



## ALTRINCHAM GRAMMAR SCHOOL FOR BOYS ADMISSIONS POLICY 2018 ENTRY

### 1. Policy and Numbers

Altrincham Grammar School for Boys is an 11-18 wholly selective Academy Grammar School. 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.

Parents seeking entry into the School for their child in Year 7 September 2018 must include AGSB in the ranked order of preference on their Home Authority's Common Application Form (CAF).

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 1<sup>st</sup> March 2018 (National Offer Day).

The published admission number (PAN) for the year commencing 1<sup>st</sup> September 2018 will be 173 at age 11. Applicants must have a date of birth between 1<sup>st</sup> September 2006 and 31<sup>st</sup> August 2007.

### 2. Application procedure for entry into Year 7 September 2018

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. Additionally, applicants will take an internally set Creative Writing paper which will test their ability to write accurately in continuous prose. This will be used as part of the Internal Review procedure. GL Assessment will standardise the scores taking into account the applicant's date of birth.

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 also be available from the School website and an advert will be placed in the local press.

All parents of boys seeking entry **must** apply directly to the School prior to our closing date for applications by completing an online application form which can be found at [www.agsb.co.uk](http://www.agsb.co.uk). Our closing date for applications is **Thursday 20<sup>th</sup> July 2017**. Applications received after this date will be considered following 1<sup>st</sup> March 2018.

Photographic identity will later be required by the school.

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. Success in the selection procedure will not mean your child automatically receives a place at this School.

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

Group 1	Applicants who achieve the qualifying score as determined by the Governing Body after consultation with GL Assessment	Qualified for Admission subject to over-subscription criteria
Group 2	Applicants who achieve a score within 13 marks of the qualifying score.	Right of review by the Review Panel
Group 3	Applicants who do not achieve the 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 mid-October 2017, allocations to this School will not be published until March 2018 by Trafford Local Authority on behalf of the Governing Body of the School.

### **3. Internal Review Procedure**

Applicants who fall within Group 2 will have their test result reviewed by an internal Review Panel prior to the publication of results. The Review Panel consists of the Head Master, the Entrance Exam Co-ordinator and an independent Teacher with recent Primary School experience.

The Review Panel will take into account the following:

- The test scores achieved by the applicant.
- A Primary School Review Report, if received.
- Creative Writing Assessment
- Special Circumstance Form

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 334.

### **4. 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 prior to the entrance examination or within 1 week of the examination taking place. This form can be found at [www.agsb.co.uk](http://www.agsb.co.uk)

### **5. Late Applications**

Late applications may only be considered once all on-time applications have been accommodated. Applications received after our closing date of Thursday 20th July 2017 will be considered following 1<sup>st</sup> March 2018.

### **6. Access Arrangements**

Access arrangements will be based on support a child regularly receives within his Primary School during his '*normal way of working*'. For example: large print test papers for the visually impaired, the use of magnifying aids, coloured filters or the provision of a scribe to record the child's answers.

You **must** provide a copy of the applicant's current Local Authority Statement of Educational Needs, Education Health and Care Plan or Primary School SEND Support information. All reports must be current and dated no more than 2 years prior to the date of testing. In addition, you **must** download our Access Arrangement Request Form which can be found at [www.agsb.co.uk](http://www.agsb.co.uk) and ask your Primary School to complete this form on your behalf. Once completed, please forward this form together with your supporting documentation by hard copy, to our Admissions Officer prior to and no later than Thursday 20<sup>th</sup> July 2017.

Each request will be considered on its own merit by our SENDCo and the primary school may be consulted further. All access arrangement requests, including additional time to a maximum of 25% will only be approved in **exceptional** circumstances.

## 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:

### 7.1 Looked After Children and previously Looked After children.

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 arrangements order or special guardianship order) as defined in Section 14A of the Children Act 1989.

### 7.2 Applicants residing within the priority admission area.

The priority admission area is defined:

- (a) Postal addresses of WA13/ WA14/WA15 /M33 and M23 postcodes which lie within the Trafford Local Authority.

7.3 Up to 10 places to applicants in receipt of Pupil Premium, attending a Trafford State Funded School and whose permanent home address (the address to which the PP is registered) lies within the Trafford Local Authority but outside the School's priority admission area. Places will be offered on the basis of ranking as determined by their aggregated GL Assessment selection scores.

7.4 Up to 10 places to pupils attending a Trafford State Funded School and whose permanent home address lies within the Trafford Local Authority area but outside the School's priority admission area. Places will be offered on the basis of ranking as determined by their aggregated GL Assessment selection scores.

7.5 Eligible boys from outside the School's priority admission area ranked in order 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 priority shall be given to those applicants residing closer to the School.

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 tie-break 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 (1<sup>st</sup> March, 2018).

## 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 and permanently lives on a full-time basis. This must not be a temporary, second or subsequent 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 from a rental property within our priority admission area, families must effectively and definitively demonstrate that they cannot return to their previous home address i.e. the previous property has sold or a long distance relocation has taken place.

**8.3** Where child-care arrangements are shared between two addresses, 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 falls outside our priority admission area, the applicant will be regarded as living outside our priority admission area and the average of the distances of the two addresses from the School will be used to determine priority order for admission. You must register both addresses with us at the point of application and proof of residency will be required.

## **9. Change of Home Address**

**9.1** Following application to us and before 1<sup>st</sup> March 2018, a change of address to within our priority admission area which would promote an applicant's place in the priority order for admission will not be considered prior to 1<sup>st</sup> March 2018 but may be considered within the Review Process following 1<sup>st</sup> March subject to satisfactory proof of residency and proof of definitive disposal of your previous property. On properties which are not owned a rental agreement of 2 years without a break clause is required.

**9.2** Successful applicants who leave our priority admission area before 31<sup>st</sup> December 2018 will have their place reviewed. As a result of this review, the place may be withdrawn if an unsuccessful applicant is, as a result of the move, 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 Transfers**

Applicants can register for a place that may become available by completing an online application form. Should a place become available, they will be invited to attend an assessment and qualified applicants will be ranked in accordance with our admission criteria. Our closing date for applications is 31<sup>st</sup> May. The Governing Body of the School will determine by reference to the School's admission criteria whether or not a place can be offered.

**10.1** Applicants will be assessed in 3 subjects using recent internal examinations relative to the academic year of application, Maths, English and a Modern Foreign Language. The minimum qualifying score in each assessment is 70%. In order to be considered, the minimum score is required in all three subjects.

**10.2** Applicants applying for Y11, will be considered up to 31<sup>st</sup> December in the academic year, where estimated grades of between 9 and 7 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 to that of a year 10 applicant may also be set.

**10.3** Where an offer is made, the applicant must commence school within 30 school days of the offer being made as variation to this could disadvantage other applicants who have applied.

## **11. Waiting Lists**

### **11.1** Waiting lists for application into Year 7

Following the application and appeals procedures a waiting list of qualified applicants ranked in accordance with our admission criteria will be maintained until the autumn term of year 7. Should you wish an applicant to be considered after this period please contact the School's Admissions Officer.

## **11.2** Waiting list current year 7-11

Where a place is not available following an assessment, the School will hold a waiting list of qualified applicants ranked in accordance with our admissions criteria. The list will be held for the academic year of application.

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

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

**12.5** '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. In addition to 'looked after children' schools receive pupil premium funding for pupils who were looked after by an English or Welsh local authority before being adopted, or who left care on a special guardianship order or child arrangements order.

Schools also receive funding for each child registered as eligible for free school meals at any point in the last 6 years as well as funding for children who have a parent serving in the armed forces.

## **13. 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 appeal being lodged.
- Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be available on the School website by 28<sup>th</sup> February each year.
- 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 will be available following the allocation of places in March.
- For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia.

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

EFA 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](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

Office of the Schools Adjudicator

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