



YEAR 7 ADMISSION SEPTEMBER 2022

Urmston Grammar
Newton Road
Urmston
Manchester
M41 5UG

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Web site: www.urmstongrammar.org.uk
Headteacher: Mrs R S Wall

Urmston Grammar is a highly successful co-educational 11-18 selective academy with specialist status in Science and Foreign Languages with admission normally taking place at 11 and 16.

Admission arrangements for boys and girls who will be 11 years of age by September 2022. The Admission Authority for this school is the Governing Body and the intended admission number for 2022 is 150.

Applicants **must** have a date of birth between 1st September 2010 and 31st August 2011

ENTRANCE EXAMINATION DATE
Monday 13th September 2021

Urmston Grammar is part of the Trafford Grammar Schools CEM Consortium ("TGSCC") and will use exam papers in the entrance exam provided by CEM. (Altrincham Grammar School for Boys, Altrincham Grammar School for Girls, Sale Grammar School, Stretford Grammar School and Urmston Grammar are known as The Trafford Grammar Schools CEM Consortium).

In accordance with the Co-ordinated Admission Arrangements, all parents will be notified of the outcome of their application by their Local Authority on or about 1st March 2022 (National Offer Day). Late applications may not be considered until after 1st March 2022.

Altrincham Grammar School for Boys Marlborough Road, Bowdon, Altrincham, Cheshire WA14 2RS www.agsb.co.uk	Single sex – boys only
Altrincham Grammar School for Girls Cavendish Road, Bowdon, Altrincham, Cheshire WA14 NL www.aggs.trafford.sch.uk	Single sex – girls only
Sale Grammar School Marsland Road, Sale, Cheshire M33 3NH www.salegrammar.co.uk	Mixed – girls and boys
Stretford Grammar School Granby Road, Stretford, Manchester M32 8JB www.stretfordgrammar.com	Mixed – girls and boys
Urmston Grammar School Newton Road, Urmston, Manchester M41 5UG www.urmstongrammar.org.uk	Mixed – girls and boys

Application & Admission Process

How to apply for a place at Urmston Grammar

Please enter your child for the entrance exam by completing the online Registration Form available at:

<https://www.urmstongrammar.org.uk/admissions>

You only need to register for the exam at one school within the Trafford Consortium but you must state where you want your child to sit the exam and which schools you wish to receive a total standardised result for. Scores cannot be retrospectively shared between the schools after the standardisation process has taken place. Only boys can sit the examination at Altrincham Grammar School for Boys and only Girls can site at Altrincham Grammar School for Girls

Applications open at **12noon on Wednesday 19th May** and close at **12noon on Friday 25th June 2021**. Late applications cannot be considered until following the 1st March 2022.

Upon receipt of your application to sit the entrance exam the Resource Centre will send you an email confirming that your child has been registered for the exam. This may take up to 48hrs to receive.

In the event our exam centre reaches its maximum capacity then ALL spaces will be reallocated by gender and distance, those living closest to the centre will be given priority.

You must also complete your Local Authority's Common Application Form (CAF). In Trafford, this must be submitted to them by **31st October 2021**. If you reside outside of Trafford, please check the return date specified by your Local Authority. If you wish your child to be considered for a place at this school, you must ensure that you have **named** Urmston Grammar as a preference when completing your Common Application Form.

By **Friday 3rd September** you should receive via post, an **Attendance Form** and **Special Circumstance Form**. The applicant must bring the attendance form on the day of the exam complete with photographic i.d. and authenticated by his/her current primary school, via a school stamp. Failure to

bring this form on the day will result in your child not being able to sit the exam on that day. You may use the **Special Circumstance Form** to record exceptional circumstances which may have affected your child prior to the exam. If you have not received this information by Tuesday 7th September, please email admissions@urmstongrammar.org.uk

The Entrance Exam

The entrance exam will consist of two tests, each approximately one hour in length, containing questions examining non-verbal, verbal and mathematical skills. The exam scores will be standardised according to age.

There will be a short rest between the two tests for a toilet break and/or drink/light snack. No refreshments are provided by the school.

Exam Results

You will receive your child's total standardised score by and no later than **15th October** in time for you to complete your CAF. Success in the selection procedure will not mean your child automatically receives a place at this School.

Qualification

The qualifying score will be achieved by those candidates who score **334 or 334R** and above in the exam, please view 'Our Allocation Process' in our Admissions Policy September 2022.

<https://www.urmstongrammar.org.uk/attachments/download.asp?file=90&type=pdf>

Oversubscription Criteria and how places are allocated

Where the number of eligible applicants who meet the published academic requirements or who qualify for admissions to Urmston Grammar exceeds the number of places available in the relevant year group, the following criteria will be applied, in the priority order set out below, to decide which children to admit:

Entry Category A

Places are initially allocated to candidates who are "Looked after" children, or who were previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order (as defined in the Education Act 2002 – Admissions). This category also includes children previously looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

Entry Category B – approximately 20 places

Using the first list (rank score order) of candidates, the (20) top scoring candidates, irrespective of home residence, will be allocated a place under Category B. Candidates with equal scores to the lowest candidate in this second allocation will also be offered places.

Entry Category C – approximately 10 places

Parents will have the opportunity to submit a Pupil Premium Supplementary Form when candidates receive a positive outcome results letter, evidence must also be submitted. Ten places will be allocated to the highest performing candidates who qualify for Pupil Premium, irrespective of distance, and who did not qualify under Entry Categories A or B above. Candidates, on Pupil Premium, with equal scores to the lowest candidate in this third allocation will also be offered places.

Entry Category D

Children who have parents who are serving members of Urmston Grammar staff, and who have had a permanent contract at UGS for at least eight continuous years will be offered a place.

Entry Category E - approximately 120 places

Upon removing the candidates who are allocated places via Entry Categories A, B, C and D, places in category E will be allocated in accordance with their distance from the school to their home address as per a straight line, firstly by M41 and M31 postcodes followed by the remaining candidates. This arrangement is listed as Category E. The address used will be the permanent address of where the child resides. For the home address, the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail Postal Address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 376120, 394926.

Home Address: The address used will be the permanent address where the child normally lives, not a temporary address or the address of a carer or relative. In the case of parents/carers who are separated and where child-care arrangements are shared between two addresses, in the priority admissions area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the priority admission area, the applicant will be regarded as living outside this area and the average of distances of the two addresses from the school will be used for determining priority for admission.

Applicants who move into the priority admission area, after the date of registration, who submit an on-time application to their home Local Authority, including Urmston Grammar as a preference, will be given consideration from the address given on the original on-line registration made direct to the school until after the first round of offers. The new address will only be considered if the following evidence and legal documentation in relation to the change of residency is submitted to the school;

- evidence and legal documentation to the effect that they have purchased the property along with proof of disposal of the previous home.
- for leasing agreements, a legal contract for a minimum of 24 months without a break clause is required along with proof of disposal of the previous home, and
- documentation to prove the applicant and their parent(s)/carer(s) became resident at the new home.

Proof of residency will be required. Parents/carers must inform the School of any changes to their address or circumstances. An allocated place may be subsequently withdrawn if incorrect or misleading information has been provided, which has led to the offer of a place or has advantaged the applicant in the priority offer for oversubscription.

Applicants who move further away from the School after the date of application will be considered from their new address with immediate effect.

Please note - If there are two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home to decide between applicants. Priority will be given to children who live closest to the school.

Tiebreak

Random allocation will be used as a tiebreak to decide who has the highest priority for admission where the qualifying score and the distance between the applicants' home and the school is the same.

Waiting List

The School will operate a waiting list for Year 7 admission in September. From September to December of Year 7, any vacancies must be filled from the waiting list in accordance with the over-subscription criteria detailed above. From January each year, any subsequent available places will be offered to the candidate performing at the highest level in a re-assessment process, the details for which are communicated prior to the re-assessment (of recently completed schoolwork) being conducted. Applicants for in-year admission to Years 7 to 11 may join the waiting list of the relevant year group if a place is not available within the year group, providing they have a positive outcome to the Urmston Grammar Entrance requirements.

Late Application

Information regarding late applications for entry in the Urmston Grammar Entrance Exam is available from the Admissions Officer; email admissions@urmstongrammar.org.uk

Frequently Asked Questions

Are practice papers available?

No practice papers are available. The exams are designed so that children can complete the exams to the best of their ability, without practice. Familiarisation material is available to all on our School website at:

<https://www.urmstongrammar.org.uk/page/?title=Admission+of+children+to+Year+7+for+September+2022&pid=27>

How many questions/sections are there?

There are two papers, each approximately one hour long, containing questions which assess verbal, non-verbal and mathematics skills. The number of questions and theoretical maximum mark information is not released to the school in advance.

How are the three skills combined?

Information regarding examination scripts is confidential. All applicants have access to the free familiarisation materials available on our website ensuring fair access to all. Examination content is confidential, to protect the integrity of the exam, and is supplied to school with a confidentiality provision –Urmston Grammar cannot disclose information about the exam.

Do the entrance exams take into account my child's age?

Yes, the results are age standardised.

When will the standardised mark be available?

The exam result will be made available by 15th October and consists of one total standardised result. A breakdown of the exam result will not be available.

Is it possible for my child to pass the entrance exam for one school, but not the other?

Yes. Although the entrance exam will be the same for each school, the standardised results may be different. This is because the exam results are being compared to those of a different cohort of children.

What if my child needs to go to the toilet or leave the room during the exam?

No extra time is given if your child requires the toilet during the exam or needs to leave the room for any other reason. There will be a break between the two exams where your child will be able to use the toilet if required.

What if my child requires access arrangements?

You must inform us at the point of application **and no later than Friday 25th June** of any access arrangements your child may require during the entrance exam. Please provide supporting documentation for such requests with your application. We may contact your primary school in connection with the request. A panel, consisting of representatives from all five grammar schools, will meet after the closing date for registrations to agree appropriate access arrangements and parents/carers will be notified of the decision as soon as possible following the meeting.

What if my child is ill on the day?

- If your child is ill immediately prior to, or on the day of the exam, please **do not** bring him. Kindly inform our Admissions Team at admissions@urmstongrammar.org.uk and an alternative assessment date will be arranged. You should also submit a Special Circumstance Form and provide a Doctor's note, where possible. If you wish to inform us of any other special circumstances which may have affected your child prior to or on the day of the exam, please also submit a Special Circumstance Form. All forms to be received no later than 12noon on Thursday 16th September.
- If your child leaves the exam room because of illness and subsequently goes home, and has started one of the test papers, they cannot return on another date and finish that particular paper. We can only let your child sit the paper they have missed. Please complete a Special Circumstances Form and return to us by 12noon on Thursday 16th September. All forms will be held in support of a statutory appeal following 1st March 2022.

Do I need to make Urmston Grammar our highest preferred School on our Common Application Form (CAF)?

If Urmston Grammar is your highest preferred school, you are strongly advised to place us as your highest preferred school when completing your CAF. Should your child meet the admission criteria for more than one of your chosen schools, the Local Authority will allocate your child to the school of highest preference. For further advice on completing your CAF please contact your Local Authority.

What is a looked after child?

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority, in the exercise of their social services functions (as defined in Section 22 (1) of the Children Act 1989). Previously 'Looked After Children' are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's guardian (or special guardians). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

What is Pupil Premium?

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Schools receive funding for each child registered as eligible for free school meals at any point in the last 6 years. Schools also receive funding for Service Premium children who have a parent serving in the regular armed forces either currently or within the last 3 years; and children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

My child is successful in the entrance test but not offered a place; can they be placed onto the waiting list?

Yes, please contact School Admissions at Trafford Local Authority after your allocation letter has been received or email the Admissions Officer at Urmston Grammar admissions@urmstongrammar.org.uk.

Please note – your child will not be automatically included on the waiting list.

My child has been successful in the entrance test. We live outside the priority area. If the school is oversubscribed, what are the chances of my child being offered a place?

This depends on:-

- Upon removing the candidates who are allocated places via Entry Categories A, B, C and D.
- The remaining places will be allocated in accordance with their distance from the school to their front door as per a straight line firstly by M41 and M31 postcodes followed by the remaining candidates. This arrangement is listed as Category E.

What happens if my child does not achieve a successful outcome in the entrance exam for Urmston Grammar?

You will be able to request a Local Review and if dissatisfied with the outcome, pursue a Statutory Appeal following allocation of places on 1st March 2022.

What is a Local Review

Following the "examination outcomes" parents will have the opportunity to pursue a Local Review, which will be conducted solely by the "Admissions Review Panel" of Urmston Grammar, upon receipt of the Local Review Form along with optional supporting documents. In the review process, the following will be taken into consideration: the standardised test score; all documents completed by the invigilator(s) during the testing process, the Special Circumstances Form, if one was submitted, along with the requested materials listed on the Local Review Form

A successful review will be deemed as eligible for admission to Urmston Grammar and the candidate's score will be amended to **334R**.

What if I do not know the outcome from the Local Review until after the submission of the Common Application Form?

The decision relating to the Local Review will be notified by post and will be after the submission of the Common Application Form. It is important, that if you want your child to be considered for a place at Urmston Grammar, to indicate this as a preference on the form by 31st October. **Do not** wait until you know the result of the Local Review as this could make your application late and reduce your chance of getting a place.

If the school is oversubscribed, what are the chances of my child being offered a place?

This is dependent upon;

- the number of qualified applicants within each priority group and the parental preference of those applicants when completing their CAF

This document must be read in conjunction with our 2022 Admissions Policy:

<https://www.urmstongrammar.org.uk/attachments/download.asp?file=90&type=pdf>

Further information is available from our Admissions Officer: admissions@urmstongrammar.org.uk

(Urmston Grammar 2022 Entry)