



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS ADMISSIONS POLICY 2021 ENTRY

1. 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 31st October 2020. Late applications to Home Authorities may only be considered following 1st 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 1st 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 1st September 2009 and 31st 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 no later than 1st 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 . The closing date for applications is 1st 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 1st July 2020 may only be considered following 1st 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 over-subscription 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 over-subscription 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 over-subscription criteria (see section 7).
Group 5	(1) All other Applicants with a total standardised score of 334 and above. (2) 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 over-subscription 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 and all forms must be submitted by and no later than 1st July 2020. Forms submitted after this date may only be considered within the Review Process following 1st 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 25th September. This form can be found at 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 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 1st July 2020. Information received after this date may not be considered prior to the assessment but may be considered following 1st March in support of a statutory appeal.

7. 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 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.

7.1 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.

7.2 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".

7.3 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.

7.4 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.

7.5 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 (1st March 2021).

8. 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.

9. 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 1st July 2020, the new address will not be considered prior to 1st March 2021 but may be considered following 1st 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 31st 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.

10. In Year Transfer Applications Year 7 – Year 11

10.1 Applications must be made through Trafford Council Application Portal which can be found at:

<https://www.trafford.gov.uk/residents/schools/school-admissions/Admissions.aspx>

Applicants will be invited to attend the next scheduled assessment and qualified applicants will be ranked using their scores in the assessments (taking into account the provisions set out in sections 10.2 and 10.3 below).

In order to facilitate the admissions and appeals process applications close on the 20th May. Applications received after that date will be considered from September of the next academic year.

10.2 Current Year 7 – Year 9

Applicants will be assessed using CEM examination materials, comprising non-verbal, verbal and mathematical skills. The test scores will be standardised according to age. The minimum qualifying score in the assessment is 334 in order to be considered suitable.

Applicants who are Looked After Children, Previously Looked After Children or in receipt of Pupil Premium (as defined in sections 13.2 and 13.3) must achieve a minimum score of 324 in the assessment in order to be considered suitable.

10.3 Current Year 10 – Year 11

Applicants in year 10 will be assessed in English and Mathematics using recent Year 10 internal examination papers. Applicants must achieve a minimum score of 70% in both subjects in order to be considered suitable.

Applicants applying for Year 11 will be considered up to 31 December in the academic year. Applicants in year 11 will be assessed in English and Mathematics using recent Y11 internal examination papers. Applicants must achieve a minimum score of 70% in both subjects to be considered suitable.

Applicants who are Looked After Children, Previously Looked Children or in receipt of Pupil Premium (as defined in Sections 13.2 and 13.3) must achieve a minimum score of 65% in both of the assessments in order to be considered suitable.

10.4 Where an offer is made, the applicant must commence school within 30 school days of the offer being made to ensure fairness to other applicants.

11. Waiting Lists

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.

11.1 Waiting list current years 7-11. 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 Priority must not be given to children based on the date their application was received or their name was added to the list.

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

12. 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. CEM does not provide a remark service. They are confident that the marking is accurate and fair. Remarks of internal examination papers are not permitted.

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 arrangement 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 28th 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.

Please submit any questions relating to the appeal process to Trafford Governance Services at school.appeals@trafford.gov.uk

Further information is available from the Advisory Centre for Education at www.ace-ed.org.uk and the Department for Education at www.gov.uk/education.

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

Email: osa.team@schoolsadjudicator.gov.uk

Tel: 01325 340 402

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(10/21)