



The North Halifax Grammar School

For entry September 2013

Policy Title:	Admissions
Responsibility:	Academy Trust
Statutory Reference:	School Admissions Code November 2011
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Date to be reviewed:	November 2012

1.0 Introduction

- 1.1 The North Halifax Grammar School (NHGS) is a state supported, mixed, selective 11-18 grammar school providing a free education. As an academy, the NHGS Academy Trust is the school's Admission Authority.
- 1.2 In order to preserve the established character of the school, only boys and girls who attain the required standard in the prescribed arrangements for selection by reference to academic ability and attainment will be eligible to be considered for admission to the school.
- 1.3 In accordance with the Admissions Code, the admissions arrangements for the NHGS are fair, clear and objective.

2.0 Admission at age 11 to Year 7

- 2.1 For entry to Year 7, the school operates a joint admissions process with the Crossley Heath School (CHS). In common with all state schools throughout the country, parents must apply using the Common Application Form through their Local Authority (LA) which is responsible for the co-ordinated arrangements to secondary schools.
- 2.2 The Published Admission Number for the two grammar schools will be 310, (at least 155 will be offered places at NHGS and 155 at CHS).
- 2.3 Entry to the two schools will be determined by academic ability and attainment as identified by admissions tests which will be a test of ability irrespective of sex, race or disability. The tests will be accessible to children with special educational needs and disabilities and appropriate, reasonable adjustments will be made.
- 2.4 The admissions tests will consist of:
 - a) a nationally validated test in verbal reasoning, supplied by a recognised body such as G L Assessment or the Centre for Research on Learning and Instruction, University of Edinburgh;
 - b) a test in Mathematics and

c) a test in continuous writing in English.

The reasoning test (a) is a predictor of future performance and as such does not rely upon material that will have been covered in the primary school curriculum. The results from the test are standardised and age-weighted. The Mathematics test (b) is based upon the Key Stage 2 programme of study and the test scores for Mathematics are given a weighting equal to half the value of the verbal reasoning. The test in continuous writing (c) will be completed by all pupils but will only be taken into consideration in the case of the final places to be offered and for those pupils identified as reserves.

2.5 The tests will be conducted at the schools. The admissions tests will be held on a Saturday in September or early October preceding the September of entry. For admission in 2013 the tests will be held on Saturday October 6th 2012. Parents/Carers who wish their daughter/son to take the admission test must complete an NHGS/CHS school registration form either online or by paper copy by September 21st 2012. Registration for admission in 2013 will open on Monday April 16th 2012.

2.6 After the tests are completed, pupils will be placed in a single list based on their performance in terms of aggregated scores on tests (a) and (b). Those with the highest scores will be at the top of the list, which will therefore be an "order of merit".

Some 75% of places available (ie at least 116 at each school) will be offered to that same number of pupils who achieve the highest aggregate scores in tests (a) and (b). The final 25% of places will be offered on the basis of aggregate scores in all three tests. The same method will be used to identify those pupils who will be offered places on a reserve list. The test in continuous writing will be completed by all pupils, but will only be taken into consideration in the case of the final 25% of places to be offered.

2.7 Once the tests have been marked, Parents/Carers will be informed in writing of the overall test score achieved by their daughter/son and their position in the ranked order of merit. Parents should note that this does not constitute the offer of a place.

2.8 In accordance with the details outlined in the Calderdale Admissions to Secondary Schools Booklet, the pupils identified in the order of merit, assessed as suitable for a Grammar School place and being capable of gaining full advantage from the type of education provided, will be notified to the LA. The LA will then allocate places according to the co-ordinated scheme.

2.9 A candidate may only sit the admission test once.

2.10 Calderdale Local Authority is responsible for the co-ordinated scheme for admission to secondary schools in the LA area. Under its scheme, only one offer of a school will be made by Calderdale for admission to any secondary school, including NHGS. Parents may express up to five preferences for admission to all maintained schools. The priority in which parents express their preferences will be used to determine which one offer is made.

2.11 Parents need to understand that the system by which the LA allocates school places means that if, after applying the admissions criteria, a child appears on the eligible list of their first preference school, then this is the place that will be offered. A pupil with NHGS as a 2nd or lower preference, even if they are eligible for a grammar school place because of their position in the order of merit, will not be offered a place, if they are eligible for a school which they have placed at a higher preference on the Common Application Form.

2.12 If several pupils satisfy the first order criteria equally, then a range of supplementary criteria will be invoked, in this order:

- a) looked after children and previously looked after children;
- b) proximity of the child's home to the school, with those living nearer accorded the highest priority. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate. Distances will be calculated using the LA's Geographical Information System (GIS). To ensure consistency, all measurements will be carried out by the LA's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from. If there is a shared responsibility between parents, the home will be that place in which the child spends the majority of time in a school week when the school is in session;
- c) Pupils with siblings (to include step-siblings foster siblings, and adopted siblings living permanently in the same address) presently attending the school.

2.13 The LA will distribute the formal offer of a place on March 1st. A single offer of a secondary place will be made by Calderdale LA for admission to a secondary school, including NHGS.

2.14 Parents whose daughter or son has not been offered a place at NHGS may place their daughter/son's name on a waiting list by applying in writing to the school after March 31st. Parents should also notify the LA that they wish to be considered for a place if one becomes available. The responsibility for the waiting list transfers from the LA to the NHGS Academy Trust after the first term of Year 7. The waiting list will be managed according to the applicant's position in the order of merit or if the pupil has not taken the test in the normal round of Year 7 admissions because, for example, they had only recently moved into the area, their position in the order of merit having taken the admissions tests.

3.0 Appeals

3.1 A parent or carer may appeal against the decision not to admit a pupil to the school. When the LA informs the parents of the place at a secondary school allocated to them they will be informed of the reasons the admission to other schools was not allowed. They will also be informed about the right to appeal, the deadline for lodging the appeal and the contact details for making an appeal.

3.2 Parents will be informed that if they wish to appeal they must set out their grounds for appeal in writing to the Admissions Authority. Admission Authorities cannot prescribe the grounds on which appeals can be made.

4.0 Applications for Casual Vacancies in Years 7, 8, 9, 10 and 11

4.1 Governors must retain and protect the character of the school, and are obliged to honour the criteria of ability and attainment which have formed the basis of selection at 11+. Thus Governors will ensure that any pupil who is admitted to the school into Years 7 (after the first term), 8, 9, 10 and 11 other than by the selection procedure at 11+, either:

- would have passed the selection tests if they had been taken,
- or*
- if the tests were taken but the pupil was not offered a place, that sufficient improvement has been made to warrant the offer of a place.

4.2 Parents who wish their children to be considered for entry to the school in Years 7-11 inclusive should make a written application to the school.

4.3 If there is a vacancy in Years 7-11 the applicants appropriate to the year in which the vacancy has arisen will be invited into school to take the most recent school tests in

English, Mathematics, French (or equivalent MFL) and Science. A member of the admissions staff will meet with the prospective parents.

- 4.4 Parents will be asked to give their permission for the school to approach the child's present school and to ask for an assessment of his or her ability.
- 4.5 On the basis of the judgement reached by the Sectional Leader and the Headteacher, the pupil, if a single candidate, will be offered the available place if the criteria of ability and attainment appear to have been satisfied.
- 4.6 In the case of more applicants than available places, candidates will be tested, if possible and where practicable simultaneously, and the place or places will be offered to those who demonstrate the strongest ability in the areas tested. In the case of an apparent equality of attainment, the criteria established under 2.12 (a) to (c) above will be invoked.
- 4.7 Pupils may be placed on a waiting list. Places will be offered based on performance in appropriate tests in English, Mathematics, Science and Modern Foreign Languages.

5.0 Admission into Sixth Form

- 5.1 Admission to A level courses is arranged on the basis of attainment in GCSE examinations, in relevant subjects. At present the minimum requirement is 6 GCSE subjects at Grade C or above, which must include four at grade B or above and C grades or above in English Language and Mathematics. Equivalent vocational qualifications may be accepted for entry into the Sixth Form. Full course, Level 2 qualifications, including OCR national qualifications will count as one GCSE. To study Biology, Physics or Chemistry, students must have studied at least Science and Additional Science at GCSE; to study Mathematics they must have studied higher tier Maths GCSE. In these subjects students need to have achieved B grades in their GCSEs.
- 5.2 External applicants meet with a member of the Sixth Form Leadership Team to discuss courses and options. If they meet the admissions criteria and there are places available in the Sixth Form, the Sixth Form Leader will offer places to applicants who are considered to be capable of benefiting from the courses offered. If there are more candidates than available places then the oversubscription criteria set out in 2.12 will be applied.
- 5.3 The Published Admission Number (PAN) for external applicants into the Sixth Form will be determined by the number of Year 11 students staying on in Year 12 but will not normally be less than 30. The PAN for Year 12 is 185 which would mean admitting 30 external applicants if all Year 11 students stayed on into the Sixth Form.
- 5.4 External students must submit their application form (on the website or available from the school) by the published closing date in order to be eligible.
- 5.5 Students who move into the area after the published closing date and who wish to apply to the NHGS Sixth Form are advised to contact the school at the earliest opportunity so that applications can be considered if there are places available.
- 5.6 Any student refused entry has a right of appeal to the Admissions Authority.