

Admissions Policy

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Kesteven and Grantham Girls' School

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KESTEVEN & GRANTHAM GIRLS' SCHOOL ADMISSIONS PROCEDURE 2017 – 2018

1. Introduction

KGGS is a selective girls' grammar school, which achieved academy status in September 2012. The school selects pupils for admission by means of Lincolnshire's Co-ordinated Grammar Schools' 11+ Tests. As a selective academy the school is its own Admissions Authority and sets its own admissions policy and oversubscription criteria. This is provided below.

The school seeks to meet parents' preference of school for their child, provided there are enough places at the school and provided the school offers an education which is appropriate for the child.

The school's Published Admission Number (PAN) is 174. This is the maximum number of students planned to be admitted in any year of entry in KS3 and KS4.

Lincolnshire County Council publishes full information on the co-ordinated process leading to admissions to Year 7. This is available online at www.lincolnshire.gov.uk/schooladmissions, or by telephoning 01522 782030. The Lincolnshire grammar schools consortium information can be found at www.grammarschools.lincs.sch.uk

In common with the majority of grammar schools in Lincolnshire KGGS requires children to reach a qualifying standard. For entry into Year 7 this is an aggregate standardized score of 220 in a verbal reasoning test and a non-verbal reasoning test. This standard is intended to identify the top 25% of children by ability that live in an area of Lincolnshire served by a grammar school. This means the percentage pass rate may vary from one area to another and from one year to another, depending on the abilities of the children in a local area in any one year.

2. Admission at 11+

If you would like your daughter to sit the 11+ tests, you should complete the Common Registration Form. This will be sent to your daughter's primary school for distribution in May when she is in Year Five.

Alternatively you may download the common registration form from www.grammarschools.lincs.sch.uk and return it to the school where you would like your daughter to sit the 11+ tests. You will receive a letter of confirmation and the 11+ test dates plus information about practice papers and information about what to do if your daughter is unwell on the day of the test.

The tests are held on two Saturdays in September. The first test is verbal reasoning and the second non-verbal reasoning. Both tests will be taken in the September for pupils in their final year at primary school and of the appropriate age group.

You will be informed at the beginning of October if your daughter has qualified for a grammar school place. You will then complete your home LA's (Local Authority's) Preference Form and return it to them. Parents of children resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions. Your home LA will inform you of the outcome of your application at the beginning of March.

The admissions team at KGGS is very happy to support parents throughout this process. If you have any questions please do not hesitate to contact the school.

Right of appeal

If your daughter qualifies for a grammar school education and is **not** offered a place at KGGS because the year group is full, you will have the right to appeal. Further details about this process would be given to you at this stage if necessary by the LA. Even if your daughter has narrowly missed qualifying you may still express a preference for KGGS on your application form. KGGS would refuse to offer a place on the basis of non-qualification but it is only by expressing a preference that parents have the right to go to independent appeal, as taking the test is not an application.

3. Entry to Years 8, 9, 10 and 11

Applicants for entry into these year groups will be required to sit an entrance test to ensure that the student is suited to a grammar school education. This will test a student's verbal, non-verbal and quantitative ability (age appropriate Cognitive Ability tests provided by nferNelson) and produces a standardised score which enables us to determine whether the student is in the top 25% of the ability range. Parents who wish their daughter to take this test should contact the admissions secretary at the school (01476 563017) or apply online at <mailto:kestevengrantham.lincs.sch.uk>

The entrance test will be arranged to take place on a normal school day and will take approximately 180 minutes to administer (with rest periods), further information will be given on application.

Parents/Guardians will be informed of the results within five working days after the test by telephone or letter.

Applications for admission are usually made through the child's home local authority. Lincolnshire residents should contact Lincolnshire County Council for a midyear application form or alternatively apply online at www.lincolnshire.gov.uk/schooladmissions. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process.

Right of appeal

The parents of any applicant who is not offered a place have the right of appeal to an independent appeal panel. KGGS adopts the LA's independent appeals service.

4. Oversubscription Criteria

Students who would like a place at Kesteven and Grantham Girls' School must firstly have qualified under the selection arrangements.

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 Care Plan (Children and Families Act 2014) where the school is named.

Remaining places will be allocated in accordance with this policy.

In the event of the school being oversubscribed by qualified students, places will be allocated using the oversubscription criteria listed below, which is listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. Looked after children and all previously looked after children (1)
- B. There is a sibling (2) at the school who is attending when the application is made.
- C. The distance from the home (3) to the school. Priority will be given to the child living nearest the school, as defined in note (4).

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be conducted. This will be drawn by an independent person not employed by the academy or working in the Children's Services Directorate of the Local Authority.

5. Entry to the Sixth Form

1. The criteria for admission to the Sixth Form for all students is as follows:

- (a) Passes at A* to C in English/English Language and Mathematics
- (b) At least 6 GCSE passes at Grade A* to B.
- (c) A Grade B or above in the subjects the student wishes to study at Advanced level.

A successful applicant may also need to have achieved a good level in supporting subjects: for example, she is unlikely to be able to tackle Advanced GCE Business Studies or Science A Levels successfully without having achieved at least a B grade in Mathematics. Applicants should check specific requirements for Advanced GCE subjects in the section of the Sixth Form Information Booklet for the appropriate year group.

Y11 students at KGGS have the right to transfer to our Y12 provided they meet the academic standards set out above and provided that the school can offer the preferred combination of subjects in an efficient and effective manner. The sixth form prospectus gives full details of the subjects on offer and any individual entry requirements.

2. External Applicants

The size of the sixth form is typically in the order of 320. The school's Published Admission Number (PAN) for external applications is thirty. If there are more applicants than available places, decisions will be made on the basis of overall GCSE performance based on the 8 best grades calculated on a points system where A* = 58 points, A = 52 points, B = 46 points, C = 40 points, D = 34 points, E = 28 points, F = 22 points, G = 16 points, subject to the criteria set out below.

In the event of the school being oversubscribed by qualified students, places will be allocated using the oversubscription criteria listed below, which is listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. An applicant must meet the standards outlined in paragraph 1 above;
- B. The child is in the care of the local authority or had previously been in care (1);
- C. Students with a statement of special needs or education health and care plan;
- D. The distance from the home (3) to the school. Priority will be given to the child living nearest the school, as defined in note 4.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be conducted. This will be drawn by an independent person not employed by the academy or working in the Children's Services Directorate of the Local Authority.

3. If there are more applicants than places available in a particular AS Level subject, places in that subject will be allocated according to the following criteria in the order shown:

- (a) GCSE grade in that subject (where applicable);
- (b) Overall GCSE score (in terms of average points per subject entry based on the best 8 results).

6. Right of appeal

All students must meet criteria 1. a, b and c above.

The parents of any student who is not offered a place have the right of appeal to the Governors. There is no right to appeal for a particular course but only where there has been a refusal of entry to the Sixth Form

Definitions and notes:

1. 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 Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 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).

2. A full sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

In the case of twins, or sisters in the same year group, where there is only one place available in the school, both will be considered together as one application, providing they have both met the required standard in the 11+ tests. The school will go above its admission number by one.

3. By home we mean the address where the child lives for the majority of the school term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

4. The nearest home address to the school is found by measuring the distance from your home address to the school by driving distance along public highways. Measurements are made electronically along public highways from the post office address point of the home to the post office address point of the school.

7. Visits to the School

The school's annual Open Evening for student seeking a place in Year 7 takes place in July. Details are sent to all feeder primary schools and publicised in the local press and on the website.

For those seeking places in Year 12 the annual Open Evening is in November. Details are publicised in the local press and on the school's website.

Parents of prospective students are welcome to visit the school at other times by prior arrangement with the school.

8. Fraudulent or Misleading Applications

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

9. Reserve Lists

In the case of grammar schools only those who have met the required standard in the testing arrangements are eligible to be on the reserve list.

For admission into Year 7 the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of the coordinated admission round in August each year. Kesteven and Grantham Girls' School will keep the reserve list until the end of the academic year.

If you wish your child to join the school in another year group and it is full, you can contact the school and request to be added to the reserve list. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

The reserve lists for year 7 to 9 are cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year, please contact the school. In Y10 the list is cleared at the end of the Autumn Term. There is no reserve list for Y11.

10. Fair Access Protocol

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.

11. Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application 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. This address will be used 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.

The Governors will not refuse a service child a place because the family does not currently live in the area.

12. Notes on Mid-Year Admissions at KGGS

KGGS welcomes mid-year admissions when these are appropriate and achievable.

Those seeking places in Y7

Anyone, other than those who took the assessment for admission during the previous year and was unsuccessful, may approach the school and apply for admission. We offer the opportunity to visit the school during a working day and provide a tour of the school. If parents still wish to apply, then a date / dates are set for formal assessment. 11+ assessment papers are requested from GL Assessment and the student invited to take two papers, just as they would have done had they applied during the previous year. The papers would normally be taken on separate days but arrangements are made to best meet the parents' / student's needs. Once taken, the papers are marked and standardised. .

Those seeking places in year groups other than Y7

Students seeking places in year groups other than Year 7 are treated in very much the same way except that the assessment they take comprises of three tests; Qualitative, Verbal and non-Verbal (age appropriate Cognitive Ability Tests provided by NFER Nelson. These all take place on a single visit to the school and take approximately two and a half hours, with breaks between each paper. These are marked internally, standardised and indicate if a child is in the top 25% of the ability range nationally. If the outcome indicates that a student is in the top 25% of the ability range and, if the school is below its PAN, a place is offered

If the school is unable to offer a mid –year admission place, parents are informed of their right to seek an independent appeal against the decision not to admit.

13. Admission of children outside their normal age group

Parents seeking a place for their child outside of their normal age group should make their request via 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.

KGGS will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

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

14. Configuration History

Version:	Date:	Author	Contributors
1.0	June 2009	Assistant Headteachers Pastoral (Learners and Learning)	
1.1	March 2010	Assistant Headteachers Pastoral (Learners and Learning)	
1.2	October 2010	Assistant Headteachers Pastoral (Learners and Learning)	
1.3	January 2011	Assistant Headteachers Pastoral (Learners and Learning)/ Headteacher	
1.4	January 2013	Assistant Headteachers Pastoral (Learners and Learning)/ Headteacher	
2.0	July 2014	Deputy Headteacher Pastoral (Learners and Learning)/ Headteacher	Headteacher, Steven Gamble (County Admissions Team)
2.1	October 2014	Deputy Headteacher Pastoral (Learners and Learning)/ Headteacher	
3.0	November 2014	Deputy Headteacher Pastoral (Learners and Learning)/ Headteacher	Jessica Stevens, School Admissions, Lincolnshire County Council
3.1	March 2015	Headteacher	Steven Gamble and Jessica Stevens (County Admissions Team)
3.2	September 2015	Deputy Headteacher Pastoral (Learners and Learning)/ Headteacher	
4.0	October 2015	Deputy Headteacher Pastoral (Learners and Learning)/ Headteacher	Jessica Stevens (County Admissions Team)

Audit trail of change

Version	Date	Reason for Change
1.0	June 2009	
1.1	March 2010	Policy re formatted
1.2	October 2010	Policy Review
1.3	January 2011	Policy Review following recommendations from LA
1.4	January 2013	Policy Review since conversion to Academy Status
2.0	June 2014	Further Policy Review since conversion to Academy Status
2.1	October 2014	No changes made – Review dates brought in line
3.0	November 2014	Advice from Local Authority accepted as best practice
3.1	March 2015	Advice from Local Authority accepted as best practice
3.2	September 2015	Annual Review
4.0	October 2015	Advice from Local Authority accepted as best practice

15. Authorisation

Name	Date	Signature
Miss E Tibbett Vice Chair Welfare Committee	September 2015	

Approved by Full Governing Body

Name	Date	Signature
J Lovell - Chair	October 2015	