

ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2016

The governing body of Queen Elizabeth's Grammar, Alford, is the admission authority for the academy. They will admit, essentially by assessment, those pupils who they consider the most likely to benefit from grammar school education.

1. Entry at 11+

The **11+ testing** will be in line with the Lincolnshire Grammar Schools' Consortium, with the academy's Year 7 intake drawn from those in approximately the top 25% of the ability range of the relevant age group. The admissions number in Year 7 is 84 in three-forms of entry.

The catchment area's primary schools have offered to administer the 11+ tests on behalf of the governors of Queen Elizabeth's Grammar, Alford. If out-of-catchment pupils are not able to take the 11+ tests in their primary school, they may take them at their nearest grammar school or at Queen Elizabeth's.

The 11+ procedure will involve two tests: one verbal reasoning and one non-verbal. Both tests will be taken in the September for pupils in their final year at primary school (and of the appropriate age group).

Pupils who have a statement of special educational needs or educational health care plan which names Queen Elizabeth's Grammar, Alford, and who have achieved the required score will be offered a place in accordance with the Education Act 1996.

Preference will be given to:

1. Pupils who have reached the required score and who are or have previously been in public care as defined below.
2. Pupils living within the designated free transport area (our traditional catchment area) who have reached the required score. A map of this designated free transport area is available from the school office and on our website.
3. Pupils who do not live within our designated free transport area but attend the primary schools within it (Alford, Huttoft, Mablethorpe, Sutton-on-Sea, Theddlethorpe, Willoughby and Withern) and who reach the required score.¹
4. Pupils not living in the designated free transport area or attending a primary school in this area who reach the required score.²

In the case of **oversubscription** from pupils, who have reached the required score, pupils will be ranked according to their 11+ test scores and admitted in descending order of score. In the event of a number of pupils having exactly the same 11+ score then the governors will apply a tie-breaker based on the straight line distance (measured electronically by the local authority between the post office address point of the home and the post office address point of the academy), with the child living closest to the academy being given the place. If two or more applicants are still tied for the last place then the governors will arrange for an independent person to undertake a random allocation for these children only.

¹ Historically, all those living in the designated free transport area, or attending a primary school within this area, have attained places.

² Typically about half of each year group comprises pupils who do not live within the designated free transport area.

A **child in public care**, sometimes referred to as 'looked after' is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the children act 1989, at the time of application. This definition includes include previously looked after 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.

In order to meet the government's military covenant aimed at helping **service personnel**, and **Crown Servants** returning from abroad we have adopted the following arrangements in line with local council policy. For late co-ordinated applications and mid-year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will consider admitting providing all children in public care have already been admitted and there are no children with higher priority under the oversubscription criteria on the ranked reserve list. This will be irrespective of the fact that the school has had appeals or appeals are scheduled. We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

By law the governors must consider parents who have named the school using the common application form (or have applied online) before any other parents. The governors will investigate any concerns they may have about the information you provide on the application form and may withdraw the offer of a school place if they find evidence that a fraudulent claim has been made.

Parents of pupils not offered places at the academy have the **right of appeal** against the academy's admission panel decision. Appeals forms may be obtained from the clerk to the governors, c/o Queen Elizabeth's Grammar, Alford after places are allocated in March and should be returned to school by the end of that month. All appeals will be heard by an independent appeals panel who will consider whether 'prejudice' would arise were the child to be admitted, and the weight of the parents' case in terms of extenuating circumstances. The decision of the appeals panel is binding.

Repeat applications will not be considered in the same academic year unless there has been a significant change in circumstances.

The governors will keep a waiting list up until the end of the autumn term. This list is kept in the order given above and it is where the child stands in relation to these criteria rather than the length of time on the waiting list that will determine if a place is offered.

2. Entry at other times

Pupils are normally admitted at 11+ and 16+, but we will consider requests for places at other times if there should be places available. The governors seek to admit the most able pupils and will admit those pupils where there is evidence that the pupil is in the top 25% of the ability range and whose performance indicates that they would benefit from the curriculum and pace of work available at this academy. Selection will be based upon KS2 results, CATS and other standardised test information which is available. The assessment tests we use in school are for English and Mathematics each lasting 1 hour and these are from national curriculum/GCSE papers which can be standardised to indicate whether an applicant would be placed in the top 25% of the ability range nationally.

3. Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Queen Elizabeth's Grammar will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the child's head teacher

4. Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

5. Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

6. Entry into the upper school at Year 12

This is based on pupils attaining at least 8 or more GCSEs at C or above (including Maths and English), with at least 6 grades at B or above. For A level study pupils should usually have a grade A or above in the subjects they wish to study. The published admissions number for Year 12 is 20. This applies to students joining the sixth form from other schools.

In the case of **oversubscription** from students from other schools, who have reached the required GCSE grades, students will be ranked according to their GCSE points score. In the event of a number of students having exactly the same score then the governors will apply a tie-breaker based on the straight line distance (measured electronically by the local authority between the post office address point of the home and the post office address point of the academy), with the student living closest to the academy being given the place.

Pupils will be selected without regard to colour, race, creed or gender, and without regard to a pupil's likely or known requirements for special educational needs. The school will continue to provide for pupils with special educational needs, provided that such pupils meet the criteria in force for selection of a place at the academy.

Parents of pupils not awarded places at the school have the **right of appeal** to an independent appeals panel. Any such appeal should be made following the notification of a place not being offered at the academy. Appeals forms may be obtained from the clerk to the governors, c/o Queen Elizabeth's Grammar, Alford.

7. Visits to the academy

The academy's annual open evening takes place on the first Thursday in October. Details are sent to all feeder schools and publicised in the local press. There is also an open evening for the Sixth Form in February/March. Parents of prospective pupils are welcome to visit the academy at other times by prior arrangement with the headteacher.

Approved by Governors on 18 March 2015