



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

ADMISSIONS POLICY 2012

1. Policy and numbers

The number of intended admissions for the year commencing 1st September 2012 will be 168 at age 11. Under age applicants will not be considered. Boys who attain the required standard in the prescribed arrangements for selection by reference to ability and aptitude 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, prospective boys must have been assessed as suitable under the following admission criteria:

- 1.1 Altrincham Grammar School for Boys will use tests papers designed by GL Assessment (formerly National Federation of Educational Research -NFER) or similar appropriate tests.
- 1.2 Arrangements to take the admission tests will be announced in the local press each year and the tests themselves will be taken in the Autumn term at the school.
- 1.3 Parents will be asked to register their wish for their son to take the admission tests no later than three weeks prior to the date of the of the Entrance Examination. Details of the admission arrangements will be sent in the Spring/Summer term to the Head teachers of all Primary Schools in the WA14, WA15 and M33 postal districts.

An Open Evening and Parent Information Evenings for prospective parents will be held during the Summer term to advise them on the admission procedure.

- 1.4 The tests will consist of GL Assessment (NFER) - Verbal Reasoning, Non-Verbal Reasoning and Mathematics papers. Additionally candidates will take an internally set English paper, which will test their ability to write accurately in continuous prose. (This will be used as part of the review procedure.)
- 1.5 The test scores will be age-standardised by GL Assessment (formerly NFER). The results will then be placed in one of three groups:

Group A:	Candidates who achieve a qualifying score as determined by the Governing Body after consultation with NFER.	Qualified for Admission subject to over-subscription criteria	See para. 2 below
Group B:	Candidates who achieve a score within 20 marks of the qualifying score of 334.	Right of review by the Review Panel	See para. 1.6
Group C:	Candidates who do not achieve a qualifying score.	Not qualified for admission	see para. 4.

- 1.6 Parents should be aware that although Altrincham Grammar School for Boys will inform them of their child’s assessment results mid-October 2011, allocations to this school will not be published until March 2012 by Trafford Local Authority on behalf of the Governing Body of the school. Success in the Altrincham Grammar School selection procedure will not mean your child automatically receives a place at this school.

2. Internal Review

Right of Review: All candidates who fall within Group B will have their test result reviewed by an internal Review Panel, which will consist of the Head Master, the Head of Lower School and an independent teacher with recent primary school experience. Candidates for whom a Special Circumstances Form has been submitted will also have their result reviewed. The Review Panel will take account of the following:

- a) The test scores achieved by the candidate.
- b) The standard of the English paper completed by the candidate.
A teacher of English at the school will mark this paper.
The prose will be banded into one of three categories: recommended, borderline or not recommended.
- c) Written submissions from the Head Teacher of the candidate’s Primary School regarding the candidate’s academic ability.
- d) Any written information received from the candidate’s Parent(s)/Guardian(s) about special circumstances which may have affected their son’s performance in the entrance examination.

Those candidates whom the Review Panel deem to have qualified for admission pursuant to the review process will be transferred to Group A and their score amended to the qualifying score of 334R.

3. Over-subscription

Where the number of boys qualified for admission in each category exceeds the number of places available the following criteria will be applied in the order set out below to decide which boys to admit:

- 3.1 “Looked after children” (as defined in the Education Act 2002 – Admissions) regardless of place of residence.
- 3.2 Boys residing within the Priority Admission Area (catchment area) as defined by **WA14** and **WA15** postal districts and the residences, odd and even numbers, in the roads in **M33** detailed below, and **WA13** residences within the Trafford Local Authority.

Ainsdale Drive	Kenmore Road
Alma Road	Little Brook Road
Avonlea Road	Mayfair Drive
Birkdale Drive	Newgate Road
Blair Close	Old Well Walk
Briggs Close	Overton Crescent
Central Avenue	Riley Close
Chester Avenue	Shenton Park Avenue
Chestnut Drive	St Andrews Close
Chestnut Drive Link Road	The Drive
Clough Avenue	Woodhouse Lane
Crowton Avenue	Westbury Avenue
Hartford Road	Woodheys Drive
	Washway Road even numbers 398 to 360

- 3.3 Where the number of applicants qualifying for admission exceeds the number of places available in each category then priority shall be given to those applicants residing closer to the school as measured in a direct line from the front door of the applicant's place of residence to the school main entrance.
- 3.4 Eligible boys from outside the Priority Admission Area (Catchment Area) as denoted in 3.2 will be placed in ranked order as determined by their scores in the selection tests.
- 3.5 Where several boys qualify for the final available place in 3.4 above, the final place will be allocated to those boys in order of merit, based upon a rank order of the aggregated GL Assessment (NFER) selection scores. If two or more boys have the same score, the boy residing closer to the school as measured in a direct line from the front door of the applicant's place of residence to the school main entrance will be offered the place. (See notes section)
- 3.6 Applicants who have previously applied and sat the entrance examination or assessment tests who did not achieve the qualifying score for entry must leave a minimum of twelve months before applying for re-assessment.

4. Home Address

- 4.1 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 the child-care arrangements are shared between two addresses, the address furthest away from Altrincham Grammar School for Boys will be used for the purpose of determining priority for admission.
- 4.2 Distance will be 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, using property co-ordinate's 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.
- 4.3 External applicants moving in to the Priority Admission Area (Catchment Area) after an application has been received, but before the end of November 2011 as defined in 3.2 prior to offers being issued will be given consideration if:
 - a) 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.
 - b) For leasing agreements a minimum term of 2 years tenancy agreement will be required with legally supported documentation also proof of disposal of the previous home.
- 4.4 In addition, you may be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn. The school assume that you will always provide us with the correct factual information when you apply for a school place. Parents 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. Parents must inform the school of any changes to their address or circumstances.

5. Waiting List – Entry in to Year 7

The school will operate a waiting list following the completion of the allocation appeals process until the end of the Autumn term for that year of entry.

6. Appeals Process for entry in to Year 7

- 6.1 Parents of children in Altrincham Grammar School for Boys admissions selection procedure who do not gain a place at the school because of oversubscription will, after completion of the allocations process, be entitled to apply for an allocation appeal hearing in front of an Appeal Panel organised by, but independent of, the Governing Body of this school. **Being granted an appeal hearing is no guarantee of a place being offered.**
- 6.2 Parents will be offered their right to appeal by their ‘Home Authority’ on ‘National Offer Day’(1st March). The closing date for appeals will be notified to parents by the school.

7. General

- 7.1. The school will agree any major changes to its admission arrangements with the Secretary of State for Education.
- 7.2 The Governors will endeavour to keep the comparable qualifying score of 334 from year to year. The qualifying score will be released with results.
- 7.3 Transport to and from school is the Parent’s responsibility.

8. ‘In Year’ Applications - Present years 7-11

- 8.1 In accordance with the School Admissions Code (February 2009) all applications will now be co-ordinated through Trafford LA. The Governing Body of the school will determine by reference to the school’s admissions criteria, whether or not a place can be offered.
- 8.2 Applicants will be assessed by the school, on their suitability for a Grammar School place, using appropriate internal school exams for the relevant year.
- 8.3 Applicants will be assessed in 4 subjects, Maths, English, MFL and Science. The minimum qualifying score in each subject will be Maths 65%, English 70%, Science 70% and MFL 70%. The minimum qualifying score will be required in all four subjects in order to be considered suitable.
- 8.4 A year 7 applicant who has qualified in our entrance exam and whose parent’s have maintained a wish to remain on our waiting list will be contacted should a place become vacant and considered in accordance with our admissions criteria.

9. Waiting Lists ‘In Year’ Applications

- 9.1 In the event of a vacancy in a year group, the oversubscription criteria will be applied. (see Paragraph 3).
- 9.2 Where a vacancy is not available at the time of testing, the school will hold a waiting list of candidate’s ranked scores in the internal school exams. The list will be held for at least one term in the academic year of admission, and the parents will be offered the right of appeal on the grounds of over-subscription
- 9.3 Where there are no places available, parents will be offered the right of appeal on the grounds of over-subscription.

10. Appeals

- 10.1 Any student refused admission has a right of 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.

- 10.2 'In Year' admission appeals will be heard within 30 school days of the appeal being lodged with us.

- 10.3 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 accepted unless there are proven significant and material changes in circumstances.

Further details of appeal arrangements are available from the Admissions Officer.

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