

Queen Elizabeth's Grammar School 2016 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 2016 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.

Admissions Policy for Admission to Year 7 in September 2016

Queen Elizabeth's Grammar School is an independent Free School and is regularly over-subscribed. This Admissions Policy meets the requirements of the most recent DfE Admissions Code for schools which are over-subscribed.

The school is a non-denominational all-through day school for pupils from 4 – 19. It is expected that ALL applicants for entry to Year 7 believe that the school 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.

Children with a statement of special educational need will be admitted to the school where the school – after consultation with the Local Authority – has been named on the statement as appropriate provision.

Admissions Number: 125

The Published Admission Number of external places available for the Year 7 class in September 2016 will be **85**, depending on the numbers in our Year 6, which should be 40. 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 one area; the remaining percentage will be taken from the other area.

If the school is oversubscribed, places are allocated using the following oversubscription criteria:

Oversubscription criteria:

These criteria are applied in the following priority order:

1. Children in the care of the Local Authority (looked after children) and previously looked after children.
2. The remaining places are allocated using a system of Norm Referenced Banding as described in the DfE guidance on banding. **ALL** applicants to the school will take the same common ability test. The test will be used to place **ALL** applicants into five equal sized ability bands. An equal number of applicants will be selected fairly from each band using, in order, the following criteria:
 - a. Sibling Link – where a brother/sister will still be on roll at the school when the applicant is admitted in September
 - b. Fair allocation - the remaining places in each band will be allocated by an approved process overseen by an independent third party

The statemented (IPRA) children and children in care/previously looked after children will

also be included in the bands. These children will be allocated places from the bands first. Criterion 2a will then be applied, followed by criteria 3b. Selection by criterion 2b will be in line with the explanatory notes in Appendix A. The total number admitted from each band will be equal.

ALL students, who seek a place at the school under **ANY** of the above criteria **MUST** complete a Year 7 online application (the school's supplementary information form) and submit it to the school by **Friday 30 October 2015, AS WELL AS** submitting the Local Authority **Common Application Form** to the Local Authority by **Friday 30 October 2015**.

ALL applicants will be required to attend on the morning of **Saturday 14 November 2015** in order to sit an ability test, the results of which will be used to both operate the banding system fairly and to provide valuable management information used for setting purposes. For details of the operation of the banding system see Appendix A.

ALL parents will be informed by the Local Authority of the school allocated to their son by post on Monday 29 Feb 2016.

Notes on Oversubscription Criteria:

Remember that **ALL** those seeking a place **MUST** submit the school's supplementary information form.

Children with a statement of special educational needs will be allocated a place at the school where the school – after consultation with the Local Authority – has been named on the statement as appropriate provision.

If oversubscribed, the criteria for allocation of remaining places are – in priority order:

1. Children in the care of the Local Authority – often referred to as 'Looked-After Children'. 'Previously looked after' children are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, residence, or special guardianship order. (Parents must supply a copy of the relevant order as evidence of their child's status.)
2. Pupils applying who have a brother or sister who will still be at the school when the applicant starts in the September will take priority. They will be allocated a place from the band in which they are placed by the Fair Banding Assessment. For the purposes of this criterion, 'sibling' is taken to include a step-brother/sister, half-brother/sister, or child who is adopted or fostered, in all cases providing they are living at the same address. Although their place is not dependent on the performance in the Fair Banding Assessment, all pupils applying for a sibling criterion place are expected to sit the test in order that the overall ability range of the intake reflects that of the applicants.
3. Children of staff who have worked at the school for more than two years.

Fair allocation of the remaining places from each of the five equal sized Bands based on the scores from the Fair Banding Assessment. Note that pupils who sit the test will be considered for places before those who have not. For details of operation of the Banding process see Appendix A.

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
- 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

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. 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.

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.

In Year Admission

10. 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.
11. 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.

12.

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.

13. 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

14. 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.

Appendix A - The Ability Test and the Banding system

WE WOULD WISH TO REINFORCE THAT ALL APPLICANTS FOR YEAR 7 ARE EXPECTED TO ATTEND THE ABILITY TEST.

The school is using a system of banding in order to ensure that there is access to the school for pupils across the ability range. Since the school draws applications from across the whole county – and indeed beyond – and from independent as well as state schools, it is only fair to ALL applicants that the SAME ability test is used to allocate pupils to bands, and is sat at the same time and under the same conditions.

The process used is one of Norm Referenced Banding with equal sized bands as recommended in the DfE guidance document for admissions authorities. Apart from students with statements of special educational needs or children in care or previously looked after, children who have sat the Fair Banding Assessment and been allocated to ability bands will be considered for available places before those who have not.

The Fair Banding Assessment will be marked objectively. The scores will be placed in rank order, then divided into five equal sized ability bands. An equal number of applicants will be taken from each band to make up the full complement of admissions.

As the Admissions Number is 85, this gives 17 places from each band.

First, any pupils with a Statement of Special Educational Needs, or in Local Authority care or previously looked after will be allocated places from each band. Second, any pupils with a sibling link (see definition above) will be allocated places from each band. 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. Finally, the numbers of remaining places in each band will be filled by allocating places in a statistically random order (as overseen by an independent third party) from the names remaining in each band.

It should be noted that the Ability Test has TWO purposes – FIRST to assist us in allocating places at the school fairly, and SECOND to enable us to allocate ALL students who are to be admitted to the school to the correct ability range in the school's setting arrangements in Year 7.

If a pupil is unable to sit the ability test due to illness, then a doctor's note should be provided as evidence. In such cases, the parent must contact the primary school and ask them to provide the school with their advice as to which is the most appropriate of the 5 bands for their son/daughter. The pupil will be allocated to that band before allocation of places is finalised.

Appendix B – Waiting List arrangements

All parents who are unsuccessful in gaining a place at the school for their son will be sent

information explaining how they may, if they so wish, place their child's name on a Waiting List.

If a place becomes available at the school, places will be allocated according to the oversubscription criteria in the Admissions Policy, not on a first-come, first-served basis.

The Waiting List will be maintained until the end of December 2015.

If parents wish their child's name to remain on the waiting list for the rest of the school year, they should contact the school during the first two weeks of term in January 2016, otherwise their son/daughter's name will be removed.

If parents wish their child's name to remain on the waiting list for subsequent years, they should contact the school during the first two weeks of term in September each subsequent year, otherwise their name will be removed.

Notes

Late applications

15. 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

16. 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

17. 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.
18. 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/Governing Body 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.
19. When a community school receives more applications than there are places available, the Council/Governing Body 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.

20. The Council/Governing Body reserves the right to share the information you give with others and, if necessary, to visit properties to check who actually lives there.
21. If the Council/Governing Body 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.