



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

ADMISSIONS POLICY 2013

Policy and Numbers

Altrincham Grammar School for Boys is a wholly selective Academy Grammar School with a specialist status in Foreign Languages and Science. 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.

Following determination of the Published Admission Number, the Admission Authority will notify the Local Authority of a variation to this. Where an increase in PAN occurs, 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.

Parents seeking entry into the School for their child in Year 7 in September 2013 must include AGSB in the ranked order of preference on their Home Authority's Common Application Form.

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 1st March 2013 (National Offer Day).

The number of intended admissions for the year commencing 1st September 2013 will be 173 at age 11. Applicants must have a date of birth between 1st September 2001 and 31st August 2002.

Application procedure for entry into Year 7 September 2013

Altrincham Grammar School for Boys will use tests papers designed by GL Assessment (formerly National Federation of Educational Research -NFER).

The tests will consist of GL Assessment - Verbal Reasoning, Non-Verbal Reasoning and Mathematics papers. Additionally applicants 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.) GL Assessment will standardise the scores taking into account the boy's date of birth.

In the spring term of the determination year (the year immediately preceding the offer year) details of the admission arrangements will be sent to the Head Teachers of all Primary Schools within our catchment area and to other schools upon request. Adverts will be placed in the local press and all information pertaining to admission arrangements and procedures will be available to download from the School website. The tests will take place in September of the determination year, usually on the second Saturday in the month.

Open Evening and Parent Information Evenings for prospective parents both within and out of our catchment area will be held during the summer term of the determination year to inform parents of the admission application procedure.

All parents of boys seeking entry must apply direct to the School, where they will be required to complete an application form and supply two passport size colour photographs for the purpose of identification. The Governing Body will endeavour to keep the comparable qualifying score of 334 from year to year. The qualifying score will be released with results.

The standardised scores will then be placed into one of three groups:

Group 1	Applicants who achieve a qualifying score as determined by the Governing Body after consultation with GLASS.	Qualified for Admission subject to over-subscription criteria
Group 2	Applicants who achieve a score within 13 marks of the qualifying score of 334.	Right of review by the Review Panel
Group 3	Applicants who do not achieve a qualifying score.	Not qualified for admission

Parents should be aware that although Altrincham Grammar School for Boys will inform them of their child's assessment results in mid-October 2012, allocations to this school will not be published until March 2013 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.

Internal Review Procedure

All applicants who fall within Group 2 will have their test result reviewed by an internal Review Panel which will consist of the Head Master, The Entrance Exam Co-ordinator and an independent Teacher with recent Primary School experience. Applicants for whom a Special Circumstance Form has been submitted will also have their result reviewed. This form must only be submitted if the circumstances relate to medical illness accompanied by a Doctor's Note, or to issues within the immediate family which may have affected the child. Circumstances other than these will not be reviewed at this stage but may be presented at appeal.

The Review Panel will take into account the following:

- a) The test scores achieved by the applicant.
- b) The standard of the English paper completed by the applicant.
A teacher of English at the School will mark this paper. The prose will be banded into one of three categories: recommended, borderline and not recommended.
- c) Review Report Form from the Head Teacher of the applicant's Primary School, if received.
- d) Special Circumstance Form.
- e) The Invigilator's Room Report Sheet.

Those applicants whom the Review Panel deem to have qualified for admission pursuant to the review process will be transferred to Group 1 and their score amended to the qualifying score of 334R.

Late Applications

If the National Closing Date for Secondary School applications is not met (31st October) testing may be left until after National Offer Day (1st March).

Special Arrangements

Special arrangements for the entrance examination can only be based on support a child regularly receives in his Primary School. For example large print test papers for the visually impaired, the use of coloured papers or the provision of a scribe to record the child's answers. Additional testing time can only be given when specified within an LEA Statement or School Action Plus Report and each case will be considered on its own merit. Where additional time is given a standard 25% per test will be allocated.

Oversubscription Criteria

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:

- Pupils with Statements of Special Educational Needs who reside within our catchment area.
- A 'looked after child' (as defined in the School Admissions Code 2011) who reside within our catchment area.
- Boys residing within the catchment areas.

The catchment area is defined as follows:

- a) postal addresses of WA13, WA14 and WA15 which lie within the Trafford Local Authority.
- b) postal addresses in the roads of M33 detailed below:

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 360-398

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 permanent home address to the School main entrance.

Eligible boys from outside the catchment area will be placed in ranked order as determined by their scores in the selection tests.

Where several boys from outside the catchment area qualify for the final available place it will be allocated to those boys in order of merit, based upon a rank order of the aggregated GL Assessment 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 permanent home address to the School main entrance will be offered the place.

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 applicant's homes and the School is the same.

Parents of applicants who do not gain a place at the School due to oversubscription will, after completion of the allocations process, be offered the right to appeal by their Home Authority following National Offer Day.

Home Address

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 and where child-care arrangements are shared between two addresses, the average of the distance of the two addresses from the School will be used for the purposes of determining priority for admission.

Distance will be measured in a direct straight line from the front door of the child's permanent home address 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.

Applicants moving into the catchment area prior to the 15th October and who submit an on-time application to their Home Authority including Altrincham Grammar School for Boys as a preference, may be considered from their new address if:

- a) Evidence and legal documentation to the effect they have purchased or exchanged contracts on a property is produced and documentation relating to proof of disposal of the previous home.
- b) For leasing agreements, a minimum of 24 months is required and legally supported documentation produced also proof of disposal of the previous home.

Applicants who move into the catchment area following 15th October, but before the 1st March, who have made an on-time application to their Home Authority and included AGSB as a preference will be considered from the original address given on their AGSB Application Form.

Proof of residency will also be required.

Parents must inform the School of any changes to their address or circumstances.

Withdrawing an offer of a place

The School may withdraw a place at a later date if false, incorrect or misleading information has been provided which has advantaged the applicant in the priority order for oversubscription. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh and a right of appeal offered. An offer may also be withdrawn if made in error or a parent has failed to respond within a reasonable period of time.

In Year Admissions

All applications must now be made in writing to the School Admissions Officer. Parents will be asked to complete an application form. The Governing Body of the School will determine by reference to the School's admission criteria whether or not a place can be offered.

Applicants will be assessed by the School, on the basis of high academic ability, using recent School examinations relative to the academic year of application.

Applicants will be assessed in 3 subjects, Maths, English and a Foreign Language studied at this School. In addition Year 10 applicants will also be assessed in Biology, Chemistry and Physics. The minimum qualifying score in each subject will be Maths 65%, English 70%, Science 70% (in each Science) and MFL 70%. The minimum qualifying score will be required in all subjects in order to be considered suitable.

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

Applicants applying for Y11, will be given consideration where estimated grades of A*/A 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 mirrors that of pupils at AGSB. An assessment test similar that of a year 10 applicant may also be set.

Where a boy has qualified in the entrance examination but awaiting a place, following the completion of the allocation appeals process a waiting list, ranked in accordance with our admission criteria, will be maintained until the autumn term of year 7. Where a previously qualified applicant seeks application into year 8, further assessment will not be required.

Waiting list current year 7-11

Where a vacancy is not available at the time of testing the School will hold a waiting list of qualified applicant's ranked in accordance with our admissions criteria. The list will be held for the academic term of application, after which should a parent still wish their son to be considered, they should contact the School's Admissions Officer before 31st May in the determination year for possible reassessment into the next academic year.

Where there are no places available, parents will be offered the right of appeal on the basis of over-subscription.

General

Under age applicants will not be considered for any year of application.

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

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

Examination papers remain working documents and are exempt from disclosure under the Freedom of Information and Data Protection Acts.

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' admission appeals will be heard within 30 school days of the refusal of the offer of a place.

Appeals within the normal admission round will be heard by 30th June.

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 circumstance.

Grounds for appeal must be set out in writing. Appeal application forms are available from the School's Admissions Officer.

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

November 2011