



TRAFFORD  
COUNCIL

# Applying for School Places

## 2021 Secondary School Information for Parents

This booklet contains information on the transfer from primary to secondary school, all school admissions policies, in-year transfers, travel assistance and other relevant policies.

September 2021

[www.trafford.gov.uk](http://www.trafford.gov.uk)

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If you need any help or advice about the services described in this booklet please ask a friend who speaks English to phone:  
0161 912 5007

اذا كنت في حاجة الى مساعدة أو نصائح عن الخدمات المتضمنة في هذه المنشورة الرجاء طلب من صديق يتكلم الانجليزية الاتصال برقم الهاتف

ARABIC

0161 912 5007

若需要諮詢或者了解本冊子里講到的任何服務項目，請找一位會說英文的朋友幫您致電 0161 912 5007。

CHINESE

Si vous avez besoin d'aide ou des conseils concernant les services décrits dans cette brochure, prière de demander à un ami qui parle l'Anglais de téléphoner au 0161 912 5007.

FRENCH

આ પુસ્તિકા જણાવવામાં આવેલી સેવાઓ બાબતો જે તમને સલાહ કે મદદ જોઈતી હોય તો કૃપા કરીને આપના અંગ્રેજી બોલનાર મિત્ર ને 0161 912 5007 પર ટેલિફોન કરવાનું કહો

GUJARATI

Jeśli potrzebujesz pomocy lub porady w sprawie usług opisanych w tej broszurce, poproś znajomego, który mówi po angielsku aby zatelefonował pod numer telefonu: 0161 912 5007.

POLISH

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PUNJABI

اس کتابچے میں بیان کی گئی خدمات کے متعلق اگر آپ کو کسی مشورے یا مدد کی ضرورت ہو تو اپنے کسی ایسے دوست کو اس نمبر پر فون کرنے کیلئے کہیں جو انگریزی بول سکتا ہو۔

URDU

0161 912 5007

## INTRODUCTION

The transfer from primary to secondary school is an important milestone in the life of your child. For most children, the transfer to secondary school will be a straightforward process and the information provided in this booklet will help you make your decision. Some parents, where personal circumstances are different, might need more complex and detailed advice. I hope that the information in this booklet will help in even the most difficult of circumstances. In any event, the School Admissions Team is always available to give help and realistic advice.

Trafford Local Authority (LA) is responsible for processing applications for transfer to secondary school, for all its residents, for any state funded secondary school, including academy schools and free schools. In this booklet “school” means a maintained school, an academy school or a free school in Trafford.

Information about all schools in Trafford is included in the “List of Trafford Secondary Schools” on Page 27. This gives you information about each of the schools. The admissions policies for these schools are also included in this booklet. Information on schools outside Trafford should be obtained directly from that school or from the relevant Local Authority.

All state funded schools are required to provide information about themselves on their websites. Links to the websites for Trafford schools are provided on Trafford’s website:

### [Schools in Trafford](#)

It is also useful to visit the schools which interest you before applying and I hope you will take the opportunity to visit your local area schools along with any others you might like to consider.

We do try to make sure that pupils are offered a place at one of their preferences but in some instances this will not be possible. In all instances the relevant admissions criteria will be used to determine which children are offered places.

You can make your application online: [Apply Online](#)

Please read the guidance notes provided before you submit your application.

It is most important that you submit your application by the closing date of **31 October 2020**.

The information in this booklet details the policies and procedures adopted by Trafford and will be referred to in every event, as such the information might seem formal and difficult to understand. However, the Admissions Team is available, at all stages, to give you personal advice and will do everything they can to provide you with the information and support you need.

Marilyn Golding - School Admissions

**PLEASE NOTE:** The information in this document is for the 2021 academic year and is correct at the time of writing but policies are constantly kept under review and there may well be further changes within the education system which affect these policy statements arising from national legislation. In cases of doubt contact should be made with the Admissions Team.

## How to Contact Trafford School Admissions

### WRITE

You can write to us at the following address:

School Admissions

Waterside House

Sale

M33 7ZF

### TELEPHONE

You can telephone School Admissions on the following number:

0161 912 5007 or 0161 912 5080

### E-MAIL

You can send an e-mail to: [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

## Timetable for Secondary School Transfer Process

<p>SEPTEMBER 2020</p>	<p><b>Monday 14 September</b> Online Application System goes live</p>
<p>OCTOBER 2020</p>	<p><b>Saturday 10 October</b> Altrincham Boys Grammar School Entrance Examination</p> <p><b>Friday 16 October</b> Loreto Grammar School Entrance Examination St. Ambrose Catholic College Entrance Examination</p> <p><b>Monday 19 October</b> Entrance Examination for the Consortium Schools: Altrincham Girls Grammar School Sale Grammar School Stretford Grammar School Urmston Grammar School</p> <p><b>31 October</b> Closing Date for Applications</p>
<p>MARCH 2021</p>	<p><b>1 March</b> – National Offer Day</p> <p>Online applicants will be able to view the allocated school on their online account.</p> <p>An allocation decision letter will be sent by first class post to the home address of all applicants.</p>
<p>APRIL 2021</p>	<p>Review of allocation of vacancies</p>

## HOW TO APPLY FOR YEAR 7 SECONDARY SCHOOL PLACES

### IMPORTANT NOTE ABOUT THE DELAY OF GRAMMAR SCHOOL ENTRANCE EXAMINATION RESULTS

As Trafford Grammar School Entrance Examinations have been delayed, due to the Covid 19 virus, applications may have to be submitted before the result of any test is known. This year Trafford will allow 3 additional preferences to be submitted which will enable applications to include up to 5 grammar schools as well as catchment area non-selective schools. Please read the Guidance Notes below for details of how to submit additional preferences.

All applications for transfer to state funded secondary schools must be made to your home Local Authority (LA) that is the LA where you live, regardless of where the school of your choice is located. All Trafford residents must apply to transfer to ANY secondary school, wherever it is, to Trafford. At the end of August, all Trafford residents are sent information about how to apply. Applications must be received by 31 October 2020. If you live outside Trafford LA you will receive information from your own LA.

Trafford LA will collate applications for all Trafford residents and will co-ordinate with other LAs as required.

All parents who submit an application to the Local Authority are regarded as having made valid applications. An additional or supplementary application may also have to be completed for applicants considered under faith criteria of faith schools and for selective schools.

If you only apply direct to a school your application will not be considered. If you do not submit your application by 31 October 2020, your application will only be considered after all on time applications have been processed.

### PROCESSING YOUR DATA

Our core data protection obligations and commitments are set out in the council's primary privacy notice. For information use the following link:

[School Admissions Service Privacy Notice](#)

### SUBMITTING YOUR APPLICATION

You must include all your preferences even if you are applying for a place in a school outside Trafford.

Some schools, particularly faith schools, might still ask you to complete a supplementary form and return it to them but you must remember to still include that school in your application so that your application can be processed.

Any application received, or alteration made, after 31 October is late and will only be considered after all the applications received on time have been processed. Late applications will be considered in line with the published admission arrangements and with regard to the number of available places.

Children will only receive an offer of a place at ONE school.

This is how the admissions scheme works: All Local Authorities use an equal preference or “blind preference” system. This means that schools will never know whether you have put them first, second, third or even last, and cannot say “put us first or we will not give you a place”. So, you can tell the LA what you really want without worrying that it will affect your child’s chance of achieving a place at any other school.

If, for example, you have applied for places at Ashton-on-Mersey, Blessed Thomas Holford and Sale Grammar your child’s name will be placed on each of the three schools’ lists. The lists will be sorted into order according to each school’s admissions criteria. If you are applying for a place at a school outside Trafford you should find out what their admissions criteria are before you apply.

Trafford will look at all the lists and see which of your chosen schools can offer you a place. If all three can offer a place, Trafford will allocate a place at the preference you have ranked highest on your form. Similarly, if only two can offer a place, your highest preference of the two will be allocated.

If none of your chosen schools can offer a place, Trafford will allocate a place at the nearest school in Trafford with a vacancy.

All children are eligible to apply for a place in a high school without the need to sit any entrance examination. If you want to apply for a place at one of the grammar schools your child must have taken part in the appropriate entrance examination. If your child has taken part in any of these tests you may not know the results or the outcome of any review process, before 31 October. It is important, if you want your child to be considered for a place in a grammar school, to put this preference on the form by 31 October.

## PREFERENCES

Look at the schools listed and think which ones you wish to apply for. Select the one you really want first. Don’t be put off just because you don’t live in the catchment area. You can apply for any school you like and in any order regardless of where you live. However, you must remember that applicants that live within a catchment area will often be given a higher priority than you. You are advised to use one of your choices for your catchment area school or your nearest local school even if that is only your last choice. If you live in the catchment area for more than one school, you are advised to consider including all these schools in your list of preferences. This will not stop you being offered another school that you have listed higher but it will mean you will have a good chance of being offered a place locally if you cannot be offered any of your other choices.

All your choices are considered equally and a place will be offered at your highest choice possible, where places allow. For example, imagine that you live in Sale, your first choice is Sale Grammar School, your second choice is Sale High School and your third choice is Ashton-on-Mersey School. If your child qualifies for grammar school entry to Sale Grammar School you could be allocated a place at Sale Grammar School. If your child does not qualify for entry Trafford will not be able to consider your first choice of Sale Grammar so will move on to look at your next choice. If you live too far from Sale High School you may not be able to be offered a place at that school so Trafford will move on to look at your third



choice. If you live near enough to Ashton-on-Mersey School you could be offered a place at that school.

## REASONS

Parents are invited to submit reasons for their preferences. However, admission authorities can only allocate places on the basis of the published over-subscription criteria, your reasons should relate to the criteria published by your preferred school.

## CLOSING DATE

Applications received **after 31 October are late** and will only be considered once all the applications received on time have been processed. It is your responsibility to ensure that the application is received on time

## CONFIRMATION EMAIL

Once you have submitted your online application you will receive an email to confirm that your application has been received. If you do not receive this email, your application has not been received and you should contact the School Admissions team on 0161 912 5007.

## SPECIAL EDUCATIONAL NEEDS AND EDUCATION HEALTH CARE PLANS

If your child has an Education Health Care Plan (EHC Plan), their transfer to secondary school will be dealt with by Trafford's EHC Assessment Team and you should contact the Team on 0161 912 5157 if you have not received information from them.

Further information on Trafford's support for children and young people with Special Educational Needs or who are disabled is available on Trafford's website at [Trafford SEND Local Offer](#)

## AMENDING YOUR APPLICATION

If you wish to change your application at any time up to 31 October you can do so by logging into your online account. Any change made after this date will only be considered after all on time applications/changes have been considered. The last application submitted is the application which will be considered.

## CHANGE OF ADDRESS

**YOU MUST INFORM THE SCHOOL ADMISSIONS TEAM IMMEDIATELY IF YOU CHANGE YOUR ADDRESS AS THIS MAY CHANGE YOUR CHILD'S PRIORITY FOR A PARTICULAR SCHOOL. IF YOU MOVE HOME YOUR APPLICATION WILL BE REVIEWED AND AS A RESULT, ANY OFFER MAY BE WITHDRAWN.**

If you change address after the 31 October 2020 your application will be considered from your previous address until the initial allocation of places is completed on 1 March. If you are not offered a place for your child at your preferred school you can then apply for vacancies in the review process which takes place after 1 March 2021. This will be subject to satisfactory proof of residency and the effective disposal of your previous property. Please note that other admission authorities may specify different deadlines and requirements for removal into the area and you should read the relevant admissions policy for further information.

## ALLOCATION OF PLACES

All available places are offered in the initial allocation process on 1 March 2021, and any vacancies which arise are filled in a review process. No places are held “in reserve” for later applicants.

Quite often there are not enough places at a school to satisfy every applicant. This is what is meant by the term “oversubscribed” and why you are encouraged to apply for places at more than one school. Where a school is “oversubscribed” the “admission authority” has to apply criteria to decide which children are offered the available places. The over-subscription criteria for all Trafford secondary schools are provided in [ADMISSION POLICY DOCUMENTS](#) section starting on Page 37.

## DEFINITIONS

The following terms, used throughout this booklet, are defined as follows, except where an individual school’s arrangements spell out a different definition.

### Looked After or Previously Looked After Child

A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.

A previously looked after child is a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### Distance from Home to School

The distance from home to school will be calculated in a direct straight line from the child’s permanent place of residence, using the seed point listed for the property, to the school. The seed point of each property is defined by co-ordinates, held in Trafford’s Local Land and Property Gazetteer (BS7666) and is available, on request, from Trafford’s School Admissions Team.

The co-ordinates that will be used for each school are listed in the [TRAFFORD SCHOOLS DIRECTORY](#) starting on Page 27.

For applicants’ resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

## YOUR HOME ADDRESS

The criteria used by Trafford to determine admission refer in every case to the child's home address. This means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or any other relative. If parents are separated and child-care arrangements are shared between two addresses admission authorities must decide how the application will be considered. Where this is not defined in the relevant policy, the average of the distances of the two addresses from the school will be used to determine priority for admission. Where one of the addresses is outside the catchment area the applicant will be regarded as living outside the catchment area and the average of the distances of the two addresses will be used. You may be required to provide proof of residency to ensure that your application is considered correctly.

## PUPILS WHO MOVE INTO TRAFFORD DURING THE TRANSFER PROCEDURE

Children who move into Trafford, after the 31 October 2020, will be considered in the review of allocation decisions starting in April 2021 following the same criteria as used for initial allocations.

## FRAUDULENT OR MISLEADING APPLICATIONS

It is always assumed that you will provide Trafford with the correct factual information when you apply. Trafford takes very seriously any attempt to undermine the fairness of the school admissions system by giving false information and will always investigate possible fraudulent applications. If a place is offered and it is discovered that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to be living at an address) the place will be withdrawn and may be offered to another child. A place may also be withdrawn even after your child has started school.

## YOUR RIGHT OF APPEAL

Decisions are communicated on behalf of the relevant admission authority and are made according to the mandatory requirements of the School Admissions Code and the policies and procedures agreed and published in this booklet. No discretionary powers can be applied.

Under the terms of the 1998 Education Act you have the right to appeal against the decision of an admission authority and independent appeals panels will be set up specifically for this purpose. If you wish to exercise your right of appeal, information on the timetable for appeals will be available on Trafford's website and on the website of each school by 28 February 2021. All appeals for on-time applications (i.e. those relating to decisions sent on national offer day) must be heard within 40 school days of the deadline for lodging appeals. Appeals against a decision relating to an in-year application must be heard within 30 school days of the appeal being lodged. The decisions of an independent appeal panel are binding on the admission authority and the parent/carer.

## REVIEW OF ALLOCATIONS

Once initial allocations have been decided and advised to parents, a number of vacancies may arise due to changed circumstances. If you wish your original, unsuccessful application for a Trafford school to be re-considered or you wish to apply for an alternative, the letter which you receive in March will advise you how to apply to have your child's name added to the waiting lists. Any allocation decisions in the review process must be made following the same criteria as used for the initial allocation.

## WAITING LISTS

It is important to note that unsuccessful applicants are not automatically added to a Waiting List. Waiting lists must be maintained for at least one term in the academic year of admission. Applicants must be ranked in the same order as the published over-subscription criteria and must not be given priority based on the date either their application was received or their name was added to the list. For example, if a child moves to an area and has higher priority against the published over-subscription criteria, they must be ranked above those with lower priority already on the list.

## HOW TO FIND OUT INFORMATION ABOUT SCHOOLS

Ofsted reports can be viewed on the Ofsted (Office for Standards in Education) website

[www.ofsted.gov.uk/](http://www.ofsted.gov.uk/)

Performance Tables (also known as league tables) for schools in Trafford and those in other Local Authorities are available from the DfE (Department for Education) on their website [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)

## SCHOOL OPEN DAYS/EVENINGS

Please contact schools direct for information about Open Days or Open Evenings. This information may be available on the relevant website.

## ADMISSION TO TRAFFORD GRAMMAR SCHOOLS

### IMPORTANT INFORMATION

Applicants wishing to be considered for admission to a Grammar School in Trafford must first be successful in the entrance examination for the preferred grammar school. To take part in these examinations applicants must make a separate application, direct to the school, to sit the relevant test.

The Grammar Schools listed below have joined into a consortium called the Trafford Grammar School CEM Consortium. These schools all share the same entrance test. Applicants will sit the test once, at one of the four schools in the Consortium but the outcome of that test can be considered by any of the four schools provided you have chosen this option. If you wish your child to take part in this test you must register to sit the test at one of the schools in the consortium.

### IN YEAR TRANSFERS - 2021 ACADEMIC YEAR

Parents may submit an In Year Transfer application direct to any school and contact details are provided in this booklet. Parents can also apply online using Trafford's online application process. In the case of applications for academies, foundation schools and voluntary aided schools, any application made through Trafford will be forwarded to the relevant admission authority for consideration. The admission authority will write to you to advise you of the outcome of your application.

### FAIR ACCESS PROTOCOL

Where normal admission arrangements have failed, eligible pupils, who are resident in Trafford, can be considered under Trafford's Fair Access Protocol. Normal admission procedures will be deemed to have failed where a child has not achieved a place at a preferred school and cannot be allocated a place at the catchment area or local school. Normal admission procedures include the right for the parents to go to appeal to the Independent Appeals Panel.

To be eligible to be considered under the Protocol pupils must fall into one of the following categories:

- a) Children from the criminal justice system or Pupil Referral Units who need to be reintegrate into mainstream education;
- b) Children who have been out of education for two months or more;
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) Children who are homeless;
- e) Children with unsupportive family backgrounds for whom a place has not been sought;
- f) Children who are carers; and
- g) Children with special educational needs, disabilities or medical conditions (but without an EHC Plan or Statement of Special Educational Needs).

Fair Access referrals are considered by Trafford's Pupil Placement Panel (PPP). The PPP will meet on a half termly basis, as required.

The PPP will hear evidence/submissions from relevant officers before determining the appropriate school to be allocated.

## TRAVEL ASSISTANCE

### CHILDREN FROM LOW INCOME FAMILIES

In accordance with the Education and Inspections Act 2006 low income families (defined as those whose children are entitled to free school meals or who are in receipt of their maximum level of Working Tax Credit) who are resident in Trafford will be eligible to receive travel assistance to any secondary school, where the school is more than two or less than six miles away. Children from low income families will also be eligible to receive travel assistance to any denominational school where the school is more than two or less than fifteen miles away.

Applications must be resubmitted annually. If your circumstances have changed your child may no longer be eligible to receive travel assistance.

### OTHER CHILDREN

Trafford residents aged 11 or older, but not older than pupils in the Year 11 year group will be eligible to receive travel assistance in the following circumstances:

1. Children living 3 miles or more from the nearest eligible school;
2. Where Trafford is unable to offer a place at the nearest eligible school, travel assistance will be provided to the next nearest eligible school with vacancies where that school is more than three miles;

3. Children attending an eligible grammar school where that school is more than three miles and where that school is the nearest grammar school that they are qualified to attend (that is where they are not qualified to attend a nearer eligible grammar school since they have not achieved the qualifying score or where no place is available). In such cases applicants must provide evidence that the child has not qualified to attend a nearer eligible grammar school.

Pupils will not be entitled to a travel pass if:

You have chosen to send your child to a school that is not the nearest eligible school to your home.

You have chosen to send your child to a grammar school that is not the nearest eligible grammar school where your child is qualified to attend.

You have moved house within Trafford but your child continues to attend a school that is not the nearest eligible school or grammar school.

You have moved to live in Trafford but your child continues to attend a non-Trafford school.

Your child attends an independent school as a fee payer.

In all cases the measurement used will be the shortest walking distance from home to school calculated through the use of various GIS systems as appropriate.

Applications must be resubmitted annually. If your circumstances have changed your child may no longer be eligible to receive travel assistance.

## JOURNEY VARIANCE VOUCHERS

A free travel pass entitles a child to make a single journey to and from school each day. However, Journey Variance Vouchers are available from the school. If authorised by the Head and endorsed with the school stamp, these vouchers allow travel pass holders to travel between home and school at other than the usual times. This is to enable the child to take part in after-school activities.

## CAR MILEAGE ALLOWANCE

Parents of pupils eligible to receive a free travel pass may choose to make their own transport arrangements and can claim a car mileage refund at a rate of 45.0p per mile or the equivalent cost of a free travel pass whichever is the lesser. Costs will be reimbursed termly in arrears based on the pupil's attendance at school. An application form for this allowance is available on request from the Travel Assistance Team.

## APPEALS AGAINST ELIGIBILITY FOR FREE TRANSPORT DECISIONS

### How to appeal against a decision regarding travel assistance

This section informs applicants how to appeal a decision made by Trafford Council where the applicant is not happy with the refusal of their application or where the application has been approved, they are not satisfied with the type of travel assistance offered.

Please note that once an application has been through the appeals process a new application will not be considered unless there has been a significant and material change in circumstances.

#### Appeals concerning Children of Compulsory School Age

The Council operates a two stage review and appeals process relating to all applications for home to educational establishment transport for children of compulsory school age.

Appeals can be against decisions on the following:

- Child's eligibility
- Distance measurement in relation to statutory walking distance
- Safety of the route
- Suitability of travel assistance arrangements offered

#### Stage One

Parents must appeal in writing to the Admissions Service Manager, Children and Young People's Service, Waterside House, Sale Waterside, Sale M33 7ZF within 20 working days from receipt of the Council's decision asking for a review of the decision. The request for the review should explain why the decision should be reviewed and detail personal family circumstances that should be considered when the decision is reviewed. Within 20 working days of receipt of the written request for review a senior officer reviews the decision and will send parents notification of the outcome.

#### Stage Two

If a parent is not satisfied with the decision/outcome at Stage One they have 20 working days from receipt of the Stage One decision to make a written request to escalate the matter to Stage Two. Within 40 working days of the parent's request an independent appeals panel will consider written and verbal representations. For more information on the appeals process, please visit the Department for Education's [Home to School Travel and Transport Guidance](#) which can also be found on their website.

Further information is available on Trafford's website: [Travel Assistance](#)

## TRANSPORT FOR GREATER MANCHESTER CONCESSIONARY FARES

If your child does not qualify for free travel within the terms of Trafford's policy, you may benefit from the range of travel concessions for young people funded by Trafford, as part of the Transport for Greater Manchester Committee. For more information you should contact the TfGM Passes and Permits Department - telephone number 0161 244 1050.



Details of all bus services operated by Transport for Greater Manchester can be viewed on [www.tfgm.com](http://www.tfgm.com)

## OTHER RELEVANT POLICIES

The information given below is a brief summary of Trafford's Policies and Procedures for the 2020 academic year and is correct at the time of writing but policies are constantly kept under review and there may well be further changes within the education system which affect these policy statements arising from national legislation. In cases of doubt please contact the School Admissions Team

### SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

The Trafford SEND Policy is available to view on the Trafford website:

[Trafford SEND Local Offer](#) sets out the principles, aims and objectives and policy relating to special educational needs and disability. It covers local authority and health responsibilities to ensure that the additional needs of children identified with SEN and those with a disability are met in a timely and effective way.

### CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS

For families of service personnel with a confirmed posting to Trafford, or crown servants returning to live in Trafford from overseas, a school place will be allocated in advance of the family arriving into the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. In the event that a preferred school is oversubscribed, the advised address will be used when considering the application against the oversubscription criteria.

### THE SUSTAINABLE MODES OF TRAVEL STRATEGY

As required by the Education and Inspections Act (2006) Trafford's Sustainable Mode of Travel Strategy promotes sustainable travel and includes walking, cycling and public transport initiatives. It recognises the benefits of such schemes, which include less pollution, reduced school gate congestion, healthier children and increased awareness of road safety issues. Trafford Council therefore encourages parents to take their children to school by walking, cycling or public transport whenever possible. Further information is available on the Trafford website

[Sustainable Transport](#)

### CHARGING AND REMISSIONS POLICY

Particulars of the charging and remissions policy determined by the Trafford Authority under Section 457 of the Education Act, 1996, are available to parents on request at Trafford Town Hall and every school maintained by the Authority

### EDUCATION OTHER THAN AT SCHOOL

#### Home Tuition

If your child is unable to attend school for a period of time owing to illness, the provision of

home tuition will be considered whilst the child is of statutory school age, i.e. 5-16. If the illness is protracted, the Authority may seek additional medical information.

### Hospital Teaching Service

If your child is admitted to hospital for a lengthy period, education will be provided by teachers employed at the hospital by the Local Education Authority within whose area the hospital is situated or by staff from the Home Tuition Service.

### SCHOOL MEALS, MILK AND REFRESHMENTS

Free meals are available in all schools following application to the Authority. For information on eligibility please phone 0161 912 2000. Further Information about school meals is available on Trafford's website at

[www.trafford.gov.uk/residents/schools/trafford-catering/trafford-catering.aspx](http://www.trafford.gov.uk/residents/schools/trafford-catering/trafford-catering.aspx)

1/3rd pint bottles of milk are provided daily for all pupils in special schools maintained by the LA. Milk is only provided for other children following a statement of need by a School Medical Officer.

### PUBLIC EXAMINATIONS

Each Trafford secondary school determines its own policy for the entry of pupils for public examinations and individual schools should therefore be contacted for details.

### SCHOOL UNIFORM

The Local Authority does not assist parents with the purchase of school uniform, although schools do offer assistance in exceptional circumstances. Please contact the school direct for further information.

## 2021 CO-ORDINATED ADMISSIONS SCHEME SECONDARY

This Scheme is formulated in accordance with the School Admissions Code which came into force on 19<sup>th</sup> December 2014.

Trafford LA has formulated this Scheme in relation to each school in the Trafford area.

The Governing Bodies/Trusts of the following schools/academies are the admission authorities for the secondary schools to which this scheme applies:

Altrincham College; Altrincham Grammar School for Boys; Altrincham Grammar School for Girls; Ashton-on-Mersey School; Blessed Thomas Holford Catholic College; Broadoak School; Flixton Girls' School; Loreto Grammar School; North Cestrian School; Sale High School; Sale Grammar School; Stretford Grammar School; Stretford High School; St Ambrose College; St Antony's Catholic College; Urmston Grammar School; Wellacre Academy and Wellington School.

Trafford LA is the admission authority for Lostock High School.

### **NORMAL ADMISSION ROUND (transfer from primary to secondary school) SEPTEMBER 2021**

#### **1. APPLICATION PROCEDURE**

- i) In the autumn term of the offer year all parents of Year 6 children will be invited to submit an application. Information on how to apply will be sent to all parents of pupils resident in Trafford, at their home address.
- ii) An advertisement will be placed in the local press inviting parents who are resident in Trafford whose children may not currently be attending a Trafford primary school to submit an application.
- iii) Information will be sent to all parents by 12 September in the offer year and they will be asked to submit their application by 31 October, thereby ensuring that all parents have the statutory 6 week period in which to express their preferences.
- iv) Parents can submit up to 5 preferences.

- v) Parents will be invited to name their preferred schools, ranked in order of preference. It will be made clear that parents should express a preference for all schools, wherever they are located, where they wish their child to be considered for a place.

## **2. EXCHANGE OF DATA WITH OTHER AUTHORITIES**

- i) The Admission Team will process applications and, by 19 November, lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area.
- ii) On 29 November lists will be sent to all academies, foundation and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii) Academies, foundation schools and voluntary aided schools will be asked to apply their own admission criteria and to send back their ranked lists by 17 December. The list will indicate the order in which **all** children, for whom application to the school has been made, have priority by reference to the over-subscription criteria.
- iv) The LA will draw up similar lists for community secondary schools, for which it is the admission authority.

## **3. ALLOCATION PROCEDURE**

- i) By 17 December the LA will have a list for each of its schools and will compare the lists from all the schools in its area. When a child qualifies for one of the available places at more than one school, the LA will provisionally allocate a place at the school ranked highest by the parent in their application. The LA will also adjust the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible to be allocated a potential place up the list to the provisional place which has been vacated.
- ii) By 24 January notification of determinations will be sent to other LAs where parents resident in that LA have expressed a preference for a place at schools in Trafford. Also by 24 January Trafford LA will have received similar notifications from other LAs.
- iii) Where a child is eligible to be granted admission to more than one school a place will be allocated at whichever of those schools is ranked highest by the parent. Where Trafford determine that a child is to be granted or refused admission to a school for which the governing body are the admission authority (see above), Trafford will notify the school's governing body of its determination.

- iv) Where the child is resident in the Trafford area any determination granting or refusing admission to a school will be sent direct to the parent (such determination being sent on behalf of a school's governing body in any case where Trafford are not the admission authority for the school).
- v) Where the child is resident in a different local authority's area, Trafford will notify that authority "the home authority" of their determination. The determination will be sent by the home authority on behalf of the school's governing body in any case where they are the admission authority for the school.
- vi) Where it appears that a child resident in Trafford is eligible to be granted admission to more than one school for which application has been made a place will be allocated at whichever of those schools is ranked highest. Where that place is in the area of another LA, Trafford will write, on behalf of the LA or relevant admission authority.
- vii) Where any Trafford resident child cannot be allocated a place at a preferred school, Trafford will allocate a place at the nearest eligible school with a vacancy.
- viii) If no preferred school in Trafford can be offered, there will be no need to look for an alternative place if another LA has determined to offer a place at a preferred school.
- ix) At this stage in the allocations process, any applications submitted after 31 October will be processed and places will be allocated in line with the published criteria.
- x) On 18 February Trafford LA sends the schools in its area the final lists of pupils to be offered places and notifies the home authorities of the determination.
- xi) On the national offer day for secondary school places – 1 March, where 1 March is not a working day, the prescribed day is the next working day – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body.

#### **4. REVIEW PROCESS**

- i) The offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 15 March (or next working day). The acceptance of all first round offers will be co-ordinated by Trafford LA. Parents will be invited to apply for any vacancies that may arise, by 15 March (or next working day). Lists of

applicants for vacancies will be sent to other LAs, where the school is in another area and to academies, foundation and voluntary aided schools within Trafford by 18 March. Academies, foundation and voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by 28 March.

- ii) At this stage in the review process, any applications received after the closing date of 15 March will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- iii) By 8 April – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body. This offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 22 April.
- iv) Applications for vacancies or applications received after 8 April will be considered in relation to the number of available vacancies. Where more applications have been received for the places available, the relevant admission authority will apply the admission criteria and advise the LA where places can be offered. Where a place can be offered at more than one preferred school the highest available preference will be offered.
- v) Further allocations will be made where possible on the following dates:  
  
31 May or next working day – Closing date for acceptance 14 days from date of offer  
21 June or next working day – Closing date for acceptance 14 days from date of offer  
9 July or next working day – Closing date for acceptance 14 days from date of offer  
  
Where places are offered to applicants resident in another LA, Trafford will advise that LA that an offer can be made.
- vi) Applications received after 9<sup>th</sup> July will be passed to the relevant admission authority for consideration after 1<sup>st</sup> September.

## **5. RIGHT OF APPEAL**

Where an offer of a place at a preferred school cannot be made, parents will be advised of the right to appeal to an independent appeal panel. Appeals relating to applications made in the normal admissions round must be heard within 40 school days of the deadline for lodging appeals.

## 6. WAITING LISTS

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Children allocated a place in accordance with a Fair Access Protocol take precedence over those on a waiting list.

## 7. IN YEAR APPLICATIONS

- i) For the purposes of this Scheme an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after 15<sup>th</sup> July in the offer year or it is for the admission of a child to an age group other than a relevant age group.
- ii) Parents may submit an In Year application to any academy or school. Where the LA is the admission authority (that is in community and voluntary controlled schools) the application must be passed to the LA for consideration.
- iii) Where the Governing Body/Trust is the admission authority for the academy or school, the admission authority **must**, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place<sup>1</sup>.
- iv) Parents can also apply for a school place using the LA's on line application system or by completing a copy of Trafford's In Year Application Form. Any applications received by the LA for "own admission authority schools" will be forwarded to the relevant admission authority for consideration<sup>2</sup>.

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<sup>1</sup> In accordance with 2.22 of the School Admissions Code

<sup>2</sup> In accordance with 2.21 of the School Admissions Code

## CO-ORDINATED ADMISSIONS TIMETABLE

Closing date for submission of applications.

31 October in the offer year

Trafford sends applications to other LAs.

19 November or next working day

Trafford sends applications, including those received from other authorities, to academies/foundation/voluntary aided schools.

29 November or next working day

Academies/foundation/voluntary aided schools to return ranked data.

17 December or next working day

Trafford send other LAs and Academies/Foundation/VA Schools a first cycle list of the places they are proposing to offer.

24 January or next working day

Trafford send other LAs and Academies/Foundation/VA Schools a final list of the places they are proposing to offer.

18 February or next working day

Offers made to all parents by home LA

1 March or next working day

Appeals to be lodged with the appropriate admissions authority.



## TYPES OF SCHOOL

### ACADEMIES AND FREE SCHOOLS

Academies and Free schools are state-funded, non-fee paying independent schools set up by a funding agreement between the Secretary of State and the school. These schools are not controlled by the Local Authority but must act in accordance with the same School Admissions Code as all other State-funded schools.

### COMMUNITY SCHOOLS

Community schools are run by the local authority, which employs the staff, owns the land and buildings and decides which 'admissions criteria' to use (these are used to allocate places if the school has more applicants than places).

### FOUNDATION AND TRUST SCHOOLS

Foundation schools are run by their own governing body, which employs the staff and sets the admissions criteria. The land and buildings are usually owned by the governing body or a charitable foundation.

A Trust school is a type of foundation school which forms a charitable trust with an outside partner - for example, a business or educational charity - aiming to raise standards and explore new ways of working. The decision to become a Trust school is taken by the governing body, with parents having a say.

### GRAMMAR SCHOOLS

Grammar schools are permitted to select children on the basis of high academic ability, and to leave places unfilled if they have insufficient applicants of the required standard.

### VOLUNTARY-AIDED SCHOOLS

Voluntary-aided schools are mainly religious or 'faith' schools, although anyone can apply for a place. As with foundation schools, the governing body employs the staff and sets the admissions criteria. The school buildings and land are normally owned by a charitable foundation, often a religious organisation. The governing body contributes to building and maintenance costs.

## VOLUNTARY-CONTROLLED SCHOOLS

Voluntary-controlled schools are similar to voluntary aided schools, but are run by the local authority. As with community schools, the local authority: employs the school's staff and sets the admissions criteria. The school land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.

## UNIVERSITY TECHNICAL COLLEGES AND STUDIO SCHOOLS

University Technical Colleges are set up by universities and businesses and specialise in one or two technical subjects. Admission is into Year 10. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTC's in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

## 2020 ADMISSION OUTCOMES – 1<sup>st</sup> MARCH 2020

SCHOOL	PUBLISHED ADMISSION NUMBER	TOTAL OFFERS	APPLICATION OUTCOMES
Altrincham College	175	175	Some Category 5 to 1.605656 miles
Altrincham Grammar School for Boys	202	215	Some Category 5, Score of 361 and above for out of area applicants
Altrincham Grammar School for Girls	174	221	Some Category 4 to 6.7889339 miles
Ashton-on-Mersey School	254	264	Some Category 4 to 0.8758896 miles
Blessed Thomas Holford Catholic College	250	272	Up to all Category 4 applicants
Broadoak School	128	104	All applicants offered.
Flixton Girls' School	180	190	Some Category 4 to 3.12547 miles
Loreto Grammar School	150	159	All Category 4
Lostock High School	148	68	All applicants offered
North Cestrian School	130	150	Some Category 6 to 1.837806 miles
Sale Grammar School	180	199	Some Category 3-Final score 349 and above for out of area applicants
Sale High School	210	210	Some Category 5-up to 1.42596
St. Ambrose College	140	150	Some Category 10
St. Antony's Catholic College	130	140	All applicants offered
Stretford Grammar School	160	173	All Category 6
Stretford High School	190	190	Some Category 5 to 1.1259221 miles
Urmston Grammar School	150	154	Some Category E to 3.16869 miles
Wellacre Academy	180	143	All applicants offered
Wellington School	244	270	Some Category 3 to 1.09319 miles

## TRAFFORD SCHOOLS DIRECTORY

**SCHOOL:** **Altrincham College**  
**HEADTEACHER:** Ms K Earle  
**ADDRESS:** Green Lane  
Timperley  
Altrincham  
WA15 8QW  
**TELEPHONE:** 0161 980 7173  
**EMAIL:** [headteacher@mail.altrinchamcollege.com](mailto:headteacher@mail.altrinchamcollege.com)  
**WEBSITE:** [www.altrinchamcollege.com](http://www.altrinchamcollege.com)

**SCHOOL'S CO-ORDINATES:** 378541, 387514 (used to calculate the distance to school)

**GENDER:** Mixed                      **CATEGORY:** Academy  
**AGE RANGE:** 11-18                      **TYPE:** Secondary  
**2021 ADMISSION NUMBER:** 175                      **2020 APPLICATIONS:** 834  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 970

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**SCHOOL:** **Altrincham Grammar School for Boys**  
**HEADTEACHER:** Mr G Wright  
**ADDRESS:** Marlborough Road  
Bowdon  
Altrincham  
WA14 2RS  
**TELEPHONE:** 0161 928 0858  
**EMAIL:** [agsbadmin@agsb.co.uk](mailto:agsbadmin@agsb.co.uk)  
**WEBSITE:** [www.agsb.co.uk](http://www.agsb.co.uk)

**SCHOOL'S CO-ORDINATES:** 376730, 386682 (used to calculate the distance to school)

**GENDER:** Boys                      **CATEGORY:** Academy  
**AGE RANGE:** 11-18                      **TYPE:** Secondary Grammar  
**2021 ADMISSION NUMBER:** 202                      **2020 APPLICATIONS:** 498  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1300

**SCHOOL:** **Altrincham Grammar School for Girls**  
**HEADTEACHER:** Ms S Gill  
**ADDRESS:** Cavendish Road  
Bowdon  
Altrincham  
WA14 2NL  
**TELEPHONE:** 0161 912 5912  
**EMAIL:** admin@aggs.bfet.uk  
**WEBSITE:** www.aggs.trafford.sch.uk  
**SCHOOL'S CO-ORDINATES:** 376119, 387212 (used to calculate the distance to school)  
**GENDER:** Girls **CATEGORY:** Academy  
**AGE RANGE:** 11-18 **TYPE:** Secondary Grammar

**2021 ADMISSION NUMBER:** 204 **2020 APPLICATIONS:** 496

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1350

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**SCHOOL:** **Ashton-on-Mersey School**  
**HEADTEACHER:** Mr L McConaghie  
**ADDRESS:** Cecil Avenue  
Sale  
Cheshire  
M33 5BP  
**TELEPHONE:** 0161 973 1179  
**EMAIL:** office@aom.trafford.sch.uk  
**WEBSITE:** aomschool.co.uk  
**SCHOOL'S CO-ORDINATES:** 377473, 391394 (used to calculate the distance to school)  
**GENDER:** Mixed **CATEGORY:** Academy  
**AGE RANGE:** 11-18 **TYPE:** Secondary  
**2021 ADMISSION NUMBER:** 254 **2020 APPLICATIONS:** 980  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1424

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**SCHOOL:** **Blessed Thomas Holford Catholic College**  
**HEADTEACHER:** Mr J Cornally  
**ADDRESS:** Urban Road  
Altrincham  
Cheshire  
WA15 8HT  
**TELEPHONE:** 0161 911 8090  
**EMAIL:** blessedthomas.admin@trafford.gov.uk  
**WEBSITE:** www.bthcc.org.uk  
**SCHOOL'S CO-ORDINATES:** 377397, 387864 (used to calculate the distance to school)  
**GENDER:** Mixed                      **CATEGORY:** Voluntary Aided  
**AGE RANGE:** 11-18                      **TYPE:** Secondary  
**2021 ADMISSION NUMBER:** 250                      **2020 APPLICATIONS:** 878  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1390

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**SCHOOL:** **Broadoak School**  
**HEADTEACHER:** Mr J Knowles  
**ADDRESS:** Warburton Lane  
Partington  
Manchester  
M31 4BU  
**TELEPHONE:** 0161 776 1977  
**EMAIL:** office@broadoak.trafford.sch.uk  
**WEBSITE:** broadoakschool.co.uk  
**SCHOOL'S CO-ORDINATES:** 371485, 390828 (used to calculate the distance to school)  
**GENDER:** Mixed                      **CATEGORY:** Academy  
**AGE RANGE:** 11-16                      **TYPE:** Secondary  
**2021 ADMISSION NUMBER:** 128                      **2020 APPLICATIONS:** 105  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 400

**SCHOOL:** Flixton Girls' School

**HEADTEACHER:** Mrs J Hazeldine

**ADDRESS:** Flixton Road  
Flixton  
Manchester  
M41 5DR

**TELEPHONE:** 0161 912 2949

**EMAIL:** admin@flixtongirls.com

**WEBSITE:** www.flixtongirls.com

**SCHOOL'S CO-ORDINATES:** 375466, 394757 (used to calculate the distance to school)

**GENDER:** Girls **CATEGORY:** Academy

**AGE RANGE:** 11-16 **TYPE:** Secondary

**2021 ADMISSION NUMBER:** 180 **2020 APPLICATIONS:** 404

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 924

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**SCHOOL:** Loreto Grammar School

**HEADTEACHER:** Mrs J A Beever

**ADDRESS:** Dunham Road  
Altrincham  
Cheshire  
WA14 4AH

**TELEPHONE:** 0161 928 3703

**EMAIL:** info@loretogrammar.co.uk

**WEBSITE:** www.loretogrammar.co.uk

**SCHOOL'S CO-ORDINATES:** 376337, 387995 (used to calculate the distance to school)

**GENDER:** Girls **CATEGORY:** Academy

**AGE RANGE:** 11-18 **TYPE:** Secondary Grammar

**2021 ADMISSION NUMBER:** 150 **2020 APPLICATIONS:** 368

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1044

**SCHOOL:** **Lostock High School**  
**HEADTEACHER:** Ms L Brindley  
**ADDRESS:** Selby Road  
Lostock, Stretford  
Manchester  
M32 9PL  
**TELEPHONE:** 0161 864 5700  
**EMAIL:** school@lostock.trafford.sch.uk  
**WEBSITE:** www.lostock.trafford.sch.uk  
**SCHOOL'S CO-ORDINATES:** 378147, 395323 (used to calculate the distance to school)  
**GENDER:** Mixed **CATEGORY:** Community  
**AGE RANGE:** 11-16 **TYPE:** Secondary  
**2021 ADMISSION NUMBER:** 148 **2020 APPLICATIONS:** 128  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 360

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**SCHOOL:** **North Cestrian School**  
**HEADTEACHER:** Mr L R Bergin  
**ADDRESS:** Dunham Road  
Altrincham  
Cheshire  
WA14 4AJ  
**TELEPHONE:** 0161 928 1856  
**EMAIL:** office@northcestrian.co.uk  
**WEBSITE:** www.northcestrian.co.uk  
**SCHOOL'S CO-ORDINATES:** 376479, 387968 (used to calculate the distance to school)  
**GENDER:** Mixed **CATEGORY:** Free School  
**AGE RANGE:** 11-16 **TYPE:** Secondary  
**2021 ADMISSION NUMBER:** 130 **2020 APPLICATIONS:** 722  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 544



**SCHOOL:** Saint Ambrose College  
**HEADTEACHER:** Mr D Rainey  
**ADDRESS:** Wicker Lane  
Hale Barns  
Altrincham  
WA15 0HE  
**TELEPHONE:** 0161 980 2711  
**EMAIL:** office@st-ambrosecollege.org.uk  
**WEBSITE:** www.st-ambrosecollege.org.uk  
**SCHOOL'S CO-ORDINATES:** 378802, 386139 (used to calculate the distance to school)  
**GENDER:** Boys **CATEGORY:** Academy  
**AGE RANGE:** 11-18 **TYPE:** Secondary Grammar  
**2021 ADMISSION NUMBER:** 140 **2020 APPLICATIONS:** 379  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1011

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**SCHOOL:** Sale Grammar School  
**HEADTEACHER:** Mr M Smallwood  
**ADDRESS:** Marsland Road  
Sale  
Cheshire  
M33 3NH  
**TELEPHONE:** 0161 973 3217  
**EMAIL:** office@salegrammar.co.uk  
**WEBSITE:** www.salegrammar.co.uk  
**SCHOOL'S CO-ORDINATES:** 379064, 391257 (used to calculate the distance to school)  
**GENDER:** Mixed **CATEGORY:** Academy  
**AGE RANGE:** 11-18 **TYPE:** Secondary Grammar  
**2021 ADMISSION NUMBER:** 180 **2020 APPLICATIONS:** 1158  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1313

**SCHOOL:** Sale High School

**HEADTEACHER:** Mrs J O'Grady

**ADDRESS:** Norris Road

Sale

Cheshire

M33 3JR

**TELEPHONE:** 0161 973 2713

**EMAIL:** info@salehighschool.org.uk

**WEBSITE:** salehighschool.org.uk

**SCHOOL'S CO-ORDINATES:** 379842, 390864 (used to calculate the distance to school)

**GENDER:** Mixed **CATEGORY:** Foundation

**AGE RANGE:** 11-16 **TYPE:** Secondary

**2021 ADMISSION NUMBER:** 210 **2020 APPLICATIONS:** 624

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 785

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**SCHOOL:** St. Antony's Roman Catholic School

**HEADTEACHER:** Mrs F Wright

**ADDRESS:** Bradfield Road

Urmston

Manchester

M41 9PD

**TELEPHONE:** 0161 911 8001

**EMAIL:** stantonys.admin@trafford.gov.uk

**WEBSITE:** st-antonys.com

**SCHOOL'S CO-ORDINATES:** 377588, 394758 (used to calculate the distance to school)

**GENDER:** Mixed **CATEGORY:** Voluntary Aided

**AGE RANGE:** 11-16 **TYPE:** Secondary

**2021 ADMISSION NUMBER:** 130 **2020 APPLICATIONS:** 363

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 513

**SCHOOL:** **Stretford Grammar School**  
**HEADTEACHER:** Mr M Mullins  
**ADDRESS:** Edge Lane  
Stretford  
Manchester  
M32 8JB  
**TELEPHONE:** 0161 865 2293  
**EMAIL:** admin@stretfordgrammar.com  
**WEBSITE:** www.stretfordgrammar.com  
**SCHOOL'S CO-ORDINATES:** 380278, 394129 (used to calculate the distance to school)  
**GENDER:** Mixed **CATEGORY:** Foundation  
**AGE RANGE:** 11-18 **TYPE:** Secondary Grammar  
**2021 ADMISSION NUMBER:** 160 **2020 APPLICATIONS:** 1231  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 850

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**SCHOOL:** **Stretford High School**  
**HEADTEACHER:** Mrs N Doward  
**ADDRESS:** Great Stone Road  
Stretford  
Manchester  
M32 0XA  
**TELEPHONE:** 0161 876 1850  
**EMAIL:** admin@stretfordhigh.com  
**WEBSITE:** stretfordhigh.com  
**SCHOOL'S CO-ORDINATES:** 380619, 395618 (used to calculate the distance to school)  
**GENDER:** Mixed **CATEGORY:** Foundation  
**AGE RANGE:** 11-16 **TYPE:** Secondary  
**2021 ADMISSION NUMBER:** 190 **2020 APPLICATIONS:** 397  
**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 886

**SCHOOL:** **Urmston Grammar Academy**

**HEADTEACHER:** Mrs R Wall

**ADDRESS:** Newton Road  
Urmston  
Manchester  
M41 5UG

**TELEPHONE:** 0161 748 2875

**EMAIL:** office@ugssc.com

**WEBSITE:** www.urmstongrammar.org.uk

**SCHOOL'S CO-ORDINATES:** 376120, 394926 (used to calculate the distance to school)

**GENDER:** Mixed **CATEGORY:** Academy

**AGE RANGE:** 11-18 **TYPE:** Secondary Grammar

**2021 ADMISSION NUMBER:** 150 **2020 APPLICATIONS:** 1064

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1088

**SCHOOL:** **Wellacre Academy**

**HEADTEACHER:** Miss M Wicks

**ADDRESS:** Irlam Road  
Urmston  
Manchester  
M41 6NA

**TELEPHONE:** 0161 748 5011

**EMAIL:** admin@wellacre.org

**WEBSITE:** www.wellacre.org

**SCHOOL'S CO-ORDINATES:** 373878, 394638 (used to calculate the distance to school)

**GENDER:** Boys **CATEGORY:** Academy

**AGE RANGE:** 11-16 **TYPE:** Secondary

**2021 ADMISSION NUMBER:** 180 **2020 APPLICATIONS:** 249

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 625

**SCHOOL:** **Wellington School**

**HEADTEACHER:** Mr S Beeley

**ADDRESS:** Wellington Road

Timperley

Altrincham

WA15 7RH

**TELEPHONE:** 0161 928 4157

**EMAIL:** [admin@wellington.trafford.sch.uk](mailto:admin@wellington.trafford.sch.uk)

**WEBSITE:** [www.wellington.trafford.sch.uk](http://www.wellington.trafford.sch.uk)

**SCHOOL'S CO-ORDINATES:** 377800, 388604 (used to calculate the distance to school)

**GENDER:** Mixed **CATEGORY:** Academy

**AGE RANGE:** 11-18 **TYPE:** Secondary

**2021 ADMISSION NUMBER:** 244 **2020 APPLICATIONS:** 1143

**SEPTEMBER 2020 EXPECTED NUMBER ON ROLL:** 1400

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## Admission Arrangements 2021

As an 11-18 Academy, Altrincham College has overall responsibility for its own admissions, working within the School Admissions Code of Practice.

This policy is split into the following sections:

- A. Priority catchment area and oversubscription criteria for years 7-11
- B. Admission to Year 7 September 2021
- C. In-Year Admissions between September 2021 – August 2022
- D. Admission to Sixth Form September 2021
- E. Independent Appeals Panel
- F. Governing Body Terms of Reference in relation to Admissions

### SECTION A

#### Priority catchment area and oversubscription criteria for admission in years 7-11

The priority catchment area for Altrincham College is all postcode areas within WA14, WA15 and M33, plus Trafford Authority residents within the M23 postcode.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set down, to determine how the places are awarded:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup> This category also includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
2. Children of parents<sup>3</sup> who have been directly employed by Altrincham College either for two or more years at the time at which the application for admission is made, or to fill a vacant post for which there is a demonstrable skill shortage.

3. Siblings: children who have brothers and sisters enrolled at this school at the time of admission and live within the priority catchment area.  
Siblings are defined as half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit.
4. All other applicants living within the priority catchment area.
5. Siblings: All other children who have brothers and sisters enrolled at this school at the time of admission who live outside the priority catchment area.
6. All other applicants outside the priority catchment area.

<sup>1</sup> A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

<sup>3</sup> A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Manager at school at the time of application.

For each of the criteria listed above, if the demand for places exceeds the admission number, the rank order will be determined by the proximity of the child's home to the school.

The child's home address means the address where the child normally and permanently lives on a full time basis, not a temporary address or the address of a carer or relative.

In the case of parents who are separated or divorced and where child care arrangements are shared between two addresses, if one of the addresses is outside the catchment area, the applicant will be regarded as living outside of the catchment area. The average of the distances of the two addresses from Altrincham College will be used to determine priority and rank order within the allocated category.

Distance will be calculated in a straight line from the applicant's home to the School using property coordinates provided through Trafford's Local Land and Property Gazetteer (LLPG) which complies with BS7666, coordinates provided from other home authority LLPG systems and Royal Mail Postal Address Information.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

Altrincham College reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

## **SECTION B:**

### **Admission to Year 7 September 2021**

The net capacity of the school for purposes of admission to Year 7 in September 2021 will be 175.

Pupils will be admitted to Year 7 without reference to ability or aptitude.

Parents seeking a place for their child in Year 7 in September 2021 should include



Altrincham College in ranked order of preference on their Local Authority's common application form.

Applications for a place in Year 7 September 2021 will be ranked in strict accordance with the oversubscription criteria listed in section A.

Applicants will be notified of the outcome of their application by their Local Authority, on behalf of the Governing Body, on 1<sup>st</sup> March 2021.

Unsuccessful applicants may ask the Local Authority to place them on a waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with the oversubscription criteria listed in section A. Parents wishing to exercise this right should state their intention in writing within 14 days of receipt of the notification letter.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2021, the offer of the place will be reviewed. As a result of this review, the offer may be withdrawn if as a result of the successful applicants house move, another applicant who was originally unsuccessful, is then promoted to a higher priority on the School's admissions criteria.

For all tenancy agreements a minimum of 24 months tenancy agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

### **SECTION C: In-Year Admissions between September 2020 and August 2021**

This section applies to applicants applying for a place outside the normal round of admissions i.e. for a child who is already secondary school age. Applications for an in-year admission should be made direct to the school. The 'In-year Admissions Application Form' can be downloaded from the school website or obtained by contacting the school.

Pupils will be admitted to the main school (Years 7-11) without reference to ability or aptitude.

Places will be allocated taking account of the admission number for each individual school year and according to the criteria detailed in Section A. In the event of over-subscription separate waiting lists for each year group will also be compiled according to this criteria.

The year group into which a pupil can be admitted is usually dependent on their date of birth. Pupils are not normally admitted into a year group that does not correspond with their date of birth.

During the academic year September 2021-August 2022 pupils with the following dates of birth should be admitted into the year group noted below:

<b>Date of Birth between</b>	<b>Year Group</b>
01 September 2009 – 31 August 2010	Year 7
01 September 2008 – 31 August 2009	Year 8
01 September 2007 – 31 August 2008	Year 9
01 September 2006 – 31 August 2007	Year 10
01 September 2005 – 31 August 2006	Year 11

Any applications for an in-year transfer to a year group that does not correspond with the date of birth as noted in the table above, will be considered in special circumstances and on an individual case by case basis.

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any places that may arise in the future. These places will be awarded in accordance with the over-subscription criteria listed in section A, irrespective of how long someone may have been on a waiting list. A separate waiting list for each year group is held. All waiting lists will be maintained to the end of the first term of the school year.

#### **SECTION D: Admission to Sixth Form September 2021**

The maximum number of students admitted into Year 12 will be 100. This number includes the Year 11 students progressing into the Sixth Form from Altrincham College (Category 1 students) as well as 20 places available for external entrants (Category 2 students).

##### Sixth Form Entry Requirements

Students qualifying for entry into Year 12 to study Level 3 courses must:

##### **A-Levels:**

- Achieve a minimum of 5 GCSEs at **Grade 5** or equivalent.
- Achieve a minimum **Grade 5** at GCSE in English Language and Mathematics.
- Achieve a minimum **Grade 6** or equivalent in those subjects to be studied at A-Level (or in a related subject where the chosen subject is not offered at GCSE).
- Students wishing to study A Level Mathematics should have achieved a GCSE **Grade 7 or above**.

##### **BTEC/Vocational Courses:**

- Achieve a minimum of 5 GCSEs at **Grade 4 or above**, including English Language and Mathematics, if choosing an Extended Diploma (equivalent to 3 A-Levels).

- Achieve a **Grade 6 or above** at GCSE in any subject being studied at A-Level in combination with any BTEC course.

Students must also be:

- No younger than 15 on the 31<sup>st</sup> August prior to the year of entry
- No older than 17 on the 31<sup>st</sup> August prior to the year of entry

The application deadline is December 2020 (End of Term).

#### Sixth Form Over-Subscription Criteria:

Where eligible applications for external places exceed the number of places available, places will be allocated according to the following priority order:

- 1) 'Looked After' children (as defined by the over-subscription criteria outlined in Section A of this policy) who fulfil the entry requirements.
- 2) All other external year 11 students who fulfil the entry requirements.

For each of the criteria listed above, if the demand for places exceeds the admissions number, the rank order will be determined by a selection process which will give priority to students with the highest GCSE or equivalent grades in the subjects selected for study.

If any applicant has the same grade profile as another applicant, the determination factor will be the proximity of the student's home to the school, measured by a straight line (as defined in Altrincham College Admissions Policy Section A).

#### Sixth Form Waiting List

The school will operate a waiting list for Year 12 admissions, following completion of the allocation appeals process. Applicants for 'in- year' admission to Year 12 may join the waiting list if a place is not available, providing they meet the qualifying criteria.

#### Sixth Form Admissions Process for students in Year 11 during 2020-21:

- 1) October 2020 – Prospectus available online
- 2) October 2020 – Post-16 Information Evening
- 3) December 2020 – Deadline for applications

An acknowledgement of the application and conditional offer if appropriate will be received within 10 working days of its submission.

Having registered, student places will be allocated subject to their GCSE results meeting the entry requirements.

In the case of insufficient demand from students, the school may decide not to deliver a particular course. If this should happen, students will be informed and given the opportunity

to choose an alternative.

All students will receive final confirmation of their place at Altrincham College Sixth Form following the GCSE results in August.

### **SECTION E: Independent Appeals Panel**

Applicants who have been unsuccessful in securing a place in the relevant year group will have the right of appeal to an independent appeals panel (Education Act 1993). Parents wishing to exercise this right should indicate their intention, direct with the school, in writing within 28 days of receipt of the notification.

The appeals panel will consist of at least 3 independent members, of which 1 will have experience in education.

A Presenting Officer will represent the school and present the reasons for the school's decision not to admit the applicant.

An independent clerk will attend and record all meetings and provide legal advice when and if required. The clerk will notify all parties of the panel's decision.

#### Order of Hearing

1. Case for the school made by the Presenting Officer. Written details will have been provided in advance.
2. Questioning of this case by the parents (for information and/or clarification).  
Questioning of the case by the independent members of the Panel
3. Case for the parents
4. Questioning by the school (for information and/or clarification). Questioning of the case by the independent members of the Panel
5. Summing up by the school
6. Summing up by the parents

### **SECTION F: Governing Body Terms of Reference in relation to Admissions**

1. To consult with governing bodies of local schools, relevant parents and other interested groups, if there is a change in admission arrangements that will apply for admission applications the following school year and, at least once every seven years even if there are no changes.
2. To approve the admission number (PAN) for each relevant year group, taking regard of net formula capacity.
3. To review admission arrangements and determine the arrangements for the school in the following year.
4. To review discussions and outcomes from local admissions forums.
5. To review admissions appeals on consideration of a report to the full governing body.



## **ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**

### **ADMISSIONS POLICY 2021 ENTRY**

#### **I. Policy and Numbers**

Altrincham Grammar School for Boys is an 11-18 wholly selective Academy Grammar School for boys. A copy of the School prospectus is available to download from the School website or available in hard copy upon request.

The School is geographically accessible to prospective pupils from a wide area served by public services.

Admission arrangements will be published on the School website and the appropriate bodies notified. Where an increase in the Published Admission Number occurs the Admission Authority will notify the Local Authority and reference to the change will be published on the School website.

In order to be considered for admission to the School all applicants must attain the required standard in the prescribed arrangements for selection by reference to ability and aptitude and be assessed as suitable in accordance with the admission criteria. Reference should be made to the qualification Section (Section 3) and to the Over-subscription Criteria in Section 7 regarding qualifying scores.

Parents seeking entry into the School for their child in Year 7 September 2021 **must** include AGSB in the ranked order of preference on their Home Authority's Common Application Form (CAF). Applications to Home Authorities **must** be made prior to the National Closing date of 31<sup>st</sup> October 2020. Late applications to Home Authorities may only be considered following 1<sup>st</sup> March 2021.

In accordance with the Co-ordinated Admission Arrangements, all parents will be notified of the outcome of their application by their Home Authority, on or about 1<sup>st</sup> March 2021 (National Offer Day).

The published admission number (PAN) for the year commencing 1st September 2021 will be 202 at age 11. Applicants must have a date of birth between 1<sup>st</sup> September 2009 and 31<sup>st</sup> August 2010.

## 2. Application procedure for entry into Year 7 September 2021

Altrincham Grammar School for Boys will use test papers designed by GL Assessment (formerly National Federation of Educational Research -NFER). The test will take place in September of the year immediately before the offer year.

The tests will consist of GL Assessment Multiple Choice - Verbal Reasoning, Non-Verbal Reasoning and Mathematic papers. GL Assessment will standardise the scores taking into account the applicant's date of birth. Reference should be made to the qualification Section (Section 3) and to the Over-subscription Criteria in Section 7 regarding qualifying scores.

Open Evening and Parent Information Evenings for prospective parents will take place during the summer term before the year of admission to inform parents of the admission and application procedure. Full information will be available from the School website.

An alternative examination date is available for Looked After Children, Pupil Premium applicants, applicants with SEND requirements and for applicants who may not sit an assessment on a Saturday due to religious reasons. To request the alternative assessment date please email [agsbadmissions@hamblintrust.co.uk](mailto:agsbadmissions@hamblintrust.co.uk) no later than 1<sup>st</sup> July 2020. Otherwise, your child will take the assessment on the same day as other applicants.

**2.1** All parents of boys seeking entry **must** apply directly to the School. Applications open in March and are available online at: [www.agsb.co.uk](http://www.agsb.co.uk) . The closing date for applications is 1<sup>st</sup> July 2020.

Hard copies of all forms are available from the school upon request. Photographic identity will later be required by the school.

**2.2** Late applications may only be considered once all on-time applications have been accommodated.

Applications received after our closing date of 1<sup>st</sup> July 2020 may only be considered following 1<sup>st</sup> March 2021.

## 3. Qualification

### Definitions:

“Pupil Premium” is defined in sections 4 and 13.3.

“Priority Admission Area” is defined in Section 7.2.

“Trafford State Funded Primary School” Is defined in Section 13.4.

**The total standardised scores are placed into one of six groups:**

Group 1	Looked After and Previously Looked After children (as defined in 13.2) with a total standardised score of 324 and above.	Qualified for Admission.
Group 2	Up to 20 applicants who fall within the Pupil Premium criteria, who live within the School's priority admission area and attend a Trafford State Funded Primary School with a total standardised score of 324 -333. In addition, applicants who fall within the Pupil Premium criteria, who live within the School's priority admission area and attend a Trafford State Funded Primary School with a total standardised score of 334 and above.	Qualified for Admission subject to oversubscription criteria (see section 7)
Group 3	Up to 10 applicants who fall within the Pupil Premium criteria, who attend a Trafford State Funded Primary School with a total standardised score of 324 and above.	Qualified for Admission subject to oversubscription criteria (see section 7)
Group 4	Applicants who live within the priority admission area with a total standardised score of 334 and above.	Qualified for Admission subject to oversubscription criteria (see section 7).
Group 5	(i) All other Applicants with a total standardised score of 334 and above. (ii) PP applicants with a total standardised score of 324 and above and who do not fall within Priority Categories 2 and 3.	Qualified for Admission subject to oversubscription criteria (see section 7).
Group 6	All other applicants	Not qualified for admission.

Parents should be aware that although Altrincham Grammar School for Boys will inform them of their child's assessment results mid-October 2020, allocations to this School will be published by Local Authorities in March 2021 on behalf of the Governing Body of the School. Success in the selection procedure will not mean your child automatically receives a place at this School.

## 4. Pupil Premium

Schools receive funding for each child registered as eligible for free school meals at any point in the last 6 years. Schools also receive funding for Service Premium children who have a parent serving in the regular armed forces either currently or within the last 3 years; and children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

If the applicant falls within the Pupil Premium criteria, you must verify this at the point of application by completing our online **Pupil Premium Form** and providing evidence. Pupil Premium forms can be found on our school website at [www.agsb.co.uk](http://www.agsb.co.uk) and all forms must be submitted by and no later than 1<sup>st</sup> July 2020. Forms submitted after this date may only be considered within the Review Process following 1<sup>st</sup> March 2021.

## 5. Special Circumstances

A Special Circumstance Form is available should you need to report illness or serious family issues which may have affected an applicant prior to or on the day of the examination. A written explanation of the circumstances must be provided and the form must be submitted no later than 25<sup>th</sup> September. This form can be found at [www.agsb.co.uk](http://www.agsb.co.uk). Special Circumstances reported may be held in support of an Independent Statutory Appeal following 1st March 2021.

## 6. Access Arrangements

**6.1** Access arrangements will be agreed before the Entrance Test. They allow candidates with special educational needs, disabilities or temporary injuries to access the test and show what they can do without changing the demands of the test. The intention behind an access arrangement is to meet the particular needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. Whether an adjustment will be considered reasonable will depend on a number of factors, which will include, but are not limited to:

- the needs of the disabled applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.



The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. Each case will be considered on its own merit.

**6.2** Access arrangements must not give an applicant an unfair advantage over other applicants. Where a request for 25% extra time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. In order to evidence such circumstances, parents must provide the School with an Education, Health and Care Plan, or primary school SEND support information. All reports must be current and dated no more than 2 years before the date of testing. All documentation must be on an official letterhead and show the Assessors full name, qualifications and demonstrate how the assessment results were reached.

**6.3** Information from the primary school will be requested including details of the applicant's normal way of working. Please notify us in advance if your child requires enlarged print test papers or test papers printed onto coloured paper.

**6.4** You **must** also submit our **Access Arrangement Request Form**, which can be found at [www.agsb.co.uk](http://www.agsb.co.uk) and ask the applicant's Primary School to complete this form on your behalf. You must return this form to us along with supporting documentation no later than 1<sup>st</sup> July 2020. Information received after this date may not be considered prior to the assessment but may be considered following 1<sup>st</sup> March in support of a statutory appeal.

## Oversubscription Criteria

Where the number of boys qualified for admission exceeds the number of places available the following criteria will be applied in the order set out below to decide which boys to admit. Please note that that the qualifying score (the total standardised score as determined by GL Assessment) varies according to the priority in which the applicant falls.

### **Definitions:**

“Pupil Premium” is defined in sections 4 and 13.3

“Priority Admission Area” is defined in Section 7.2.

“Trafford State Funded Primary School” is defined in Section 13.4.

### **PRIORITY CATEGORY 1**

'Looked After Children' and previously 'Looked After Children' (as detailed in section 13.2) achieving a total standardised score of 324 and above.

### **PRIORITY CATEGORY 2**

Up to 20 applicants who fall within the Pupil Premium criteria, whose permanent home address lies within the school's priority admission area, attending a Trafford State Funded Primary School and with a total standardised score of 324 -333. Places will be offered on the basis of ranking as determined by their aggregated GL Assessment selection scores.

Those applicants who fall within priority category 2 (as defined above) and achieve a total standardised score of 334 and above will also be offered places in addition to the 20 places set out above.

The **priority admission area** is defined as "postal addresses of WA13/WA14/WA15/M33 and M23 postcodes which lie within the Trafford Local Authority".

### **PRIORITY CATEGORY 3**

Up to 10 Applicants who fall within the Pupil Premium criteria, who attend a Trafford State Funded Primary School and with a total standardised score of 324 and above. Places will be offered on the basis of ranking as determined by their aggregated GL assessment selection scores.

### **PRIORITY CATEGORY 4**

Applicants whose permanent home address lies within the school's priority admission area with a total standardised score of 334 and above. Priority admission area is defined in section 7.2. Places will be offered on the basis of ranking as determined by their aggregated GL assessment selection scores.

### **PRIORITY CATEGORY 5**

Eligible applicants from outside the school's priority admission area with a total standardised score of 334 and above Places will be offered on the basis of ranking as determined by their aggregated GL assessment selection scores.

**7.6** Where the number of applicants qualifying for admission exceeds the number of places available in any category (following the placing of applicants in rank score order) priority will be given to the candidate(s) whose permanent home address lies closest to the school (using the distance calculation set out in section 7.7).

**7.7** Distance will be calculated as a direct straight line from the child's permanent place of residence to the School, using property co-ordinates provided through a combination of the

Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, co-ordinates will be measured in the same manner.

**7.8** Random allocation will be used as a tiebreak to decide who has the highest priority for admission where the qualifying score and the distance between two applicants' homes and the School is the same.

**7.9** Parents of applicants who do not gain a place at the School will be offered the right to appeal by their Home Authority, following National Offer Day (1<sup>st</sup> March 2021).

## Home Address

The Governing Body are committed to ensuring that the allocation of school places is fair and transparent and takes very seriously any attempt to gain an unfair advantage in the admissions process. We will further investigate any application that appears to be **misleading** or **fraudulent**. Places allocated on the basis of misleading or fraudulent information WILL BE withdrawn and, it is important to note, that a place can be withdrawn even after a child has started school.

**8.1** The child's **home address** means: the address where the child normally lives. This must not be a temporary, address, an address of a child-minder, grandparent, carer or relative, or any other address used to gain an advantage in the admissions process.

**8.2** In order to be considered as living in a property within our priority admission area (as defined in section 7.2), families must prove ownership of that home and provide proof of residency upon request where this becomes relevant at appeal or otherwise. Where the property has been owned for less than 2 years, families must provide (upon request at appeal or otherwise) proof of disposal of the previous home i.e. proof that the property has been sold.

**8.3** In order to be considered as living in a rental property within our priority admission area (as defined in section 7.2) families must provide a current rental agreement and proof of residence upon request, where this becomes relevant at appeal or otherwise. If the family has moved from an owned property into rented accommodation, proof of disposal of the previously owned property (i.e. proof that the property has been sold) may be requested at appeal or otherwise. Where the previous property was also a rental property, you may be requested to provide evidence showing termination of the previous rental agreement.

**8.4** In the case of parents/carers who are separated and where child-care arrangements are shared between two addresses within our priority admission area, (as defined in section 7.2) the average of the distances of the two addresses from the school will be

used for the purposes of determining priority for admission. Where one of the addresses is outside our priority admission area, the applicant will be regarded as living outside this area and the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. You must register both addresses with us at the point of application. Sections 8.1- 8.3 apply and proof of residency will be required. Distance will be calculated as detailed in 7.7.

## **Change of Home Address**

**9.1** For applicants who move address to within our priority admission area (as defined in 7.2) on a date after 1<sup>st</sup> July 2020, the new address will not be considered prior to 1<sup>st</sup> March 2021 but may be considered following 1<sup>st</sup> March 2021. The provisions set out in section 8 above apply in full.

**9.2** Successful applicants who leave our priority admission area (as defined in paragraph 7.2) before 31<sup>st</sup>

December 2021 will have their place reviewed. As a result of this review (if it is shown that the address previously given was misleading or fraudulent) the place may be withdrawn if, as a result of the misleading or fraudulent information, the applicant had been promoted to a higher priority on the School's admissions criteria.

**9.3** Parents must inform the School of any changes to their home address at all times and applicants who move out of our priority admission area after the point of application will be considered from their new address with immediate effect.

## **In Year Transfer Applications Y7-Y11**

Applicants can register for a place that may become available by submitting an online In Year Transfer Application which can be found at [www.agsb.co.uk](http://www.agsb.co.uk). Should a place become available, applicants will be invited to attend an assessment and qualified applicants will be ranked in accordance with our admission criteria. Our closing date for applications is 31<sup>st</sup> May. The register will be kept for one academic year only. The Governing Body of the School will determine by reference to the School's admission criteria whether or not a place can be offered.

**10.1** Applicants will be assessed in three subjects using recent internal examinations relative to the academic year of application, Maths, English and a Modern Foreign Language. The minimum qualifying score in each assessment is 70%. In order to be considered, the minimum score is required in all three subjects.

**10.2** Applicants applying for Year 11 will be considered up to 31<sup>st</sup> December in the academic year, where estimated grades of between 9 and 7 in Maths, English and Science are given. In addition, optional subject choices and places within those choices would have to be available. It is also essential that work covered at the applicant's current school mirror that of pupils at AGSB. An assessment test similar to that of a year 10 applicant may also be set.

**10.3** Where an offer is made, the applicant must commence school within 30 school days of the offer being made as variation to this could disadvantage other applicants who have applied.

## **Waiting Lists**

**11.1** Following completion of the application and appeals process, the school will operate a waiting list. Qualified applicants will be ranked in accordance with our oversubscription criteria and the list will be maintained until the end of the academic year.

**11.2** Waiting list current years 7-11. Where a place is not available at the time of application, the School will hold a waiting list. Should a place become available, applicants will be assessed and the waiting list will be ranked in accordance with our oversubscription criteria. The waiting list will be held until the end of the academic year.

**11.3** Priority must not be given to children based on the date their application was received or their name was added to the list.

**11.4** Applicants who have previously applied and not been assessed as suitable for entry must leave a minimum of twelve months before re-applying.

## **General**

**12.1** Admission of an applicant outside their normal age group. Considerations will be made on an individual basis taking into account information regarding the applicant's academic, social and emotional development in addition to factors detailed in Sections 2.17, 2.17A and 2.17B of the School Admissions Code (2014). Younger applicants may be considered for entry providing they are currently in a class one year ahead of their correct cohort and that they obtain a total standardised score of 405 or above in the entrance examination. Older applicants may be considered for entry providing they are currently in a class one year behind their correct cohort and where a Local Authority deferral has been granted.

**12.2** Where an offer is made, proof of date of birth and residency may be requested by the School.

**12.3** Examination papers remain working documents and are exempt from disclosure under the Freedom of Information Act 2000, the General Data Protection Regulation and the Data Protection Act 2018. All papers are checked after marking. Re-marks are not available.

## 13. Definitions

### 13.1 EDUCATION, HEALTH AND CARE PLAN

An Education, Health and Care Plan (where the school is named) is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### 13.2 A 'LOOKED AFTER' OR PREVIOUSLY 'LOOKED AFTER' CHILD

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 (as defined in Section 22 (1) of the Children Act 1989). 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's guardian (or special guardians).

This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### 13.3 PUPIL PREMIUM

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Schools receive funding for each child registered as eligible for free school meals at any point in the last 6 years.

Schools also receive funding for Service Premium children who have a parent serving in the regular armed forces either currently or within the last 3 years; and children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

**13.4 A Trafford State Funded Primary School** is any and all primary schools funded by the State (Academies and Local Authority maintained schools) that lie within the Trafford Local Authority. For further information please refer to the following link:

<http://www.trafford.gov.uk/residents/schools/schools-in-trafford/schools-in-trafford.aspx>

## 14. Appeals

- Any applicant refused admission has the right to appeal to an Independent Appeals Panel against the decision by the Admission Authority (School Board of Governors) under the Terms of the Education Act 1998. The Admission authority (School Board of Governors) will establish arrangements for appeals against non-admission.

- Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be published on the school website by 28<sup>th</sup> February each year.
- In Year admission appeals will be heard within 30 school days of the appeal being lodged.
- The Appeals Panel will be strictly independent of the school. The decision of the Appeals Panel will be final and binding on all parties.
- For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia.

Appellants considering making a complaint regarding administration of an appeal should contact: ESFA Complaints, Chief Executive's Office, 53-55 Butts Road, Earlsdon Park, Coventry CV1 3BH.

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk) Tel: 01325 340 402 Office of the Schools Adjudicator, Bishopsgate House, Feethams Darlington DL1 5QE

## **ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**

### **SIXTH FORM ADMISSIONS POLICY 2021**

#### **1.0 Policy and Numbers**

Altrincham Grammar School for Boys is a wholly selective Academy Grammar School for boys. A copy of the Sixth Form School prospectus is available to download from the School website or in hard copy upon request.

The Governing Body require that in order to be eligible for consideration for admission to the Sixth Form of the School prospective students must have been assessed as suitable in accordance with the admission criteria.

An Open Evening will be held in November of the determination year, the year immediately before the offer year, details of which will be published in a local newspaper and further information will be on the School website.

All applicants will be asked to complete an online Application Form at: [www.agsb.co.uk](http://www.agsb.co.uk) listing in order of preference the three subjects they wish to study at A level. The closing date for applications is Monday 8th February 2021.

All offers of places will be made by 3rd May 2021.

Our published admission number (PAN) for the admission of applicants from other schools for the year commencing September 2021 is a minimum of 4, although the actual number is often higher. Additional external students may be admitted providing their admission does not prejudice efficient education or the efficient use of resources. Applicants must have a date of birth between 1<sup>st</sup> September 2004 and 31<sup>st</sup> August 2005.

Places will be allocated in accordance with our admission criteria.

## 2.0 Admission Criteria

For those offered a place in the Sixth Form the requirement for entry is that students **must** have achieved a minimum Attainment 8 score of 60 **and** at least a grade 6 in the subjects chosen to study **and** a grade 5 in GCSE English Language and Mathematics.

Please note that for the purposes of our entry criteria 2021 the Attainment 8 score is defined as a summation of the grades students achieve in their best 8 GCSEs, including Mathematics and English Language. A student's best Mathematics GCSE and English Language GCSE grade will be included in this measure and both the Mathematics and English Language grades will be double weighted. For example, a score of 8 in English Language will be awarded 16 points towards the minimum target of a 60. The remaining 6 GCSEs are not double weighted and can come from any other GCSE subject studied by the students as part of the AGSB curriculum.

### 2.1 Applicants from this School

Applicants from this School will be offered a Sixth Form place, **conditional** upon them achieving the required GCSE grades, by the 3<sup>rd</sup> May prior to the September of Sixth Form entry. The offer of a place may be withdrawn if the applicant has not responded by 12 noon on GCSE Results Day. Those students not offered a place by 3<sup>rd</sup> May who then go on to meet the entry requirements in August, may be offered a place, although the choice of subjects at that time will be limited.

### 2.2 Applicants from other Schools

After all applicants from Altrincham Grammar School for Boys who are likely to be qualified for entry into the Sixth Form have been accommodated, places will be offered to students from other schools. This will be subject to the availability of places on individual courses and combinations of subjects.

The offer of a place may be withdrawn if the applicant has not responded by 12 noon on GCSE Results Day.

Where a place is offered to an external applicant and accepted, the student **must** attend Enrolment Day on Wednesday 1st September 2021 and commence school on the first day of term. Where the student fails to attend on either day the place may be withdrawn and offered to another applicant. A change in subject choices at this stage is not possible.



### 3.0 Oversubscription

Where the number of applicants who have met the entry criteria exceeds the number of places available the following criteria will be applied in the order set out below to decide which applicants to admit:

#### 3.1 Looked After Children and previously Looked After children, regardless of place of residence.

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 (as defined in Section 22 (1) of the Children Act 1989). 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). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**3.2** Where eligible applicants for admission for a particular combination of subjects exceed the number of places available, the places will be allocated to those students in order of merit based on their predicted GCSE grades. These decisions will be prior to 3rd May. If two or more students are predicted the same number of GCSE points, the final place(s) will be allocated in order of merit based on their actual GCSE result in August.

**3.3** Where the number of applicants qualifying for admission exceeds the number of places available priority shall be given to those applicants residing closer to the School.

**3.4** Should places become available for external applicants after the publication of results in August, the same procedure will be adopted but with the decision based on actual rather than predicted GCSE grades.

### 4. Home Address

The Governing Body are committed to ensuring that the allocation of school places is fair and transparent and takes very seriously any attempt to gain an unfair advantage in the admissions process. We will further investigate any application that appears to be **misleading** or **fraudulent**. Places allocated on the basis of fraudulent or misleading information WILL BE withdrawn and, it is important to note, that a place can be withdrawn even after an applicant has started school.

**4.1** The applicant's home address means: the address where the applicant normally and permanently lives on a full-time basis. This must not be a temporary address, an address of a child-minder, grandparent, carer or relative, or any other address used to gain an advantage in the admissions process.

**4.2** In order to be considered from a rental property within our priority admission area, families must effectively and definitively demonstrate that they cannot return to a previous home address. A rental agreement of 2 years without a break clause is required.

**4.3** Where home arrangements are shared between two addresses, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. You must register both addresses with us at the point of application and proof of residency may be requested.

**4.4** Distance will be calculated as a direct straight line from the applicant's permanent place of residence to the

School, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of an applicant living in a block of flats, co-ordinates will be measured in the same way.

## **5. General**

**5.1** Random allocation will be used as a tie-break to decide who has the highest priority for admission where the number of GCSE points and the distance between two applicant's homes and the School is the same.

**5.2** Applications received after Monday 8<sup>th</sup> February 2021 may only be processed once all on-time internal and external applications have been considered. Decisions on late applications will be made after the publication of GCSE results in August.

**5.3** Admission of an applicant outside their normal age group. Considerations will be made on an individual basis taking into account information regarding the applicant's academic, social and emotional development in addition to factors detailed in Sections 2.17, 2.17A and 2.17B of the Schools Admissions Code (2014).

**5.4** Applications for entry into Y13 would not normally be considered.

## **6.0 Appeals**

Any applicant refused admission has the right to appeal to an Independent Appeals Panel against the decision by the Admission Authority under the Terms of the Education Act 1998.

The Admission Authority will establish arrangements for appeals against non-admission. Students above the compulsory school age have the right to appeal against any decision to refuse them admission. The student's right of appeal is in addition to their parent's or carer's right of appeal and the student and their parent/carer may appeal separately, or jointly.

The Appeals Panel will be strictly independent of the School. The decision of the Appeals Panel will be final and binding to all parties. A second appeal will not be allowed unless there are proven significant and material changes in circumstance.

Appeals will be heard immediately following the confirmation of examination results.  
Appeal application forms will become available online at: [admissions@agsb.co.uk](mailto:admissions@agsb.co.uk) on GCSE Results Day. Also available in hard copy.

For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia.

Appellants considering making a complaint regarding administration of an appeal should contact:

The ESFA Complaints  
Chief Executive's Office  
53-55 Butts Road  
Earsldon Park  
Coventry  
CV1 3BH

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Tel: 01325 340 402

Office of the Schools Adjudicator

Bishopsgate House

Feethams

Darlington

DLI 5QE



# Altrincham Grammar School for Girls

## ADMISSIONS POLICY FOR ENTRY 2021

### DEFINITIONS

For the purposes of this Admissions Policy:

'Assessment Exam' means an entry examination taken at any other time other than the Entrance Exam;

'Eligible Applicant' means an applicant who has qualified for the School via an Entrance or Assessment Exam;

'Entrance Exam' means the examination taken by girls in year 6 for entry into Year 7;

'Looked After Children and previously Looked After Children' (LAC). 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 (as defined in Section 22(1) of the Children Act 1989). 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 (as defined in Section 14A of the Children Act 1989). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. In addition to 'looked after children' schools receive pupil premium funding for pupils who were looked after by an English or Welsh local authority before being adopted, or who left care on a special guardianship order or child arrangements order. Schools also receive funding for each child registered as eligible for free school meals at any point in the last 6 years as well as funding for children who have a parent serving in the armed forces.

'Residence' means the home address where the child normally and permanently lives on a full time basis. This must not be a temporary address, an address of a relative or carer, or a second or subsequent address. In the case where child-care arrangements are shared between two addresses, the average distance of the two addresses will be used for the purpose of determining priority for admission. Legal documentation of shared residency will be required at the point of application;

'Sister' means any girl residing at the same address as the Applicant as part of the same

family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sister;

'The catchment area' is defined as an 8-mile radius from the main entrance of the School. A map detailing the catchment area is available for viewing at the school office;

'The distance' will be measured in a direct line from the Applicant's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), Royal Mail Postal Addresses Information and information provided by other Local Authorities. In the case of a child living in a block of flats the distance will be measured in the same manner;

'The School' means Altrincham Grammar School for Girls;

'The Sixth Form Prospectus' means the booklet with this title, which is available on the School website.

### **Published admission number (PAN)**

Year 7 – 204

Year 12 – at least 5 from schools other than Altrincham Grammar School for Girls

## **1. Admission to Year 7 in September 2021**

Arrangements for the Altrincham Grammar School for Girls' Entrance Exam will be available from the website from June 2020. The Applicant's date of birth should be between 1 September 2009 and 31 August 2010. See paragraph 1.3 below for admission of an applicant outside their normal age group.

The number of intended admissions to Year 7 in September 2021, will be 204. Applicants who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for admission to the School.

These arrangements require that, in order to be eligible for consideration for admission to the School, applicants must have been assessed as suitable under the following admissions criteria:

- 1.1** The School is a selective school and will use test papers set and standardised by our service provider.
- 1.2** Arrangements for taking the Entrance Exam will be published on the School's website each year and the tests themselves will be taken at a date and venue to be announced. Entrance Exams are usually held in the second or third week in September. If an applicant is ill immediately prior to or on the day of the exam, they should not be brought to take the exam; alternative arrangements will be made.

### **1.3 Admission of an applicant outside their normal age group**

If a parent would like to apply for admission of their daughter outside their normal age group, they should submit their request, alongside any supporting evidence, by 26 June 2020. Decisions will be made on an individual basis taking into account information regarding the applicant's academic, social and emotional development in addition to factors detailed in Sections 2.17, 2.17A and 2.17B of the School Admissions Code (2014).

#### **1.4 Registration for Testing**

Parents will be asked to register for their daughters to take the Entrance Exam from **1 June 2020 and no later than 12 noon on 26 June 2020**. There will be a link to the registration form on the admissions page of the school website. If the specified date is not met for completion of the entrance exam registration form, applicants cannot be tested in September 2020. Further testing will not occur until after 1 March 2021.

Details of the admission arrangements will be sent to the Headteacher of all primary schools in the catchment area and to others upon request. An open evening for prospective parents will be held during the summer term to advise them of the admission procedure. Advice and help with the admission procedure can be offered at any time by contacting the School Admissions Department via e-mail at [admissions@aggs.bfet.uk](mailto:admissions@aggs.bfet.uk)

**1.5** The exam will consist of questions testing non-verbal, verbal and mathematics skills.

#### **1.6 Access Arrangements**

Access arrangements will be agreed before the Entrance Exam. They allow candidates with special educational needs, disabilities or temporary injuries to access the exam and show what they can do without changing the demands of the exam. The intention behind an access arrangement is to meet the particular needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. Each case will be considered on its

own merit. Information must be forwarded to the School by parents at the time they register their daughter for the Entrance Exam or as soon as possible thereafter. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

Access arrangements must not give an applicant an unfair advantage over other applicants. Where a request for 25% extra time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. In order to evidence such circumstances, parents should provide the School with a Local Authority Statement of Special Educational Needs, an Education, Health and Care Plan or primary school SEND support information. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

### 1.7 Results

The test scores will be standardised according to age. The results will then be placed in one of four bands.

Band W:	Applicants who achieve a qualifying score of 334 or above.	Qualified for Admission	Oversubscription: see para. 4 below
Band X:	Applicants who are LAC or in receipt of Pupil Premium and achieve a qualifying score of 324 to 333.	Qualified for Admission	Oversubscription: see para. 4 below
Band Y:	Applicants who do not achieve the qualifying score i.e. those achieving 333 and below.	Not qualified for Admission	Appeals: see para. 5 below
Band Z:	Applicants who are LAC or in receipt of Pupil Premium and do not achieve the qualifying score i.e. those achieving 323 and below.	Not qualified for Admission	Appeals: see para. 5 below

The School will post your daughter's results no later than 16 October 2020 (second-class mail)

- 1.8** Parents/carers of children who wish to apply for a place at the School must indicate Altrincham Grammar School for Girls in ranked order on their home Local Authority common preference form by the specified date. If the national closing date (31 October) for completion of the common preference form is not met by the Applicant, testing will not occur until after 1 March 2021. Late applications will only be considered once all on-time applications have been ranked.

## **1.9 Residency**

In order to be considered as living in a property within our catchment area, families must prove ownership of that home and provide proof of residency upon request where this becomes relevant at appeal or otherwise. Where the property has been owned for less than 2 years, families must provide (upon request at appeal or otherwise) proof of disposal of the previous home i.e. proof that the property has been sold.

In order to be considered as living in a rental property within our catchment area, families must provide a current rental agreement and proof of residence upon request, where this becomes relevant at appeal or otherwise. If the family has moved from an owned property into rented accommodation, proof of disposal of the previously owned property (i.e. proof that the property has been sold) or proof of permanent relocation may be requested at appeal or otherwise. Where the previous property was also a rental property, you may be requested to provide evidence showing termination of the previous rental agreement.

**1.10** Applicants who move home and reside nearer to the School after receipt of their entrance examination application form, but before 1 March 2021, who have made an on-time application to their Home Authority naming the School as a preference, will be considered from the address given on the original application form given to the School until after the first round of offers. Thereafter, the new address will only be considered if and when the following evidence and legal documentation in relation to the change of residency have been supplied to the School.

- a)
  - i) a sale or exchange of contracts for sale or a termination of their tenancy in relation to the previous home; and
  - ii) the purchase of the new home was completed or there exists a tenancy agreement for the new home; and
  - iii) the Applicant and her parent(s)/carer(s) became resident at the new home;
- b) Applicants who move further away from the School after the date of application will be considered from their new address with immediate effect.

**1.11** All parents will be notified by their Home Authority of the outcome of their application on National Allocation Day (1 March 2021).

**1.12** Where an offer is made, proof of date of birth and residency of the applicant and the parent/carers may be requested by the school.

Parents of applicants are required to notify the school promptly of any change of address or circumstances especially where these changes will impact upon the applicant's chances of securing a school place in the event of oversubscription.

The school may subsequently withdraw the offer of a place if relevant changes of



address or circumstances have not been notified promptly to the school or in the event that false, incorrect or misleading information has been provided to school where this has led to a place being offered or has advantaged the applicant in the priority order for oversubscription.

- 1.13** Entrance examination papers are working documents and, as such, remain confidential to the school.

## **2. In-Year Admissions for pupils applying to enter Years 7 to 11.**

All applications must be made in writing to the School Admissions Officer.

**2.1** Applicants who have previously applied and sat an Assessment Exam and who have not achieved the qualifying score for entry must leave a minimum of 12 months before reapplying. Candidates who have been unsuccessful in the School's Entrance Exam cannot be reassessed until the summer term of 2022. A successful outcome does not guarantee a place at the School.

Applicants applying for entry into Year 9 and above who have previously been assessed as suitable are required to be reassessed using recent internal School examinations relative to the academic year of application.

- 2.2** Applicants applying to enter Years 7 to 11 will be assessed for their suitability for a grammar school place using selection tests, which are as follows:
- 2.3** The assessment of applicants who wish to enter the school in Years 7 and 8 shall be by one mathematics paper, a written English paper and a written paper in French or German or Spanish. Applicants for Years 9, 10 and 11 will sit a mathematics paper, a written English paper, a written paper in French or German or Spanish and a science paper consisting of biology, chemistry and physics.
- 2.4** The minimum qualifying score for each subject is as follows: English 75%; mathematics 70%; modern foreign language 75%; science 70%. To qualify, applicants need to obtain the minimum qualifying score in all subjects.
- 2.5** Applicants who are LAC or in receipt of pupil premium must meet the qualifying score for each subject as follows; English 70%; mathematics 65%, modern foreign language 70%, science 65%. To qualify, applicants need to obtain the minimum qualifying score in all subjects.
- 2.6** In the event of oversubscription, the provisions of paragraph 4 will apply.

## **3. Admission to the Sixth Form**

- 3.1** The minimum academic requirements for entry of applicants into the Sixth Form are four GCSE passes at grades 7 and above, plus two GCSE passes at grade 6. In order to study a particular subject at A level, a grade 7, 8 or 9 is required in the relevant GCSE subject (subject to the exception in 3.2 below). Applicants are requested to look carefully at the [Sixth Form Admissions webpage](#) for details of the relevant GCSE

subjects required for each A level.

All students entering the Sixth Form will also be required to have passed GCSE mathematics and English language with a minimum of a grade 6 (or an equivalent qualification recognised for tertiary education in the UK, which will allow them to communicate effectively in spoken and written English and to understand spoken and written English without difficulty).

- 3.2 Special consideration will be given to applications from children who are looked after, or in receipt of pupil premium, regarding failure to meet an entry requirement. This consideration will extend to allowing a student entry with one grade lower on any one of the above criteria.
- 3.3 Applicants from schools where GCSEs are not taken should have equivalent qualifications and be able to demonstrate that they are working at a level comparable to the above qualification.
- 3.4 Applicants from other schools should complete the on-line application form by 15.30 on 12 December each year. On receipt of the completed application form and a reference including predicted grades from their current Headteacher, applicants may be invited to the school to discuss their option choices.
- 3.5 Priority for entry to the Sixth Form shall be given to those who are existing pupils of the school.
- 3.6 A minimum of five places will be made available for admission to the Sixth Form for applicants from other schools. Further places may be made available subject to availability of places on individual courses.

#### **4. Oversubscription**

Where **eligible** applications for admissions at any age exceed the number of places available, and after students who have a statement of SEN or an Educational Health and Care Plan, which names the school, have been admitted, places will be awarded in accordance with the following order of priority:

- 4.1 Children who are Looked After or who have been previously Looked After, regardless of their place of residence (please see definitions on the front page of the policy);
- 4.2 Applicants residing within the school's catchment area who are in receipt of pupil premium;
- 4.3 Applicants residing within the school's catchment area who have a sister who will be a pupil of the school at the time of the applicant's proposed admission;
- 4.4 Applicants residing within the school's catchment area. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);

- 4.5** Applicants residing outside the school's catchment area who are in receipt of pupil premium. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);
- 4.6** Applicants residing outside the school's catchment area who have a sister who will be a pupil of the school at the time of the applicant's proposed admission. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);
- 4.7** Applicants residing outside the school's catchment area. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);
- 4.8** In the unlikely event of a tie-breaker situation, the applicant will be chosen by random allocation. A representative of the applicant will be invited to observe the procedure, which would be supervised by a person independent of the school.
- 4.9** **Waiting List**
- a) A waiting list for Year 7 admissions will be maintained until 31 December, at the end of the autumn term of Year 7, following the completion of the allocation appeals process, provided the applicant has qualified through the entrance exam.
  - b) Applicants for in-year admissions, Years 7 to 11, may join the waiting list for one term if a place is not available within the year group, providing they have qualified through the assessment exam.
  - c) Should a place become available, the oversubscription criteria will be applied to those on the waiting list. The waiting list is therefore reordered whenever anyone joins or leaves it.

## **5. Appeals**

- 5.1** Under the terms of the Education Act 1998 there is a right of appeal to an Independent Appeals Panel against the decision made by the school;

### For Entry into Year 7

Parents will be offered their right to appeal via their Local Authority on 'National Offer Day' (1 March).

### **For Appeals relating to decisions sent on National Offer Day (1 March)**

The appeals timetable will be published on the website by 28 February each year.

### For entry into other years.

Appeals information is available from the School on request.

**The decision of the Independent Appeals Panel is final and binding on all parties.**

Appellants considering making a complaint regarding an appeal may contact: EFA  
Complaints Chief Executive's Office 53-55 Butts Road, Earlsdon Park Coventry CV1  
3BH

Any person or body who considers that our policy arrangements are unlawful, or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator by 15 May 2020.

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

E-mail [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Tel: 01325 340402

Office of the Schools Adjudicator

Bishopsgate House

Feethams, Darlington

DL1 5QE

### ADMISSIONS POLICY 2021: 11-16 years

The Dean Trust is the admissions authority for Ashton on Mersey School.

Ashton on Mersey School is responsible for all its own admissions although the co-ordination of admissions arrangements into Year 7 is undertaken by Trafford Local Authority.

- Parents/Carers seeking a place for their child in Year 7 in September 2021 must include Ashton on Mersey School in ranked order of preference on their Local Authority's Common Application Form.
- The number of places available for admission to Year 7 in September 2021 will be 254. Places will be offered by the Local Authority on 1<sup>st</sup> March 2021.
- Pupils will be admitted without reference to ability or aptitude.

### OVER SUBSCRIPTION

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. 'Looked After Children', including 'previously looked after', as defined by the School Admissions Code, 2014.
2. Children who will have an older sibling attending the school up to and including Year 11 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same address as part of the same family unit. Except when the older sibling obtained a place **solely** because he or she was in possession of an Educational Healthcare Plan that names Ashton on Mersey School.
3. Children of staff at Ashton on Mersey School or Sixth Form who have 2 year's continuous service at the time of application.
4. Children who live nearest to the School, measured in a direct straight line from the child's permanent place of residence to the main entrance of the School. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information.

The criteria used to determine admission refer in every case to the child's home address this means the address where the child normally and permanently lives on a full-time basis, not the address of a child minder, grandparent or any other relative.

If parents are separated and child care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to determine priority for admission.

We assume that parents/carers will always provide the school with the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2020, the offer of the place will be reviewed. As a result of this review the offer may be withdrawn if an unsuccessful application is, as a result of the move, promoted to a higher priority on the schools admissions criteria.

For all leasing agreements a minimum of 24 months leasing agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

### **Waiting Lists**

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year that your child has applied for.

### **Tie-Break Arrangements**

In the event that following the over subscription criteria points 1 – 4 above, where two or more applicants are otherwise unable to be separated for a place at the school, this will be decided through a random draw conducted and scrutinised by person's independent from the School and from the Children, Families and Wellbeing Directorate.

### **Final Tie Break Arrangements**

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### **Appeals**

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any decision made by the School. Parents who wish to exercise this right must state their intention either in writing or on the school's online In-Year Transfer form <https://www.aomschool.co.uk/admissions-and-appeals> within 28 days of receipt of notification letter.

## **IN-YEAR ADMISSION INTO YEARS 7-11 DURING THE ACADEMIC YEAR SEPTEMBER 2021**

This section applies to applicants applying for places outside the normal admissions process:

- Pupils wishing to change schools
- Pupil moving into the area
- Pupils excluded from their school

Waiting lists are maintained for these year groups and any places that become available will be awarded strictly in accordance with the School's published Admissions Policy at that date with the nearest person being awarded the place irrespective to how long they have been on the waiting list. These waiting lists will be maintained to the end of the academic year (September – July) that the child has applied for.

All applicants for places at Ashton on Mersey School **must** contact the school in writing or by completing the In-Year Transfer form available on our website [In-Year Transfer Form](#) under the Admissions section.

Ashton on Mersey School reserves the right to withdraw a place, at a later date, if it is discovered that false or in-correct information has either been withheld or not provided in order to secure a place.



BLESSED THOMAS HOLFORD  
CATHOLIC COLLEGE  
Inspiring People – Changing Lives

## **For Admissions to Blessed Thomas Holford Catholic College in September 2021**

The Admissions Policy is agreed by the Pupil Welfare Committee and approved by the full governing body. Any changes take place after consultation with the Diocese of Shrewsbury, Trafford Local Authority and parents, and within the consultation timescale. Any parent who wishes to appeal against an admissions decision has the right to have their case heard by an independent appeals committee.

The published admission number for September 2021 is 250.

In administering the Admissions Policy the Governors will have due regard for the Catholic ethos of the College. Proof of baptism is essential for Catholic applicants. Copies of Baptism certificates should be submitted up to and including 30th November 2020.

In line with our family ethos consideration will be given to children of staff at Blessed Thomas Holford Catholic College who have two years continuous service at the time of application and have been recruited to fill a post for which there is a national shortage of applicants.

Pupils will be admitted according to the following priority order:-

1. Baptised Catholic children designated as 'looked after' or 'previously looked after'
2. Baptised Catholic children attending a Catholic primary school in Trafford as follows. The schools are grouped according to distance from the school.

### Group 1

- St Vincent's Catholic Primary School
- St Hugh's Catholic Primary School
- St Margaret Ward Catholic Primary School
- St Joseph's Catholic Primary School
- Holy Family Catholic Primary School
- All Saints Catholic Primary School

### Group 2

- English Martyrs Catholic Primary School



- Our Lady of Lourdes Catholic Primary School
  - St Monica's R.C. Primary School
  - St Hugh of Lincoln Catholic Primary School
  - St Ann's RC Primary School
  - Our Lady of the Rosary RC Primary School
  - St Teresa's RC Primary School
  - St Alphonsus RC Primary School
3. Baptised catholic children with a brother or sister at the College at the time of application
  4. Baptised Catholic children attending non Catholic primary schools in Trafford
  5. Baptised Catholic children attending other Catholic primary schools
  6. Other 'looked after' children
  7. Other children

### **Oversubscription criteria**

1. These criteria will be applied in the same way to all pupils in the event of over subscription.
2. All applications will be considered at the same time and after the closing date for admissions.
3. If there are more applicants than can be accommodated at the School in criteria 1 to 6 places will be offered to those children attending the closest Primary School in Trafford in the Shrewsbury Diocese and then whose place of residence is nearest to the School. Distance will be measured in a direct straight line from the primary school to the main entrance of the school and then the front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.
4. In the case of parents who are separated and where child-care arrangements are shared between two addresses in the catchment area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. You may be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn.

The Dean Trust is the admissions authority for Broadoak School.

Broadoak School is responsible for all its own admissions although the co-ordination of admissions arrangements into Year 7 is undertaken by Trafford Local Authority.

Parents seeking a place for their child in Year 7 in September 2021 must include Broadoak School in ranked order of preference on their Local Authority's Common Application Form.

The number of places available for admission to Year 7 in September 2021 will be 128. Places will be offered by the Local Authority on 1<sup>st</sup> March 2021. Pupils will be admitted without reference to ability or aptitude.

## OVER SUBSCRIPTION

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. 'Looked after' children, including 'previously looked after', as defined by the School Admissions Code, 2014.
2. Children who will have an older sibling attending the School up to and including Year 11 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same address as part of the same family unit. Except when the older sibling obtained a place **solely** because he or she was in possession of a Statement of Special Educational Needs that named Broadoak School.
3. Children of staff at Broadoak School who have 2 years continuous service at the time of application.
4. Children who live nearest to the School, measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the School. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information.

The criteria used to determine admission refer in every case to the child's home address this means the address where the child normally and permanently lives on a full time basis, not the address of a child minder, grandparent or any other relative.

If parents are separated and child care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to determine priority for admission.

We assume that you will always provide us with the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2021, the offer of the place will be reviewed. As a result of this review the offer may be withdrawn if an unsuccessful application is, as a result of the move, promoted to a higher priority on the Schools admissions criteria.

For all leasing agreements a minimum of 24 months leasing agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

### **Waiting Lists**

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year your child has applied for.

### **Tie Break Arrangements**

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw conducted and scrutinised by person's independent from the School, and from the Children, Families and Wellbeing Directorate.

### **Final Tie Break Arrangements**

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### **Appeals**

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any decision made by the School. Parents who wish to exercise this right must state their intention either in writing or on the school's online form at [www.broadoakschool.thedeantrust.co.uk](http://www.broadoakschool.thedeantrust.co.uk) within 28 days of receipt of notification letter.

### **In-year Admission into Years 7-11 during the Academic Year September 2020**

This section applies to applicants applying for places outside the normal admissions process:

Pupils wishing to change schools  
Pupil moving into the area  
Pupils excluded from their school

Waiting lists are maintained for these year groups and any places that become available will be awarded strictly in accordance with the School's published Admissions Policy at that date with the nearest person being awarded the place irrespective to how long they have been on the waiting list. These waiting lists will be maintained to the end of the academic year (September – July) that your child has applied for.

All applicants for places at Broadoak School **must** contact the school in writing or by completing the In-Year Transfer form available on our website [www.broadoakschool.thedeantrust.co.uk](http://www.broadoakschool.thedeantrust.co.uk) under the Admissions section.

Broadoak School reserves the right to withdraw a place, at a later date, if it is discovered that false or in-correct information has either been withheld or not provided in order to secure a place.

# Flixton Girls School

## Admissions Policy 2021

### Admission for Year 7

This policy is based on the Co-ordinated Admissions Arrangements under which all children are admitted to schools in Year 7. All applications for a place in the school will be handled through the Local Authority where a child lives. They will provide an application form to each parent. This must be completed and returned by the date due to your Local Authority. The published admission number for the 2021 intake is 180.

Students will be admitted at age 11 without reference to ability or aptitude. The school will admit students to year 7 in September, up to the admission number. Where the number of applications exceeds the number of places available, criteria will be employed by the Local Authority, applying the school admissions policy, to determine which children to admit. The criteria will be applied in the order set out below.

If parents live outside Trafford LA they are entitled to apply for a place at Flixton Girls School using the application form provided by your home Local Authority.

The catchment area for Flixton Girls School is defined as all of the M41 followed by the M32 postcode. However, parents living outside of the catchment area are still entitled to apply for a place, but in the event of over-subscription the criteria adopted by Flixton Girls School is:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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).

2. Children of staff at the school in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Children who will have a sibling attending the school (up to and including year 13) at the time of the applicant's proposed admission.

(This includes half/step/adopted/foster sisters and any other children living at the same address as part of the same family unit).

4. Children who live in the catchment area of the school.

5. Children who live nearest to the school, measured in a direct straight line from the home address of the child's permanent place of residence to the main entrance of the school.

If there are more applicants than can be accommodated at the school in criteria 1-5, places will be offered to those children in each criteria whose place of residence is nearest to the school as defined in criterion 5. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other Local Authority's and Royal Mail Postal Address Information.

### Admission for Years 8-11

For Years 8-11 applications can be made direct to the school.

\*We strongly recommend that parents visit the school and go on a tour of the site. It is important that you and your daughter are happy with what you see and agree with the school policies. This is also an opportunity for you to ask questions about how the school functions and collect important literature.

If we are able to offer your daughter a place, we will ensure that she is supported in settling in. We will need to establish what work she has done in her current school, the standards she has attained and we will conduct baseline assessment tests to assist us in placing her into the appropriate teaching sets. Your daughter's Head of House and Form Tutor will meet with your daughter regularly in the first few weeks, to ensure a smooth transition.

Your home address The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally and permanently lives on a full-time basis, not the address of any childminder or relative. In the case of parents who are separated and where child-care arrangements are shared between the two addresses in the catchment; the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the catchment area the applicant will be regarded as living outside the catchment area and the average of the distances of the two addresses from the school will be used for the purposes of determining priority. You may be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn.

We assume that you will always provide us with the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.

### Right of Appeal

The parent of any child refused admission to the school will be given the right to appeal to an Independent Appeals Panel in accordance with the requirements of the Education Act 1998.

Waiting Lists A waiting list for children who have not been offered a place will be kept and ranked according to admission criteria. If requested, parents will be informed of their position on the waiting list.

### Further information

To help guide you through the process and to find out how to apply online for your place at a Secondary School in Trafford, please contact Trafford Admissions direct on [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

FGS School Office T: 0161 912 2949 E: [admissions@flixtongirls.com](mailto:admissions@flixtongirls.com)

Trafford Council School Admissions T: 0161 912 5007 E: [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)



## **LORETO GRAMMAR SCHOOL**

### **ADMISSIONS POLICY – 2021 Entry**

Loreto Grammar School is an 11 – 18 Catholic Academy Secondary School for girls situated in the Diocese of Shrewsbury and is under the Loreto Education Trust and Sisters of the Institute of the Blessed Virgin Mary (Sisters of Loreto). As an Academy, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admission. The co-ordination of admissions is undertaken by Trafford Authority. For the school year commencing September 2021, the Governing Body has set its planned admissions number at 150 for each year group, Years 7 – 11. The Governing Body expects that all students specifically selecting a Catholic education will be fully involved in the ethos and spiritual life of the school, and in achieving the aims set out in its Mission Statement.

ADMISSION TO THE SCHOOL will be made by the Governing Body subject to the following set of ADMISSIONS' CRITERIA which will form a priority order where there are more applications for admission than the school has places available. **In each of the identified criteria, a requirement of applicants is that they have passed the Governors' Entrance Examination.**

Where a child has an EHC plan or statement of special educational needs which names the School, and the child has passed the Governors' Entrance Examination, then the School will admit the child and the number of available places will reduce accordingly.

The Categories are:

1. Baptised Roman Catholic 'Looked After Girls' and Baptised Roman Catholic 'Previously Looked After Girls'.
2. Baptised Roman Catholic girls who have sisters\* in the school at the time of admission.
3. Baptised Roman Catholic girls who attend an associated Primary School and live in a nominated Local Pastoral Area.
4. Other Baptised Roman Catholic girls.
5. Other looked after girls and previously looked after girls.
6. Baptised girls of other denominations.
7. Other girls.



## NOTES

- a. The Governors' Entrance Examination is scheduled for the morning of **Saturday, 26<sup>th</sup> September 2020**. It will consist of closed GL tests in Verbal Reasoning and English plus a closed school test in Mathematics.
- b. All Catholic applicants will be required to produce an original Baptismal Certificates at the time of application to the School.
- c. All other baptised applicants will be required to produce an original Baptismal Certificates at the time of application to the school. **Eligibility in these categories is for those who have been baptised prior to the date of application.**
- d. If in any category there are more applications than places available, then priority will be given in the following order:
  - Those girls who are eligible for Pupil Premium status
  - Those girls who achieved the highest marks in the Entrance Examination
  - In the event of a tie-break then closest distance from home to Loreto will be applied\*.
- e. Results will be posted **on Friday, 16<sup>th</sup> October 2020**.
- f. Offers of places are made on 1<sup>st</sup> March 2021 through Trafford Local Authority (LA), in accordance with their published timetable. If an application for admission has been turned down by the Governing Body, parents have the right to appeal to an Independent Appeal Panel, i.e. **after 1<sup>st</sup> March 2021**. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school working days of refusal. The parents must give their reasons, in writing, for appealing and the decision of the Appeals Panel is binding on the Governors.
- g. A list of nominated Local Pastoral Areas is instanced overleaf.
- h. Shared Residency: Where a child lives with parents with shared responsibility, each for part of a week, the school will apply the definition of shared residency\*.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- j. A Waiting list will be kept open until 31<sup>st</sup> December 2021

## Late Application

If the specified closing date is not met for completion of the Registration Form, applicants cannot be tested in September 2020. Further testing will not occur until after 19<sup>th</sup> March 2021. Information regarding late applications for entry in the Loreto Grammar School Entrance Examination is available from the Admissions Officer at School.

## HOME ADDRESS

The address used will be the permanent address where the child normally lives, not a temporary address or the address of a childminder or relative. Proof of residence will be required.

Parents/carers must inform the School of any changes to their address or circumstances. An allocated place may be subsequently withdrawn if incorrect or misleading information has been provided, which has led to the offer of a place or has advantaged the applicant in the priority order for oversubscription.

**Admission out of the normal age group:** Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made 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; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the Headteacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

#### [IN YEAR ADMISSION FOR YEAR 7-11 \(APPLICATIONS TO TRANSFER FROM ANOTHER SECONDARY SCHOOL\)](#)

### **NOTES**

In-Year applications should be made directly to School. Applicants must achieve the relevant standard in the Examination papers to be considered eligible for a place at Loreto Grammar School. The published oversubscription criteria will be applied.

Applicants who have previously participated in the in year assessment test for Loreto Grammar School, and who have not been assessed suitable for a grammar school education, **must leave a minimum of twelve months** before applying for reassessment.

All applicants should note a successful outcome does not guarantee a place at the school. A waiting list will be maintained, in accordance with the published over-subscription criteria, for candidates who have achieved the qualifying score. Parents/carers are requested to re-register in July if they wish their child to remain on the waiting list for the following academic year.

#### [NOMINATED LOCAL PASTORAL AREAS](#)

### **1. St. Ambrose Deanery (Diocese of Shrewsbury)**

St. Hugh and St John	West Timperley
St. Vincent de Paul's	Altrincham
All Saints	Ashton-on-Mersey
St. Margaret Ward	Sale
St. Joseph's	Sale
Holy Angels	Hale Barns

Our Lady of Lourdes	Partington
Holy Family	Sale Moor

### **Associated Primary Schools**

St. Hugh's Catholic Primary School	West Timperley
St. Vincent's Catholic Primary School	Altrincham
All Saints Catholic Primary School	Ashton-on-Mersey
St. Margaret Ward Catholic Primary School	Sale
Our Lady of Lourdes Catholic Primary School	Partington
St. Joseph's Catholic Primary School	Sale
Holy Family Catholic Primary School	Sale

## **2. Our Lady's Deanery (Diocese of Salford)**

St. Alphonsus	Old Trafford
St. Ann's	Stretford
English Martyrs	Urmston
St. Hugh of Lincoln	Stretford
Our Lady and the English Martyrs'	Davyhulme / Urmston
St. Monica's	Flixton
St. John's and St Teresa's	Firwood / Chorlton

### ***Associated Primary Schools***

St. Alphonsus RC Primary School	Old Trafford
St. Ann's RC Primary School	Stretford
English Martyrs' RC Primary School	Urmston
St. Hugh of Lincoln RC Primary School	Stretford
Our Lady of the Rosary RC Primary School	Davyhulme / Urmston
St. Monica's RC Primary School	Flixton
St. Teresa's RC Primary School	Firwood
St. John's RC Primary School	Chorlton

## Sixth Form Admissions Policy – 2021 Entry

In September 2021, the school will have a capacity for 280 in the Sixth Form allowing us to admit 160 into Year 12 with 20 places available to external students. The entry requirements to the Sixth Form are a minimum of six subjects at grade 6, with girls achieving at least level 6 in subjects chosen to study, and grade 5 in English and Mathematics. No equivalent qualifications will be accepted.

The Governing Body expects that all students specifically selecting a Catholic education will be fully involved in the ethos and spiritual life of the school, and in achieving the aims set out in its Mission Statement.

The criteria for over-subscription will be as for Year 7 and will only apply to external candidates. For 'primary school' read 'secondary school'. If in any category there are more applications than places available, then priority will be given to those girls who achieved the highest GCSE grades. In the event of a tie-break then closest distance from home to Loreto will be applied\*.

Entry to the Sixth Form is not subject to co-ordination by the Local Authority.

### NOTES:

If an application for admission from either internal or external candidates has been turned down by the Governing Body, then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately, the appeals must be heard together. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school working days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Governors.

### NOMINATED LOCAL PASTORAL AREAS

#### 1. St. Ambrose Deanery (Diocese of Shrewsbury)

St. Hugh and St John	West Timperley
St. Vincent de Paul's	Altrincham
All Saints	Ashton-on-Mersey
St. Margaret Ward	Sale
St. Joseph's	Sale
Holy Angels	Hale Barns
Our Lady of Lourdes	Partington
Holy Family	Sale Moor

### **Associated Primary Schools**

St. Hugh's Catholic Primary School	West Timperley
St. Vincent's Catholic Primary School	Altrincham
All Saints Catholic Primary School	Ashton-on-Mersey
St. Margaret Ward Catholic Primary School	Sale
Our Lady of Lourdes Catholic Primary School	Partington
St. Joseph's Catholic Primary School	Sale
Holy Family Catholic Primary School	Sale

## **2.**

### **Our Lady's Deanery (Diocese of Salford)**

St. Alphonsus	Old Trafford
St. Ann's	Stretford
English Martyrs	Urmston
St. Hugh of Lincoln	Stretford
Our Lady and the English Martyrs'	Davyhulme / Urmston
St. Monica's	Flixton
St. John's and St Teresa's	Firswood / Chorlton

### ***Associated Primary Schools***

St. Alphonsus RC Primary School	Old Trafford
St. Ann's RC Primary School	Stretford
English Martyrs' RC Primary School	Urmston
St. Hugh of Lincoln RC Primary School	Stretford
Our Lady of the Rosary RC Primary School	Davyhulme / Urmston
St. Monica's RC Primary School	Flixton
St. Teresa's RC Primary School	Firswood
St. John's RC Primary School	Chorlton



## LOSTOCK HIGH SCHOOL - 2021 ADMISSION ARRANGEMENTS

Trafford is the Admission Authority for Lostock High School. The closing date for applications for transfer to secondary school in September 2021 is 31<sup>st</sup> October 2020. Applications received after the closing date will only be considered after all other applications received on time have been processed. The published admission number for Year 7 in September 2021 will be 148.

### Over-Subscription Criteria

Quite often there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed".

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted. If the number of other applications exceeds the number of places available the following criteria will apply:

1. Looked After Children and all previously Looked After Children. 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 (as defined in Section 22(1) of the Children Act 1989). 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)<sup>3</sup>.
2. Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who live in the catchment area of the School who will have a sibling attending the School at the time of the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
4. Children who live in the catchment area of the School,
5. Children who live outside the catchment area who will have a sibling attending the School **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit),

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<sup>3</sup> Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 6 Children who live nearest to the School, calculated in a direct straight line from the child's permanent place of residence to the School. The co-ordinates that will be used for Lostock High School are 378147, 395323. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address Information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

If there are more applicants than can be accommodated at a school in criteria 1. to 5. places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 6.

Where two or more applications cannot be otherwise separated the final place will be determined through a random draw conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

### **Final Tie Break Arrangements**

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### **The Draw**

The draw will be made by a person independent of the relevant school and from the Children, Families and Wellbeing Directorate.

The draw will be scrutinised by another person independent from the relevant school, and from the Children, Families and Wellbeing Directorate.

The application reference number for each pupil to be included in the draw will be recorded in Part 1 of the 'Random Draw Record Sheet'.

Each application reference number will be recorded on a separate sheet and sealed into an envelope.

The envelopes will be shuffled by the person designated to make the draw and an envelope will be chosen.

The person designated to make the draw will open the chosen envelope and record the name in Part 2 of the 'Random Draw Record Sheet'

This process will be repeated until all the available places are allocated.

The person designated to make the draw and the Independent Scrutineer will sign the declarations in Part 3 of the 'Random Draw Record Sheet' to confirm that the process has been carried out in accordance with this procedure.

### **Catchment Area**

The catchment area for Lostock High School – All M32 postcodes

### **Your home address**

The criteria used by Trafford in determining admissions to Community and Voluntary Controlled Schools refer, in every instance, to the child's home address. This means the address where the child normally and permanently lives.

In the case of parents who are separated, and where residency is shared between two addresses, the following criteria will be applied:

- Where both addresses are in the catchment area, the child will be considered as living in the catchment area.
- Where one of the addresses is outside the catchment area, the child will be regarded as living outside the catchment area.
- Where there are more applicants than can be accommodated at a school in the relevant category, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission.

It is always assumed that the correct factual information will be provided when an application for a school place is submitted. However, proof of the child's residency may be requested so that the application can be considered correctly alongside other applicants.

If there are more applicants than can be accommodated at a school in the relevant category, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. You may also be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn.

### **In Year Applications**

Applications received outside the normal admissions round "In Year", will be determined by the same oversubscription criteria.

### **The information you provide to the LA**

We assume that you will always provide us with the correct factual information when you apply for a school place and you may be required to provide proof of residency at your stated address. You should be aware that any place that has been offered on the basis of false or misleading information may be withdrawn and the place may be offered to another child.

### **Right of Appeal**

In accordance with the School Standards and Framework Act you have the right to appeal against any decision made by the Admission Authority and an Independent Appeals Panel has been set up specifically for this purpose. If you wish to exercise your right of appeal you must contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.



# NORTH CESTRIAN SCHOOL 2021 ADMISSION POLICY: 11-16

Our Mission: to provide high standards and broad academic and extra-curricular opportunities in a community where each pupil can thrive and go on to lead a rich and fulfilling life. The School's core values are hard work, honesty and fairness.

North Cestrian School is a publicly funded, co-educational, secondary school. Pupils will be admitted without reference to ability or aptitude.

The number of places available for admission to Year 7 in September 2021 will be 130. Applications must be made on your Local Authority's Common Application Form. The national closing date for applications is 31st October 2020. Places will be offered by your Local Authority on 1st March 2021. Late applications may only be considered following 1st March 2021.

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

## 1.0 Over Subscription Criteria

Where applications for admission exceed the Published Admission Number the following oversubscription criteria will apply:

1.1 'Looked after' children and previously 'Looked After' children. 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 (as defined in Section 22 (1) of the Children Act 1989). 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's guardian (or special guardians). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

1.2 5 places allocated to 'Pupil Premium' children, (see section 9) resident in the catchment area (see category 1. 5). To be considered under this criterion, you must complete the supplementary 'Pupil Premium Form' which is available on our School website at [www.northcestrian.co.uk](http://www.northcestrian.co.uk) **This form must be submitted by and no later than 6th November 2020.** Hard copies of the form are available from school upon request. If an applicant becomes eligible under Category 2 after this date, that eligibility will only be considered in the review process, which takes place after the initial allocation of places on 1st March 2021.

1.3 All children who will have a sibling attending the School at the time of the applicant's proposed admission. This includes half/step or adopted brothers or

sisters, who are living at the same permanent home address as part of the same family unit except where the older sibling obtained a place solely because he or she was in possession of an Education Health Care Plan (EHCP) that named North Cestrian School. Proof of sibling relationship will be required.

1.4 Children of staff employed by North Cestrian School who have at least 2 years continuous service at the time of application or where North Cestrian School reasonably considers that the member of staff has been appointed to a position for which there is a demonstrable skill shortage.

1.5 Children resident in the catchment area. The catchment area, designed to support the local community, is all WA14 and WA15 postcodes.

1.6 Children resident outside the catchment area.

If there are more applicants than can be accommodated at the School in criteria 1.1 to 1.6, places will be offered to those children in each criteria whose place of residence is nearest to the School. Distance will be calculated as defined below in 2.0 Distance.

## **2.0 Distance**

Children whose place of residence is nearest to the School, defined as calculated in a direct straight line from the child's permanent place of residence to the school, using property coordinates provided through a combination of the home local authority's Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured as defined in this criteria.

## **3.0 Home Address**

The child's place of residence means the address where the child normally and permanently lives on a full-time basis, not a temporary, second or subsequent address or the address of a carer or relative.

3.1 If a successful applicant moves home between 1st March 2021 and the beginning of term in September 2021, the offer of a place will be reviewed. As a result of this review, the offer may be withdrawn if as a result of the successful applicant's house move, another applicant who was originally unsuccessful is then promoted to a higher priority on the School's admissions criteria.

3.2 For all tenancy agreements a minimum of 12 months tenancy agreement is required with legally supporting documentation and documentation pertaining to the disposal of the previous home.

3.3 Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal to the previous home.

3.4 Where parents are separated and child-care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to determine priority of admission. Where one of the addresses is outside

the catchment area the applicant will be regarded as living outside the catchment area.

#### **4. Tie Break**

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by officers from the Local Authority.

#### **5. False/Incorrect Information**

North Cestrian School reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

#### **6. Unsuccessful Applicants**

Unsuccessful applicants will remain on our waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with our oversubscription criteria. This waiting list will be maintained up to 31st December 2021. After which point the parents should make an In year Transfer Application (see section 10).

#### **7. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head Teacher and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Head Teacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than the normal age group
- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## **8. Education Health Care Plan**

An EHCP (Education Health Care Plan) made by the Local Authority under Section 324 of the Education Act 1996 specifying the special 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 special education provision required for that child

## **9. Pupil Premium**

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. In addition to 'Looked After' children, schools receive pupil premium funding for pupils who were looked after by an English or Welsh local authority before being adopted, or who left care on a Special Guardianship Order or Child Arrangements Order. Schools also receive funding for each child registered as eligible for free school meals at any point in the last 6 years. Schools also receive funding for Service Premium children who have a parent serving in the regular armed forces either currently or within the last 3 years; and children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces. as well as funding for children who have a parent serving in the UK armed forces.

## **10. In Year Transfer Applications (Years 7 – 11)**

Should you wish to be considered for a place that may become available, please complete our online 'In Year Transfer Application Form' which can be found on our school website, [www.northcestrian.co.uk](http://www.northcestrian.co.uk). Places will be allocated taking account the admission number for each individual school year according to the admissions criteria detailed above. Applicants will remain on our waiting list until the end of the Academic Year. Our closing date for In Year Transfer Applications is 31st May 2021.

## **11. Appeals**

Any applicant refused admission has the right to appeal to an Independent Appeals Panel against the decision by the Admission Authority under the Terms of the Education Act 1998.

The Admission Authority will establish arrangements for appeals against non-admission. 'In Year Transfer' admission appeals will be heard within 30 school days of the appeal being lodged.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be available on the School website by 28th February each year.

The decision of the Appeals Panel will be final and binding to all parties. A second

appeal will not be granted unless there are proven significant and material changes in circumstance. Grounds for appeal must be set out in writing. Appeal application forms will become available following the allocation of places in March

For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia.

Appellants considering making a complaint regarding administration of an appeal should contact:

ESFA complaints Chief Executive's Office, 53-55 Butts Road, Earlsdon Park, Coventry, CV1 3BH

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admission's Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Tel: 01325 340 402 Office of the Schools Adjudicator Bishopsgate House Feethams Darlington DL1 5QE



## **Sale Grammar School Admissions Policy**

### **Admission of Students in the Year Commencing September 2021**

Sale Grammar School is an 11-18 selective academy trust school with admission normally taking place at 11 and 16. Sale Grammar School is a successful, high performing and academic school. The number of intended admissions for the year commencing 1<sup>st</sup> September 2021 will be 180 at the age of 11 and 50 new applicants at age 16.

All parents/carers of students seeking entry to Sale Grammar School should consult the school website in June 2020 and complete the online registration form to be included in the entrance tests. Details are available via [www.salegrammar.co.uk](http://www.salegrammar.co.uk) All those who attain the qualifying score of 334 or above will be deemed eligible for consideration of a place.

### **Application Procedure for Admission to Year 7 September 2021**

Arrangements for the Sale Grammar School Entrance Test will be available on the school website from June 2020. Sale Grammar School is part of a consortium who share the entrance test for admission to Year 7 in September each year. The entrance tests will consist of verbal, non-verbal and mathematics questions, set and standardised by our service provider. The standardisation will take into account the applicants' date of birth. Applicants' date of birth should be between 1<sup>st</sup> September 2009 and 31<sup>st</sup> August 2010. Younger applicants may be considered for a place providing they are studying in a Year 6 class prior to the entrance test and they obtain a score of 360 or above. Applicants who are studying in a Year 5 class, but whose date of birth is between the dates given above must sit the entrance test with applicants of the same age. Decisions as to their year of entry to the School will be made on an individual basis.

### **Access Arrangements**

Access arrangements will be agreed before the Entrance Test. They allow candidates with special educational needs, disabilities or temporary injuries to access the test and show what they can do without changing the demands of the test. The intention behind an access arrangement is to meet the particular needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial

disadvantage in comparison to someone who is not disabled. Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:-

- the needs of the disabled applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. Each case will be considered on its own merit. Information must be forwarded to the School by parents/carers at the time they register their child for the Entrance Test or as soon as possible thereafter.

Access arrangements must not give an applicant an unfair advantage over other applicants. Where a request for 25% extra time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. In order to evidence such circumstances, parents/carers should provide the School with a Local Authority Education, Health and Care Plan or primary school SEND support information. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

### **Late Application**

If the specified closing date is not met for completion of the registration form, applicants cannot be tested in September 2020. Further testing will not occur until after 1<sup>st</sup> March 2021. Information regarding late applications for entry in the Sale Grammar School Entrance Test is available from the Admissions Officer at the school.

### **Internal Review**

To be eligible for consideration of a place at the school a qualifying score of 334 is required. An automatic review is conducted for all candidates who score up to 13 marks below the qualifying score. In the review process the following will be considered:

- The report from the Admissions Officer on procedures carried out on the testing day
- The relevant invigilator's report
- The test score of the pupil
- The special circumstances submitted on the Special Circumstances Form which may have affected the candidate's performance prior to the test or on the day of the test (if your child is ill immediately prior to or on the day of the exam, please do not bring them, alternative arrangements will be made).

The Review Panel will consist of the Headteacher, Deputy Headteacher and a primary teacher with current or recent Year 6 experience. No other representation will be relevant at this stage. Statutory appeals may follow in the summer term - see 'Right of Appeal' section.

Those students, whom the Review Panel deem to be eligible for qualification and therefore eligible to be considered for a place, will have their score amended to 334R.

### **Oversubscription Criteria**

Where the number of eligible applicants who qualify for admission to Sale Grammar School in Years 7 to 11 exceed the number of available places in the relevant year group, places will be allocated in the following priority order.

1. Looked After Children and all previously Looked After Children. 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 (as defined in Section 22(1) of the Children Act 1989). 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. Up to 15 applicants who qualify for Pupil Premium. Places will be allocated in the following order.
  - I. Applicants who qualify for Pupil Premium residing in the priority admission area as described in category 3. Where the number of applicants qualifying for admission under this criterion exceeds the number of Pupil Premium places available, priority will be given to those applicants residing closer to the school. The distance from home to school is calculated in a direct straight line from the child's permanent place of residence to the school. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail Postal Address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 379064, 391257.
  - II. Applicants who qualify for Pupil Premium attending a Trafford state funded primary school whose permanent home address lies within the Trafford Local Authority but not within the priority admission area. Places in this category will be allocated by rank score order. Where several applicants qualify for the final Pupil Premium place using ranked scores, priority will be given to the applicant residing closer to the school as measured in a direct straight line from the child's permanent place of residence to the school. For the home



address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail Postal Address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 379064, 391257.

3. Applicants residing in the **priority admission area as defined by postcodes M33, WAI4, WAI5, plus Trafford Authority residents within the M23 postcode.** Where the number of applicants qualifying for admission under this criterion exceeds the number of places available, priority will be given to those applicants residing closer to the school. The distance from home to school is calculated in a direct straight line from the child's permanent place of residence to the school. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail Postal Address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 379064, 391257.
4. Applicants from **outside the priority admission area** will be placed in rank order as determined by their scores in the selection tests. Where several applicants qualify for the final available place using ranked scores, priority will be given to the applicant residing closer to the school as measured in a direct straight line from the child's permanent place of residence to the school. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail Postal Address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 379064, 391257.

Random allocation will be used as a tiebreak to determine the final place where the distance between two applicants' homes and the School is the same and the applicants cannot otherwise be separated. A representative of the applicant will be invited to observe the procedure which would be supervised by a person independent of the school.

### **Home Address**

The address used will be the permanent address where the child normally lives, not a temporary address or the address of a childminder or relative.

In the case of parents/carers who are separated and where child-care arrangements are shared between two addresses in the priority admission area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the priority admission area, the applicant will be regarded as living outside this area and the average of the distances of the two addresses from the school will be used for the purposes of determining priority.

Applicants who move into the priority admission area (as defined by criteria 3 of the over

subscription criteria), after the date of registration, who submit an on time application to their home Local Authority including Sale Grammar School as a preference will be given consideration from the address given on the original registration made to the school until after the first round of offers. Thereafter, the new address will only be considered if and when the following evidence and legal documentation in relation to the change of residency have been supplied to the School.

- evidence and legal documentation to the effect they have purchased or exchanged contracts on a property, and proof of disposal (or effective disposal) of the previous home.
- for leasing agreements, a legal contract for a minimum of 24 months without a break clause is required along with proof of disposal (or effective disposal) of the previous home, and
- documentation to prove the applicant and their parents/carers became resident at the new home

Applicants who move further away from the School after the date of application will be considered from their new address with immediate effect.

Proof of residence will be required. Parents/carers must inform the School of any changes to their address or circumstances. An allocated place may be subsequently withdrawn if incorrect or misleading information has been provided, which has led to the offer of a place or has advantaged the applicant in the priority order for oversubscription.

### **Waiting List**

The School will operate a waiting list for Year 7 admission in September, following the completion of the allocation and appeals process. Applicants for in year admission to Years 7 to 12 may join the waiting list if a place is not available within the year group, providing they have qualified through the school's entrance test or have met the criteria to be considered for admission to the Sixth Form. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to students based on the date their application was received or their name was added to the list. Should a place become available, the oversubscription criteria will be applied to those on the waiting list.

### **In Year Admission for Year 7-11 (applications to transfer from another secondary school)**

All in year applications should be made direct to the school.

Applicants can register for a place that may become available during the academic year 2021/2022 by contacting the Admissions Officer at the school. Should a place become available, applicants will be invited to attend an assessment and qualified candidates will be ranked in accordance with the schools admission criteria. The register will be held for one academic year only.

Applicants who have not previously qualified will be assessed for their suitability for a place at Sale Grammar School using the Sale Grammar School Assessment Test. The assessment of applicants in Years 7 to 9 will consist of verbal, non-verbal and mathematics questions. The scores will be standardised taking into account the applicant's date of birth. If a place becomes available above Year 9, all applicants, irrespective of whether the applicant has previously qualified, will be required to be assessed using internally set and marked examinations in English, Science and Mathematics.

Applicants who have previously participated in the in-year assessment test for Sale Grammar School, and who have not been assessed suitable for a grammar school education, **must leave a minimum of twelve months** before reassessment.

All applicants should note a successful outcome does not guarantee a place at the school. A waiting list will be maintained, in accordance with the published over-subscription criteria, for candidates who have achieved the qualifying score. Parents/carers are requested to re-register in July if they wish their child to remain on the waiting list for the following academic year.

### **Admission to the Sixth Form**

Admission to the Sixth Form includes Sale Grammar School Year 11 students who fulfil the criteria below and students new to the school. The number of places available to new students in 2021 is 50. All Sale Grammar School students who fulfil the criteria are offered places. Consideration will be given to students with extenuating circumstances. Applicants' date of birth must be between 1<sup>st</sup> September 2004 and 31<sup>st</sup> August 2005.

Students qualifying for entry into Year 12 must within the previous two years:

- Achieve a minimum Attainment 8 score of 60
- and**
- At least a grade 6 in the subjects chosen to study and a grade 5 in GCSE English Language and Mathematics

### **Oversubscription Criteria**

Where eligible applications from new applicants exceed the number of places available, places will be allocated according to the following priority order:-

- I. 'Looked After Children and previously Looked After Children'. 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 (as defined in Section 22(1) of the Children Act 1989). 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) (as defined in Section 14A of the Children Act 1989). This category includes children who have been in state care outside of

England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. All new applicants who fulfil the entry requirements.

In the event that there are more applicants in this category than places available **the selection process will give priority to students with the highest Attainment 8 score.**

If any applicant has the same Attainment 8 score as another applicant for the final place in Categories 1 or 2, the applicant living nearest to the school as measured in a direct straight line from their permanent place of residence to the school, will be offered the place.

Proof of residence may be required. The School may subsequently withdraw a place if false, incorrect or misleading information has been provided, which has led to the offer of a place or has advantaged the applicant in the priority order for oversubscription. Parents/carers must inform the school of any changes to their address or circumstances.

**Application Process**

December/January	Prospectus available
January	Post-16 Information Evening
Mid February	Deadline for application published annually in the Sixth Form Prospectus available from <a href="http://www.salegrammar.co.uk">www.salegrammar.co.uk</a> An acknowledgement of the registration will be received within 10 working days of its submission
End of April	Students will be informed as to whether or not they have been offered a provisional place  <b>Notification of place availability in late April will not constitute an unconditional offer of a place. Offers will be subject to GCSE results in the summer meeting the entry requirements application of oversubscription criteria.</b>
End of June	<b>All students who do not currently attend the school and who apply by the closing date will be Invited to an introductory session</b>

Mid August	At enrolment, applicants will be required to produce evidence of their GCSE results.
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In the case of insufficient demand from applicants, the school may decide not to deliver a subject. If this should happen, students will be informed and they will be given the opportunity to choose an alternative subject.

### **Sixth Form Late Applications**

Applications received after the closing date will be considered. Students making late applications should understand that their application will only be considered after all other applications which have met the deadline. Late applicants should be aware that:-

- no place may be available and they will be placed on a waiting list
- the Option Blocks may have been amended
- certain subject sets may be fully subscribed

Under normal circumstances, no late application will be accepted after Friday 31<sup>st</sup> August 2021.

### **Right of Appeal**

Any applicant refused admission has a right of appeal to an Independent Appeals Panel against the decision of the Admission Authority (School Board of Governors) under the terms of the Education Act 1998. The Admission Authority (School Board of Governors) will establish arrangements for appeals against non-admission.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be published on the school website by 28<sup>th</sup> February each year.

In Year admission appeals will be heard within 30 school days of the appeal being lodged.

The Appeals Panel will be strictly independent of the school. The decision of the Appeals Panel will be final and binding on all parties.

Appellants considering making a complaint regarding administration of an appeal should contact:

ESFA Complaints, Chief Executive's Office, 53-55 Butts Road, Earlsdon Park, Coventry CV1 3BH

Any person or body who considers that the arrangements are unlawful, or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

E-mail: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Tel: 01325 340402

Office of the Schools Adjudicator, Bishopsgate House, Feethams, Darlington DL1 5QE



# Sale High School

## Admissions Policy 2021

Sale High School is a caring, supportive and aspirational school serving the local and wider community. We welcome all pupils, regardless of their background and ability, challenging them to achieve their full potential.

Our policy seeks to meet the needs of all children and is determined with reference to the Co-ordinated Admissions Arrangements under which all children are admitted to schools in Year 7.

All applications are made to the home Local Authority (LA) where the child lives. LAs will provide an application form to each parent which must be completed and returned by the due date to the home LA. Parents of pupils outside Trafford LA can apply for a place at Sale High School using the application form provided by their 'home LA.'

The priority catchment area for Sale High School is all postcode areas within M33, WA14, WA15 and M32. We also welcome children from postcode M23 and from other postcodes, when there are vacancies.

Sale High School will admit students to Year 7 in September, up to the admission number. The Published Admission Number for September 2021 is 210.

### Admissions Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.

- 1 'Looked after Children' both currently and previously (as defined in the Education Act 2002 – Admissions)
- 2 Siblings: children who have brothers and sisters enrolled at this school at the time of admission and live within the priority catchment area. Siblings are defined as half / step / adopted / foster brothers or sisters, and any other children who are living at the same address as part of the same family unit.
- 3 All other applicants living within the priority catchment area
- 4 Siblings: All other children who have brothers and sisters enrolled at this school at the time of admission who live outside the priority catchment area.
- 5 All other applicants outside the catchment area.

For each of the criteria listed above, if the demand for place exceeds the admission number, the rank order will be determined by the proximity of the child's home to the school.

## **Notes**

The place of residence means the address where the child normally and permanently lives on a full-time basis, not a temporary address or the address of any carer or relative. In the case of parents who are separated or divorced and where child-care arrangements are shared between addresses, the average of the distances of the two addresses from Sale High School will be used for determining priority for admission. Distance will be taken as a straight line from the applicant's front door to the main school entrance. This will be measured using property coordinate provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) Royal Mail Post Address Information and information provided by the other LAs.

If a successful applicant moves home between the date of allocation and 1 September of that year, the offer of a place will be reviewed. As a result of this review, the offer of a place may be withdrawn, if an unsuccessful applicant is, as a result of the move, promoted to a higher priority on the School's admissions criteria.

Sale High School reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. Parents wishing to exercise this right should state their intention in writing within 14 days of receipt of the letter.

### **Appeals Process / Panel**

All unsuccessful applicants will have the right of appeal to an Independent Appeals Panel in accordance with the Education Act 1993. Parents who wish to exercise this right will be asked to state this intention in writing.

### **Waiting List**

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. This waiting list will be maintained to the end of the first term of the school year.

### **Independent Appeals Panel**

At least 3 independent members, of which 1 will have experience in education.



A Presenting Officer will represent the school and present the reasons for the school's decision not to admit the applicant.

An independent clerk will attend and record all meetings and provide legal advice when and if required. The clerk will notify all parties of the panel's decision.

### **Order of Hearing**

1. Case for the school made by the Presenting Officer. Written details will have been provided in advance.
2. Questioning of this case by the parents (for information and/or clarification). Questioning of the case by the independent members of the Panel
3. Case for the parents
4. Questioning by the school (for information and/or clarification). Questioning of the case by the independent members of the Panel
5. Summing up by the school
6. Summing up by the parents

### **Applications for places throughout the year (Years 7-11)**

Applications should be made in writing direct to the school to cover all in-year applications. From next September all in-year changes will be school approved. Places will be allocated taking account of the admission number for each individual school year according to the admissions criteria detailed above. In the event of oversubscription a waiting list will also be compiled according to the admissions criteria.

### **Waiting Lists**

The School operates a waiting list, following the completion of the Appeals Process. Applicants who are not given a place upon appeal may join a waiting list. Should a place become available, the "oversubscription criteria" applies.

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. This waiting list will be maintained to the end of the first term of the school year.

### **Applications for a place after September of Year7**

As a Foundation School, Sale High School is responsible for its own admissions. In Year applications must be made in writing to the School, however applications made via Trafford admissions will also be processed.

Places will be allocated to children taking account of the admission number for that year and by compiling a list of applicants on a waiting list, according to the admissions criteria outlined above.

If you need advice or assistance with any aspect of the application process or with your application, please do not hesitate to contact the School on 0161 973 2713 or e-mail to [info@salehighschool.org.uk](mailto:info@salehighschool.org.uk)

## **Admission arrangements for students with disabilities**

Standard admission procedures are followed for students who are not in receipt of an Education, Health and Care Plan.

Sale High School prides itself on its standard of care for all students including those who have a special educational need or disability. We ensure we are compliant with the 'SEND Code of Practice', and work hard to ensure we are inclusive in all we do. The school follows the guidance given in the Code to ensure it offers students equal opportunities for educational achievement. All staff have a direct responsibility for meeting the Special Educational Needs of students in their classes. Students are allocated provision/support according to their individual need. Students are assessed and we apply for EHC plans for those that need them. We work hard to ensure a good transition process for those students with EHC plans and with additional needs.

See further information on the Trafford LA SEN Local Offer page:

[https://search3.openobjects.com/mediamanager/trafford/fsd/files/sale\\_high\\_school.pdf](https://search3.openobjects.com/mediamanager/trafford/fsd/files/sale_high_school.pdf)

# Saint Ambrose College



State-funded Independent Catholic Grammar School

Principal: Mr D. Rainey B.Ed (Hons)

## Admissions Policy September 2021 Entry

### Policy and Numbers

Saint Ambrose College is a state funded Independent Roman Catholic Grammar School for boys aged 11 – 18. The normal admission years are for pupils aged 11 and 16. The number of intended admissions for the year commencing 1st September 2021 for First Year (Year 7) will be **140** and for external applicants at Lower Sixth (Year 12) is **20**. A copy of the School prospectus is available to download from the School website or available in hard copy on request.

### Definitions

- “looked after children” and all previously looked after children. 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 (as defined in Section 22(1) of the Children Act 1989). 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 (as defined in Section 14A of the Children Act 1989). This also includes children who have been in a state of care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in a state of care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- “the School” means Saint Ambrose College.
- “brother” means any boy (full, half, step, adopted or foster brother) of admissions age who is residing permanently at the same address as the candidate and will be in attendance at Saint Ambrose College at the time of the proposed admissions.
- “Entrance Exam” means the entrance examination taken by boys in year 6 for entry into Year 7.
- “Pupil Premium” For the purposes of this Policy, Pupil Premium refers to Pupil Premium and Service Premium. The pupil premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services Personnel.
- “Roman Catholic boy” is a boy who has received the Roman Catholic sacraments of Baptism, Confession (Reconciliation) and Holy Communion. All Roman Catholic boys will be required to produce a copy of their Baptism Certificate or Certificate of Reception into the Catholic Church when they complete the registration form to sit the entrance examination. **The Certificate must be dated prior to the date of application.**

## **APPLICATION PROCESS FOR FIRST YEAR (YEAR 7)**

The Governors of the School will implement the admissions policy with regards to pupils wishing to join the School in first year in September 2021.

Parents of children wishing to apply for a place at Saint Ambrose College must register a request directly with Saint Ambrose College for their son to sit the Entrance Exam by completing the online application on the website. The online application will be available from mid-April. Applications received after the deadline will only be considered following 1<sup>st</sup> March 2021.

The Entrance Exam is due to take place on **Friday 18 September 2020**.

The applicant's date of birth must be between **1 September 2009** and **31 August 2010**.

Parents must also include Saint Ambrose College in the ranked order of preference on their Local Authority's Common Application Form (CAF).

There will be an Open Morning held at the School on **Saturday 27th June 2020** where advice and help with the admissions procedure will be offered to prospective parents/carers.

### **The Entrance Exam**

The Entrance Exam will consist of three elements, Verbal Reasoning, Maths and English. These tests will be marked and age standardised. Standardisation means that each candidate's score can be compared to those achieved by other children of the same age. A successful outcome will be achieved by those applicants who score 320 or above in the entrance exam "the qualifying score".

Boys who achieve a score within 10 marks of the qualifying score will automatically qualify for an internal review.

### **Internal Review**

Applicants who achieve a score within 10 marks of the qualifying score will automatically have their result reviewed by an Internal Review Panel, which will consist of the Principal, the Admissions Officer and a member of the Governing Body. The Panel will take into account:

- The results of the entrance examination
- The Invigilators Report
- Any Special Circumstances form, if submitted
- Any information provided by the Admissions Officer on procedures carried out on the testing day.

Those candidates who are deemed to have qualified for admission under the Internal Review will have their score amended to 320R.

### **Access Arrangements**

The Entrance Exam will take place at Saint Ambrose College; details of the arrangements for the examination will be sent to all parents who have completed the School's application form. Access arrangements for the testing can only be based on support a child regularly receives in school (normal way of working) such as large-print test papers for visually impaired pupils, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the child's answers. Requests for access arrangements should be made at the same time as an application form is submitted to the School and should be accompanied by a current

Education, Health and Care (EHC) or relevant official Assessment Report detailing educational needs. A letter advising of the candidate's normal way of working should be provided by the primary school and sent with the official Report. ALL Reports must be current and be dated no more than 2 years before the testing date. Access Arrangement requests for additional time will only be approved in exceptional circumstances. Upon receipt of a request for extra time the School may contact the candidate's current primary school to obtain confirmation of the candidate's "normal way of working".

Access Arrangements must not provide an unfair advantage over others. If you think your child is eligible for Access Arrangements, you should contact the School and each case will be considered on its own merit by the School SENCO and Admissions Officer.

**All paperwork/requests for Access Arrangements and/or extra time must be received by the closing date for applications.**

### **Special Circumstance Criteria**

An online Special Circumstance Form is available for the purpose of reporting any special, temporary or ongoing circumstances prior to or relating to the date of the entrance exam which may have affected the applicant. A written explanation of the circumstances must be provided on or with the form.

If your child is ill on the day of the exam, please do not bring him. You should obtain a doctor's note and return this along with the Special Circumstance Form by no later than **Friday 25th September 2020.**

For applicants who score within 10 marks of the qualifying score, Special Circumstances will be taken into account during the Internal Review process. This does not remove the right for the Special Circumstances to be taken into account at any Independent Statutory Appeal hearing should the Internal Review be unsuccessful.

For applicants who score below 310 Special Circumstances reported may be taken into account during any Independent Statutory Appeal hearing after 1<sup>st</sup> March.

### **Oversubscription Criteria**

If the number of applicants achieving the required standard for entry exceeds the Published Admissions Number, then the following over-subscription criteria will apply in the following order to decide which pupils to admit.

1. Baptised Roman Catholic boys who are designated 'looked after children' or 'previously looked after children'.
2. Baptised Roman Catholic Boys who are in receipt of Pupil Premium whose home postcode falls within a nominated Local Pastoral Area. Details are provided in the list of Nominated Local Pastoral Areas.
3. Baptised Roman Catholic boys who have a brother attending the school.
4. Baptised Roman Catholic boys whose home postcode falls within a nominated Local Pastoral Area.
5. Baptised Roman Catholic Boys who are in receipt of Pupil Premium.
6. Other Baptised Roman Catholic boys.

7. Other Boys who are designated 'looked after children' or 'previously looked after children'.
8. Baptised Christian boys who have a brother attending the school.
9. Other boys who are in receipt of Pupil Premium.
10. Christian boys practising in other Christian denominations supported by a minister's reference confirming that they are a full and active member of the Church<sup>4</sup>.
11. Other boys

In the event of over-subscription within any one of the categories, priority will be given to those boys who achieved the highest marks in the Entrance Examination. Where more than one boy has the same score in any category then priority will be given to boy living the closest distance from the boy's home address<sup>5</sup> to St Ambrose College. The distance from home to St Ambrose College will be calculated in a direct straight line from the child's permanent place of residence using co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666) and are available, on request, from Trafford's School Admissions Team. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats the coordinates for all flats in that block will be the same. If distance is tied selection would take place by a random draw witnessed by all concerned parties.

### **Nominated Local Pastoral Areas**

#### 1 Saint Ambrose Deanery (Diocese of Shrewsbury)

The following Local Pastoral Areas include the following postcodes: All WA14, WA15, M31 and M33 postcodes.

St. Hugh and St John	West Timperley
St. Vincent de Paul's	Altrincham
All Saints	Ashton-on-Mersey
St. Margaret Ward	Sale
St. Joseph's	Sale
Holy Angels	Hale Barns
Our Lady of Lourdes	Partington
Holy Family	Sale Moor

#### 2. Saint Ambrose Barlow Deanery (Diocese of Salford)

The following Local Pastoral Areas include the following postcodes: All M16, M21, M32 and M41 postcodes.

Our Lady's & St. Alphonsus	Moss Side/Old Trafford
St. Ann's & St. Hugh of Lincoln	Stretford
Our Lady and the English Martyrs'	Davyhulme/Urmston
St. Monica's	Flixton
St. John's and St Teresa's	Firswood / Chorlton

<sup>4</sup> "Full and active" means a regular churchgoer who attends more than once a month, is known to the parish priest / minister and is involved in church activities.

<sup>5</sup> Home address means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or any other relative. If parents are separated and child-care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to determine priority for admission.

### **Waiting List**

A waiting list for Year 7 admissions will be maintained until the end of the Autumn term of Year 7 for those boys who have qualified through the entrance examination but have not been allocated a place initially due to over-subscription. The placing of a boy's name on the waiting list does not remove the right of appeal.

### **Admission outside normal age Group**

Consideration will be given to applications for admission outside of a boy's normal age group on an individual basis. This will take into account the child's academic, social and emotional development and factors outlined in Section 2.17 of the Schools Admissions Code (2014). Younger applicants may be considered for entry providing they are currently in a class one year ahead of their correct cohort and they achieve the qualifying score in the Entrance Examination. Older applicants may be considered for entry providing they are currently in a class one year behind their current cohort and where a Local Authority deferral has been granted.

## **IN-YEAR ADMISSIONS FOR YEARS 7 - 11**

All In-Year applications should be made direct to the school.

Only one In-Year assessment process can be undertaken each academic year.

Saint Ambrose College will operate a waiting list for each full year group and will maintain a waiting list until the end of the academic year. If a place becomes available in a year group, then parents will be contacted and an entrance examination will be set to determine Grammar School suitability. Pupils who are successful in the examination will be placed in order of the over-subscription criteria and then in rank order of examination marks.

In-year transfers may cause considerable disruption to your son's academic progress especially once option choices have been made.

## **ADMISSION TO SAINT AMBROSE COLLEGE SIXTH FORM 2021**

A copy of the School prospectus will be available to download from the School website or available in hard copy on request.

An Open Evening will be held in November of the determination year, the year immediately before the offer year, details of which will be published in a local newspaper and further information will be on the School website.

All applicants (both internal and external) will be asked to complete an online Application Form listing in order of preference the subjects they wish to study at A level. The closing date for applications will be clearly stated on the application form. Applications after this time will only be considered after the GCSE results day in August.

## **Admission Criteria**

Applicants who wish to study 3 A levels and a supplementary subject will require a minimum Attainment 8 Score<sup>6</sup> of **60pts** to include at least a Grade 5 in Mathematics and English Language. A minimum of a Grade 6 is required in the subject to be studied at A level with the exception of Mathematics, Biology, Chemistry or Physics where a minimum of a Grade 7 is required. Applicants who wish to study Business or Economics, but have not had the opportunity to take a GCSE in that subject, must have at least a Grade 6 in Mathematics. Similarly any applicant who wishes to study Government and Politics must have at least a Grade 6 in English Language. Applicants who wish to study Computer Science must have achieved a minimum Grade 7 in Mathematics.

Applicants who wish to study 4 A levels will require a minimum Attainment 8 Score of **75pts** to include at least a Grade 6 in Mathematics and English Language. A minimum of a Grade 6 is required in the subject to be studied at A level with the exception of Mathematics, Biology, Chemistry or Physics where a minimum of a Grade 7 is required. Applicants who wish to study Business or Economics, but have not had the opportunity to take a GCSE in that subject, must have at least a Grade 6 in Mathematics. Similarly any applicant who wishes to study Government and Politics must have at least a Grade 6 in English Language. Applicants who wish to study Computer Science must have achieved a minimum Grade 7 in Mathematics.

## **Applicants from the School**

Eligible applicants from the School will be offered a Sixth Form place if they meet the entry criteria on GCSE Results Day.

## **External Applicants**

After all applicants from Saint Ambrose College who have qualified for entry into the Sixth Form have been accommodated, places will be offered to students from other schools. External applicants should inform the College by 12 noon on GCSE Results Day of their grades.

## **Oversubscription Criteria**

The criteria for over-subscription will be as for Year 7 and will only apply to external candidates. If in any category there are more applications than places available, priority will be given to those boys with the highest Attainment 8 score. Where more than one boy has the same score then priority in any category will be given to boy living the closest distance from home to Saint Ambrose College. If distance is tied selection would take place by a random draw witnessed by all concerned parties.

## **APPEAL PROCESS**

Parents of boys who are not successful in the offer of places for First Year (Year 7) following the Entrance Examination have the right of appeal to an Independent Appeals Panel.

Parents of boys who wish to enter the school after First year (Year 7) may be informed that the School has no places. Parents have the right to appeal against this decision to an Independent Appeals Panel.

Where a boy is not successful in the offer of a place in Sixth Form following GCSE Results

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<sup>6</sup> Details of how an Attainment 8 score is calculated can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/651158/Secondary\\_accountability\\_measures-Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/651158/Secondary_accountability_measures-Guide.pdf)



Day, both the student and the parents have the right of appeal to an Independent Appeals Panel. Where they appeal separately the appeal must be heard together.

The decision of the Appeals Panel will be final and binding on all parties. Being granted an appeal hearing is no guarantee of a place being offered.

If you wish to exercise your right to appeal, please contact the Admissions Officer at the school directly.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be available on the School website by 28<sup>th</sup> February each year.

'In Year' admission appeals will be heard within 30 school days of the appeal being lodged.

Appellants considering making a complaint regarding an appeal may contact:

EFA Complaints, Chief Executive's Office, 53-55 Butts Road, Earlsdon Park, Coventry, CV1 3BH

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk) Tel: 01325 340 402

Office of the Schools Adjudicator, Bishopsgate House, Feethams, Darlington DL1 5QE

## **Nominated Local Pastoral Areas**

### 1. Saint Ambrose Deanery (Diocese of Shrewsbury)

The following Local Pastoral Areas include the following postcodes: All WA14, WA15, M31 and M33 postcodes.

St. Hugh and St John	West Timperley
St. Vincent de Paul's	Altrincham
All Saints	Ashton-on-Mersey
St. Margaret Ward	Sale
St. Joseph's	Sale
Holy Angels	Hale Barns
Our Lady of Lourdes	Partington
Holy Family	Sale Moor

### 2. Saint Ambrose Barlow Deanery (Diocese of Salford)

The following Local Pastoral Areas include the following postcodes: All M16, M21, M32 and M41 postcodes.

Our Lady's & St. Alphonsus	Moss Side/Old Trafford
St. Ann's	Stretford
St. Hugh of Lincoln	Stretford
Our Lady and the English Martyrs'	Davyhulme/Urmston
St. Monica's	Flixton
St. John's and St Teresa's	Firswood / Chorlton

### **Waiting List**

A waiting list for Year 7 admissions will be maintained until the end of the Autumn term of Year 7 for those boys who have qualified through the entrance examination but have not been allocated a place initially due to over-subscription. The placing of a boy's name on the waiting list does not remove the right of appeal.

### **Admission outside normal age Group**

Consideration will be given to applications for admission outside of a boy's normal age group on an individual basis. This will take into account the child's academic, social and emotional development and factors outlined in Section 2.17 of the Schools Admissions Code (2014). Younger applicants may be considered for entry, providing they are currently in a class one year ahead of their correct cohort and they achieve the qualifying score in the Entrance Examination. Older applicants may be considered for entry providing they are currently in a class one year behind their current cohort and where a Local Authority deferral has been granted.

### **In-Year Admissions for Year 7 - 11**

All In-Year applications should be made direct to the school.

Only one In-Year assessment process can be undertaken each academic year.

Saint Ambrose College will operate a waiting list for each full year group and will maintain a waiting list until the end of the academic year. If a place becomes available in a year group, then parents will be contacted and an entrance examination will be set to determine Grammar School suitability. Pupils who are successful in the examination will be placed in order of the over-subscription criteria and then in rank order of examination marks.

In-year transfers may cause considerable disruption to your son's academic progress especially once option choices have been made.



# St. Antony's Catholic College

*in partnership with Loreto Grammar School*

## **Admissions Policy Statement – September 2021**

St Antony's is an 11-16, mixed, voluntary-aided, Catholic College situated in Urmston. The Governors are responsible for the admission of pupils to the school, although the co-ordination of admission arrangements is undertaken by Trafford LA. For the school year commencing **September 2021** the planned admissions number is **130**.

Pupils will be admitted according to the following priority order. These criteria will be applied in the same way in the event of over-subscription and late applications.

- 1** Baptised Roman Catholic “Looked after” children and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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.
- 2** Baptised Roman Catholics, with siblings (**see note i**) attending St. Antony's at the time of the applicant's proposed admission, who attend associated primary schools (**see below**) in the Trafford District of the 'St Ambrose Barlow' Deanery (Salford Diocese).
- 3** Baptised Roman Catholics who attend associated primary schools (**see below**) in the Trafford District of the 'St Ambrose Barlow' Deanery (Salford Diocese).
- 4** Other Baptised Roman Catholics, with siblings (**see note i**) attending St. Antony's at the time of the applicant's proposed admission.
- 5** Other Baptised Roman Catholics.
- 6.** Non-Catholic “Looked after” children and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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.

- 7** Non-Catholic children, with siblings (**see note i**) attending St. Antony’s at the time of the applicant’s proposed admission, who attend associated primary schools (**see below**) in the Trafford District of the ‘St Ambrose Barlow’ Deanery (Salford Diocese).
- 8** Non-Catholic children, who attend associated primary schools (**see below**) in the Trafford District of the ‘St Ambrose Barlow’ Deanery (Salford Diocese).
- 9** Other Children, with siblings (**see note i**) attending St. Antony’s at the time of the applicant’s proposed admission.
- 10** Other Children.

Associated Primary Schools in the Trafford District of the ‘St Ambrose Barlow’ Deanery (Salford Diocese)

St. Monica’s, Flixton;	English Martyrs, Urmston;
Our Lady of the Rosary, Davyhulme;	St. Hugh of Lincoln, Lostock;
St. Ann’s, Stretford;	St Teresa’s, Firwood;
St Alphonsus, Brooks Bar.	

**NOTES**

- a) The governing body is the admissions authority.
- b) The “Transferring to Secondary School” information for Parents’ Booklet, giving details of Trafford’s co-ordinated admissions arrangements, together with Guidance Notes and an Application Form for Trafford residents, will be available on Trafford’s website from the end of August. Paper copies will be available on request from the Trafford School Admissions team.
- c) Parents of children residing in Trafford must complete and return the Trafford Common Preference Form by 31<sup>st</sup> October 2020. Parents can name 6 or more preferred schools, within or outside Trafford, in order of preference. Non-Trafford residents must complete the form from their own Authority (LA), and must adhere to the published timetable for that LA.

- d) Applicants resident in Trafford will be sent a letter from Trafford by 1<sup>st</sup> class post on 1<sup>st</sup> March 2021 informing them of the outcome of their application. Applicants resident in another authority will receive a letter from that authority informing them of the outcome of their application. The closing date for the acceptance of places is 15<sup>th</sup> March 2021. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) Once the initial allocations have been advised, unsuccessful applicants can apply to Trafford to be included on a waiting list for any vacancies which subsequently arise at St. Antony's. The waiting list will be retained until the end of the autumn term and be run in accordance with the school's oversubscription criteria. Unsuccessful applicants will be advised of the right to appeal to an independent appeals panel [See note o) for further information].
- f) Baptised Roman Catholics **must** forward a photocopy of the child's Baptismal Certificate directly to the **school** by 31 October 2020. Failure to do so, if St Antony's is oversubscribed, may result in your application for a place being considered against lower priority criteria, as the governing body will have no information upon which to assess the application on the basis of your child's baptism.
- g) If in any category there are more applications than places available, priority will be given to those children who live nearest to the school, calculated in a direct straight line from the child's permanent place of residence to the school. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666), Royal Mail Postal Address Information may be used in some instances. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"
- h) In the case of parents who are separated and where child-care arrangements are shared between two addresses, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Applicants may be required to provide proof of residency and failure to do so may result in the offer of a place being withdrawn.
- i) The term "sibling" includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit. The governing body will give special consideration to twins or triplets to prevent breaking the sibling link.
- j) Late applications will only be considered after all on time applications have been dealt with, and will be treated as per the co-ordinated arrangements published by Trafford LA.

- k) If a child has an EHCP naming a specific school there is a duty for the school to admit the child.
- l) The Governors reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- m) For 'In-Year' applications (those received outside the normal admissions round i.e. all applications made during the academic year, and applications for admission to age groups other than the normal year of entry), please see separate In-Year Admission information.
- n) Under the terms of the 1998 Education Act you have the right to appeal against any decision made by the Admission Authority and an Independent Appeals panel has been set up specifically for this purpose. If you wish to exercise your right of appeal you must notify Trafford of your intention, by contacting the Democratic Services section (912 4221/2798) and requesting an Appeal Form. Appeals against a decision relating to an In-Year application must be heard within 30 school days of the appeal being lodged. The decisions of an independent appeals panel are binding on the admission authority and the parents/carers.



# Stretford Grammar School

*Aspirat primo fortuna labori*

## Admissions Policy for entry in September 2021

Stretford Grammar School is a foundation mixed Grammar School. The student admission number is **160**. The School has no religious affiliation.

**The Test will take place on Monday 14<sup>th</sup> September 2020.**

**The Closing Date for ALL applications is noon on Friday 26<sup>th</sup> June 2020.**

### Definitions (for the purpose of this Admissions Policy)

- 'Looked after children' has the meaning set out in S22 of the Children Act 1989
- 'Residence' means the address where the child normally and permanently lives
- 'The School' means Stretford Grammar School
- 'Sibling' means any person (full, half, step, adopted or foster brother or sister) of admissions age who is residing permanently at the same address as the candidate and will be in attendance at the School at the time of the proposed admission.
- 'Pupil Premium' is funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals.
- Service Premium is allocated if one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve); they have been registered as a 'service child' on the January school census at any point since 2015; one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

### Attachments:

Appendix A    Special Circumstances Form    Appendix B    Local Review Form

### Admission at Age 11

The number of admissions into Year 7 for the year commencing 1st September 2021 will be **160**. Candidates who attain the required standard in the School's testing arrangements for selection by ability (as set out in this Policy) will be eligible for admission to the School.

Applicants should normally have a date of birth between 1st September 2009 and 31st August 2010.

## Provision for Admission outside a Child's Normal Age Group

Younger candidates may be considered for a place providing they are studying in a Year 6 class prior to the Entrance Test and they obtain an examination score of 360 or above. Applicants who are studying, but whose date of birth is between the dates given above must sit the Entrance Examination with applicants of the same age. Decisions as to their year of entry to the School would be made on an individual basis.

### a) Application Procedure for Admission to Year 7 September 2021

1. All parents/carers of candidates who wish to take the Tests for entry to Stretford Grammar School in September 2021 must complete the School Registration Form on-line, via the school website, by noon on Friday 26<sup>th</sup> June 2020. If the closing date is missed the next testing date will be after National Allocation Day which is 1st March 2021. Assistance in completing the form is available should it be required.
2. The School is part of the Trafford Local Authority Co-ordinated Scheme. Parents/carers of children who wish to apply for a place at the School **must indicate** Stretford Grammar School on their home Local Authority Admissions Form.
3. Candidates who move into the area (as defined by criterion 5 of the over-subscription criteria) after the closing date for applications and who submit an on-time application to their Local Authority including Stretford Grammar School as a preference will be given consideration from the address given on the application to sit the Entrance Test until after the first round of offers. Thereafter, the new address will only be considered if and when the following evidence and legal documentation in relation to the change of residency have been supplied to the School:
  4.
    - i) Evidence and legal documentation to the effect they have purchased or exchanged contracts on a property is produced and proof of disposal of the previous home.
    - ii) For leasing agreements a minimum of 24 months is required and legally supported documentation produced and proof of disposal of the previous home.
    - iii) The applicant and his/her parents/carers became resident at the new home.

Applicants who move further away from the School after the date of application will be considered from their new address with immediate effect.

5. Access Arrangements will be agreed before the Entrance Test. They allow



candidates with special educational needs, disabilities or temporary injuries to access the test and show what they can do without changing the demands of the test. The intention behind an access arrangement is to meet the particular needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled.

Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. Each case will be considered on its own merit. Information must be forwarded to the School by parents at the time they register their child for the Entrance Test or as soon as possible thereafter but MUST be before noon on Friday 26<sup>th</sup> June 2020 for the Entrance Test. Access arrangements must not give an applicant an unfair advantage over other applicants. Where a request for 25% extra time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. In order to evidence such circumstances, parents should provide the School with a Local Authority Statement of Special Educational Needs, an Education, Health and Care Plan or primary school SEND support information. Information from the primary school should also be provided which details the applicant's normal way of working; the primary school may be consulted.

All reports and documentation must be current and dated no more than 2 years before the testing date. All documentation provided must also show the Assessors full details including qualifications and how the assessment results were reached and be on official letterhead.

## **b) Arrangements for Testing**

1. Arrangements for the Stretford Grammar School Entrance Test will be available on the website from 18<sup>th</sup> May 2020
2. The Stretford Grammar School Entrance Test will consist of Verbal, Non Verbal and Mathematic questions, set and standardised by our service provider. The standardisation will take into account the applicants' date of birth.
3. To be eligible for consideration of a place at the School a candidate must achieve a score of 334 or above. This does not in itself guarantee a place. Outcomes and scores for the main testing will be communicated by the School to parents/carers prior to the 31st October 2020.

## **c) Automatic Review**

An automatic review is conducted for all candidates who score between 324 to 333 (inclusive). In the review process the following will be considered:

- The test score achieved by the applicant.
- Any special circumstances that the School have been advised of on or prior to the date of the Entrance Test or in the week immediately after the testing
- if your child is ill immediately prior to or on the day of the exam, please do not bring them, alternative arrangements can be made). (**Appendix A**)
- The invigilator's Report – This is a record of the testing process including any events that may have taken place during the test
- The panel will consist of the Headteacher and a current primary school Headteacher

Those candidates whom are deemed to have qualified following review will have their score amended to 334R. The result letters for automatic review candidates will be communicated by the School to parents/carers prior to the 31st October 2020.

No results will be given over the telephone or via e-mail. The result for any other testing will be when it is available.

## **d) Local Review**

A Local Review is conducted for all candidates who score between 324 to 333 (inclusive) but have not had their result overturned at automatic review.

A Local Review will be heard by the Review Panel, will be upon receipt of the Local Review Form (**Appendix B**) along with optional supporting documentation detailing the challenge. The Review Panel will consist of the Headteacher, the Deputy

Headteacher, the Head of English, the Head of Mathematics and a current primary school Headteacher

Those candidates whom the Local Review Panel deem to have qualified for admission will have their Test score amended to 334R

The decision of the Local Review Panel will be notified by post after the closing date for the submission of the Common Application Form, 31<sup>st</sup> October 2020. **Parents awaiting the results of the review are advised to include Stretford Grammar School as a preferred school on the Common Application Form.**

This process does not replace your statutory to appeal to an Independent appeal Panel - see "Right of Appeal" section.

#### **e) The Over-subscription Criteria**

- 1. Looked After Children and all previously Looked After Children.** 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 (as defined in Section 22(1) of the Children Act 1989). 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.

<sup>3</sup>Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 2.** Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3. Pupil Premium** - 32 Places will be allocated to students on Pupil Premium, irrespective of distance. Candidates, on Pupil Premium, with equal scores to the lowest candidate in this allocation will also be offered places.
- 4. The top 20 scoring candidates,** irrespective of home residence, will be allocated a place. Candidates with equal scores to the lowest candidate in this allocation will also be offered places.
- 5.** Children who will have a sibling attending the School within Years 7 to 11 at the time of admission (September 2021).

6. Successful candidates who live within the catchment area of the school; being M32, M33, M41, M15 and M16 (both within Trafford and Manchester) and including M21, this being the next closest postcode to the school.
7. Children who live nearest to the School, measured in a direct straight line from the child's permanent place of residence to the School.

If there are more successful applicants than can be accommodated at the School in criteria 1 to 6 places will be offered to those children in each criteria whose place of residence is nearest to the School as defined in criterion 7. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (557666), other LA data and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same manner.

Random allocation will be used as a tie-break to decide who has the highest priority for admission where the qualifying score and the distance between two applicants' home and the school is the same.

Parents/carers should note that although Stretford Grammar School will inform them of their child's assessment result prior to 31st October 2020, allocation letters will be sent on National Allocation Day, the 1st March (or the next working day) by their home authority on behalf of the Governing Body of the School.

### **Home Address**

The criteria used by Trafford in determining admissions to Community and Voluntary Controlled Schools refer, in every instance, to the child's home address. This means the address where the child normally and permanently lives. In the case of parents who are separated:

- where child-care arrangements are shared between two addresses in the catchment area, the child will be considered as living in the catchment area;
- where one of the addresses is outside the catchment area, the child will be regarded as living outside the catchment area.

If there are more applicants than can be accommodated at a school in the relevant category, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission.

It is always assumed that the correct factual information will be provided when an application for a school place is submitted. However, proof of the child's residency may be requested so that the application can be considered correctly alongside other applicants.

**e) Waiting List**

Following the allocation of places on 1<sup>st</sup> March, the School will commence a waiting list for Year 7 admissions in September. The waiting list will continue through Years 7 to 11 with parents notified of their child's position annually. Applicants for in year admission may join the waiting list if a place is not available within the relevant year group, providing they have qualified through the School's Entrance Test or have met the criteria to be considered for admission to the Sixth Form. *Applicants who have not been tested in the normal admissions round will be tested and if successful will be placed on the waiting list if a place is not available.* Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Should a place become available, the oversubscription criteria will be applied to those on the waiting list.

**f) Right of Appeal**

Under the terms of The School Standards and Framework Act 1998, all parents/carers of candidates refused admission have the right to appeal to an Independent Appeals Panel against any decision made by the School. The decision of the Independent Appeals Panel is binding on both the School and parents/carers. An appeals timetable is published on the School website by 28th February each year.

**Appellants considering making a complaint regarding an appeal may contact:**

**The Local Government Ombudsman  
PO Box 4771  
Coventry  
CV4 0EH**

## **In Year Admissions - Years 7 to 11**

1. These procedures apply both to candidates who have previously been unsuccessful in the School's Testing procedure and to candidates who have not previously been tested. Candidates who have previously applied and sat the School's In-Year Testing and who have not achieved the qualifying score for admission cannot re-apply in the same academic year and must leave a minimum of 12 months before applying for re-assessment.
2. Candidates who have previously been unsuccessful in the School's Entrance Examination procedure are able to be reassessed in Summer Term 2021 and if assessed as suitable, and places being available, are able to start in September 2021.
3. Candidates will be assessed for their suitability for admission to the School using the following procedure:
  - candidates will receive a Cognitive Abilities Test (CAT) which comprises verbal, quantitative and non-verbal sections and their score will be standardised
  - the school will ask for a letter from the candidate's current school, setting out the candidate's current level of attainment and progress and asking for the results of any nationally-taken tests or exams
4. Under the terms of The School Standards and Framework Act 1998, all parents/carers of candidates refused admission have the right to an Independent Appeals Panel against any decision made by the School. The decision of the Independent Appeals Panel is binding on both the School and parents/carers.
5. Year 10 and 11 candidates will sit a Cognitive Abilities Test (CAT) appropriate to their age.
6. Applications for candidates in Years 7 to 9 who have previously qualified for Stretford Grammar School will be considered in light of the availability of places and their position on the waiting list. Applicants who are currently in Year 9 and above who have previously qualified will be required to re-qualify.
7. Please note a successful outcome from an assessment does not guarantee a place at the School. If any places are available we apply our over-subscription criteria.

8. Positions on the waiting list are subject to change and as such a candidate may move up or down the list.
9. To register your child for re-assessment please contact the Admissions Officer on 0161 866 0130 or email [admissions@stretfordgrammar.com](mailto:admissions@stretfordgrammar.com).

### **Admission to the Sixth Form**

1. The Sixth Form intake will be dependent on the number of students in Years 7-11 and the maximum capacity of the school. When Years 7-11 are fully subscribed, admission to Year 12 will be such that the total number of Sixth Form students does not exceed 192. The school does not enrol students at the beginning of Year 13.
2. For those offered a place in the Sixth Form the requirement for entry is that students **must** have achieved a minimum Attainment 8 score of 60 **and** at least a grade 6 in the subjects chosen to study **and** a grade 6 in GCSE English Language and Mathematics. However, please note, subjects including Maths, Chemistry, Biology and Physics require a minimum grade 7 to study them to Advanced Level.
4. Please note that for the purposes of our entry criteria 2020 the Attainment 8 score is defined as a summation of the grades students achieve in their best 8 GCSEs, including Mathematics and English Language. A student's best Mathematics GCSE and English Language GCSE grade will be included in this measure and both the Mathematics and English Language grades will be double weighted. For example, a score of 8 in English Language will be awarded 16 points towards the minimum target of a 60. The remaining 6 GCSEs are not double weighted and can come from any other GCSE subject studied by the students as part of their curriculum.
5. Applicants who have completed their secondary education in schools other than in England and Wales and have taken IGCSE or equivalent qualifications will be subject to the same requirements as stated in paragraphs three and four. Students who take qualifications other than GCSE, or IGCSE or must have equivalent qualifications as defined and verified by NARIC ([www.ecctis.co.uk/naric](http://www.ecctis.co.uk/naric)) and be able to demonstrate that they are working at a level comparable to the minimum academic requirement for entry into the sixth form. Equivalent qualifications will only be accepted if the course content provides suitable preparation for A Level study and students will only be enrolled once qualifications have been verified in writing.

6. Internal Year 11 students will be asked to indicate whether they wish to progress to Sixth Form in the first half of the Spring Term and to give an initial choice of subjects.
7. Internal applicants, who meet the entry requirements and who enrol on or before GCSE Results and Enrolment day, will be given priority over all other applicants and guaranteed a place in the Sixth Form, on courses of their choice, within the option lines available. Internal applicants who enrol between GCSE Results and Enrolment day and the first school day of the Autumn Term may be enrolled, subject to availability of places on the courses of their choice. The maximum class size for any A Level class will be 25.
8. Year 11 applicants from other schools should return completed application forms between October and mid-February each year; the deadline date is the end of the first half of the spring term. Their school will be asked to provide information to verify the suitability of the candidate's choice of courses and to ensure Stretford Grammar School is able to provide appropriate support to meet individual student needs. Proof of qualifications, identity and residency, will also be required.
9. Year 11 students from other schools (external applicants), who apply and accept a conditional offer during the Spring Term, meet the entry requirements and enrol on or before 21st August will be allocated a place in the Sixth Form, on courses of their choice, within the option lines available.
10. Year 11 external applicants, who apply after the February deadline, will only be offered places subject to availability and only once all qualifying students in paragraphs 6 to 9 have received conditional offers.
11. Any student who enrolls in the Sixth Form but fails to attend on the first day of the Autumn Term, without prior notice being given, may have their place withdrawn.
12. Applications to re-take year 12 will only be considered if there are places available after all qualifying year 11 students have enrolled. Such applications will be considered on an individual basis, taking account of any extenuating circumstances and priority will be given to students already at the school. Following discussions with the student and their parent/carer to ascertain whether it is in the student's best educational interest, the school may refuse requests to retake Year 12.



## **Over-Subscription Criteria for Sixth Form Places**

Where eligible applications for admission exceed the number of places in the Sixth Form, or the number of applications for a course exceeds the places available on that course, the following criteria will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (Under the terms of the Adoption and Children Act 2002 (see section 46 (adoption orders)).
2. Those highest in rank order of Average Rank Score (ARS) for entry into Year 12 or onto the course.
3. In the event of tied scores resulting in more than one applicant being eligible for places then the applicant living nearest to the school as measured using the property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured from the communal entrance of the building.
4. Random allocation will be used as a tie-break to decide who has the highest priority for admission where the qualifying score and the distance between two applicants' home and the school is the same.

## **Progression to Year 13**

Students who fail to achieve a record of continuous effort to make good progress in their Y12 studies, at the end of Year 12, will be invited, with their parents/carers, to a consultation to discuss whether progression to Year 13 is in the best interest for their continuing education. The school may advise that the student should retake Year 12 or seek alternative qualifications more suited to their individual needs.

*Please Note:*

*Proof of qualifications, identity and residence may be required from applicants. The School may withdraw a place at a later date if false, incorrect or misleading information has been provided. Parents/carers must inform the School of any changes to their address or circumstances.*

## **Right of Appeal**

Under the terms of Education Act 1998, all candidates and parents/carers of candidates refused admission have the right to appeal to an Independent Appeals Panel against any decision made by the School. The decision of the Independent Appeals Panel is binding on both the School and parents/carers. Appeals will be heard within 40 school days and acknowledged within 30 days.

## SPECIAL CIRCUMSTANCES FORM

Please make us aware of **any special circumstances which explain why your child may not have performed to their usual level on Monday XX<sup>th</sup> September 20XX**. Please complete this form and return to the Admissions Officer by **noon on Thursday XX<sup>th</sup> September 20XX** at the latest to bring to our attention:-

- If there are special circumstances prior to the test you wish to make us aware of
- If there are special circumstances which could have affected your child's performance on the day
- If they may not have performed to their usual level on the testing day

**If your child is ill immediately prior to or on the day of the exam please do not bring them.** Please complete this Special Circumstances Form and return with a Doctor's note **by noon on Thursday XX<sup>th</sup> September 20XX**. We will then advise you of an alternative date.

Name of Child:

Date of Birth:

Primary School:

Test Room:

Candidate ID:

Signature of Parent(s)/Carer(s) .....Date: .....

Please print name: .....

Continue overleaf if necessary ...

**REQUEST FOR  
STRETFORD GRAMMAR SCHOOL  
LOCAL REVIEW**

**Please return by noon on Friday Xth November 20XX**

Please print all details clearly

<b>Child's Name:</b>	<b>Date of Birth:</b>
<b>Candidate Number:</b>	<b>Score achieved:</b>
<b>Home Address:</b>	
<b>Mobile Number:</b>	<b>Home Number:</b>
<b>E-Mail address:</b> <small>(Please print)</small>	
<b>Parents/Carers Names:</b>	
<b>Current Primary School:</b>	
<b>Did you advise of any Special Circumstances at the time of the testing or in the immediate week of the testing?</b> <span style="float: right;"><b>YES / NO</b></span>	
<b>If yes – please advise:</b>	

**OUTLINE OF YOUR REASONS FOR REQUESTING A LOCAL REVIEW:** You are able to submit any supporting evidence, including material from your child's primary school. **A list of suggested documents is provided overleaf.** (Please continue overleaf or on a separate sheet if necessary).

**Suggested documents:**

Year 5 School Report

Year 6 School Report

Letter from Year 5 Teacher

Letter from Year 6 Teacher

Letter from Headteacher

Letter from Parents/Carers

Handwritten letter from Candidate

Example of outstanding work – photocopies of pages only, do not submit books

You do not have to submit all the above documents; these are just suggestions for your convenience.

We do not recommend certificates for swimming, or other sports or musical achievements or school work and reports earlier than Year 5.

## Admission of Pupils in the Year commencing September 2020

### Criteria for Admission

Stretford High School is an 11-16 foundation school with admission normally taking place at age 11. The Planned Admission Number for September 2020 is 190.

This is a successful school which provides a free and inclusive education for girls and boys. The school welcomes students of all abilities, interests and aptitudes and there is no entrance examination. The school is easily accessed by bus, train and road from Manchester and surrounding areas.

Admissions for the start of Year 7, for children living in Trafford, are processed by Trafford Borough Council Children's Services, and the school plays no part in the procedure. Parents with children in the final year of primary school will receive information from Trafford on how they can express a preference for a secondary school. This must be completed and returned by 31 October 2019.

### Admission for Year 7

This policy is based on the Co-ordinated Admissions Arrangements under which all children are admitted to schools in Year 7. All applications for a place in the school will be handled through the Local Authority where a child lives. They will provide an application form to each parent. This must be completed and returned by the date due to your Local Authority.

Students will be admitted at age 11 without reference to ability or aptitude. The school will admit students to year 7 in September, up to the admission number. Where the number of applications exceeds the number of places available, criteria will be employed by the Local Authority, applying the school admissions policy, to determine which children to admit. The criteria will be applied in the order set out below.

If parents live outside Trafford LA they are entitled to apply for a place at Stretford High School using the application form provided by their home Local Authority.

The catchment area for Stretford High School is defined:

- All M15 and M16 postcodes which lie within the Trafford administrative area; that is where Council Tax is paid to Trafford Council: and.
- M32 Postal addresses as detailed in appendix A

Parents living outside of the catchment area are still entitled to apply for a place but, in the event of over-subscription, the criteria adopted by Stretford High School is:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>‡</sup>. 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).
2. Where the child has an older brother or sister attending the school up to and including Year 11 in the September when the sibling is officially admitted (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit.
3. Children of staff at the school in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live in the catchment area of the school.
5. Children who live nearest to the school, calculated in a direct straight line from the child's permanent place of residence to the main entrance of the School. The co-ordinates that will be used for Stretford High School are 380619,395618. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

If there are more applicants than can be accommodated at the school in criteria 1-5, places will be offered to those children in each criteria whose place of residence is nearest to the school as defined in criterion 5.

The child's home address means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or any other relative. In the case of parents who are separated or divorced and where child-care arrangements are shared between two addresses, the average of the distances of the two addresses from the school will be used for the purpose of determining priority for admission.

You may be required to provide proof of residency. We assume that you will always provide us with the correct factual information when you apply for a school place. Stretford High School reserves the right to withdraw a place at a later date if it is discovered that false, incorrect information has been used or if information has been withdrawn in order to secure a place.

## **Waiting List**

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any place that may arise in the future. Waiting lists for admission to all year groups will be compiled and ranked according to the over-subscription criteria listed above. If requested, parents will be informed of their position on the waiting list. Children still remaining on the waiting list during Term 3 will be written to, to establish if parents require their child to remain on the waiting list for the next academic year.

## **Applications for places throughout the year (Years 7-11)**

Applications for a place in Year 8 to Year 11 should be made direct to the school.

Applications for a place after September of Year 7 should be made direct to the school.

Details of how to do this can be found on Stretford High School website or by email to [admissions@stretfordhigh.com](mailto:admissions@stretfordhigh.com).

Places will be allocated taking account of the admission number for each individual school year according to the admissions criteria detailed above. In the event of oversubscription a waiting list will be compiled according to the admissions criteria

## **Right of Appeal**

The parent of any child refused admission to the school will be given the right to appeal to an Independent Appeals Panel in accordance with the requirements of the Education Act 1998.

## **Further information**

To help guide you through the process and to find out how to apply online for your place at a Secondary School in Trafford, please contact Trafford Admissions direct on [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

## **Stretford High School - Appendix A**

### Stretford High School Catchment Area

Adlington Drive	Gainsborough Avenue	Longford Avenue	Rotherwood Avenue
Alder Grove	Gorse Avenue	Longford Close	Shirley Avenue
Ascot Avenue	Gorse Crescent	Longford Park	Sir Matt Busby Way
Ashover Street	Gorse Drive	Longford Road	Smeaton Close
Avondale Road	Gorse Lane	Maidford Close	South Lonsdale Street
Barlow Road	Gorse Street	Maple Avenue	Stanton Street
Beresford Road	Granby Road	Marston Road	Stanway Street
Brunel Close	Great Stone Road	Meadow Close	Stephenson Road
Buckingham Road	Great Stone Road	Melfort Avenue	Sulby Avenue
Burleigh Road	Haddon Street	Mellor Street	Talbot Road
Byron Road	Hapton Avenue	Milton Close	Taylor's Road
Canute Court	Harcourt Street	Milton Road	Tenby Avenue
Canute Road	Haydock Close	Montague Road	Thomas Street
Cavendish Road	Hillingdon Road	Nansen Close	Thornbury Road
Chester Road	Hornby Road	Nansen Street	Tilney Avenue
Chester Road	Hortree Road	Norley Avenue	Tresco Avenue
Clyne Street	Ingleby Court	North Lonsdale Street	Truro Avenue
Colley Street	Kenwood Court	Norway Street	Turn Moss Road
Cranford Avenue	Kenwood Road	Norwood Road	Vernon Avenue
Cromwell Road	Kings Grove	Partridge Street	Walwyn Close
Cyprus Street	Kings Lane	Portland Road	Wansbeck Close
Darley Street	Kings Road	Railway Road	Wardle Close
Dayhulme Road East	Kings Terrace	Ravenswood Road	Warwick Road
Dearne Drive	Kingsley Avenue	Rendel Close	Waverley Avenue
Edge Lane	Larch Avenue	Rennie Close	Wesley Street
Elton Street	Lee Crescent	Renton Road	Wilson Street
Faulkner Road	Lime Road	Rokeby Avenue	Wingfield Street

All M15 and M16 postcodes which lie within the Trafford administrative area; that is where Council Tax is paid to Trafford Council; and those streets detailed in the list below which all fall within the M32 postcode area.





# Urmston Grammar

## Admissions Policy for the admission of children in September 2021

All parents of pupils seeking entry to Urmston Grammar should consult the school website or email the Admissions Officer at [admissions@urmstongrammar.org.uk](mailto:admissions@urmstongrammar.org.uk) to be included in the Urmston Grammar Entrance Tests. Details are available on [www.urmstongrammar.org.uk](http://www.urmstongrammar.org.uk)

This policy document should be read in conjunction with the two partner documents: The Urmston Grammar **Admissions Information Document (including FAQs)**, and the Urmston Grammar **Entrance Test Familiarisation Booklet**.

Urmston Grammar is part of a consortium who share the entrance examination for admission to Year 7 in September each year.

### Policy and Numbers

Urmston Grammar is a highly successful co-educational 11-18 selective academy with specialist status in Science and Foreign Languages with admission normally taking place at 11 and 16. Accommodation can normally be provided for up to 780 boys and girls in Years 7-11, with 150 places available for the Year 7 intake, plus the Sixth Form. The school has no religious affiliation.

### Year 7 Entry

#### Application process

- The Governors will apply Urmston Grammar's own admissions selection policy as the basis for their admission's procedures for Year 7 in September 2021. This means that all parents of children wishing to apply for a place at Urmston Grammar **must**:

1. Register their child to sit the Urmston Grammar entrance exam by completing the on-line registration form, which is available under **Admissions' tab** on the school website from June 2020. There will be a link to the on-line registration form on the admissions page on the school website.
2. If the specified closing date is not met for completion of the on-line registration form, applicants cannot be tested in September 2020. Further testing will not occur until after the National Allocation Day, which is 1<sup>st</sup> March 2021. Information regarding late application for the Urmston Grammar Entrance Examination is available from the Admissions Officer at the school.
3. Complete your Local Authority's Common Preference Form, which in Trafford, must be returned to the Local Authority as indicated in the timeline in the Urmston Grammar Admissions Information document. Urmston Grammar needs to be indicated on this form.
4. The applicant's date of birth must be between 1st September 2009 and 31st August 2010.

#### Access Arrangements

Access arrangements will be agreed before the Entrance Exam. They allow candidates with special educational needs, disabilities or temporary injuries to access the exam and show what they can do

without changing the demands of the exam. The intention behind an access arrangement is to meet the particular needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. Whether an adjustment will be considered reasonable will depend on a number of factors, which will include, but are not limited to:

- the needs of the disabled applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. Each case will be considered on its own merit. Information must be forwarded to the School by parents/carers at the time they register their child for the Entrance Exam or as soon as possible thereafter.

Access arrangements must not give an applicant an unfair advantage over other applicants. Where a request for 25% extra time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. In order to evidence such circumstances, parents/carers should provide the School with a Local Authority Statement of Special Educational Needs, an Education, Health and Care Plan or primary school SEND support information. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

- Arrangement details for the entrance exam will be sent to all parents by the Admissions' Team at Urmston Grammar.
- An Open Evening will be held at Urmston Grammar in the summer term of 2020.

### **Our Allocation Process**

Applicants will be required to sit all elements of the Urmston Grammar entrance exam and achieve the qualifying score. This is a basic requirement for a candidate to be considered for a place at Urmston Grammar. The three skills assessed within the testing papers are: Mathematics, Verbal and Non-Verbal Reasoning. These are set and standardised by our service provider. The standardisation will take into account the applicant's date of birth.

The qualifying score will be achieved by those candidates who score **334 or 334R** and above in the exam.

The score will be communicated by Urmston Grammar to parents before the due date for the submission of the Common Preference Form.

Following the "**examination outcomes**" parents will have the opportunity to pursue a Local Review, which will be conducted solely by the "Admissions Review Panel" of Urmston Grammar, upon receipt of the Local Review Form along with optional supporting documents. In the review process, the following will be taken into consideration: the standardized test score; all documents completed by the invigilator(s) during the testing process, the Special Circumstances Form, if one was submitted, along with any other documentation.

A successful review will be deemed as eligible for admission to Urmston Grammar and the candidate's score will be amended to **334R**.

The decision will be notified by post, and will **be after the date for submission of the Common Preference Form**. **It is your entitlement to put Urmston Grammar as a preferred school on the Common Preference Form if you are awaiting the results of the Local Review.**

In order to facilitate our allocation of places, the following allocation categories will be applied in the sequential order A, B, C, D & E.

In the unlikely event of places being unallocated in the first round of allocations, Urmston Grammar will conduct a Third Review for those candidates whose respective scores in the entrance examination process were the closest to the qualifying score of 334, irrespective of whether or not they had requested a Local Review to be conducted.

#### **Please Note**

Parents/Carers should:

- note that although Urmston Grammar will inform them of their child's entrance exam results by post, as stated on the timetable, allocations to this school will not be published until the Local Authority common date on behalf of the governing body of the school;
- be aware that success in the Urmston Grammar selection procedure will not mean their child automatically receives a place at Urmston Grammar;
- read all admission documents that, together with this Admissions Policy, detail all aspects of the process.

#### **Oversubscription Criteria**

Where the number of eligible applicants who meet the published academic requirements or who qualify for admissions to Urmston Grammar exceeds the number of places available in the relevant year group, the following criteria will be applied, in the priority order set out below, to decide which children to admit:

#### **Entry Category A**

Places are initially allocated to candidates who are "Looked after" children, or who were previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order (as defined in the Education Act 2002 – Admissions). This category also includes children previously looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

### **Entry Category B – approximately 20 places**

Using the first list (rank score order) of candidates, the (20) top scoring candidates, irrespective of home residence, will be allocated a place under Category B. Candidates with equal scores to the lowest candidate in this second allocation will also be offered places.

### **Entry Category C – approximately 10 places**

Parents will have the opportunity to submit a Pupil Premium Supplementary Form when candidates receive a positive outcome results letter, evidence must also be submitted. Ten places will be allocated to the highest performing candidates who qualify for Pupil Premium, irrespective of distance, and who did not qualify under Entry Categories A or B above. Candidates, on Pupil Premium, with equal scores to the lowest candidate in this third allocation will also be offered places.

### **Entry Category D**

Children who have parents who are serving members of Urmston Grammar staff, and who have had a permanent contract at UGS for at least eight continuous years will be offered a place.

### **Entry Category E - approximately 120 places**

Upon removing the candidates who are allocated places via Entry Categories A, B, C and D, places in category E will be allocated in accordance with their distance from the school to their home address as per a straight line, firstly by M41 and M31 postcodes followed by the remaining candidates. This arrangement is listed as Category E. The address used will be the permanent address of where the child resides. For the home address, the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail Postal Address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 376120, 394926.

**Home Address:** The address used will be the permanent address where the child normally lives, not a temporary address or the address of a carer or relative. In the case of parents/carers who are separated and where child-care arrangements are shared between two addresses, in the priority admissions area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the priority admission area, the applicant will be regarded as living outside this area and the average of distances of the two addresses from the school will be used for determining priority for admission.

Applicants who move into the priority admission area, after the date of registration, who submit an on-time application to their home Local Authority, including Urmston Grammar as a preference, will be given consideration from the address given on the original registration made direct to the school until after the first round of offers. The new address will only be considered if the following evidence and legal documentation in relation to the change of residency is submitted to the school;

- evidence and legal documentation to the effect that they have purchased the property along with proof of disposal of the previous home.
- for leasing agreements, a legal contract for a minimum of 24 months without a break clause is required along with proof of disposal of the previous home, and

- documentation to prove the applicant and their parent(s)/carer(s) became resident at the new home.

Proof of residency will be required. Parents/carers must inform the School of any changes to their address or circumstances. An allocated place may be subsequently withdrawn if incorrect or misleading information has been provided, which has led to the offer of a place or has advantaged the applicant in the priority offer for oversubscription.

Applicants who move further away from the School after the date of application will be considered from their new address with immediate effect.

Please note - If there are two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home to decide between applicants. Priority will be given to children who live closest to the school.

### **Tiebreak**

Random allocation will be used as a tiebreak to decide who has the highest priority for admission where the qualifying score and the distance between the applicants' home and the school is the same.

### **Waiting List**

The School will operate a waiting list for Year 7 admission in September. From September to December of Year 7, any vacancies must be filled from the waiting list in accordance with the over-subscription criteria detailed above. From January each year, any subsequent available places will be offered to the candidate performing at the highest level in a re-assessment process, the details for which are communicated prior to the re-assessment (of recently completed schoolwork) being conducted. Applicants for in-year admission to Years 7 to 11 may join the waiting list of the relevant year group if a place is not available within the year group, providing they have a positive outcome to the Urmston Grammar Entrance requirements.

### **Late Application**

Information regarding late applications for entry in the Urmston Grammar Entrance Exam is available from the Admissions Officer; email [admissions@urmstongrammar.org.uk](mailto:admissions@urmstongrammar.org.uk)

### **Right of Appeal**

Any applicant refused admission has a right of appeal to an Independent Appeals Panel against the decision of the Admission Authority (School Board of Governors) under the terms of the Education Act 1998. The Admission Authority (School Board of Governors) will establish arrangements for appeals against non-admission.

The Appeals Panel will be strictly independent of the school. The decision of the Independent Appeals Panel will be final and binding on all parties.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable is published on the school website by 28th February each year.

If you wish to exercise your right to appeal and request an Appeal Application Form, please contact the school directly.

## **In-year Admission for Year 7-11 applications to transfer from another secondary school**

All In-Year applications should be made direct to the Admissions Officer, Mrs M. Masters.

Applications for candidates who have previously qualified for Urmston Grammar will be considered in light of the availability of places, and from a further re-assessment as detailed above.

Applicants who have previously participated in the entrance exam or in-year assessments for Urmston Grammar **must leave a minimum of twelve months** before applying for re-assessment. Applications for In-Year assessments should be made in writing to the school.

The Governors will apply Urmston Grammar's own admissions selection policy as the basis of their In-Year admissions procedures. This means that all parents of children wishing to apply for a place at Urmston Grammar **must**:

1. Register a request directly with **Urmston Grammar** for their child to be included for an In-Year assessment;
2. Be aware that only one In-Year assessment process can be undertaken each academic year;
3. Understand that Urmston Grammar will continue to operate a waiting list for each full year group detailing the names of those who have successfully met our admission requirements;
4. Understand that should any child have sat the Urmston Grammar entrance exam then the process cannot be initiated until the summer term of year 7.

Please note that In-Year transfers after the start of external examination courses may result in significant disruption to academic progress.

### **In-Year Assessment Process**

Applicants who have not met the published academic requirements will need to be assessed to establish whether they meet Urmston Grammar's admission requirements. If an applicant is successful, following this process his/her name can be included on the waiting list. When a vacancy arises, the eligible pupils will be contacted by Urmston Grammar who will then rank them in accordance with our published oversubscription criteria. Suitability is determined by either the sitting of a series of tests or through an assessment of existing academic materials. It remains the right of Urmston Grammar to decide the route for each candidate.

In the event of an assessment of existing academic materials being the route determined, then the parent/carer will be notified in advance of the specific items that are to be submitted.

A successful outcome to the process will result in the child's name being placed on the Waiting List for that year group.

One day each term-time will be allocated for an In-Year Assessment.

In the event of a vacancy becoming available all those on that particular year group's Waiting List will be contacted and offered the opportunity to undergo a further re-assessment; the place will be offered to the candidate performing at the highest level in the re-assessment process.

Please note a successful outcome from an assessment does not guarantee a place at the school. If any places are available, we apply our oversubscription criteria

## **Appeal Process for Years 7- 11**

Parents of children, who wish to enter the school after Year 7, may be informed that there are no places. Under the terms of the 1998 Education Act parents have the right to appeal against this decision to an Independent Appeals Panel.

The decision of the Independent Appeals Panel will be final and binding on all parties. Being granted a statutory appeal hearing is no guarantee of a place being offered.

In Year admission appeals will be heard within 30 school days of the appeal being lodged.

If you wish to exercise your right to appeal and request an Appeal Application Form, please contact the school directly.

Only one appeal can be lodged each academic year.

## **Entry to the Sixth Form**

The admission number for Year 12 external applicants is usually 50 with approximately 155 internal and external applicants expected to be admitted.

The Sixth Form prospectus and Sixth Form area of the school website gives details of courses, entry requirements and information about life in the Sixth Form. Entry requirements for our Sixth Form are 2 grade 7s and 3 grade 6s (or equivalent): we also require GCSE passes in English and Maths (preferably signalling a 'top-end' performance); a GCSE grade 6 or equivalent in any subject studied at GCSE, which you wish to take at A level. For subjects not studied, equivalent grade 6 in GCSE subjects studied with similar skills. There are some subject specific criteria for students who wish to study A level Mathematics and/or Chemistry. The website will, from Easter each academic year, have detailed information relating to the subjects offered.

Enquiries for the Sixth Form are invited all year; however, we close applications mid-January, after which places may not be available on all courses.

Sixth Form places are in demand. On GCSE results day we would ask that you register for Sixth Form providing you have had an offer of a place, and you have gained the necessary GCSE outcomes. Students unable to attend must accept their place and confirm their final subject choices by email or telephone.

All Urmston Grammar students who fulfil the criteria are offered places.

Applicants' date of birth must be between 1<sup>st</sup> September 2004 and 31<sup>st</sup> August 2005.

## **Monitoring arrangements**

The Admissions Policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes

Email questions may be sent to [office@urmstongrammar.org.uk](mailto:office@urmstongrammar.org.uk) and may be added to our FAQs.

# Wellacre Academy



## Admission of Students in the Year commencing September 2021

### Criteria for Admission

Wellacre is an 11-16 state funded independent school with admissions normally taking place at age 11. Wellacre is a successful, high performing school. The number of intended admissions for the Year 6 transfer into Year 7 commencing September 2021 is 180.

This policy is based on the Co-ordinated Admissions Arrangements under which all children are admitted to schools in Year 7. All applications for a place at Wellacre will be handled through the Local Authority where a child lives. They will provide an application form to each parent. This must be completed and returned by the due date to your Local Authority.

Students will be admitted at age 11 without reference to ability or aptitude. Wellacre will admit students to Year 7 in September, up to the admission number. Where the number of applications exceeds the number of places available, criteria will be employed by the Local Authority, applying the school admissions policy, to determine which children to admit. The criteria will be applied in the order set out below.

If parents/carers live outside Trafford LA they are entitled to apply for a place at Wellacre using the application form provided by Wellacre Academy (in-year admissions). If you would like to apply for a place at Wellacre Academy for the Year 7 annual September intake, then you must apply via your local authority.

**Wellacre offers a specialist all boys education and students from across Trafford, are eligible to apply.** Students will be admitted without reference to ability, aptitude or religious denomination.

The over-subscription criteria, adopted by Wellacre is applied when the number of applications exceeds the number of places available on the following basis;

1. "Looked after" children (as defined in the Education (Admissions to school) Act 2018
2. 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 (as defined in Section 22(1) of the Children Act 1989). 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 (as defined in Section 14A of the Children Act 1989). This also includes children who have been in a state of care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having



been in a state of care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

3. Children who live in Trafford who have a sibling attending the Academy, at the time of the applicant's proposed admission. (This includes half/step/adopted/foster brothers and any other children who are living at the same address as part of the same family unit).
4. Children of staff at the school in either or both of the following circumstances:
  - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,  
  
and/or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children who live outside Trafford who will have a sibling attending the Academy at the time of the applicant's, proposed admission (This includes half /step/adopted/foster brothers and any other children who are living at the same address as part of the same family unit).
6. Children who live nearest to the school, measured in a straight line from the child's permanent place of residence to the main entrance of the school. The distances provided by Trafford School Admissions are calculated in a direct straight line from the child's permanent place of residence to the school. The co-ordinates that will be used for Wellacre are 373878, 394638. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

If there are more applicants than can be accommodated in criteria 1-4, places will be offered to those children in each criteria whose place of residence is nearest to the Academy as defined in criterion 5. Where two or more applications cannot otherwise be separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the school and from the Children and Families and Wellbeing Directorate.

### **Admission for Years 8-11**

For Years 8-11 applications should be made directly to the Academy. Advice can also be sought by contacting Trafford Admissions. The Academy has an admission number of 180 for our current Years 8 to 11.

## **Your home address**

The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder or relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses, the average of the distances of the two addresses from the Academy will be used for the purposes of determining priority for admission. You may be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn.

We assume that you will always provide us with the correct factual information when you apply for a place at Wellacre. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.

## **Right of Appeal**

The parent/carer of any child refused admission to Wellacre will have the right to appeal to an Independent Appeals Panel in accordance with the requirements of the Education Act 1998.

## **Waiting Lists**

A waiting list for children who have not been offered a place will be kept and ranked according to admission criteria. If requested, parents will be informed of their position on the waiting list.

# Wellington School Admissions Policy for September 2021



## THE DOCUMENT COVERS 4 DISTINCT SECTIONS:

<b>Section A</b>	Admission into Year 7 in September 2021
<b>Section B</b>	Admission into Years 7 to 11 during the academic year commencing September 2021
<b>Section C</b>	Admission into Year 12 for September 2021
<b>Section D</b>	Admission into the Sixth Form during the academic year commencing September 2021

## SECTION A: ADMISSION INTO YEAR 7 FOR THE ACADEMIC YEAR COMMENCING SEPTEMBER 2021

As an Academy School, Wellington is responsible for all its own admissions.

Parents seeking a place for their child in Year 7 in September 2021 **must** include Wellington School in ranked order of preference on their **Local Authority's Common Application Form**.

Students may be admitted at the age of 11, without reference to ability, aptitude or religious denomination. The number of intended admissions for the year commencing 1 September 2021 will be 244.

The Co-ordinated arrangements introduced by the 2002 Education Act impose a national "allocation day" of 1<sup>st</sup> March. All parents will be notified by their Local Authority on behalf of the Governing Body, of the outcome of their application.

Only applicants born between 1 September 2009 and 31 August 2010 (inclusive) will be considered for entrance into Year 7 unless there are exceptional circumstances. In such cases each application will be considered in line with the School Admissions Code Section 2.17A and the decision based on the circumstances of each case and in the best interests of the child.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how the places are awarded:

1. Looked After Children and all previously Looked After Children. 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 (as defined in Section 22(1) of the Children Act 1989). 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. Children who will have an older sibling attending the School up to and including Year 11 at the time of admission and live in the postcode areas of WA14/WA15. This includes half/step or adopted brothers and sisters, who are living at the same address as part of the same family unit.
3. Children of staff at Wellington School who have 2 years continuous service at the time of application and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
4. Applicants living in the Post Code areas of WA14 and WA15. If the number of applicants in this category exceeds the number of places available, then the places will be allocated on the basis of proximity of the child's home address to school, with those living nearer being accorded the higher priority. Distance will be calculated in a direct straight line from the child's permanent place of residence to the School using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained the same way.
5. All other applicants. Distance will be calculated in a straight line from the child's permanent place of residence using the same method as above.

The child's home address means the address where the child normally and permanently lives on a full-time basis, not a temporary address or the address of any carer or relative. In the case of parents who are separated or divorced and where child-care arrangements are shared between two addresses, both addresses will be used for the purpose of determining priority for admission. The average of the distances of the two addresses from the school will be used. Where one of the addresses is outside the WA14 and WA15 Post Code Areas the applicant will be regarded as living outside the WA14 and WA15 Post Code Areas and the average of the distances of the two addresses from the School will be used.

In the case where there is more than one applicant for the final place, who live exactly the same distance from the school, then a ballot will decide who receives the final place.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2021, the offer of the place will be reviewed. As a result of this review, the offer may be withdrawn if an unsuccessful applicant is, as a result of the move, promoted to a higher priority on the School's admissions criteria.

For all leasing agreements a minimum of 24 months leasing agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

Wellington School reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been provided in order to secure a place.

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. Parents who wish to exercise this right must state their intention in writing directly to the school within 28 days of receipt of notification letter.

All unsuccessful applicants will have the right to appeal to an Independent Appeals Panel in accordance with the Education Act 1998. Parents who wish to exercise this right must state their intention in writing within 28 days of receipt of notification letter.

## **SECTION B: ADMISSION INTO YEARS 7-11 DURING THE ACADEMIC YEAR COMMENCING SEPTEMBER 2021**

This section applies to applicants applying for places outside the normal admissions process, i.e. pupils wishing to change schools, pupils excluded from their school, or pupils moving into the area.

It is the policy of Wellington School to admit pupils into the year group appropriate only to their age unless there are exceptional circumstances. In such cases each application will be considered in line with the School Admissions Code Section 2.17A and the decision based on the circumstances of each case and in the best interests of the child.

<b>Year 7</b>	<b>Only applicants born between 1 September 2009 and 31 August 2010 will be considered for entry into Year 7</b>
<b>Year 8</b>	<b>Only applicants born between 1 September 2008 and 31 August 2009 will be considered for entry into Year 8</b>
<b>Year 9</b>	<b>Only applicants born between 1 September 2007 and 31 August 2008 will be considered for entry into Year 9</b>
<b>Year 10</b>	<b>Only applicants born between 1 September 2006 and 31 August 2007 will be considered for entry into Year 10</b>
<b>Year 11</b>	<b>Only applicants born between 1 September 2005 and 31 August 2006 will be considered for entry into Year 11</b>

The 'In-year Admissions Application Form' can be downloaded from the school website.

Waiting Lists are maintained throughout years 7 to 10. If any places in these year groups become available they will be awarded strictly in accordance with the School's published Admissions Policy, with the nearest person being awarded the place irrespective to how long they have been on the waiting list.

Applicants will only be kept on the waiting list for the academic year of application, if an applicant wishes to remain on the waiting list for the following academic year they must apply again in writing.

Wellington School reserves the right to withdraw a place, at a later date, if it is discovered that false or incorrect information has either been withheld or not provided in order to secure a place.

## **SECTION C: ADMISSION INTO YEAR 12** **FOR SEPTEMBER 2021**

Only pupils born between 1 September 2004 and 31 August 2005 will be considered for entry in Year 12.

The maximum number of students to be admitted into Year 12 will be 100 which will consist of 90 places for students from Wellington School and 10 places for external applicants. Additional external students may be admitted providing their admission does not prejudice efficient education or the efficient use of resources.

The minimum qualifications for entry are:

- A minimum of 5 GCSEs at Grade 5 or above (including English Language and Mathematics).
- A minimum Grade 6 or above in those subjects to be studied at A Level (or in a 'relevant' subject where the subject chosen has not been taken at GCSE).
- Students wishing to study Physics or Chemistry must have achieved a minimum Grade 6 or above in GCSE Mathematics.
- Students wishing to study A Level Mathematics should have achieved a GCSE Grade 7 or above.

### **INTERNAL APPLICANTS**

All pupils in Year 11, during the academic year commencing September 2020, will be given the opportunity of an interview to discuss subject choices and suitability for entry onto 'A' level courses.

In order to secure a provisional offer of a place in the Sixth Form, internal applicants must show evidence of a positive attitude towards school and towards learning throughout Year 11 i.e. the expected levels of 'commitment to learning' and attendance. The key factor in determining whether a place in the Sixth Form will be offered will be whether the applicant is likely to meet all the entry requirements. In support of their application, students will have completed the Sixth Form passport of learning skills during Year 11.

Provisional places will be offered after February 2021 to those internal applicants who have demonstrated a satisfactory level of commitment towards their school work and whose predicted GCSE grades suggest that they will be able to cope with A level work.

The final offer will then be confirmed following appropriate GCSE results being achieved in August 2021.

Wellington School reserves the right to refuse to offer a place, or remove a place already awarded, if any of the above conditions are not fulfilled.

If the number of applicants exceeds the number of places available, the rank order will be determined by a selection process which will give priority to students with the highest GCSE grades in the subjects selected for study. If any applicant has the same grade profile as another applicant, the determination factor will be the proximity of the student's home to the school measured by a straight line (as defined in Section A in this policy).

Application forms must be returned by 15<sup>th</sup> January 2021.

### **EXTERNAL APPLICANTS**

An application form, available from the school, must be completed and returned by 15<sup>th</sup> January 2021. All application forms will be acknowledged.

Applicants wishing to be considered for a place will then be invited to contact the School after receiving their GCSE Results in August 2021. They must be able to demonstrate a positive attitude towards school and towards learning throughout Year 11 and, of course, must meet the same 'minimum qualifications for entry' as internal applicants.

If the number of applicants exceeds the number of places available, the rank order will be determined by a selection process which will give priority to students with the highest GCSE grades in the subjects selected for study. If any applicant has the same grade profile as another applicant, the determination factor will be the proximity of the student's home to the school measured by a straight line (as defined in Section A in this policy).

Wellington School reserves the right to withhold the offer of a place in the Sixth Form if any of the above conditions are not fulfilled, or to withdraw a place if it is discovered that false or incorrect information has either been withheld or not provided in order to secure a place.

### **TRANSFER FROM YEAR 12 TO YEAR 13**

The School will review a student's position (progress, attitude and attendance) at the end of Year 12 and provide advice about their prospects at A level and whether it is in the student's best interest to return in Year 13.

## **SECTION D - ADMISSION INTO THE SIXTH FORM DURING THE ACADEMIC YEAR COMMENCING SEPTEMBER 2021**

The only admissions into Sixth Form for the academic year commencing in September 2021 will be into Year 12 up to the end of September 2021, if places are available.

**Only applicants born between 1 September 2004 and 31 August 2005 will be considered for entry into Year 12.**

All applicants will be required to complete an application form and will be invited to attend for an interview to discuss subject choices and suitability for entry onto 'A' level courses.

All applicants will be required to meet the criteria and accept the conditions listed under 'Section C - Admission into Year 12 for September 2021'.

## UNIVERSITY TECHNICAL COLLEGES AND STUDIO SCHOOLS

University Technical Colleges are set up by universities and businesses and specialise in one or two technical subjects. Admission is at Year 10. At GCSE they offer a similar curriculum to a typical 11 -18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTC's in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

<p>UTC Bolton University of Bolton Deane Road Bolton BL3 5AG</p> <p>Specialism: Health sciences   Engineering</p>	<p>Email <a href="mailto:reception@utcbolton.org">reception@utcbolton.org</a></p> <p>Website <a href="http://utcbolton.org">http://utcbolton.org</a></p> <p>Phone 01204 37 48 48</p> <p>Application Closing Date: Contact the UTC</p>
<p>The Studio: at Knutsford Academy Bexton Road Knutsford Cheshire WA16 0EA</p> <p>Specialism: Construction   Hospitality with Hair and Beauty   Health and Social Care   Design and Media</p>	<p>Email <a href="mailto:contact@knutsfordacademy.org.uk">contact@knutsfordacademy.org.uk</a></p> <p>Website <a href="http://www.knutsfordacademy.org.uk/welcome-studio/">www.knutsfordacademy.org.uk/welcome-studio/</a></p> <p>Phone 01565 633294</p> <p>Application Closing Date: Contact the School</p>
<p>AldridgeUTC@MediaCityUK 100–102 Broadway Salford M50 2UW</p> <p>Specialism: Creative and digital industries, Entrepreneurship</p>	<p>Email <a href="mailto:information@utcmmediacityuk.org.uk">information@utcmmediacityuk.org.uk</a></p> <p>Website <a href="http://utcmmediacityuk.org.uk">http://utcmmediacityuk.org.uk</a></p> <p>Phone 0161 661 3947</p> <p>Application Closing Date: Contact the UTC</p>
<p>UTC Warrington Dallam Lane, Warrington WA2 7NG</p> <p>Specialism: Engineering   Science</p>	<p>Email <a href="mailto:info@utcwarrington.org">info@utcwarrington.org</a></p> <p>Website <a href="http://utcwarrington.org/">http://utcwarrington.org/</a></p> <p>Phone 019 2573 7067</p> <p>Application Closing Date Contact the UTC</p>