



**Stretford**  
Grammar School

*Aspirat primo fortuna labori*

**Admissions Policy**  
**for entry in**  
**September 2020**

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**Ratified by Governors :**



## Admissions Policy 2020

**Date of Policy:** November 2018

**Member of staff with overall responsibility:** Sharon Townsend

**Governing Body Sub-Committee with reviewing responsibility:** Admissions

Stretford Grammar School is a foundation mixed Grammar School. The student admission number is **160** for Years 7 – 11. The School has no religious affiliation.

### Definitions (for the purpose of this Admissions Policy)

- 'Looked after children' has the meaning set out in the Education Act 2002
- 'Residence' means the main permanent home of the applicant
- 'The School' means Stretford Grammar School
- 'Sibling' means any person (full, half, step, adopted or foster brother or sister) of admissions age who is residing permanently at the same address as the candidate and will be in attendance at Stretford Grammar School at the time of the proposed admission.
- 'Pupil Premium' is funding for publically 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 meals at any point in the last 6 years as well as funding for children who have a parent serving in the armed forces.

### Admission at Age 11

The number of admissions into Year 7 for the year commencing 1<sup>st</sup> September 2020 will be **160**. Candidates who attain the required standard in the School's testing arrangements for selection by ability (as set out in this Policy) will be eligible for admission to the School.

Applicants must have a date of birth between 1st September 2008 and 31st August 2009.

Younger candidates may be considered for a place providing they are studying in a Year 6 class prior to the Entrance Examination and they obtain an examination score of 360 or above. Applicants who are studying in a Year 5 class, but whose date of birth is between the dates given above must sit the Entrance Examination with applicants of the same age. Decisions as to their year of entry to the School would be made on an individual basis.

**a) Application Procedure for Admission to Year 7 September 2020**

1. All parents/carers of candidates who wish to take the Tests for entry to Stretford Grammar School in September 2020 must complete the School Registration Form on-line, via the school website, by noon on the specified closing date. If the closing date is missed the next testing date will be after National Allocation Day which is 1<sup>st</sup> March 2020.
2. The School is part of the Trafford Local Authority Co-ordinated Scheme. Parents/carers of children who wish to apply for a place at the School **must indicate** Stretford Grammar School on their home Local Authority Admissions Form.
3. Candidates who move into the area (as defined by criteria 5 of the over-subscription criteria) after the closing date for applications and who submit an on-time application to their Local Authority including Stretford Grammar School as a preference will be given consideration from the address given on the original application made to the school until after the first round of offers. Thereafter, the new address will only be considered if and when the following evidence and legal documentation in relation to the change of residency have been supplied to the school:
  - a. Evidence and legal documentation to the effect they have purchased or exchanged contracts on a property is produced and proof of disposal of the previous home.
  - b. For leasing agreements a minimum of 24 months is required and legally supported documentation produced and proof of disposal of the previous home.
  - c. The applicant and his/her parents/carers became resident at the new home.

Applicants who move further away from the School after the date of application will be considered from their new address with immediate effect.

**4. 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. Information must be forwarded to the School by parents at the time they register their child for the Entrance Test or as soon as possible thereafter but **MUST** be before the closing date for all applications.

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. Information from the primary school should also be provided which details the applicant's normal way of working; the primary school may be consulted.

All reports and documentation must be current and dated no more than 2 years before the testing date. All documentation provided must also show the Assessors full details including qualifications and how the assessment results were reached and be on official letterhead.

**b) Arrangements for Testing**

1. Arrangements for the Stretford Grammar Entrance Test will be available on the website from May 2019.
2. The Stretford Grammar Entrance Test will consist of Verbal, Non Verbal and Mathematic questions, set and standardised by our service provider. The standardisation will take into account the applicants' date of birth.
3. To be eligible for consideration of a place at the school a candidate must achieve the following:
  - Candidates who achieve a score of 334 or above will be deemed to have qualified for consideration for admission to Stretford Grammar School. This does not in itself guarantee a place
  - Candidates who achieve a score of between 324 to 333 (inclusive) will be deemed to have qualified for the right to be reviewed by the Review Panel
  - Outcomes and scores for the main testing will be communicated by Stretford Grammar School to parents/carers prior to the 31<sup>st</sup> October 2019. No results will be given over the telephone or via e-mail. The result for any other testing will be when it is available.

**c) The Automatic Review Procedure**

1. All candidates whose standardised score is between 324 and 333 (inclusive) will have their application automatically reviewed. The Review will take account of the following:
  - The test score achieved by the applicant.
  - Any special circumstances that the School have been advised of on or prior to the date of the examination or in the week immediately after the testing (if your child is ill immediately prior to or on the day of the exam, please do not bring them, alternative arrangements can be made).
  - Any supporting official documentation requested by Stretford Grammar School.
  - The invigilator's Report
  - The result letters for automatic review candidates will be communicated by Stretford Grammar School to parents/carers prior to the 31<sup>st</sup> October 2019.
  - Those candidates whom are deemed to have qualified for admission under the Right of Review will have their Test score amended to 334R

2. Challenges against the '**examination outcome**' will be heard at a Local Review, solely by a Review Panel upon receipt of the Local Review Form along with optional supporting documentations detailing the challenge.
  - The decision relating to the parental challenge will be notified by post and will be after the date for the submission of the Common Application Form.
  - **It is your entitlement to put Stretford Grammar School as a preferred school on the Common Application Form if you are awaiting the results of the review.**
  - Those candidates whom the Review Panel deem to have qualified for admission under the Right of Review will have their Test score amended to 334R
3. The Review Panel will consist of the Headteacher, the Deputy Headteacher, the Head of English, the Head of Mathematics and a current primary school Headteacher.
4. Statutory appeals may follow in the Summer term – see "Right of Appeal" section.

#### **d) The Over-subscription Criteria**

1. **Looked After Children and all 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. 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 special 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.
2. **15 Pupil Premium Places** – Places will be allocated to the highest performing candidates who qualify for Pupil Premium at the time of allocation, irrespective of distance. Candidates, on Pupil Premium, with equal scores to the lowest candidate in this allocation will also be offered places.
3. **The top 20 scoring candidates**, irrespective of home residence, will be allocated a place. Candidates with equal scores to the lowest candidate in this allocation will also be offered places.
4. Children who will have a sibling attending the School within Years 7 to 11 at the time of admission (September 2020).
5. Successful candidates who live within the immediate area of the school; being M32, M33, M41, M15 and M16 (both within Trafford and Manchester) and including M21, this being the next closest postcode to the school.
6. Children who live nearest to the School, measured in a direct straight line from the child's permanent place of residence to the School.

*If there are more successful applicants than can be accommodated at the School in criteria 1, 2, 3, 4 and 5 places will be offered to those children in each criteria whose place of residence is nearest to the School as defined in criterion 6. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same manner.*

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' home and the school is the same.

- Parents/carers should note that although Stretford Grammar School will inform them of their child's assessment result prior to 31<sup>st</sup> October 2019, allocation letters will be sent on, National Allocation Day, the 1st March 2020 (or the next working day) by their home authority on behalf of the Governing Body of the School.

*Please Note: The child's home address means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or any other relative. In the case of parents/carers who are separated or divorced and 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 purpose of determining priority for admission. You may be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn.*

*The School may withdraw a place at a later date if false, incorrect or misleading information has been provided which has advantaged the applicant in the priority order for over-subscription. Parents/carers must inform the School of any changes to their address or circumstances.*

**e) Waiting List**

The school will operate a waiting list for Year 7 admission in September, following the completion of the allocation and appeals process. Should a place become available, the oversubscription criteria will be applied to those on the waiting list. Positions on the waiting list are subject to change and as such a candidate may move up or down the list.

**f) Right of Appeal**

Under the terms of Education Act 1998, all parents/carers of candidates refused **admission** have the right to an Independent Appeals Panel against any decision made by the School. The decision of the Independent Appeals Panel is binding on both the School and parents/carers. An appeals timetable is published on the school website by 28<sup>th</sup> February each year.

Appellants considering making a complaint regarding an appeal may contact:  
The Local Government Ombudsman  
PO Box 4771  
Coventry  
CV4 0EH



## Admission for Candidates applying to enter Years 7 to 11 (from another secondary school)



1. These procedures apply both to candidates who have previously been unsuccessful in the School's Testing procedure and to candidates who have not previously been tested. Candidates who have previously applied and sat the School's In-Year Testing and who have not achieved the qualifying score for admission cannot re-apply in the same academic year and must leave a minimum of 12 months before applying for re-assessment.
2. Candidates who have previously been unsuccessful in the School's Entrance Examination procedure are able to be reassessed in Summer Term 2020 and if assessed as suitable, and places being available, are able to start in September 2020.
3. Candidates will be assessed for their suitability for admission to the School using the following procedure:
  - candidates will receive a Cognitive Abilities Test (CAT) which comprises verbal, quantitative and non-verbal sections and their score will be standardised
  - the school will ask for a letter from the candidate's current school, setting out the candidate's current level of attainment and progress and asking for the results of any nationally-taken tests or exams
  - a scrutiny of the candidate's work, including Maths, English, Science, Modern Foreign Languages, History and Geography. Candidates may bring work in other subjects if they wish.
4. Under the terms of Education Act 1998, all parents/carers of candidates refused admission have the right to an Independent Appeals Panel against any decision made by the School. The decision of the Independent Appeals Panel is binding on both the School and parents/carers.
5. Year 10 and 11 candidates will sit a bespoke testing, if applicable, which will be advised on application.
6. Applications for candidates in Years 7 to 9 who have previously qualified for Stretford Grammar School will be considered in light of the availability of places and their position on the waiting list.
7. Should a vacancy come up applicants who are currently in Year 9 and above, who have previously qualified, will be required to re-qualify. The top candidate on the waiting list will be re-assessed in all core subjects and should the minimum threshold be met they will be offered the place. If they do not meet the threshold the next student on the list will be re-assessed, until the vacancy has been filled.
8. Please note a successful outcome from an assessment does not guarantee a place at the school. If any places are available we apply our over-subscription criteria.
9. Positions on the waiting list are subject to change and as such a candidate may move up or down the list.
10. **To register your child for re-assessment please contact the Admissions Officer on 0161 866 0130 or email [admissions@stretfordgrammar.com](mailto:admissions@stretfordgrammar.com).**