



## ADMISSIONS 2017/18: 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 the wider area (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, and the School Admissions Appeals Code (available on the DfE website), 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. There are different dates for primary and secondary applications: please check the dates carefully in the policy relevant to your application (see below).
5. **Parents seeking a place for their child in Year 7 must also complete the school's 'Banding Test Application Form'**. Failure to complete the Banding Test Application Form may mean that your child misses sitting the banding test because we are not able to contact you regarding this test. If your child does not sit the Banding Test, it will not be possible for us to place your child in a band, which means that we will not be able to consider their application for a place until after the school has considered the applications from all banded applicants. This will result in your application for a place in the school only being considered along with late applications, after places have been allocated to on-time, banded applicants. Parents should complete the Banding Test Application Form by 31<sup>st</sup> October 2016. This online application is available on the Admissions page of the school's website.
6. Applicants may be required to produce proof of the stated home address with their application. The address used on the banding test application form must be the current one at the time of application where the child normally lives – not a childminder's or relative's address. If the address

changes subsequently, the parents should notify the school. In some cases, 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, e.g. utility bills, may also need to be submitted. The 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.

7. **Late Applications:** Applications received after the national closing date will be treated as late applications and only considered after all on-time applications have been considered. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the national closing date (but before 1 Feb 2017 for secondary applicants or 16 March 2017 for primary applicants) be considered alongside those received on time. It is the responsibility of the applicant to notify QEGS of the relevant exceptional circumstances and provide any supporting evidence if they desire the school to consider treating their late application as on-time.

**PLEASE NOTE:** if a late application or change of preference is received after 1 February 2017 for secondary applicants/16 March 2017 for primary applicants, **it will not be possible for the admission authority to consider it alongside the on-time applications** even if there are exceptional reasons for the delay in submitting the application.

8. Parents will be informed of the outcome of their application in writing by the Local Authority.
9. **Reserve List:** Where we have more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on the reserve list. Since the date of application cannot be a criterion for the order of names on the reserve list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. It is therefore possible for a child who moves into the area later to have a higher priority than one who has been on the reserve list for some time. Each name on the reserve list will be allocated to the relevant oversubscription criterion for which that applicant qualifies. If a place becomes available within the admission number, then the child within the highest criterion will be offered that place. If more than one child on the reserve list qualifies under that criterion, then a random allocation draw between all names within that group will be used to allocate the place(s). This is not dependent on whether an appeal has been submitted. Please note that looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, must take precedence over those on the reserve list.



**School's Waiting List:** This initial reserve list will operate until 31<sup>st</sup> December 2017. Thereafter, if parents wish their child's name to remain on the school's waiting list for the rest of the school year, they should contact the school during the first two weeks of term in January 2018, otherwise their child's name will be removed from the list and therefore will not be eligible for any places that might become available after January 2018.

If parents wish their child's name to remain on the school's 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 from the list and therefore will not be eligible for any places that might become available.

10. **Fraudulent applications:** Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example where a false address has been provided) then the Governing Body may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused. If your child is allowed to continue at QEGS, even though your application contained false information, their siblings will not be given priority for places at QEGS under the 'sibling' category in the admissions criteria if they subsequently apply for places here.
11. **Appeals:** Where Governors are unable to offer a place because the school is over-subscribed, parents (and Sixth Form pupils) have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Appellants should request an Appeals Form (by 31<sup>st</sup> March 2017) from the Director of Admissions at the school.** Appellants will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline (31<sup>st</sup> March 2017) will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year-on-year).

12. It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as “in-year” admissions. Parents wishing their child to attend this school should submit an “In-Year Application Form” to the Local Authority Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the Governing Body will have to refuse the application but information will be provided about how to appeal against this refusal and place your child’s name on the school’s waiting list.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

13. **Where there are other children whose twin or sibling from a multiple birth group is admitted, otherwise than as an excepted pupil, who have not been offered places following the random allocation draw, then the Governing Body will exercise as much flexibility as possible and may decide to offer places to the rest of the children from the multiple birth group (in excess of the published admission number for that age group) in order not to separate the birth group. This may also apply to siblings who are in the same year group. If places for all the children within the multiple birth group, twins or all triplets, etc. cannot be offered, the family will be advised accordingly.**



## Primary Provision - Admission Arrangements and Oversubscription Criteria for places in Reception

The 'relevant age group' for admissions to our Primary provision is Reception. The Published Admission Number for the Reception class in September 2017 is 56.

50% of all 56 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.

All applicants who have named this school as a preference will be considered equally against the school's Admissions Policy, and if undersubscribed all applicants will be admitted.

### Oversubscription Criteria

In the event that there are more applicants than places, after admitting all children with either an Education, Health and Care Plan (EHCP), a Statement of Special Educational Needs (SEN) or an Individual Pupil Resource Agreement (IPRA), naming this school, the Governing Body will allocate places using the oversubscription criteria below, which are listed in order of priority.

- (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 arrangements 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 at the time of making an application to the school.
- (b) Children with a sibling who is attending this school at the time of application and admission. For the purposes of this criterion, 'sibling' is taken to include a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step brother or step sister, a child who is fostered, or the child of the parent/carer's partner, but not cousins. In every case, the children must be living in the same family unit at the same address.
- (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 when the application for admission is made. The member of staff must have a School pay reference number.
- (d) Other children

Tie-breaker – If categories (b), (c) or (d) are oversubscribed, then random allocation will be used to allocate places. Observed by an independent representative of the Local Authority and members of the Admissions Authority Panel, pupils are allocated a number and these are selected using a random number generator in full view of all those who witness the process. Separate



draws are made for applicants from Blackburn with Darwen and applicants from outside the Borough.

**ALL parents will be informed by the Local Authority of the school allocated to their child by post on 16<sup>th</sup> April 2017.**

Deferred Admissions for Reception pupils

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.

Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that their child is admitted out of their normal age group to Reception rather than Year 1.

Children who are already of school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children seeking admission to Reception in the September after their fifth birthday

Parent(s)/carer(s) will need to submit to the Local Authority a Common Application Form (CAF) for admission into the normal school year. At the same time parent(s)/carer(s) will need to submit a request for admission for their child out of their child's normal age group.

The Governors will respond to the request for admission outside the child's normal age group before the primary national offer date.

If their request is agreed, the application for the normal age group may be withdrawn before a place is offered. If their request is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In-Year application for admission to Year One for the September following their child's fifth birthday.

Parent(s)/carer(s) should note that if their request is agreed, they must make a new application for the next main admission round the following year.



The Governing Body will not honour a decision made by another Admission Authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

#### Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) whose child is refused a place at this school have the right of appeal to an Independent Admission Appeal Panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an Admission Authority's decision not to admit their child outside their normal age group.





## Secondary Provision - Admission Arrangements and Oversubscription Criteria for places in Year 7

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.

The Published Admission Number of external places available for the Year 7 class in September 2017 will be 85.

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 notify the School of their intention. A letter will be sent home in October 2016 asking you to indicate your intentions to the school. The capacity of Year 7 (including both internal and external applicants) will therefore be 125.

50% of all places will be allocated to pupil's resident in the Borough of Blackburn with Darwen and 50% from outside the Borough of Blackburn with Darwen; our Year 6 pupils will be included in these percentages. Should there be fewer than 50% of applications from one area the remaining percentage will be taken from the other area.

### Fair Banding

In order to operate a Fair Banding system, the school will conduct an assessment (verbal and non-verbal reasoning) on **Saturday 19<sup>th</sup> November 2016** and in a supplementary session on a date to be announced for those who are prevented by illness from attending on the 19th.

**ALL** applicants will be required to sit this ability assessment which will be used to place all applicants into five equal-sized ability bands. Please note that applicants who fail to sit either the original or the catch-up assessment cannot be banded and therefore **cannot** be considered for places until the applications of all pupils who sat the assessment have been considered. Even after all other applications have been considered, such an applicant cannot be considered for a place until he/she has sat the assessment and been banded.

The Fair Banding Assessment 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.

We will admit pupils across the five equal-sized 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 & 4
- (c) a remainder of 3, when divided by 5, the places will be allocated to band 2, 3 & 4
- (d) a remainder of 4, when divided by 5, the places will be allocated to band 1, 2, 4 & 5

### **Admissions Process**

All external applicants who have named this school as a preference will be considered equally against the School's Admissions Policy, and if undersubscribed all applicants will be admitted.

### **Oversubscription Criteria**

In the event that there are more external applicants than places, the Governors will first admit all children with either an Education, Health and Care Plan (EHCP), a Statement of Special Educational Needs (SEN) or an Individual Pupil Resource Agreement (IPRA), naming this school.

Those pupils will be allocated to their relevant bands first in order to establish how many places are still available within each band to be allocated to external applicants in order to ensure that an equal proportion of external applicants are allocated to each of the 5 ability bands.

All external applicants will have been grouped by bands, based on the results of the Fair Banding Assessment.

A further calculation is then carried out to establish exactly how many places are available in each band for the two geographical areas of (a) BwD applicants and (b) non-BwD applicants.

The Governing Body will then allocate the remaining places within each geographical area in each band between the external applicants placed within each geographical area for that band, using the oversubscription criteria below, which are listed in order of priority.

- (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 arrangements 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 who is attending this school at the time of application and admission. For the purposes of this criterion, 'sibling' is taken to include a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step brother or step sister, a child who is fostered, or the child of the parent/carer's partner, but not cousins. In every case, the children must be living in the same family unit at the same address.
- (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 is made. The member of staff must have a School pay reference number.
- (d) Other children

Tie-breaker – If categories (b), (c) or (d) are oversubscribed, then random allocation will be used to allocate places. Observed by an independent representative of the LA and members of the Admissions Authority panel, pupils are allocated a number and these are selected using a random number generator in full view of all those who witness the process. Separate draws are made within each ability band for applicants from Blackburn with Darwen and applicants from outside the Borough, making a total of 10 draws.

**ALL parents will be informed by the Local Authority of the school allocated to their child by post on 1<sup>st</sup> March 2017.**

It may happen that, after 1<sup>st</sup> March 2017, some QEGS Junior School pupils choose not to take up their place at the school, thus leaving additional places available for external applicants. In this case, places will be offered on a 'like-for-like' basis, i.e. to an applicant from the same geographical area and the same ability band as the withdrawing QEGS Junior School pupil, who will be chosen by random allocation from the remaining external applicants in the relevant group). All such offers will come direct from the Local Authority.

Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Children who are already of secondary school age.

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.



Children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group).

Parent(s)/carer(s) will need to submit a Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

**Please note:** This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

#### Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parent(s)/carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision. Parent(s)/carer(s) have a statutory right to appeal to an Independent Admission Appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their



preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.



## **Sixth Form Provision - Admission Arrangements and Oversubscription Criteria for places in the Sixth Form**

Admission into QEGS Sixth Form is open to all pupils from Year 11 at QEGS and external applicants.

The overall capacity for Years 12 and 13 is 150 in each year group. The number of places that will be offered each year to external applicants is 50.

### **Entry Requirements**

No student will be admitted to the Sixth Form unless the minimum academic requirements for entry to the Sixth form are met. These requirements are as follows:

- Students will need to have at least 5 B grades at GCSE, preferably with A\* or A in those subjects to be studied at AS level (individual 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

### **Admission Process**

All applicants (internal and external) will need to complete the QEGS Sixth Form Application Form and return it by 10<sup>th</sup> February 2017. This form is available on the Admissions page of the school's website.

Following receipt of the application, prospective pupils will be asked to attend a consultation in school. The purpose of the consultation will be to establish which subjects are to be studied and to talk to students about admission requirements and answer questions about the courses. This consultation does not form part of the decision process in relation to offers of places in the Sixth Form.

### **Offers of places**

A provisional offer of a place will be made to all applicants by 31<sup>st</sup> March 2017. This offer will be subject to the applicant obtaining the necessary GCSE results for (a) entry into the Sixth Form and (b) a place on the desired courses. A deadline will be set for the return of notice of acceptance of the offer of a place



Pupils who fail to obtain the necessary GCSE grades to meet the minimum entry requirements for the course of their choice will not be eligible for an offer of a place on that course. They may however be considered for admission for an alternative course, for which they meet the minimum course entry requirements.

All applicants are required to advise QEGS of their GCSE results on National GCSE Results Day (25<sup>th</sup> August 2017) or as soon as possible after they receive them. This will enable QEGS to confirm the final offer of a place by 31<sup>st</sup> August 2017 or shortly afterwards.

Pupils who have completed Year 11 at QEGS (and who meet the minimum entry requirements) will be entitled to transfer from Year 11 to the Sixth Form.

In relation to the places available for external applicants: 50% of the external places will be allocated to pupils from the Borough of Blackburn with Darwen and 50% of these places to pupils 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.

Pupils with an Education, Health and Care Plan (EHCP), Statement of Special Educational Needs (SEN) or IPRA naming QEGS Sixth Form (and who meet the minimum entry requirements) will be admitted first.

Thereafter, if there are more external applicants than places available in the Sixth form, the following oversubscription criteria will be applied to each of the two geographical areas (in borough and out of borough) in relation to the 50% of the places available to them (listed in priority order):

#### **Oversubscription Criteria**

- (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 arrangements 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 who is attending this school at the time of application and admission. For the purposes of this criterion, 'sibling' is taken to include a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step brother or step sister, a child who is fostered, or the child of the parent/carer's partner, but not cousins. In every case, the children must be living in the same family unit at the same address.



- (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 is made. The member of staff must have a School pay reference number.
- (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, observed by an independent representative of the LA and members of the Admissions Authority panel, is conducted using a random number generator. In each of the two geographical areas, the random draw will take place to allocate places to applicants within the school, and give preference to places on chosen courses. Applicants will be allocated onto their chosen courses in the order in which they are selected in the random draw. The allocation of places will alternate between the two geographical areas. If an applicant is drawn whilst there are still places available within the school but not places available on one or more of their chosen courses, the applicant will be offered a place on a suitable alternative course that still has places available.

#### Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents/carers/students who wish to seek admission to QEGS Sixth Form outside the student's normal age group (whether they are currently placed in a lower year group than their chronological age or are already of college age) must submit a written request to the Governing Body for the child to be admitted out of the normal age group. The Governing Body will make a decision on the request before the provisional offer date if at all possible. If the request is agreed, the application will be processed as normal. If the request for admission outside the normal age group is refused, the parent/carer/student must decide whether they wish to pursue an appeal or accept any other offer of a place from another admission authority or, in the case of a student who was seeking admission to a higher year group, the parent/carer/student may make a further application the following year for admission into QEGS Sixth Form with their chronological cohort.

#### Making the decision

A parent/carer/student seeking admission outside the student's normal age group must send their written request to the Governing Body. It is the responsibility of the applicant to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s)/student's views; information about the student's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the student would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the student has previously been educated out of their normal age group.





The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s)/student. The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the student concerned.

The Governing Body will then inform the parent/carer/student of their decision on the year group the student should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s)/students have a statutory right to appeal to an Independent Admission Appeal panel against the refusal of a place at a Sixth Form for which they have applied. As the purpose of the appeals process is to consider whether a student should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an Admission Authority's decision not to admit the child outside their normal age group.



### **In-Year Admission**

All parents requesting a school place outside the normal admissions round will be required to complete the relevant Local Authority In-Year Transfer Form.

Subject to any provisions in the Local Authority's Co-ordinated Admission Arrangements relating to applications submitted for academic years other than the normal academic year of entry, QEGS will consider all such applications and if the year group applied for has a place available, admit the child in accordance with the stated oversubscription criteria.

### **Children with challenging behaviour and those who have been excluded twice**

Notwithstanding any other provision of this document, the 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 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 these paragraphs; however, the Secretary of State may direct the school to admit such a child and that direction shall be binding on the school.



## Appendix A - The Assessment and the Fair Banding system

**PLEASE NOTE: ALL APPLICANTS FOR YEAR 7 ARE REQUIRED TO ATTEND THE ASSESSMENT.**

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 assessment 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 children with either an Education, Health and Care Plan, a Statement of Special Educational Needs or an Individual Pupil Resource Agreement (IPRA), naming this school, or looked after and previously looked after children, applicants 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. A further calculation is then carried out to establish exactly how many places are available in each band for the two separate sections of (a) BwD applicants and (b) non-BwD applicants (which will be affected by the number of BwD and non-BwD pupils transferring from Year 6 of QEGS.) The Governing Body will then allocate the remaining places within each section in each band between the external applicants placed within each section for that band, using the oversubscription criteria below, which are listed in order of priority.

First, any pupils with either an Education, Health and Care Plan, a Statement of Special Educational Needs or an Individual Pupil Resource Agreement (IPRA), naming this school, or in Local Authority care or previously looked after (see previous definitions) will be allocated places from each band. Second, any pupils with a sibling link (see previous definitions) will be allocated places from each band. Then children of any member of staff at the school (see previous definitions).

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 observer) from the names remaining in each band.



It should be noted that the assessment 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 assessment on both the usual date and the supplementary date due to illness, then a doctor's note MUST be provided as evidence in such cases, arrangements will be made for the Fair Banding Assessment to be completed.

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Reviewed: April 2016

Approved by Board of Governors: April 2016