are considering applying for a place in a Birmingham grammar school.

Parents/carers 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/carers 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/carers 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/carer indicates **after** the registration closing date of 4.00pm on Friday 29 June 2018 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.

**2.3.2. Registering for the test:** Parents/carers living in Warwickshire should register for the test with Warwickshire Admissions. Parents/carers living in Birmingham should register for the test with The Grammar Schools in Birmingham. Parents/carers 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/carers will be able to register for the test from Tuesday 8 May 2018. It is recommended that parents/carers 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/carers 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’ (2.3.9). Parents/carers must submit an application for a place to their home local authority by 31 October 2018. 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 29 June 2018**. All registrations will be acknowledged. If you do not receive an acknowledgement 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/carers by Warwickshire Admissions from June 2018. 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/carers registering for the test with The Grammar Schools in 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 2018 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 29 June 2018** 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 Monday 31 December 2018.

Invitation packs for testing sessions will be sent out by Monday 20 August 2018.

- 2.3.3. Candidate age:** If your child was born between 01 September 2007 and 31 August 2008 you may apply for them to sit the test for entry in September 2019. Children not born between these dates will only be able to sit the test if they are being educated out of year group (i.e.

they are being taught in Year 6 for the 2018/19 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 sessions will be on **Saturday 8 September 2018 and Sunday 9 September 2018.**

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 available on the Warwickshire Admissions website and in paper form on request. 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/carers 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 Wednesday 13 June 2018. 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/carers making such a request will be notified by the end of July 2018 whether or not their request has been agreed.

Parents/carers whose children are not able to sit the test on either a Saturday or Sunday for religious reasons must indicate this when registering for the test and supply a supporting letter from their religious leader.

**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 5.00 pm on Monday 10 September 2018. Sufficient medical evidence must be received by the Admissions Service to confirm that your child was unwell and could not attend the main testing session, by 5pm on Wednesday 12 September 2018. If sufficient medical evidence is not received by this date (details of 'sufficient evidence' will be supplied as part of invitation pack) then the child's registration for the 11+ test will be withdrawn and parents/carers will need to re-register the child as a late candidate if they still wish for the child to be tested. Where a late registration is received, then all grammar schools named on the CAF will then be considered as late applications.

**2.3.7. Additional Test Sessions:** Various supplementary test sessions will be arranged as follows:

Tuesday 18th September 2018: 11+ testing session for children who were initially invited to testing on either 8th or 9th September, but could not attend due to illness and who provided evidence of such, as well as children who were invited to one of these sessions but were unable to attend due to prior engagements (and evidence of such was provided prior to the test date). If a child does not attend the 18th September session due to illness, notification must be provided to the Admissions Service by the deadline of 5pm on Wednesday 19th September, with documentary evidence to follow, to be received by the Admissions Service by 4pm Friday 21st September at the latest. Further testing sessions to accommodate such circumstances will be arranged by the Local Authority, as and when required).

w/c: Monday 7th January 2019: 11+ testing session for children who have moved house, and provided sufficient evidence of such, prior to the published deadline of 31st December 2018, and who have registered for the 11+ test by this date.

w/c: 4th March 2019: 11+ testing session for late candidates.

Further testing sessions will be scheduled by the Admissions Service as and when required.

**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.

From Monday 15 October 2018 you will be notified by post of your child's score in the Entrance Test. Parents/carers 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.
- The automatic qualifying scores and waiting list scores for each Warwickshire grammar school for the previous year. 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/carers who have either registered with The Grammar Schools in Birmingham (or have asked that their child's score be shared with The Grammar Schools in Birmingham) will receive an additional letter showing their child's test score and the minimum score required for entry in the previous year, together with the qualifying score for those schools who have set such a score. 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.

**2.3.9. Applications for a school place:** Once parents/carers 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 and weighted 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 on National Offer Day, which is **Friday 1 March 2019**. Children living outside the priority area 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. No late applications/registrations will be considered until after 1st March for 2019 entry, in line with the coordinated arrangements.

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 Friday 1 March 2019, further places may become available – if, for example, parents/carers take up places for their child at another school. These places will be offered from the waiting list, up to the Published Admission Number (PAN) of the school, in line with the reallocation dates as outlined in the coordinated scheme.

The waiting list order will follow the same criteria as outlined in Categories 1 – 5 above, but will also include any applicant who registered late for the 11+ test, or who submitted a late secondary school application.

Any child who is made an offer for a school which was listed lower on their secondary school application than AGS will automatically be added to the waiting list, provided that the child achieved the minimum waiting list score or above for this school, for this particular year of entry, in the 11+ test.

In accordance with the Admissions Code (2014), waiting lists for entry to year 7 will be held for one term until 31 December 2019. Prior to the waiting list being dissolved on 31 December 2019, any applicant not previously tested will be tested using the CEM Centre 11+ test and ranked against the other children who have taken the test. Where such a child is already 12 the oldest age weighting will be applied to their score. After 31 December 2019, section 3 below applies.

**2.4.6. Offers:** Offers will be made on Friday 1 March 2019 by the child's home authority as per the coordinated 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/carers 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. Fair Access Protocol (FAP):** Warwickshire LA has developed a Fair Access Protocol 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/Carers**

**2.5.1.** During the summer term of 2018 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. Parents/carers of children not attending those schools can contact Warwickshire Admissions to request that information, which is also available on the Warwickshire County Council website from 8 May 2018.

**2.5.2.** Parents/carers whose children have a disability and/or require special resources to sit the Entrance Test must complete the supplementary registration form, found on the Warwickshire County Council website, by Wednesday 13 June 2018 – 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 29 June 2018**. 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 Monday 31 December 2018. Late registrations will only be considered after the first round of offers and may not be tested before National Offer Day.

2.5.4. The main testing sessions will take place on Saturday 8 September 2018 and Sunday 9 September 2018.

2.5.5. **Applications** will be made on the home authority's composite parent/carer application forms as part of the coordinated process with neighbouring authorities. As set out in the Schools Admissions Code (2014), 31 October 2018 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 Monday 31 December 2018.

### **3. In-Year Applications for Years 7 to 11**

- 3.1. Change of School Application forms must be submitted to Warwickshire Admissions, and will be processed on a first-come, first-served basis. If two or more applications for the same year group are received on the same day then a random generator will be used to determine which application is processed first.
- 3.2. Children moving into the area or currently living in the area who have not previously been tested, and who are applying for a place in year 7 prior to the waiting list being dissolved on 31 December 2019, will be tested using the CEM Centre 11+ test and ranked against the other children who have taken the test. Where such a child is already 12 the oldest age weighting will be applied to their score.
- 3.3. Children moving into the area or currently living in the area who have not previously been tested, and who are applying for a place in years 8 - 11, or in year 7 once the waiting list has been dissolved on 31 December 2019, will be required to take tests in English and Mathematics arranged by the school. The pupil's current school may 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 they are seeking admission.
- 3.4. 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.
- 3.5. Any place offered must be taken up within four school weeks of the offer having been made. In the event of this not happening, the offer is void.
- 3.6. Where a child is unsuccessful in gaining a place, a new Change of School Application form should be submitted each term where a parent/carer wishes their child to be considered for a place at the school. Each application will indicate a continued interest for a place, should one become available during that term. For the purposes of this paragraph, the autumn term is deemed to end on 31 December, the spring term on 30 April, and the summer term on 31 August.

3.7. **Appeals** The parents/carers of all children refused places will be notified that they have a right of appeal through an independent appeal panel. 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. Confirmed places in year 12 can therefore only be allocated following GCSE Results Day in August. To gain entry into the sixth form, students must normally have achieved a minimum of grade 5 or grade B in 4 different GCSE subjects (NOT vocational equivalents). They must also have achieved at least grade 4 in both 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.<sup>6</sup>

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 Warwickshire Admissions. 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 and 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.

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<sup>6</sup> Distance from home to school will be measured from the address point location coordinate of the home address (as set by Ordnance Survey) to the centroid of the school. The centroid is a predetermined point.

- 4.6. **Appeals:** All applicants refused places will be notified that they have a right of appeal through an independent appeal panel. For applicants not qualifying for places the appeal will take account of the compatibility of the applicant's position in the process. If there are insufficient applicants meeting the entry requirements, 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 Year 12 is full.

## **5. Transport**

- 5.1. It is strongly recommended that parents/carers 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. Further information on Warwickshire's transport policy and application process can be found on the Warwickshire County Council website.

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