



# SIR THOMAS RICH'S

## Admissions Policy Years 7-11 for 2026/27 entry

**Approval Date:** 24 February 2025  
**Status:** Statutory

This policy has been drawn up in accordance with the School Admissions Regulations 2012 and School Admissions Code 2021.

**Responsibility:** Sir Thomas Rich's ("School") 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 the School. The Full Governing Body (Trustees) 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 150 places (also referred to as the Published Admissions Number (PAN)) are offered to candidates who have achieved the qualifying score in the test, according to the criteria set out below in section 5. Note that achieving a qualifying score does **not** guarantee admission to the School.

### 2. Testing Arrangements

The School makes use of testing to ensure applicants are capable of coping in the academic environment of the School. 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. The registration period runs for 6 weeks from mid-May to end of June. 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 date in mid-September. 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 two papers containing multiple choice style questions on verbal ability (e.g. comprehension, vocabulary and verbal reasoning), numerical reasoning and non-verbal reasoning. The marks for each paper are age standardised, to be fair to all candidates, then combined 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. This is not a pre-defined pass mark. The qualifying standards are determined by the Trustees Admission Committee, with reference to the relevant cohort, approximately one week before the results are sent out to parents. The qualifying standard for boys who are PP / LAC / PLAC (see notes below) will be lower than that of children who are not PP/LAC / PLAC.

The child's position in the rank order of standardised scores reflects his score in the Admissions Test.

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 their Local Authority's Common Application Form (by the deadline of 31<sup>st</sup> October 2025) which is available on-line via the Local Authority website. A paper version is also available.

### 3. Re-sits

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

### 4. Admission

The Local Authority will allocate places based on the School's admissions criteria to those children who meet the qualifying standard whose parents express a preference for the School in their Common Application Form (CAF). Places will be allocated to qualifying children in the order set out below.

Where a child has an Education Health and Care Plan (EHCP) the process for admission is under a different statutory regime. You should contact your Local Authority. Please note that the School will expect any child who is to be offered a place at the School to be of the relevant academic standard which is determined for Year 7 entry to be the qualifying standard.

### 5. How places are allocated

During the normal round of admissions, the Local Authority will allocate places based on the School's admissions criteria to those children **who meet the qualifying standard** and whose parents express a preference for the School in their Common Application Form (CAF), according to the criteria set out below:

- a. A 'looked after child' (**see Note 1**)
- b. Boys registered for Pupil Premium (**see Note 2**)
- c. Other qualifying boys in test rank order

#### **Note 1**

*A 'looked after child' (LAC) [ 1 ] or a child who was previously looked after (PLAC) but immediately after being looked after became subject to an adoption [ 2 ] child arrangements order (residency order) [ 3 ] or special guardianship order ( 4 ), or an 'internationally adopted previously looked after child' (IAPLAC) [ 5 ].*

*[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 section 12 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).*

*[5] This also includes children who appear to the School to have been in state care outside England and ceased to be in state care as a result of being adopted.*

**Note 2**

*Children attracting Pupil Premium (PP) are those who have been registered for income related free school meals at any point in the six years prior to the closing date for registration for the Test. The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The School will make such enquiries as are necessary of GCC (or the relevant Local Authority) as to the entitlement of any children who have qualified when notifying GCC of the Test results.*

**6. Tie Breaker**

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.) In the event that it is not possible to distinguish a higher ranking on this basis, a process of random allocation will be followed by the School, which will be supervised by a person independent of the School.

**7. 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 accordance with the oversubscription criteria at paragraph 5, irrespective of the date of application, The tie breaker procedure will apply as in 6 above if necessary. The waiting list will be held until 31 December 2026.

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.

**8. Out of Normal Age Range Applications**

Parents may seek a place for their child at the School outside of their normal age group (cohort) for example if a child is gifted or has experienced problems such as ill health. In either case, whether underage or overage, evidence for why the child is out of cohort must be submitted.

The Trustees' Admissions Committee will make its decision on whether to permit the child to apply for admission on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents who wish to make an out of normal range application will need to write to the Headteacher, giving reasons for requesting an 'out of normal age range' application.

Further information on underage or overage applications is set out below.

**(i) Underage Application**

The following may also be taken into account when considering whether applying for admission is in the best interests of the child:

- 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 (for example from the child's Primary School if applicable) and it is confirmed that the candidate is studying the same curriculum as the eligible cohort for testing.

Any decision will be made in the best interest of the child concerned and must have regard to the views of the Headteacher.

### **(ii) Overage Application**

It will not be possible for an overage child to sit the Grammar School Admission Test or be admitted unless there are exceptional circumstances. Lifestyle or educational choices made by the parents will not normally be considered an exceptional circumstance.

The Trustees' Admissions Committee will consider each application in the light of the circumstances and in the best interests of the child concerned. Any decision must have regard to the views of the Headteacher of the School.

## **9. (i) Late Tests**

Due to illness, accident or sudden bereavement: where exceptional circumstances mean a child cannot take the test on the appointed day (for which they are registered) the School will organise a replacement test later, usually approximately 10 days after 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 other circumstances: If a parent names the School on their Local Authority Common Application Form, but the child has not yet sat the Grammar Test, the School will make arrangements for the child to sit Admission Tests usually during the Spring Term. If the child is eligible for entry, his name will be placed on the waiting list at the rank determined by the late test result. 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.

### **(ii) Late Registration**

Where due to exceptional circumstances a child is not registered for the test by the closing date (for example due to illness of the parent / carer, or because the family only recently moved into the area) and the parent/carer still wishes to apply for a place for their child, then parents may still complete the registration form. It will be treated as a late registration, but where it is possible for the School to arrange for the child to sit the test in the main admission round it will do so, whether with the main test cohort or alternatively in accordance with the 'late test' provisions at section 9(i) of these arrangements.

## **10. In Year Admissions**

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

Where a parent applies after the start of the academic year for a place in Year 7, the student will be required to sit an admission test to establish if they are of the required academic standard. Where the School is at PAN then admission to Year 7, above the PAN, will only be as a result of a successful In-Year admission appeal. Please note that a child who applied unsuccessfully for a place in Year 7 in the normal admissions round will not be permitted to apply for in year admission until Year 8 unless in exceptional circumstances, and due to a significant and material change in circumstances, the School has accepted a second application for admission to Year 7.

The School will not automatically admit qualifying candidates in any year group. In Years 8, 9, 10 and 11, the School will only permit a qualifying in-year candidate to be admitted where such admission will not prejudice the efficient education of others or efficient use of resources.

In Years 8-11, in order to determine whether the student qualifies (is of the required ability for selective education) they will be asked to sit in-year admission tests.

## **11. Appeals**

Parents whose child is not offered a place may lodge an appeal. This applies to applications in the normal admissions round and to in-year admissions. 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 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. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the School has accepted a second application from the parents because of a significant and material change in the circumstances of the parent, child or school, but has still been refused admission

## **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 Department for Education. Details can be found on the Gov.uk website under School Admission Appeals.

## **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 the School.

## **14. Fraudulent, Misleading or Incorrect Applications**

The School reserves the right to withdraw an offer of a place to a child made in error (for example on the basis of incorrect information) or where it is established that the offer was obtained through fraudulent or intentionally misleading information.