



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS ADMISSIONS POLICY 2019 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.

Parents seeking entry into the School for their child in Year 7 September 2019 **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 2018. Late applications to Home Authorities may only be considered following 1st March 2019.

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 2019 (National Offer Day).

The published admission number (PAN) for the year commencing 1st September 2019 will be 173 at age 11. Applicants must have a date of birth between 1st September 2007 and 31st August 2008.

2. Application procedure for entry into Year 7 September 2019

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. Our closing date for applications is **Thursday 19th July 2018**. Applications received after this date may only be considered following 1st March 2019.

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 2018, allocations to this School will not be published until March 2019 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 Teacher, the Entrance Exam Co-ordinator and an independent Teacher with recent Primary School experience.

For those applicants who score within 13 marks of the qualifying score, 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, if submitted
- Invigilator's Room Report

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.

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. For applicants who score within 13 marks of the qualifying score i.e. (321-333 inclusive) special circumstances reported will be taken into account during the Internal Review Procedure. For applicants who score 320 and below, special circumstances reported may be taken into account during an Independent Statutory Appeal following 1st March.

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 19th July 2018 may only be considered following 1st March 2019.

6. Access Arrangements

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.

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 Local Authority Statement of Special Educational Needs, an Education, Health and Care Plan or primary school SEND support information. **All reports should be dated no more than 2 years' prior to the examination date.**

Access Arrangements will be based on support a child regularly receives within his Primary School and should mirror his 'normal way of working'. Please notify us in advance if your child requires enlarged print test papers.

You **must** also download our **Access Arrangement Request Form** which can be found at www.agsb.co.uk and ask your Primary School to complete this form on your behalf. You **must** return this form to us along with supporting documentation no later than Thursday 19th July 2018.

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 (1st March, 2019).

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 been sold or a long distance relocation has taken place. A rental agreement of 2 years without a break clause is required on a tenanted property within our priority admission area together with proof of disposal of your previous home address.

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 or your Local Authority, 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 1st March 2019 but may be considered within the Review Process following 1st March. Families must effectively and definitively demonstrate that they cannot return to their previous home address i.e. the previous property has been sold or a long distance relocation has taken place. A rental agreement of 2 years without a break clause is required on a tenanted property. For properties purchased, legal documentation proving contracts have exchanged is required together with proof of disposal of your previous home address.

9.2 Successful applicants who leave our priority admission area before 31st December 2019 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 our 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 31st 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 31st 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 notify the School's Admission Department.

11.2 Waiting list current years 7-11

Where a place is not available, 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 General Data Protection Regulation 2018.

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 28th 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:

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@osa.gsi.gov.uk

Tel: 01325 340 402

Office of the Schools Adjudicator

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