



# Admissions Policy

For entry September 2019

<b>Responsibility:</b>	<b>Academy Trust</b>
<b>Date approved by the Governance Board:</b>	<b>March 2017</b>
<b>Date to be reviewed:</b>	<b>September 2018</b>
<b>Statutory Reference:</b>	<b>School Admissions Code December 2014</b>

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## 1.0 Introduction

- 1.1 North Halifax Grammar School (NHGS) is a state supported, mixed, selective 11-18 grammar school providing a free education. As an Academy, the NHGS governance board is the school's Admission Authority.
  - 1.2 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 through their Local Authority (LA) which is responsible for the co-ordinated arrangements to secondary schools. Parents must consult their LA to confirm the arrangements for such applications.
  - 1.3 In order to preserve the established character of the school, only children 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.
  - 1.4 In accordance with the Admissions Code, the admissions arrangements for NHGS are fair, clear and objective. The school does not have a defined catchment area and parents with children in any LA may apply.
  - 1.5 All tests for admission into any year group will take place in the two schools (NHGS and CHS) unless there are special circumstances, in which case the tests will be conducted under the supervision of an invigilator from the schools.
  - 1.6 Familiarisation materials (including sample exam questions) will be available on the two schools' websites.
  - 1.7 Children who have a statement of special educational needs or EHC plan which names the school, will be admitted.
  - 1.8 The Published Admission Number (PAN) for North Halifax Grammar School is 180 (the PAN for CHS is 180).
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### 2 The Tests

- 2.1 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 based upon evidence provided by parents and/or primary school (Refer to App 1). Children sitting the tests may be required to have a photo taken on the day of the examination for the sole purpose of verifying their identity for the purposes of sitting the tests.

The admissions test will consist of:

- a) a test in English;
- b) a test in Mathematics and
- c) a nationally validated test in Verbal Reasoning (VR).

2.2 The scores for each test will be age-weighted.

2.3 After the tests are completed, children will be placed in a single list based on their performance in terms of aggregated scores on all three tests. Those with the highest scores will be at the top of the list which will form an 'order of merit'.

2.4 Following the tests, the information we will release will be the child's order of merit. We will not release the score, nor the breakdown of scores for the individual tests. The grammar schools will not have access to this information. The tests are selection tests and not diagnostic tests. As such the scores are not used in the allocation process. The only information that is used is the order of merit.

2.5 A candidate may only sit the admissions test once. If a candidate is unwell immediately before or on the day of the test and is unable to attend please inform the school as soon as possible. A letter must be sent to the Principal within 5 working days of the test enclosing a letter from your doctor or a relevant medical certificate. Arrangements can then be made for the test to be sat at a later date. Supplementary tests will be available to children who are unable to sit the original test for valid reasons for which evidence is provided or for children who have moved into the area after the admissions test has taken place.

The tests will be conducted at the schools. The main admissions tests will be held on a Saturday in September or early October preceding the September of entry. For admission in 2019 the test will be held on Saturday 29<sup>th</sup> September 2018. Parents who wish their child to take the admission test must complete a NHGS/CHS school registration form either online or by paper copy by Friday 7<sup>th</sup> September 2018.



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Registration for admissions will open on Monday 16<sup>th</sup> April 2018. Parents of children registered for Pupil Premium (Free School Meals) must indicate this when registering for the test and provide evidence. Failure to provide the evidence could result in a child not be awarded a place at their preferred grammar school.

2.6 Applications received after the closing date of 7<sup>th</sup> September 2018 will be considered following 1<sup>st</sup> March 2019. Late applications will not be considered in the first round of offers.

### **3.0 Order of Merit**

3.1 Once the tests have been marked, the schools will inform parents in writing of the child's position in order of merit. In order to reach the required standard, candidates must be in the top 500 places in the order of merit. Reaching the standard does not guarantee the offer of a place.

### **4.0 Allocation of places**

4.1 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 school offer is made.

4.2 In accordance with the details outlined in the Calderdale Admissions to Secondary Schools Booklet, the school will send a list to Calderdale LA of the children to be offered a place at one of the grammar schools as determined in section 6 of this policy.

4.3 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 child with NHGS as a 2<sup>nd</sup> 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 initial application.

4.4 The LA will distribute the formal offer of a place on 1<sup>st</sup> March 2018. A single offer of a secondary place will be made by Calderdale LA for admission to a secondary school, including NHGS, to parents of children resident in Calderdale. For those children living outside Calderdale, the offer will be made by their home LA.

4.5 Parents whose child has not been offered a place at NHGS at the allocation date but were deemed suitable by the grammar schools must notify Calderdale LA if they wish to be placed on the reallocation list to be considered for a place should one become available. The responsibility for the waiting list transfers from Calderdale LA to NHGS Academy Trust in the first term of Year 7. At the start of the Autumn Term NHGS will receive a list from the LA of



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children who have requested reallocation to NHGS. The reallocation list will be maintained until the last school day of the Autumn Term. The school will check with parents if they wish their child(ren) to remain on the waiting list after this time.

- 4.6 Should a vacancy arise in Year 7 prior to the end of Term 1, children on the waiting list who sat the entrance examination in the previous October and who were next in the order of merit will be contacted to see if they wish to be considered for a place. From the start of Term 2 the arrangements detailed in section 8 will apply.

### 5.0 Allocation of places and oversubscription criteria

- 5.1 If more children reach the required standard in the test than there are places at the school, children in the following categories who reach that standard will be offered a place according to the following oversubscription criteria, which will be applied in the following order:

- a) *Children looked after and children previously looked after* \* (see definition below)
- b) *Children attracting the Pupil Premium (PP)* \*\* (see definition below)

Once these places have been allocated the remaining places at NHGS will be offered according to the order of merit until the school reaches its PAN.

Where two or more children achieve the same score as the child in the last place to be offered at NHGS the following oversubscription criteria will apply as a tie breaker:

- i. *Siblings (to include step siblings, foster siblings, and adopted siblings living permanently in the same address) of children presently attending the school.*
- ii. *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 that is registered for child benefit will be used.*

\*A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).



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**\*\*Children attracting Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 5 years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration and 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. Parents of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Parents will need to provide evidence of Pupil Premium registration to the schools no later than the end of the September in the year of application. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.**

### **6.0 Appeals**

- 6.1 A parent may appeal against the decision not to admit a child 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.
- 6.2 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. Letters of appeal should be sent directly to the Clerk to the Independent Appeals Panel as detailed on the notification letter.

### **7.0 Applications for Casual Vacancies in Years 7-11**

- 7.1 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 child who is admitted to the school into Year 7 (after the first term) or Years 8-11, 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 child was not offered a place, that sufficient improvement has been made to warrant the offer of a place.
- 7.2 Parents who wish their child to be considered for entry to the school in Years 7-11 should contact the school and will be sent an application form for the casual vacancy waiting list. On its receipt their child will be added to the waiting list.
- 7.3 If there is a vacancy in Year 7 after the first term or in Years 8-11, and there are more applicants than available places, the applicants appropriate to the year in which the vacancy has arisen will be invited into school to take school tests in English, Mathematics, Science and French or Spanish. Only children on the waiting list at the time of the vacancy will be invited to sit the tests. Any application received after invitations to sit the tests have been sent out will not be considered for the current vacancy but will be added to the waiting list for any future vacancy.



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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 if that ability matches the ability of the students in the year group for which there is a vacancy. In the case of an apparent equality of attainment, the criteria established under section 5.0 will be invoked.

- 7.4 On the basis of the judgement reached by the Principal, the child, if a single candidate, will be offered the available place if the criteria of ability and attainment appear to have been satisfied.
- 7.5 Parents will be asked for permission for the school to approach the child's present school to ask for an assessment of his/her ability in order to support transition to the grammar school.
- 7.6 Parents of children who are unsuccessful may ask for their child(ren) to remain on the waiting list to be considered for entry in the following academic year should a vacancy arise. Students will not automatically be left on the list and will be taken off at the end of each academic year unless a request is made to remain on the list. Students will be allowed only 1 attempt at the tests in any given academic year.
- 7.7 Whenever a child is refused a place a right of appeal will be provided in accordance with 6.0.

### **8.0 Other Admissions**

- 8.1 Secondary schools in Calderdale participate in Calderdale Behaviour and Attendance Collaborative (BAC) and have a reciprocal arrangement to place children at risk of exclusion within each other's schools. On an occasion that a child is deemed suitable for a place at NHGS, (ie they meet the academic standards), then he/she will be given a place in preference to children on the waiting list, even if this takes the school above its capacity.

### **9.0 Withdrawal of Place**

- 9.1 False or intentionally misleading information supplied to the school will result in the offer of a place being withdrawn.

### **10.0 Admission into the Sixth Form**

#### 10.1 General Principles

At NHGS we offer a range of A level subjects and our policy is to ensure that all students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. All students in Year 11 at NHGS will be encouraged to apply for the sixth form and a place will be guaranteed to all those who meet the entry requirements. We also accept applications from students wishing to transfer to NHGS from other schools. In all cases the same academic admissions criteria will apply.



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10.2 The published admissions 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 50. The PAN for Year 12 is 185 which would mean admitting 30 external applicants if all Year 11 students at NHGS stayed on into the sixth form.

10.3 The PAN may be exceeded if any external applicant has met the relevant entry requirements and their preferred courses of study have spaces available. The decision of the Principal will be final but those refused a place will have a right to appeal to an Independent Panel as set out in this document.

### **11.0 Multiple births or children with birth dates in the same academic year**

11.1 Application for places is based on meeting the individual requirements of the course (s). No guarantee of a place is given to students with either the same birth dates or children born in the same academic year from the same family.

### **12.0 Academic requirements**

- A minimum of 6 GCSE subjects at Grade 5 or above including English and Mathematics;
- A Grade 5 or above in any subject to be studied at A-level (where the student has previously studied the subject);
- Equivalent vocational qualifications may be accepted;
- All full course, Level 2 qualifications, including Applied GCSEs, of whatever size will count as one GCSE.
- To study Biology, Physics or Chemistry, students need to have achieved a Grade 6 or above in the respective GCSEs or a minimum of two Grade 6's in Science and Additional Science at GCSE.
- To study Mathematics, Physics or Chemistry students must have Grade 6 or above in Mathematics at GCSE.
- To study French or Spanish students must have a Grade 6 or above in their chosen language.
- Students wanting to study 4 A level courses should achieve at least an average GCSE Grade of 7.

Entry requirements may be relaxed if the school is satisfied that there have been exceptional circumstances e.g. caused by extreme medical problems. In this case the school will already have

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received appropriate documented evidence during Year 11 or will be able to access such evidence from an applicant's previous school in the case of a pupil joining the school in Year 12.

### **13.0 Applying for entry into the Sixth Form (External Applicants Only)**

- 13.1 Applications should be made on the school's application form and forwarded to the school's Sixth Form Leader by early January in the year of admission (the exact date will be available on the school website and in admissions information).
- 13.2 Decisions regarding the offer of sixth form places will be made by the Sixth Form Leader and offers will be made to all students meeting the criteria. If numbers exceed the published PAN or courses are oversubscribed, then places will be allocated according to the oversubscription criteria as published in section 14.
- 13.3 Once an offer has been made, students will be invited into school to discuss option choices. Where a course is oversubscribed, offers will be confirmed etc.
- 13.4 Where places are oversubscribed, places will be offered to candidates with the better grades at GCSE. Offers will be confirmed as soon as appropriate exam results are confirmed. All students are required to start on the first school day following 1 September.

### **14.0 Oversubscription criteria**

- 14.1 Once the academic criteria for admission have been met, places will be allocated according to the following over-subscription criteria:
  - a) Year 11 students currently on roll within the school;
  - b) Children who are looked after or previously looked after (a "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
  - c) Children who attend a school without sixth form provision;
  - d) 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 ADDRESSPOINT data. This is the point which distance measurements will be taken





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from. If there is a shared responsibility between parents, the home that is registered for child benefit will be used.

Any remaining places will be allocated in rank order to those students who have the better performance predicted at GCSE or to students whose preferred courses tie in with spaces.

### **15.0 Waiting List**

- 15.1 A waiting list will be held by the school and offers will be made as places become available. Offers will be made subject to spaces being available on the courses requested. Alternative courses will be discussed where a student's first choice is not available.

### **16.0 Late Applications**

- 16.1 If an application is received after the deadline and before the date parents are notified of places this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply eg hospitalisation of a parent or a family has just moved into the area. In such instances evidence will be required. Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course.

### **17.0 Appeals Process**

- 17.1 If an application is refused there is a statutory right of appeal to the school's Independent Appeals Panel. Appeals may be lodged by either the parent or student. Further details of the appeals process are available by contacting the school.

### **18.0 SEND and ECHP**

- 18.1 Students with statements of SEND or an EHC Plan that name NHGS, will be admitted to the school;

### **19.0 Entry into Year 13 for external applicants**

- 19.1 Applications from students into Year 13 will only be considered in exceptional circumstances and at the discretion of the Principal.

### **20.0 Withdrawal of Place**

- 20.1 False or intentionally misleading information supplied to the school will result in the offer of a place being withdrawn.



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### APPENDIX 1

#### **Children with a recognised Special Educational Need or Disability (SEND)**

Children with a recognised SEND may be given special consideration for the entrance tests if:

The primary school can provide evidence that the child has SEND support with a history of at least 2 terms of extra time being routinely made available to access formal assessments. Modified formats of the test papers will be provided where possible in the case of children with a recognised special need. Additional time may also be provided if there is evidence to suggest that this is necessary and the child currently works with additional time in primary school. Evidence from the primary school showing that the child has received additional time in state tests and is regularly provided additional time to complete tasks within school is needed.

Children who have a statement of special educational needs or EHC plan which names the school, will be admitted, if they meet the entry criteria.