



## **ALTRINCHAM GRAMMAR SCHOOL FOR BOYS ADMISSIONS POLICY 2023 ENTRY**

Altrincham Grammar School for Boys (“AGSB”) is a wholly selective academy grammar school for boys aged 11-18. A copy of the School Prospectus is available to view on the school website at [www.agsb.co.uk](http://www.agsb.co.uk). The school is geographically accessible to prospective pupils from a wide area, served by public transport.

The Published Admission Number (PAN) for the year commencing 1 September 2023 will be 202 at age 11. Applicants must have a date of birth between 1 September 2011 and 31 August 2012. Where an increase in the PAN occurs, the school will notify Trafford Local Authority and the change will be published on the school’s website.

### **1. Admissions arrangements**

Admissions arrangements will be published on the school website each year. This will include information about the entrance exam date (likely to be the second or third week in September 2022) and the available exam venue(s).

In order to be considered for admission to the school, all applicants must attain the relevant total standardised score in the entrance exam, see (Qualification Section 4). Where the number of boys who qualify for admission exceeds the number of places available the Oversubscription Criteria will be applied (Section 8).

Details of the admission arrangements will be sent to the Headteacher of all primary schools in the Priority Admission Area (as defined in Section 8.2) and to others on request. An open evening for prospective parents/carers will be held during the summer term 2022 to give further details and to answer questions about the admissions process. Advice and help with the admissions process is available at all times by contacting the Schools Admissions Department by email: [agsbadmissions@hamblintrust.co.uk](mailto:agsbadmissions@hamblintrust.co.uk).

### **2. Entrance exam**

**2.1** AGSB is part of the Trafford Grammar Schools CEM Consortium (“TGSCC”) and will use test papers in the entrance exam provided by CEM. The entrance exam will consist of questions testing non-verbal, verbal and mathematical skills. The test scores will be standardised according to age.

**2.2** Parents/carers will be asked to register their child to sit the entrance exam via a link to the registration form on the Admissions page of the school website (at: [www.agsb.co.uk](http://www.agsb.co.uk)). The opening and closing dates for applications will be published on the AGSB website – this is likely to be in the summer term 2022.

**2.3** Late applicants will not be able to sit the entrance exam in September 2022 and further testing will not take place until after 1 March 2023.

**2.4** Prior to the date of the entrance exam, a form will be sent to each applicant requesting proof of identity. This should be certified by the applicant’s primary school and brought with the applicant on the day of the entrance exam.

**2.5** If the applicant is ill immediately prior to or on the day of the entrance exam, they should not be brought to the exam venue. Alternative arrangements will be made, and you should also complete a Special Circumstance Form (see Section 6).

**2.6** Applicant will be informed of their assessment result in or around mid-October 2022. Success in the selection procedure will not mean your child automatically receives a place at this School.

### 3. Allocation of Places

Parents/carers seeking entry for their child into the school in Year 7 in September 2023 must include AGSB in the ranked order of preference on their Home Local Authority’s Common Application Form (“CAF”). The closing date for the submission of the CAF to Home Local Authorities is **31 October 2022**. In accordance with the Co-ordinated Admission Arrangements, all parents/carers will be notified of the outcome of their application by their Home Local Authority on or about 1 March 2023 (National Offer Day). Late applications may not be considered until after 1 March 2023.

### 4. Qualification

#### Definitions:

“Pupil Premium” is defined in sections 5 and 14.3.

“Priority Admission Area” is defined in Section 8.2.

“Trafford State Funded Primary School” Is defined in Section 14.4.

“A ‘Looked After’ or ‘Previously Looked After’ Child is defined in Section 14.2

#### The total standardised scores are placed into one of six groups:

Group 1	Looked After and Previously Looked After children 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 8)
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 8)
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 8)
Group 5	(i) All other Applicants with a total standardised score of 334 and above. (ii) Applicants in receipt of Pupil Premium 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 8)
Group 6	All other applicants	Not qualified for admission.

## **5. 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 using the Pupil Premium Section of the online Application Form. Please upload to this form written confirmation from your child's primary school that your child falls within the PP criteria. All forms and evidence must be submitted by and no later than the closing date of applications (Section 2.2). Forms submitted after this date may only be considered within the Review Process following 1 March 2023.

## **6. Special Circumstances**

A Special Circumstance Form will be included in the information sent to all applicants prior to the examination. 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 returned to us no later than the date stated on the form. Special Circumstances reported may be held in support of an Independent Statutory Appeal following 1 March 2023.

## **7. Access Arrangements**

Access arrangements will be agreed before the date of the entrance exam. 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.

Information must be forwarded to the School by parents at the time they register their child for the Entrance Exam or as soon as possible thereafter.

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 should provide the School with a current Local Authority Statement of Special Educational Needs, an Education, Health and Care Plan or primary school SEND support information. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

## 8. 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 our examination provider) varies according to the priority category in which the applicant falls.

### Definitions:

“Pupil Premium” is defined in sections 5 and 14.3

“Priority Admission Area” is defined in Section 8.2

“Trafford State Funded Primary School” is defined in Section 14.4

“A ‘Looked After’ or ‘Previously Looked After’ Child is defined in Section 14.2

### 8.1 Priority Category 1

‘Looked After Children’ and previously ‘Looked After Children’ achieving a total standardised score of 324 and above.

### 8.2 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 total standardised 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”.

### 8.3 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 total standardised assessment selection scores.

### 8.4 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 8.2. Places will be offered on the basis of ranking as determined by their total standardised assessment selection scores.

### 8.5 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 total standardised assessment selection scores.

**8.6** 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 8.7).

**8.7** The distance from home to school will be calculated in a direct straight line from the child’s permanent place of residence, using the seed point listed for the property, to the school. The seed point of each property is defined by co-ordinates, held in Trafford’s Local Land and Property Gazetteer (BS7666) and is available, on request, from Trafford’s School Admissions Team. For applicant’s resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 376730, 386682.

**8.8** 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.

**8.9** 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 (1 March 2023).

## **9. 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.

**9.1** The child's **home address** means: the address where the child normally and permanently 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.

**9.2** Applications for admission are processed using the home address provided by the applicant's parent/carer on the application to sit the school's entrance exam.

**9.3** In order to be considered as living in a property within our priority admission area (as defined in section 8.2), the applicant's parent/carer, 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, the applicant's parent/carer, must provide (upon request at appeal or otherwise) proof of disposal of the previous home i.e. proof that the property has been sold.

**9.4** In order to be considered as living in a rental property within our priority admission area (as defined in section 8.2) the applicant's parent/carer, 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, evidence showing termination of the previous rental agreement will be required.

**9.5** If the applicant and his parent/carer are living in a rental property in the priority admission area (as defined in section 8.2) at the time of the application to sit the school's entrance exam, then the applicant's parent/carer must be able to show that they are also living within the priority admission area on 31 December 2023 (after the applicant has been admitted to the school).

**9.6** In the case of parents who are separated, and where residency is shared between two addresses, the following criteria will be applied:

- Where both addresses are in the priority admission area (as defined in section 8.2) the child will be considered as living in the priority admission area.
- Where one of the addresses is outside the priority admission area, the child will be regarded as living outside the priority admission area.
- Where the applicant is one of a number of applicants who falls within section 8.6 (where the number of applicants exceeds the number of places available in any category) the average of the distances of the applicant's parents' two addresses from the school will be used for the purposes of determining priority for admission (distance will be calculated as detailed in section 8.7).
- You must register both addresses with us at the point of application via email to: [agsbadmissions@hamblintrust.co.uk](mailto:agsbadmissions@hamblintrust.co.uk)
- Sections 9.1-9.5 apply and proof of residency will be required.

## **10. Change of Home Address**

For applicants who move address to within our priority admission area (as defined in 8.2) following application to us, and who submit an on time application to their home local authority including AGSB as a preference, the new address will not be considered prior to 1 March 2023 but may be considered following 1 March 2023. Thereafter, the provisions set out in section 9 above apply in full.

**10.1** Successful applicants who leave our priority admission area (as defined in paragraph 8.2) before 31 December 2023 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.

**10.2** 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.

## **11. In Year Transfer Applications Year 7 - Year 11**

**11.1** Applications must be made through Trafford Council Application Portal which can be found at <https://parentportal.trafford.gov.uk/web/portal/pages/home>. 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 11.2 and 11.3 below).

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

### **11.2 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 14.2 and 14.3) must achieve a minimum score of 324 in the assessment in order to be considered suitable.

### **11.3 Current Year 10 – Year 11**

Applicants in year 10 will be assessed in English and Mathematics using recent Year 10 internal examination papers. Applicant s 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. Applicant s 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 14.2 and 14.3) must achieve a minimum score of 65% in both of the assessments in order to be considered suitable.

**11.4** 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.

## **12. 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.

**12.1** Waiting list current years 7-11. Where a place is not available at the time of application, the School will hold a waiting list. Should a place become available, the waiting list will be ranked in accordance with our oversubscription criteria. The waiting list will be held until the end of the academic year after which the applicant may re-apply the following year.

**12.2** Priority must not be given to children based on the date their application was received or their name was added to the list.

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

## **13. General**

**13.1** 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.

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

**13.3** 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.

## **14. Definitions**

### **14.1 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.

### **14.2 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.

### 14.3 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.

**14.4 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>

### 15.0 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 28 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](mailto:school.appeals@trafford.gov.uk)

Further information is available from the Advisory Centre for Education [www.ace-ed.org.co.uk](http://www.ace-ed.org.co.uk), also the DfE (Department for Education) [www.education.gov.uk](http://www.education.gov.uk)

Appellants considering making a complaint regarding administration of an appeal should contact:

EFSA Complaints  
Chief Executive's Office  
Cheylesmore House  
5 Quinton Road  
Coventry  
CV1 2WT

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](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Tel: 01325 340 402

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