



North Halifax Grammar School

Admissions Policy

For entry September 2023





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Admissions Policy

For entry September 2023

Responsibility:	Academy Trust
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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 UK Local Authority may apply. Anyone wishing to apply from outside the UK should contact the school's admissions team.
- 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, if the required standard is met.
- 1.8 The Published Admission Number (PAN) for North Halifax Grammar School is 180 (the PAN for CHS is 180).
- 1.9 The date of birth of all applicants must be between 1st September 2011 and 31st August 2012. If an applicant's date of birth is outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, then an application will be



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considered under the policy's Exceptional Circumstances section, 11.0. Please contact the admissions team at the school for further information.

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 and Verbal Reasoning (VR)
- b) a test in Mathematics and non- VR

2.2 The scores for each test will be standardised and 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 across both 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 and score. 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. Valid reasons might include a clash with the admissions tests of another grammar school within the same broad geographical region

2.6 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 usually. For admission in September 2023 the test will be held on Saturday 24th September 2022. 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 1st July 2022.

2.7 Registration for admissions will open on Friday 1st April 2022. 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 being awarded a place at their preferred grammar school.



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- 2.8. Applications received after the closing date of Friday 1st July 2022 might not be considered until after Tuesday 1st March 2023. Candidates who apply late will not be able to sit the main entrance test on Saturday 24th September 2022. In the case of late applications for the admissions tests (i.e. those received after the closing date of 1st July 2022), the candidates will not be able to sit the main admissions tests. Instead, candidates will be asked to sit a supplementary test. For administrative reasons, those candidates who sit supplementary tests might not be able to receive their result before the Common Application Form has to be submitted to the Local Authority. In some cases, candidates' applications and results might not be able to be processed before the National Offer Day. In such cases, please contact the school's admission team for further advice.

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 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 initial application.
- 4.4 The LA will distribute the formal offer of a place on Wednesday 1st March 2023. 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 children who have requested reallocation to NHGS. The reallocation list will be maintained



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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 Autumn Term, children on the waiting list who sat the entrance examination in the previous year 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 Spring Term the arrangements detailed in section 7 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) and children whose parent/carer is a current serving UK Armed Forces personnel will be treated as a child who has attracted Pupil Premium. Parents will need to provide evidence of their position within the armed forces 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.*

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 or information from the courts showing which home the child resides in for most of the time. For families that are not eligible to claim child benefit, the address that was entered onto the application form at the time of applying for a place, will be the address used as the child's predominant address.*

* A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in



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state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

**Children attracting Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 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 Casual Vacancies in Years 7-11

If the number of students in Years 8 and 9 (or in Year 7 after the first term) drops below 180, the school can invite candidates who are on its waiting list for the relevant year group to sit an admissions test. The candidate(s) who perform(s) best in these tests will be offered the place(s) available as long as they meet the qualifying standard for entry into NHGS

- 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+, has taken a selection test and has performed at a level that meets the qualifying standard for entry into North Halifax Grammar School.
- 7.2 Parents who wish their child to be considered for entry to the school in Years 7-11 other than by the selection procedure at 11+ should contact the North Halifax Grammar School's Admissions Officer (admissions@nhgs.co.uk).

8.0 In Year Transfers

Upon receipt of an in-year application, North Halifax Grammar School will notify the applicants in writing within 15 days of the next available test date. Tests for potential in-year admissions will be held no more than once during each term. If no applications have been received, the tests will not be held. Any application received after invitations to sit the tests have been sent



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out will be invited to sit the following term's test. Details of the tests will be communicated to parents / candidates in advance of the tests.

- 8.1 Achievement of the qualifying standard does not guarantee an offer of a place. Following the tests, a place or places will only be offered if there is a vacancy in the relevant year group. If there is a vacancy or vacancies, the place(s) will be offered to those who demonstrate the strongest ability in the areas tested, provided that ability meets the qualifying standard for the school. In the case of an apparent equality of attainment, the criteria established under section 5.0 will be invoked. If the relevant year group is full at the time of the tests, any applicants who achieve a sufficiently high standard will be placed on the waiting list for the year group. The waiting list will form an order of merit. At such time that a vacancy arises, places will be offered to applicants in accordance with the order of merit.
- 8.2 Parents of applicants who have sat a test and achieved the required standard but who are not offered a place because the relevant year group is full have the right to appeal the decision of the admissions authority not to offer a place.
- 8.3 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 one attempt at the tests in any given academic year.
- 8.4 Whenever a child is refused a place a right of appeal will be provided in accordance with 6.0.

9.0 Fair Access Protocol

Secondary schools in Calderdale participate in Calderdale Behaviour and Attendance Collaborative (BAC) and operate a Fair Access Protocol which applies to certain students who fall within its terms. On an occasion that a child is deemed suitable for a place at NHGS, (ie they meet the academic standards), then they may be given a place in preference to children on the waiting list, even if this takes the school above its capacity.

10.0 Withdrawal of Place

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

11.0 Exceptional Circumstances

In exceptional circumstances (for example, a candidate is entirely unable to sit any admissions tests because of disability, serious illness etc) the school will convene an admissions panel consisting of at least two senior members of staff and two governors. The panel will determine firstly whether exceptional circumstances do apply and will then consider a range of evidence about the candidate's academic ability to determine whether or not the candidate meets the academic standard to qualify for a place. If the candidate does meet the qualifying standard they will then be ranked in accordance with the published oversubscription criteria to determine whether an offer of a place should be made. If an assessment of existing academic materials is to be used, then parents / carers will be notified in advance of the specific items of evidence to be submitted.

- 11.1 If parents apply for a place for their child outside of their normal age group they should first contact the school's admission team. An admissions panel will be convened (see 11.0 above) and will consider the circumstances of the case and determine the best route forward, following



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the guidance of sections 2.18, 2.19 and 2.20 of the School Admissions Code. Usually this will include asking the candidate to sit an admissions test to establish whether they meet the qualifying standard to be considered for a place.



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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 (WU1) 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 which would be considered may include diagnostic tests administered by an appropriately qualified professional.

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.

Examples of reasonable adjustments that may be provided:

- Coloured paper
- Enlarged font
- Scribe
- Reader
- 25% additional time
- Rest breaks
- Word processor
- Prompter
- Other adjustments which are specific to the needs of the candidate e.g. medical / psychological needs