

Queen Elizabeth's Grammar School 2015/16 Admissions Policy

1. Queen Elizabeth's Grammar School is an independent Free School. It is a non-denominational all-through day school admitting pupils from 4 – 19. We will continue to serve the local and wider community and will welcome applications from pupils both within Blackburn with Darwen and from wider Lancashire (for example from Preston, Burnley, Whalley, Clitheroe, Colne and other areas; this is not an exhaustive list). The School, which has existed since 1509, will continue to expect the highest standards of work, discipline and participation from all pupils in line with its reputation for excellence in all that it does.
2. Queen Elizabeth's Grammar School operates its own admissions policy in accordance with the school admissions code (available on the DfE website), and the School Admissions Appeals Code, and with all related equalities law. We co-operate with the Local Authority and feature in their annually published admissions information.
3. This document details the arrangements for admissions to the school as agreed between the Free School ('The Academy Trust') and the Secretary of State for Education.
4. Parents seeking admission to Queen Elizabeth's Grammar School for their children during the normal admissions round **must** complete their Local Authority's Common Application Form (CAF) and return it to their home Local Authority on or before the national closing dates for applications (which are specified in the Local Authority booklets).
5. **Parents who wish to apply to this school should also complete the school's Supplementary Information Form.** If the school is oversubscribed, failure to complete the Supplementary Form may result in your application for a place in the school being considered against lower priority criteria. Parents should submit the Application Form to the Free School at the same time as they submit the CAF to their Home Local Authority.
6. Applicants may be required to produce proof of the stated home address with their application. The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some case, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e. the address of the parent claiming the child benefit will be used. Further evidence, eg utility bills, may also need to be submitted.
7. The admissions committee of the Governing body will consider all applications at the same time after the closing date. Applications received after the closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.
8. Parents will be informed of the outcome of their application in writing by the Local Authority.

Primary Provision - Admission arrangements and over-subscription criteria for places in Queen Elizabeth's Infant & Junior School

The 'relevant age group' for admissions to our Primary provision is Reception. The Published Admission Number for the Reception class in September 2015 is **40**.

50% of all 40 places will be allocated to pupils from the Borough of Blackburn with Darwen and 50% from outside the borough. Should there be fewer than 50% of applications from either area, the remaining percentage will be taken from the other area.

As required by law, all children with either an Education, Health Care Plan, a Statement of Special Educational Needs or an Individual Pupil Resource Agreement (IPRA), naming this school, will be admitted before the application of the oversubscription criteria.

Oversubscription criteria

All remaining applicants who have named this school as a preference will then be considered equally against the School's admission policy, and if undersubscribed all applicants will be admitted.

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in the following order:

- (a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangement order or special guardianship order. 'Looked after' means that the child 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.
- (b) Children with a sibling (sibling means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, but not cousins and, in every case, the children must be living in the same family unit at the same address) who is attending this school at the time of application and admission.
- (c) Children of any member of staff at the school who has been employed at this school for two or more years at the time at which the application for admission to the school is made.
- (d) Other children.

Tie-breaker – If categories (b), (c) or (d) are oversubscribed, then random allocation will be used to allocate places. The random allocation selection process will be operated by an independent supervisor.

Deferred Admissions and Part-time Provision for Infants

9. If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's

interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

Secondary provision - Admission arrangements and over-subscription criteria for places in the secondary section of Queen Elizabeth's Grammar School

10. The 'relevant age group' for admissions to our Secondary provision is Year 7. The Published Admission Number of external places available for the Year 7 class in September 2015 will be **85**, depending on the numbers in our Year 6, which should be 40.
11. Those children who are in Year 6 of Queen Elizabeth's Junior School whose parents wish them to continue at this School in Year 7 are entitled to do so without further application through the Local Authority provided their parents complete the School's application form stating their intention. The anticipated capacity of Year 7 (including both internal and external applicants) will be **125**.

50% of all 125 places will be allocated to pupils from the Borough of Blackburn with Darwen and 50% from Lancashire excluding Blackburn with Darwen; our Year 6 pupils will be included in these percentages. The last place will be allocated to a Lancashire pupil outside Blackburn with Darwen. Should there be fewer than 50% of applications from either area; the remaining percentage will be taken from the other area.

Fair Banding

12. In order to operate a Fair Banding system, the school will conduct assessment tests (verbal and non-verbal reasoning) on **Saturday November 15** and in a supplementary session on a date to be announced for those who are prevented by illness from attending on the 15th.

This is not an entrance examination but will enable us to ensure we are admitting a fair range of ability, and will then inform our Fair Banding process, so that all pupils benefit from an appropriately shaped curriculum, whatever their ability. Those children transferring from Year 6 of Queen Elizabeth's Grammar School will also sit the aptitude tests in order to ensure they are banded appropriately.

We will admit pupils across five ability bands based on the following proportions:

- Band 1 - 20%
- Band 2 - 20%
- Band 3 - 20%
- Band 4 - 20%
- Band 5 - 20%

It is possible that the number of places to be determined by Banding will not be a multiple of five, in which case the following will apply:

If the number of places to be determined by banding leaves:

- (a) a remainder of 1, when divided by 5, the place will be allocated to band 3
- (b) a remainder of 2, when divided by 5, the places will be allocated to bands 2 and 4
- (c) a remainder of 3, when divided by 5, the places will be allocated to band 2, 3 and 4
- (d) a remainder of 4, when divided by 5, the places will be allocated to band 1, 2, 4 and 5

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As required by law, all children with a Statement of Special Educational Needs or an Individual Pupil Resource Agreement (IPRA) naming this school will be admitted before the application of the oversubscription criteria.

Oversubscription criteria

All remaining applicants who have named this school as a preference will then be placed in their relevant bands (as established by the assessment tests). The applicants within each band will then be considered equally against the School's admission policy. If the school is oversubscribed, priority for admission within each band will be given to those children who meet the criteria set out below, in the following order:

- (a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence or special guardianship order. 'Looked after' means that the child 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.
- (b) Children with a sibling (sibling means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, but not cousins and in every case, the children must be living in the same family unit at the same address) who is attending this school at the time of application and admission.
- (c) Children of any member of staff at the school who has been employed at this school for two or more years at the time at which the application for admission to the school is made.
- (d) Other children.

Tie-breaker – If categories (b), (c) or (d) are oversubscribed within any band, then random allocation will be used to allocate places. The random allocation selection process will be operated by an independent supervisor.

Admission at Sixth Form level

1. No student will be admitted to the Sixth Form unless academic requirements, set out annually in the QEGS Sixth Form prospectus, have been met.
2. The number of sufficiently qualified applicants which it is intended to admit into Year 12 is 150.
3. In the event of the number of applicants exceeding 150, preference will be given first to those currently attending QEGS and secondly to those best suited academically to their chosen courses, using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements referred to in 1 above.

- Students will need to have at least 5 grade B grades at GCSE, preferably with A*/A in those subjects to be studied at AS level. Course requirements will be published annually on the school's website.
- Students' GCSEs must include Mathematics and English at least at Grade C

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- Students wishing to study Further Mathematics will need to have at least an A grade in GCSE Mathematics
- Students who have studied Double Award Science at GCSE will need a minimum of BB grade at GCSE to study any science (Biology, Chemistry or Physics) at AS/A-Level

50% of all 150 places will be allocated to pupils from the Borough of Blackburn with Darwen and 50% from outside the borough, with the exception of pupils already at QEGS. Should there be fewer than 50% of applications from either area; the remaining percentage will be taken from the other area. All applicants will need to complete an application form and attend an individual progression meeting. This meeting does not form part of the decision making process.

The Appeals process

The Governors will ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are refused admission to Queen Elizabeth's Grammar School. The Independent Appeal Panel will be independent of the Free School and its decisions are binding on all parties

The Free School will prepare guidance for parents and 'relevant children' about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Free School may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

Any appeal should be sent in writing to the Clerk to the Governors at the School, within 20 days of notification of refusal of an application. The applicant must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the Governing Body.

Waiting Lists

13. Where in any year QEGS Free School receives more applications for places than there are places available, a waiting list will operate. This will be in force until the end of the Autumn ('Michaelmas') Term. It will be maintained by the Free School and will be open to any parent to ask for his/her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out in the policy above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the stated over-subscription criteria.

In Year Admission

14. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for academic years other than the normal academic year of entry, Queen Elizabeth's Grammar School will consider all such applications and if the year group applied for has a place available, admit the child in accordance with the stated over subscription criteria.

15. If there are more applicants seeking places than are available, a waiting list will operate. It will be maintained by the Free School. A child's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out in the policy above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the stated over-subscription criteria.
16. Admission to such year groups without a published admission number will be based upon the size of teaching groups already existing in the Free School and the efficient use of resources, up to a combined limit for the Free School and the child's ability to access the curriculum in these years through reasonable modifications. However, each year group in both the primary and secondary phases that has been automatically transferred from the predecessor school will have a maximum capacity of not more than the planned capacity for each subsequent Free School cohort.

All parents requesting a school place, either because they are new to Blackburn with Darwen, Bolton or Lancashire Authority or because they are wishing to transfer schools during the school year will be required to complete the relevant Local Authority Application Form.

17. Parents who wish their application to this school to be considered should also complete the school's Supplementary Information Form and return it directly to the school. If the school is oversubscribed with mid-year applications at the time of the requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

Exclusions from other schools

18. Notwithstanding any other provision of this document, the Free School may refuse admission to applicants who have been excluded from two or more other schools where one of such exclusions took place within the two preceding years. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The Free School may also refuse admission to a child (other than in the normal year of entry) in the specific and limited circumstances described in the statutory Code of Practice. In all the circumstances described in this paragraph; however, the Secretary of State may direct the Free School to admit such a child and that direction shall be binding on the Free School.

Notes

Late applications

19. Applications received after the closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

Multiple Births

20. Where there are twins, triplets or other multiples wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered then, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Fraudulent Applications

21. Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.
22. You must put the correct details on your application form and give the address where your child normally lives - not a childminder's or a relative's address. The Council will consider an alternative address (for places at community schools only) if you can provide a letter from your solicitor confirming exchange of contracts for buying a house or a long term tenancy agreement.
23. When a community school receives more applications than there are places available, the Council will check the information provided on the application form. You may be required to provide copies of your child benefit book/letter and council tax bill or utility bill (gas, electricity, water or telephone) to make sure the information given on the application form is correct.
24. The Council reserves the right to share the information you give with others and, if necessary, to visit properties to check who actually lives there.
25. If the Council finds that false information has been given, your child will not be given a place at that school. If a place has been offered and the information given turns out to be false, that place may be withdrawn. If your child is allowed to continue at that school, even though the information was false, their siblings will not be given priority for places at that school under the "sibling" category in the admission criteria if they then apply for places at the school in question.