POOLE GRAMMAR SCHOOL

ADMISSIONS POLICY AND PROCEDURES FOR ENTRY 2018

The admissions policy of Poole Grammar School aims to reflect the underlying ethos of the school which is to provide a selective education for boys from the Borough of Poole and its environs. Only boys who attain the required standards in the prescribed arrangements for selection by reference to academic ability will be eligible to be considered for admission to the school. These arrangements require that would-be pupils must meet the required standard in the tests used and administered by the local selective schools. There is one set of selection tests for Bournemouth School, Bournemouth School for Girls, Parkstone Grammar School, and Poole Grammar School (the "**Consortium**"). This will save children whose parents wish them to be considered for admission to more than one selective school in the Consortium from taking multiple tests for those schools.

1. Open Evening 2017

Parents and prospective pupils are warmly invited to visit our Open Evening on **4 July 2017 6-8pm**. If this date is not convenient it is also possible for parents and their sons to tour the school by appointment during any school day in term time. Parents are welcome to contact the School Office if they have any queries.

2. Admissions to Year 7 (11+)

Admission to all Poole schools will be in accordance with the agreed scheme for coordinated admission arrangements 2017 managed by the Borough of Poole. Parents are able to state their school preference without it being taken into account by any of the schools they are applying to. In order to provide all parents with reliable information before submission of the Common Application Form, the selection or entrance test will take place for all schools in the Consortium on **Saturday 23 September 2017.** Parents of boys wishing to be considered for admission to Poole Grammar School or Bournemouth School must register with **one** of the schools by 12:00 midday on **Friday 8th September 2017.** The eligibility for admission to one or both schools will be determined on the basis of the entrance test results. The tests may only be taken once by any boy. The tests will be taken at the school with whom the parent has registered their child. All applicants to a Consortium School must complete a registration form to attend the test day at one of the schools. The form must be sent directly to Poole Grammar School or Bournemouth School, and registration forms will be available on the Poole Grammar School website and from the school office in the summer term of 2017. Pupils who are unable to take the tests on 23 September 2017, due to illness or other significant acceptable reasons, will be offered the opportunity to take the tests at the catch up test date of **29 September 2017.** The reason must be discussed with the school at the earliest opportunity.

The results of the tests will be sent to parents by post on Friday 13 October 2017. On the basis of their results, boys will be placed in two groups, Group A (Meets the required standard), or Group B (Does not meet the required standard). **Meeting the required standard does not guarantee the award of a place**. Places are awarded subject to the application of the oversubscription criteria once all applications received on time have been processed. Test scores and the test pass mark will be issued to parents of all boys tested. Parents of applicants who are not offered a place will be informed of their right of appeal.

Candidates for testing will take tests in Verbal Reasoning, Mathematics and English with an aggregate of the three tests taken determining whether the pupil is of the required standard. The scores for the entrance tests are adjusted (or "standardised") according to age.

If parents choose to name the school on the Common Application Form without their son having taken the test, there will be no score that can be considered within the oversubscription criteria.

For children whose registration or common application form (or both) were submitted after the closing dates, there will be an opportunity to sit the school entrance tests for consideration after the first round of allocations on 1st March 2018 as a late entrant.

Testing can only take place once for any 11+ pupil in the application round for entry in 2018.

3. Late applications for Year 7

A late application is one that is received after the published closing date (31st October 2017). Late applications will not be dealt with until after all applications submitted by the closing date have been considered. Parents who move into Poole or whose sons have for other reasons missed the initial test dates should make their application via Children, Young People & Learning as soon as possible. Parents who move into the area, but not into Poole, should contact their "home" Local Authority e.g. Bournemouth or Dorset. Please note that such tests and any subsequent offers of places will only take place subject to spaces still being available after the initial series. It is thus important that parents observe the October 31st closing date noted above.

4. Years 8 -11

Application for casual admission to these year groups can be made at any time. Assessment of pupils for entry into Years 8, 9, 10 and 11 is carried out on request. If there is a vacancy in the year group and the pupil has reached the required standard in the school's entrance tests a place will be offered in accordance with this admissions policy. Alternatively if the year group is full, you may still request that the school tests your son. However, the school will be unable to offer a place as the school cannot offer places above its published admissions number, but you will have the right of appeal.

5. Applications for admissions to Years 7, 8, 9, 10 and 11 for pupils outside their national curriculum year group

A pupil cannot usually be tested or accepted into a year group out of his normal year group unless: -

- he is already being taught in that year group in another school;
- he has an unqualified letter of support from his existing Headteacher;
- he achieves the academic standard in the admissions tests; and
- there is a place available in the year group

Application for casual places in Years 7 -11 should be made to:

The School Admissions Team
Children, Young People & Learning
Dolphin Centre
Poole
BH15 1SA

6. Over subscription criteria

In the event of the school being oversubscribed priority will be given in the following order.

a. Eligible (1) boys who are classed as "Looked After" or have previously been 'Looked After'(2)
b. Eligible boys who live within the Borough of Poole who currently (31st October 2017) receive Pupil Premium (3)
c. Eligible boys who currently (31st October 2017) live within the Borough of Poole and who do not receive Pupil Premium
d. Eligible boys who are the sons of current members of staff where the member of staff has been employed at the school for two or more years at the time when the application for admission to the school is made
e. Eligible boys who live outside the Borough of Poole, who currently (31st October 2017) receive Pupil Premium in rank order of the entrance test scores
f. Eligible boys who live outside the Borough of Poole who do not receive Pupil Premium, in rank order of the entrance test scores

Boys with a Statement of Special Educational Needs or an Education, Health and Care Plan issued by a local authority naming Poole Grammar School as the school where they should receive their education **and** who have achieved the academic standard required in the admissions tests will be admitted to the school before preferences are considered for admission in September.

- In the event of over subscription in any of the criteria (a) to (f), priority will be given up to the Published Admission Number to those boys obtaining the highest scores. In the event of a tie for the 180th place, the place will be offered to the boy whose home address is nearest to Poole Grammar School. The distance will be measured using a Geographical Information System and the Governing Body has adopted the wording used by the local authority for specifying how the distance will be

calculated. Please see Note (a) of this policy. If applicants live in a block of flats the allocation of places will be made by drawing lots. Applicants in this position will have their names drawn as lots to see who should be offered a place.

- (1) "Eligible" means achieving the academic standard required in the school's admission tests.
- (2) A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
- (3) Pupil Premium children are those who have been eligible for free school meals at any point in the last six years (known as 'Ever 6 FSM'), and children of service personnel in the last six years (known as 'Ever 6').

7. Independent Appeals

In the event that an offer of a place is not made, parents have the right of appeal to an Independent Appeals Panel and information will be given at that time on how parents can exercise this statutory right. Please note that you cannot make an appeal against any testing decision posted to you before 31st October 2017, but you are still allowed by law to appeal for admission to any school you name on your application form and are not offered a place at. This means that if your son has not met the required standard for entry to Poole Grammar School you can still name the school on your Borough of Poole application form which is submitted by 31st October 2017. Although your son cannot be offered a place here on March 1st 2018 as your son has not met the required standard, you can then ask an independent panel to consider whether there could be exceptional reasons for admitting your son.

8. Sixth Form Admission and Transition

Applicants from Poole Grammar School

In deciding whether a Sixth Form place should be offered to a Year 11 student at the School the key factor will be whether the student meets the entry requirements detailed below. By the Easter prior to the September of Sixth Form entry eligible applicants from Poole Grammar School will be offered a Sixth Form place, conditional upon them achieving the required GCSE grades.

External candidates

Prospective Sixth form pupils are encouraged to visit the school in the Autumn Term. Application details, including a prospectus, can be obtained via the school office. The closing date for applications is 1st September 2018. Prospective Sixth Formers will be invited to attend a half-day visit to the school in the Spring term or at another time convenient to the candidate. Students should complete the appropriate application form and return it to Poole Grammar School. Further information will be sought from the student's current school. 30 students can be accepted into the Sixth form from other schools in addition to those Poole Grammar School Year 11 pupils who achieve the Sixth Form course requirement detailed below.

The School offers Advanced Level courses only. Places on A (A level) and AS (Advanced Subsidiary) courses can, subject to available places, normally be offered to applicants who meet the minimum course requirements. Our Sixth Form entry requirement is based on the candidate's best 8 GCSEs (including English Language and Mathematics at Grade 5) with an average grade of 5.5 across the 8 subjects. For Design Technology subjects, A* equates to 8 points, A to 7 points, B to 6 points, C to 5 points, D to 4 points, E to 3 points, F to 2 points and G to 1 point. In addition, students will need to achieve a particular grade in the subject at GCSE (if taken) or allied subject(s) (if not taken at GCSE). The specific requirements for individual A level subjects can be found in the 'Joining the Sixth Form' Booklet on the school website.

Children with a Statement or an Education, Health and Care Plan and Looked After and previously Looked After Children who satisfy the entry criteria above will be admitted first in line with the admissions code. Should there be more candidates of the required level than places, selection will be based on rank ordering the GCSE points scores, as detailed above, of those pupils entering Year 12 from outside the school.

9. Published Admission Number

The published admission number for September 2017 is 180 for Year 7. The number of applications received by October 31st 2015 closing date for 2016 entry for Year 7 was 229.

10. Applications for children of multiple births

If applications from children of a multiple birth span the threshold for the published admission number, this will be treated as an exceptional circumstance and they will all be admitted if they are all of the required standard.

11. Home Address

The home address where a child lives is considered as the address at which he is ordinarily resident during the school week. Where a child spends time at more than one address the local authority will consider the home address as being where the prime carer resides. The "prime carer" shall be determined as the parent in whose name Child Benefit payments for the individual child are made. **If Child Benefit payments are not received, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the home address. The final decision on the home address of a child will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading the school may refuse to offer a place, or if already offered, may withdraw the offer.**

12. Applications from separated parents

Only one application can be considered for each pupil. Where parents are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. If agreement cannot be reached the admission authority will only consider the application from the parent who is the prime carer for the child. The prime carer is the parent in whose name Child Benefit payments for the individual child are made. **If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the home address of the prime carer.**

13. In Year Fair Access Protocol

All the admission authorities in Poole have established an In Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number.

14. Waiting lists.

Parents must request that their child's name is entered onto a waiting list for a school. The waiting list will be held until 31st August of the year of entry at which point it lapses. When places become available places are allocated from the waiting list in priority order which is determined by the over-subscription criteria within this policy. The amount of time an applicant has spent on a waiting list is not taken into consideration when allocating places.

Notes

(a) In line with the information provided in the Borough of Poole's Admissions Guide for Parents, the distance from home to school is measured by using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) from the nearest point on the public highway to the centre point of the child's home address (see 11 above for definition of home address) to a point opposite the nearest approved access point on school property that is for the use of pupils. The centre point of the child's home address is the centre of the land parcel that the building resides on. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any footpaths or roads added after this time will not be taken into consideration until the next academic year of application.

(b) For applicants living on islands within Poole harbour the distance measurement will be a straight line from the centre point of the home property (see above) to either:

1. the nearest public landing steps at Poole Quay, or
2. a point on the mainland that the applicant proves to the satisfaction of the school that he/she can access

and from that point the distance will be measured using the shortest, safe and practicable walking route to the nearest point on the public highway and from there using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) to a point opposite the nearest approved access point on school property that is for the use of pupils.

(c) If an applicant advises the school that the child would or could use the Sandbanks Chain Ferry in the journey to school, then the distance will be measured on that basis from the home address including the distance travelled by the ferry.

14. <u>Application forms for 2018:</u>

- All Poole residents regardless of where they attend school should return the application form directly to the Local Authority or apply online.
- Pupils who live outside the Borough of Poole, irrespective of the school they currently attend, should return their completed form by the published closing date to the local authority within whose boundaries they live e.g. Bournemouth or Dorset.

Poole LA	Dorset LA	Bournemouth LA
The Admissions Team Children, Young People & Learning	School Admissions Children's Services	Admissions Team Bournemouth Borough Council
Borough of Poole	County Hall	Town Hall, Extension Floor 3
Dolphin Centre	Colliton Park	Bourne Avenue
Poole	Dorchester	Bournemouth
BH15 1SA	DT1 1XJ	BH2 6DY
www.poole.gov.uk	www.dorsetforyou.com/school-admissions	www.bournemouth.gov.uk
school.admissions@poole.gov.uk	admissions@dorsetcc.gov.uk	cis@bournemouth.gov.uk
Tel: 01202 261936	Tel: 01305 221060	Tel: 01202 456223
Closing date: 31 October 2016	Closing date: 31 October 2016	Closing date: 31 October 2016

- The Borough of Poole Guide to Admissions for Schools in Poole can be viewed online at www.poole.gov.uk under school admissions. Printed copies are available from Poole Grammar School and Poole Schools on request.

- Applications can be made online at the Borough's website: www.poole.gov.uk
  DfE regulations have set a national date for the issue of letters offering places which will be 1 March 2018. Parents should respond to the offer of a place by the deadline stated in the notification letter.

Further information and testing application forms can be obtained from:

The Admissions Team - Poole Grammar School
Gravel Hill, Poole
BH17 9JU
Tel (01202) 692132 Fax (01202) 606500 E-mail: office@poolegrammar.com

The Governors of Poole Grammar School
October 2016