



# SIR THOMAS RICH'S

## Admissions Policy Years 7-11 for 2017/18 entry

**Approval Date:** 7 July 2015 (determined on 19 January 2016 following consultation)

**Status:** Statutory

This policy has been drawn up in accordance with the School Admissions Regulations 2012 and School Admissions Code 2014.

**Responsibility:** Sir Thomas Rich's became an Academy on 1<sup>st</sup> October 2010 and at that point the Governing Body of the Academy became the admission authority for Sir Thomas Rich's. The Full Governing Body reviews the policy annually after public consultations through the Local Authority.

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### 1. Admission Number

Under the Local Authority Co-ordinated Admissions Scheme for Gloucestershire 120 places are offered to boys who have achieved the highest qualifying scores in the test. Note that achieving a qualifying score does **not** guarantee admission to Sir Thomas Rich's.

### 2. Testing Arrangements

Those wishing to register for the Grammar School Tests must complete the Grammar Test Online Application Form (available on the School website during the registration period) before registration closes. Paper copies of the form are available on request and must be returned to the School by the published date.

The testing will take place on the published Saturday morning (Saturday 10 September 2016). Parents must provide details of any Special Educational Needs or Disabilities on the Test Registration Form in order for the School to consider appropriate access arrangements. The test consists of multiple choice style questions on verbal ability (e.g. comprehension, vocabulary and verbal reasoning), numerical reasoning and non-verbal reasoning. There are two papers and the standardised marks are added together to give a total score for each applicant. The total score is used to place applicants in a rank order by which places are allocated.

Any student registering in two authorities (including Gloucestershire) that share the same test, and attempting to sit a late test in Gloucestershire, will have the first sitting taken as their test score.

For admission into year 7 parents must also submit the Local Authority's Common Application Form (by the deadline of 31 October 2016) which is available on-line via Gloucestershire County Council website. A paper version is also available from them.

### 3. Re-sits

There will be no opportunity to re-sit the Entrance Tests.

### 4. Oversubscription

During the normal admissions round, where applications from pupils **who have met the qualifying standard** exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- a. A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4).

(1) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- b. Other qualifying boys in test rank order.

### 5. Tie Breaker

Boys will be ranked, in order, according to their test result. The highest score will be ranked at number 1, the second at number 2 and so on. In the event that two, or more, boys have an equal result, the higher ranking will be given to the boy who lives closest to the School, measured as a straight line from their place of residence to School, using the Local Authority's computerised measuring system. (The distance is measured from the Ordnance Survey Address Point of the permanent residence, including flats – to the Ordnance Survey Address Point of the School.)

### 6. Waiting Lists

If the School is oversubscribed, a waiting list will be held for entry into Year 7. The waiting list will be prioritised in rank order of ability. The tie breaker procedure will apply as in 5 above if necessary. The waiting list will be held until the end of the academic year.

Waiting lists for entry to the School in any other year group will be held until the end of the academic year. Priority will be given according to our admission criteria.

### 7. Underage Application

The following must apply if an applicant is underage:

- Their date of birth places them in the cohort below their chronological age and they are following the curriculum for the eligible cohort for testing.
- There is a letter of support of the application from the Primary School and it is confirmed that the candidate is studying the same curriculum as the eligible cohort for testing.

*In order to safeguard the credibility of the test, where a student (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test score. Any place offered in accordance with the admission arrangements shall be on the basis of that score. For the avoidance of doubt where a place is offered on the basis of a fraudulent or misleading application the School may withdraw that offer.*

Underage applications will be considered by the Primary School, Secondary School, parents and Local Authority. If any party disagrees the application will be refused.

## **8. Overage Application**

Pupils who have delayed the start of their education by one year and who have been taught with the year group below their chronological age throughout their primary education will be able to sit the Grammar School Admission Test when they are being taught with the eligible cohort. However, their current Primary School must confirm in writing that they have remained with this cohort throughout their primary school education.

Pupils who started their primary education in their chronological age group must sit the test when they are at the same age as the eligible cohort.

## **9. Late Tests**

Due to illness, accident or sudden bereavement: where exceptional circumstances mean a child cannot take the test on the appointed day the School may organise a similar replacement test later, usually in the week following the original test date. In such cases parents must contact the Admissions Officer at Sir Thomas Rich's School to discuss the situation prior to the appointed day when the normal test takes place. The School will require proof of illness or other evidence and may decline to permit a child to take a late test in the absence of such evidence.

Due to moving into the area after registration: where a family moves into the area after the date for registration for the test but wishes their child to be considered for entry to Sir Thomas Rich's, the School may, at its discretion, organise a late test. If the child is eligible for entry, his name will be placed on the waiting list at the rank determined by the late test score. An application for the child, naming Sir Thomas Rich's as one of the school preferences, must also have been made to the Local Authority.

As already detailed in **Section 2. Testing Arrangements** above, any student registering in two authorities (including Gloucestershire) that share the same test, and attempting to sit a late test in Gloucestershire, will have the first sitting taken as their test score.

## **10. In Year Admissions**

In the case of In Year admissions only (to gain admission into Sir Thomas Rich's in Year 7, after the normal September admission, and Years 8-11) the parent should apply directly to Sir Thomas Rich's in the first instance.

In Years 8, 9, 10 and 11, the admissions authority may permit a qualifying in-year candidate to be admitted over the Published Admission Number (PAN). The admissions authority will not automatically admit qualifying candidates in any year group. The candidate's individual circumstances and the needs of the School will be considered when making a decision. The Local Authority will be notified of any decision to admit above the PAN in accordance with the School Admissions Code.

In years 8-11, in order to determine whether the boy qualifies (is of the required ability for selective education) he will be asked to sit three one-hour tests, including one in English and one in Mathematics. Boys must pass all three tests to be considered for a place.

Admission to Year 7, above the PAN, after the start of the academic year in September, will only be as a result of a successful In-Year admission appeal. If parents decide to lodge an appeal, the School may require the boy to sit admission tests, to establish if they are of the required academic standard.

## **11. Appeals**

Parents whose child is not offered a place may lodge an appeal. The appeals process follows the School Admission Appeals Code. Parents requesting an appeal should contact the Admissions Officer at the School for the relevant paperwork and return it to the Clerk to the Appeals Panel c/o the School by the published date in the year following the Entrance Tests. For appeals during the normal round of admissions (year 7 in September), the deadline for appeals will be published on the School website by 28<sup>th</sup> February. Appeals for other year groups will be heard within 30 school days. The School will appoint a Clerk to the Appeal Panel (independent of the School) who will appoint an Independent Appeals Panel to hear the appeal. The Independent Appeals Panel will decide whether to uphold or dismiss the appeal. Where the panel upholds the appeal, the School is required to admit the child. Guidance on making an appeal can be found on the School website in the "Admissions" section.

## **12. Complaints**

If a parent considers the appeal was not carried out in compliance with the DfE School Admissions Code and School Appeals Code, an objection can be made to the Education Funding Agency (EFA). Details can be found on the Gov.uk website under School Admission Appeals.

All admissions authorities must determine their admission arrangements by 28 February every year. If parents think that the admission arrangements do not comply with the School Admissions Code or other legislation relating to school admissions they have should contact the Office of the Schools Adjudicator by 30<sup>th</sup> June 2016.

## **13. Transport**

Where children are not entitled to free transport provided by the Local Authority (as identified in the Gloucestershire County Council School/Academy *Admissions Guidance Booklet*) it is the parents' responsibility to ensure that their son can attend Sir Thomas Rich's.

## **14. Fraudulent Applications**

A place will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.