

# **WEST KIRBY GRAMMAR SCHOOL**



# **ADMISSIONS POLICY**

**September 2017**



## **ADMISSIONS POLICY & PROCEDURE**

### **ADMISSIONS OF PUPILS AT THE START OF YEAR 7**

The school plans to admit 180 girls unless the net capacity figure indicates otherwise. Only girls who attain the required standard in the arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school. Admission to the school is determined by the Governors. The school's assessment arrangements will be conducted by Wirral Local Education.

The assessment is currently based upon CEM test results. The tests have been designed to predict pupils' potential performance at secondary school.

In some cases parents may feel that there are specific factors which have affected the child's academic attainments and performance, for example, if her education has been seriously disrupted through ill health, change of schools, or any other cause. Where this does apply it is important that the facts should be brought to the attention of the child's present Headteacher, in writing by the date specified in Wirral LEA's publication 'Information for Parents'.

Pupils take tests during the Autumn Term of the final year of primary education. In order to ensure that children are not disadvantaged because of their date of birth, in each case the score is adjusted by the use of conversion tables to take account of each child's exact age in years and months. Pupils who achieve a score higher than the required score will be deemed to have achieved the grammar school standard.

Primary Headteachers are invited to comment on behalf of any children whose test results do not reflect their ability and in that event, the matter is referred to an Independent Assessment Board.

The Independent Assessment Board comprises four Headteachers (two from primary schools and two from grammar schools) and is chaired by an Officer from the Children and Young Persons' Department. None of the members will have any personal interest in any of the pupils whom they are asked to assess.

The Board have available to them, in respect of each pupil:

- The pupil's test scores and papers;
- The observations of the pupil's primary school Headteacher;

- Information supplied, in confidence, by parents and reports from other professional agencies such as educational psychologists, social workers, doctors, and so on.

The Board then uses its professional judgement to decide whether the results of the tests did not truly reflect the girl's ability. The Board decides whether or not the girl has reached the grammar school standard.

Places will be offered to pupils who have been deemed to be of suitable ability according to the Local Authority Assessment Procedures on the basis of the following criteria which will also be applied in the case of over-subscription:

- Girls who are Looked After or previously Looked After. A Looked After child is a child who is a) in the care of the local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- To those girls with a valid medical reason supported by a doctor's letter. Details must be given on the preference form and will be verified by a medical officer of the Area Health Authority.
- To those girls who have sisters\* at the school at the time of application.
- By reference to geographical factors, that is distance from the home address to West Kirby Grammar School. Distances will be measured from the home to the school gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which is considered by the school to be a safe walking route.
- The school, in considering the cases of children who are not allocated places on the grounds of sibling connection or medical need, will also take into account the reasons that parents have put forward for their preference. If the reasons are considered to be exceptional and compelling, the child in question may be allocated a place regardless of her geographical circumstances.

**NB** The school is fully accessible for pupils with a disability.

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

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\*sisters is defined as either i. A sister by the same parents  
or ii. A half, adopted or step-sister living in the same household

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the arrangements applied by Wirral LA.

The Local Authority will inform all parents of school allocations on the nationally agreed date, currently 1 March.

## **ADMISSION INTO THE SIXTH FORM**

Priority for entry is given to existing pupils in the school. Each year the school welcomes a number of students from other schools. Places are offered after a meeting with the Headteacher or Deputy Headteacher. The admission number for the Sixth Form is no more than 200. This is to ensure that the educational provision is not prejudiced. Five GCSE passes at grade B or above with at least B grade in English and a B grade in Mathematics are considered a minimum entry requirement for all students. A\* - B GCSE grades are required in the subjects students wish to study at A Level.

Places are allocated for external students during the Spring term after consideration of predicted GCSE grades. All places are conditional on GCSE results awarded in the August prior to entry.

## **ADMISSION DURING YEARS 7 - 11**

Pupils will continue to be admitted to other age groups provided they have reached the required standard as determined by the school's assessment procedures, which in most cases includes a general cognitive test and written tests in English and Mathematics and that their admission does not prejudice efficient education and efficient use of resources.

The results of the 11+ assessment will be final until September in Year 7 when parents may apply to the school for a re-assessment. The re-assessment will be conducted by the school.

The school will admit up to the standard number of 180 in Years 7-11 and 200 in the Sixth Form. If the year group is full the student will be placed on a waiting list.

## **APPEALS AGAINST ADMISSION DECISIONS**

Arrangements will be made for parents who are dissatisfied with an admission decision to lodge an appeal. Appeals will be heard by an Independent Appeals Panel constituted under the Education Act 1998, providing they are lodged within the prescribed period.

Further details of the appeals procedure can be obtained from the school – 0151 632 3449.