**Spalding Grammar School**

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**Admissions Policy**

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**Governor Committee:**

**Next Review Date: January 2017**

**Policy Statement for 2017 Intake**

As a selective Academy, Spalding Grammar School is its own admissions authority. It adheres to the nationally agreed Code of Practice but the Governors are able to set their own admissions criteria and are not bound by the Local Authority’s admissions policy.

# Coordination

# Arrangements for applications for places in Year 7 at Spalding Grammar School will be made in accordance with Lincolnshire County Council’s co-ordinated admission arrangements. Parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions); they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home Local Authority. Spalding Grammar School will use the Lincolnshire County Council’s timetable, published online, for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

# Admissions Criteria

Admission is normally at age 11 and is offered to boys who achieve an agreed standard in two entrance tests taken during their final year at primary school. All but one of the grammar schools in the county administer common admission tests commissioned from the National Foundation for Educational Research. Sitting the test does not constitute an application to the school. The results are standardised by GL Assessment so that 25% of the Year 6 population living in the areas of Lincolnshire served by grammar schools attain an agreed aggregate score of 220 across both tests. This is known as “the county standard” and all pupils who attain this score qualify for a Lincolnshire grammar school place up to 31st August of Year 7; after that date boys will need to sit a ‘Late Entry’ test (see below for details).

By law, the Governors must consider parents who have named the School using the Common Application Form, or who have applied online, before any other parents.

Places at Spalding Grammar School are offered to pupils who have attained the county standard irrespective of race, disability or social background. In accordance with the School Admissions Code, all children whose statement of Special Educational Needs names the School will be admitted; the allocation of school places for those pupils will take place before the School allocates other places as part of the normal admissions process. Only boys may be admitted below the Sixth Form.

# Oversubscription

In accordance with legislation, the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the School is named. Remaining places will be allocated in accordance with this Policy.

Looked after children and previously looked after children (as defined in the School Admissions Code) will be given first priority:

* 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) at the time of making an application to a school.
* Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
* This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders).
* Child arrangements orders are defined in S8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements 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).

There is an admission limit of 150 in each year spread over five forms of entry. If more than 150 pupils qualify, then all those who live in Spalding or in the feeder Parishes of South Lincolnshire listed in the Appendix (“the Feeder Parishes”) will be considered before those who live outside Spalding and the Feeder Parishes. If numbers still exceed 150, then the aggregate score of 220 will be raised in order to contain the number of admissions. If fewer than 150 from Spalding and the Feeder Parishes qualify, then those who live outside Spalding and the Feeder Parishes who qualify will be considered in score order (highest first) until the limit of 150 is reached. In the event of two or more boys having the same aggregate score then places will be offered to the boy who lives nearest to the School measured by driving distance as calculated by the Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the School. If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the School or working in Children’s Service Directorate at the Local Authority.

Children of UK service personnel (UK Armed Forces) will not be refused a place because the family does not currently live in the area. Families of service personnel with a confirmed posting to the Spalding or the Feeder Parishes, or crown servants returning from overseas to live in that area, will

* be allocated a place in advance of the family arriving in 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 to use when considering the application against the School’s oversubscription criteria.
* accept a Unit postal address or quartering area address for admissions purposes for a service child.

**Reserve List**

For admission into the intake year the Governors will keep a waiting list which we call a reserve list. In this school we will only add to the reserve list children who have achieved the required standard in the selection tests.

If we have to refuse a place at our school, a qualified child is automatically put on the reserve list, unless a higher preference school has offered a place.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The Governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the School will keep the reserve list until the end of the autumn term for the intake year and all other year groups.

# Late Entry

Pupils may also be admitted after the age of 11 – the School normally admits up to the PAN for the intake year in all other year groups. In Years 7, 8 and 9 they will need to reach the required standard in an NFER verbal reasoning test and a non-verbal reasoning test. From Year 10 students will sit tests in English, Maths and Science based on GCSE-style papers.

When transferring from another school, it may not be possible to match all the subjects a pupil has been studying.

If the year in which a pupil seeks entry is already full and he meets the academic entry requirements outlined above, he will be placed on a reserve list and offered a place if and when a current pupil leaves.

**Fraudulent or misleading applications**

As an admission authority we have the right to investigate any concerns we may have about any application and to withdraw the offer of a place if we consider there is evidence of a fraudulent claim or misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home Local Authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Spalding Grammar School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

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

**Fair Access Protocols**

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

**SIXTH FORM ADMISSIONS**

Year 11 students at this school have the right to transfer to our Year 12 provided that they meet the academic standards set out below and provided that the School can offer the preferred subject or combination of subjects in an efficient and effective manner. The Sixth Form prospectus gives full details of the subjects and courses on offer and any individual entry requirements.

We also welcome applications from students attending other schools and have set an admission number of 80 for these applications.

When we do not offer a place in the Sixth Form the student and their parents both have the right of appeal to the Governors if they feel our admissions criteria have not been applied fairly.

Sometimes we may be able to offer a place in Year 12, but not for the student’s preferred combination of subjects (in this case there is no right of appeal, as a place has been offered within the Sixth Form).

Pupils may join the Sixth Form after courses have begun, provided they meet the entry requirements, there is room in the subjects they require and there is a suitable match between the courses they have already begun and those offered by the School.

Our Year 12 is normally around 160 students; the Sixth Form as a whole is usually 300 in total.

**Process of application**

The deadline for all applications is 20th December. If we receive any applications after this date we will deal with them as soon as possible.

We will make conditional offers in March. These will be subject to the applicant achieving the required standards in their examinations. For external applicants we will contact their current school to find out their predicted grades and their suitability for A level study.

In order to support prospective students in making sensible decisions about their courses, all applicants will be offered a chance to discuss their application with a senior member of staff.

**Academic Standards Required**

* Admission to Sixth Form courses is open to all students, male and female, and is dependent upon students achieving at least **six** grades A\* to C at GCSE, **including** Maths and English Language. This is the general entry requirement.
* Subjects being continued to A level should be A\* to B. That said, some subjects have additional expectations. Please see the individual subject information for details.
* Students wishing to undertake subjects **not** previously studied should have an A\* to B grade in a *related* subject. Again, please see the individual subject information for details.

**General oversubscription**

Where the Sixth Form or an individual subject is oversubscribed, the following oversubscription criteria will be used:

1. Predicted GCSE performance at least meeting our minimum general and subject specific entry requirements
2. Students currently studying at the School
3. Applicants with a statement of Special Educational Needs and those in Local Authority care will be given priority provided they meet both the general and subject specific entry requirements.
4. Applicants living in Spalding or in the feeder Parishes of South Lincolnshire listed in the Appendix (“the Feeder Parishes”).
5. Priority will be given to the most qualified applicants in rank ordering according to:
	* First, according to the grades predicted in the applicant’s chosen subjects (or, for those subjects not previously studied, a *related subject* as specified in the subject’s information sheet).
	* Secondly, according to the average points score predicted across all GCSE subjects taken by the applicant.

# APPEALS

If a pupil is refused a place for any reason, parents have a right of appeal. They should write to the Clerk to the Governors at the school to register their appeal or may appeal on-line at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). As an Academy, Spalding Grammar School has the right to convene its own Appeals Panel.At present it makes use of the independent panels convened by the Local Authority and complies fully with Local Authority procedures in such matters.

Dated: January 2016

Next Review: January 2017

**APPENDIX**

**Feeder Parishes**

**(Parishes feeding to Spalding Grammar School)**

*Algarkirk*

*Cowbit*

*Crowland*

*Deeping St Nicholas*

*Donington*

*Fleet*

*Fosdyke*

*Gedney*

*Gedney Hill*

*Gosberton*

*Holbeach*

*Little Sutton*

*Long Sutton*

*Lutton*

*Moulton*

*Pinchbeck*

*Quadring*

*Surfleet*

*Sutterton*

*Sutton Bridge*

*Sutton St Edmund*

*Sutton St James*

*Tydd St Mary*

*Weston*

*Whaplode*

*Wigtoft*