

<b>Colyton Grammar School</b> <b>ADMISSION ARRANGEMENTS for entry in 2018-19 (determined)</b>
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The Trustees will consider the admission of children who attain the required standards in the presented arrangements, for selection by reference to ability or aptitude.

### **TEST ARRANGEMENTS AT 11+**

The School Admission Code<sup>i</sup> (section 1.32c) requires that the school informs parents of the outcome of selection tests before parents make applications for school – while making clear that this does not equate to a guarantee of a selective place.

*A timetable for the process will be published annually.<sup>ii</sup>*

**Parents must register with the school for testing and apply, using a Common Application Form (CAF), to their home Local Authority for a place at the school.**

### **REGISTRATION FOR TESTING AND THE COMMON APPLICATION FORM**

An online registration form is required by the school to enable testing to be arranged. This will be made available via a secure page on the school website.

Children may only take the entrance test once in each academic year. Entry is determined by performance indicating appropriate ability in the entrance tests.

Test arrangements are included in the Devon Local Authority (LA) 'Step by Step' composite prospectus, which outlines arrangements for transfer to secondary schooling. In addition the school advertises test arrangements in a range of local newspapers and on the [school website](#).

Parents/guardians will also have to complete their home Local Authority (LA) Common Application Form, ranking their choice of schools in order of preference. For Devon residents, this is the D-CAF3, available at Devon County Council [Admissions Online](#) or by requesting a copy of 'Step by Step' from MyDevon on 0345 155 1019. Only the Local Authority will know the preference rankings and forms must be returned to the LA by 31 October in the year prior to admission.

**In order to provide all parents/guardians with reliable information before the submission of the Common Application Form, completed test registration forms must be submitted by 23:59 on 7<sup>th</sup> September 2017.**

A registration after the closing date for registering for tests will only be accepted for the entrance tests where the school is satisfied that illness, bereavement or other circumstance beyond the control of the parent(s)/guardian(s) prevented a timely registration, or the child moved into the area after the closing date for test registration. Evidence will be required in these circumstances.

Late notification of the testing timetable by a child's current school or otherwise will not be accepted as a reason why timely registration was not possible.

Where the school is not satisfied that a timely registration was prevented, any preference expressed for the school on a Local Authority Common Application Form (CAF) will be prioritised without a test score. This will mean that it will be refused on the grounds that the school's admission criteria had not been met.

Where a child is unable to sit the entrance tests through serious illness, bereavement or other circumstance beyond the control of the parent(s)/guardian(s), (notified to the school on or before test day), or the child moved into the area after the test dates, the school will consider these applications to be timely and make arrangements for testing to take place during November. Evidence will be required in these circumstances. Children sitting these tests will be considered alongside those children who sat the tests in September 2017.

For children whose registration or common application form (or both) were submitted after the closing dates and where they were not considered to be timely, there will be an opportunity to sit the school entrance tests for consideration after the first round of allocations on 1 March 2018.

## **ADMISSIONS PRIORITY CRITERIA**

### **The Published Admission Number (PAN) is 155**

Entry is determined by performance indicating appropriate ability in the entrance tests. Applicants achieving eligible scores will be ranked on the basis of performance in the tests. All children, including those with an EHC Plan or Statement naming the school must be eligible to be admitted.

Children achieving eligible scores who have an Education, Health and Care Plan (Statement) naming the school will be admitted.

The Academy Trust will prioritise all applicants with an eligible score using the following oversubscription criteria:

1. Looked After Children or previously Looked After Children who are on the eligible list.
2. Children on the eligible list who are entitled to Pupil Premium funding at the time of the test, or who are from families entitled to claim free school meals at the time of the test. Parent's consent to the school seeking confirmation of Pupil Premium eligibility from the child's primary school will be sought on the online supplementary information form. For those students not entitled to Pupil Premium funding at the time of the test but who are from families entitled to claim free school meals at the time of the test, Evidence of eligibility will be required e.g. from the [MyFreeSchoolMeals](#) website.

3. Children of staff with a contracted commitment (i.e. not casual or supply staff) in either or both of the following circumstances:
  - (i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - (ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  
4. Rank order based on the total score achieved in the tests of children on the eligible list.

In the event of a tied ranking for the last available place, proximity to the school as measured by a straight line from the main school entrance to the house address of the applicant. It will be measured in a straight line from the home address to the main front door of the school's reception area using Ordnance Survey Maps.

### **Children with special educational needs or disabilities (SEND)**

Children may be given up to 25% additional time if:

- The student has an Education, Health and Care Plan (EHCP) or has an existing Statement of Special Educational Needs.
- The student has SEN Support with a history of at least 2 terms of extra time being routinely made available to access formal assessments.
- The need for extra time is evidenced and supported by the primary headteacher.

No other allowance will be made.

Modified formats of the test papers will be provided wherever possible in the case of children with a recognised special need e.g. visual impairment.

All reasonable steps will be taken to allow access to the test materials but the standards applied in assigning 'rank order' will not be varied.

### **Admission of children outside their normal age group**

The school would not expect to admit a child outside the normal age group. Children for consideration for entry in 2018 will be in Year 6 at the time of taking the tests – applicants for September 2018 will be born between 1 September 2006 and 31 August 2007.

Applications to take the tests outside the chronological year must have the approval of Colyton Grammar School. The views of the child's 'home' Local Authority (or where the child attends a non-state school, those of the current school) will be sought. The final decision will lie with the school as the admission authority.

## **ALLOCATION OF PLACES**

Places will be offered to those children who achieve an eligible score.

The Admissions Committee will determine, by reference to performance in the tests, an appropriate eligible score and a rank order of children who should be offered a place.

The Admissions Committee will provide Devon LA with a list of all eligible applicants ranked by order by 31 December. Where there are more eligible applicants than there are places available in the Year, the offer is determined by the application of the priorities for admission criteria (the available places are defined by the Published Admission Number).

**Parents who apply for testing on time will receive notification if their child is placed on the eligible list at least one week before the national deadline for the submission of a Common Application Form (CAF). No offer of a place will be made.**

**The rank order of eligible students will be communicated to the Local Authority for use in the coordinated allocation process.**

**Parents will be informed of their allocation of school by their home Local Authority on National Offer Date** . Only applicants who name the school on their Common Application Form can be considered for a place at this school.

The School may disclose the order on the waiting list.

### **Late Applications**

Late CAF Applications will be tested after the National Offer Date.

### **Waiting Lists for Prospective Year 7 Entrants**

The school will hold a waiting list and make it available to Devon County Council who will make offers of school places until 31 August 2018.

From 1 September 2018 the waiting list for the prospective Year 7 will be held by the school until 31 December 2018 (or the time of the next available test after that in early January following) when a 12+ test will be required, for which parents must apply. Those students who are on the eligible list will be ranked according to the oversubscription criteria above (see p2). The school will use this list to offer places should they subsequently become available.

A child may only take one set of tests per academic year.

## **APPLICATIONS FOR IN-YEAR ADMISSIONS**

Test sessions will be held half termly throughout the year on request.

Any Year 7 or Year 8 child who achieves a qualified score on the 12+ or 13+ tests and who is not offered a place because of over-subscription, will be placed on a waiting list for that year

group for twelve months (or until the time of the next available test after that). A qualified score in the in-year test will be placed in rank order ahead of an eligible child on the first round waiting list.

Where a place in a year group becomes available, the allocation will be determined by the admissions criteria.

A child may only take one set of tests per academic year.

Waiting lists will be ranked again each time a child is added to the waiting list.

## **ADMISSION TO SIXTH FORM**

**Please see separate Sixth Form Admission Arrangements Policy**

### **OTHER INFORMATION**

Details of the school uniform, transport, curriculum and other aspects of the school's provision are available on our website [www.colytongrammar.devon.sch.uk](http://www.colytongrammar.devon.sch.uk) or in our Prospectus, available on request from the school on 01297 552327

### **Useful Contacts**

School Admissions Secretary 01297 552327

Local Authority Admissions 0845 155 1019

Clerk to Independent Appeal Panel  
c/o Colyton Grammar School, Whitwell Lane, Colyford, Devon, EX24 6HN

Education Transport (Devon) 0845 155 1019

Children's Education Advisory Service (CEAS) 01980 618244 (civilian)  
(9)4344 8244 (military)

## **INDEPENDENT APPEALS**

All 11+ applicants who have been tested will be informed of the right to make an appeal to an Independent Panel should they apply for a place when the results are published. Applicants who apply for the school on the CAF<sup>iii</sup> will also be notified of their right by the Local Authority at the allocation stage.

The appeals timetable must be published on the website by 28 February<sup>iv</sup> each year.

The deadline for the submission of a written appeal will be at least twenty school days from the notification that the application for a place has been unsuccessful. Appellants will receive

at least ten school days' notice of the appeal hearing and timetables will include reasonable deadlines for appellants to submit additional evidence, for the school to submit their evidence, and for the clerk to send appeal papers to the panel and parties.

Appellants will be provided with guidance relating to Independent Appeal procedures on request and, at least five school days before the hearing, will be given the school's case for non-admission.

For applications made in the normal admissions<sup>v</sup> round, appeals will be heard within 40 school days of the deadline for lodging appeals.

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, where possible, or within 30 school days of the appeal being lodged.

For applications to Year 12, appeals will not be heard before confirmation of the exam results on which the offer of a place depends. They will be heard within 30 school days of being lodged.

For applications for in-year admissions<sup>vi</sup>, appeals will be heard within 30 school days of the appeal being lodged.

Appeals submitted after the deadline will still be heard, but this can be done to a timescale set by the school.

It is intended that decision letters are sent within five school days of the hearing wherever possible.

The Panel will comprise three members consistent with Department for Education (DfE) guidance and the Clerk to the Independent Appeals Panel will be responsible for determining all arrangements. The panel will be convened at the school, in line with the School Admission Appeals Code.

### **Matters to be considered by the Panel**

There is a statutory requirement for the Panel to undertake a two-stage review involving consideration of:

#### **Stage 1**

- a) whether the decision to refuse a place was one which a reasonable admission authority would make or
- b) whether the child would have been offered a place if the admission authority had implemented its admission arrangements properly (the focus is one of the steps taken

by the Admission Authority and **not** upon the response of others, such as the host primary school)

- c) the panel must consider whether to admit would be prejudicial to the efficiency of educational provision

## **Stage 2**

The Appeals Panel is required to consider whether the degree of prejudice outweighs the case presented by the appellant.

## **Procedural Arrangements for the Hearing**

The Hearing must be as informal as possible, without sacrificing impartiality

There must be an equal opportunity for each side to present a case. The order of events should be:

- Chairman welcomes the parties and explains clearly what will take place
- The case for the Governing Body made by the Presenting Officer of the Admissions Committee
- Any questioning by the Parent
- The case for the Parent
- Any questioning by the Presenting Officer
- Summing up by the Parent
- The Committee may ask questions at any time

## **Decision-making Process**

The Committee must make the decision in two stages:

### **1. Factual Stage**

To consider if admission procedures have been correctly applied. If admission has been refused on the grounds that there would be prejudice to the provision of efficient education, then the Committee must be satisfied that prejudice exists.

### **2. Balancing Stage**

The Committee must weigh 'the degree of prejudice' and decide which case is the stronger.

Where possible, a unanimous decision should be sought, but a majority vote is acceptable, as is the casting vote of the Chairman in the case of a tied decision.

## **Recording of the Proceedings**

The Clerk must make notes of the proceedings, noting the voting and the reasons for the decision. The documents are the property of the Appeal Committee.

### **Notification of the Decision**

It is intended that decision letters are sent within five school days of the hearing wherever possible in writing to all parties. The notification must include the decision and the reasons for reaching the decision.

### **EQUALITY IMPACT ASSESSMENT**

It is essential that admission tests, arrangements and all other aspects of this policy are operated with no reference to protected characteristics.

### **CONSULTATION**

This policy has been subject to the public consultation period required by the Admissions Code and trustees have considered any responses before finally approving this policy.



## **SUPPLEMENTARY INFORMATION**

### **REGISTRATION FOR FAMILIARISATION AND TESTS (FOR PROSPECTIVE YEAR 7 ENTRY 2018)**

**DEADLINE FOR APPLICATION: 23:59 on 7<sup>th</sup> September 2017**

The following information will be collected via an online form:

#### **CHILD'S DETAILS**

Surname, Forename, Middle Names, Chosen Name (Name by which child is known)

Date of Birth, Sex

Present School and school address

Parents/Guardians must apply separately to their Local Authority using a Common Application Form by 31 October 2017, to be considered for a place at the school

#### **PARENT/GUARDIAN DETAILS**

Name of parent(s)/guardian(s) to whom correspondence should be addressed

Telephone (including code, day time and evening)

Email address

Any other relevant information

Any special accessibility requirements for a child with a Statement of Special Educational Needs or School Action Plus, and/or disabilities, e.g. large print format test material

Is the child eligible for Pupil Premium Funding or Free School Meals?

Consent to seek confirmation of Pupil Premium eligibility from the child's current primary school.

This information should be submitted via the [school website](#)

## Glossary

Admission arrangements	Means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting children to the school
Admission authority	In relation to an academy this means the Governing Body
Code	The 2014 School Admissions Code and School Admissions Appeals Code impose mandatory requirements which admissions authorities must comply with. This means that admission arrangements must satisfy the requirements of the Codes.
Eligible for a place	Means that a child has been placed on a school's ranked list at such point which falls within the school's Published Admission Number (PAN).
Normal admission round	This is when the majority of children are admitted to a school – into Reception for primary and infant schools; the beginning of Year 3 for junior schools, Year 7 at secondary schools and Year 12 for sixth forms.
Education Funding Agency	A body which reviews admission arrangements for Academies and determines whether to uphold objections to them.
Looked After Children or Previously Looked After Children	<p>A "looked after child" is a child who is:</p> <ul style="list-style-type: none"> <li>(a) in the care of a local authority, or</li> <li>(b) being provided with accommodation by a local authority in the exercise of their social services functions (see s.22(1) of the Children Act 1989) at the time of making an application to the school</li> </ul> <p>A "previously looked after child" is a child who:</p> <ul style="list-style-type: none"> <li>(a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002), or</li> <li>(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 – an order settling the arrangements to be made as to the person with whom the child is to live), or</li> <li>(c) became subject to a special guardianship order (see s.14A of the Children Act 1989 – an order appointing one or more individuals to be a child's special guardian(s)).</li> </ul>

Outside of the normal round	Any other time for admission than the beginning of the normal years of intake, see the normal admission round. Also called In-Year or Casual Admissions.
Oversubscription criteria	The categories into which each application falls and by which they will be prioritised if, and only if, the Year Group at the school has more applications than there are places available.
PAN	Published Admission Number – the maximum number of children to be admitted to a school in the normal admission round.
Parental preference	This describes the choice expressed by a parent for a child to attend a particular education setting, which is not either the designated school or the nearest school with an available vacancy. In expressing parental preference to a more distant school, a parent disqualifies a child from any entitlement to free transport (unless there is eligibility on low income grounds)
Pupil Premium	Funding received by a child's current school based on whether the child has been eligible for Free School Meals at any point in the previous six years. The grant is provided to address any inequalities or under-achievement for eligible students.
School Admissions Team	A part of the Schools' Access Services within Devon County Council. Responsible for managing applications for admission to school for children of statutory school age.
Selective School	A school which admits all or some of its children following a test of the children's ability.
SEN	Special Educational Needs; a recognition that a child requires additional support to appropriately access education.
SENCO	Special Educational Needs co-ordinator at a school
SEND	An Education, Health and Care Plan, describes a child's special educational or disability needs (SEND) and how they will be provided for in a school.

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## NOTES

<sup>i</sup> Department for Education 2012

### <sup>ii</sup> **Timetable for 2018 entry**

Deadline for application for testing	23:59 on 7 September 2017
Test Day	16 September 2017
Results Published	At least one week before the national deadline for submission of a Common Application Form
Deadline for Common Application Form to LA	31 October 2017
National Offer Date	1 March 2018

<sup>iii</sup> Common Application Form

<sup>iv</sup> Deadline for Appeal Application	30 March 2018
Appeal Hearings	w/c 21 May 2018
Deadline for hearing appeals	20 June 2018

<sup>v</sup> Under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, an application is made in the 'normal admissions round' if it is not a 'late application'. A late application is one which is for the admission of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and a determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. Reception or Year 7 (section 142 of the School Standards and Framework Act 1998).

<sup>vi</sup> An application is an 'in-year' application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group.