



# Urmston Grammar

## Admissions Policy for the admission of children in September 2024

All parents of pupils seeking entry to Urmston Grammar should consult the school website or email the Admissions Officer at [admissions@urmstongrammar.org.uk](mailto:admissions@urmstongrammar.org.uk) to be included in the Urmston Grammar Entrance Test. Details are available on [www.urmstongrammar.org.uk](http://www.urmstongrammar.org.uk).

This policy document should be read in conjunction with all the information available on the Urmston Grammar website.

Urmston Grammar is part of a consortium of schools, which shares its entrance examination for admission to Year 7 in September each year.

### Policy and Numbers

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 age 11 and 16. Accommodation can normally be provided for up to 780 boys and girls in Years 7-11, with **150** places available for the Year 7 intake, plus the Sixth Form. The school has no religious affiliation.

### Year 7 Entry

### Application process

All parents of children wishing to apply for a place at Urmston Grammar **must**:

- Register their child to sit the Urmston Grammar entrance exam by completing the on-line registration form, which is available under the **admissions' tab** on the school website from the beginning of May 2023. There will be a link to the on-line registration form on the admissions' page on the school website.
- If the specified closing date is not met for completion of the on-line registration form, applicants cannot be tested in the Autumn term 2023. Further testing will not occur until after the National Allocation Day, which is 1<sup>st</sup> March 2024. Information regarding late application for the Urmston Grammar Entrance Examination is available from the Admissions Officer at the school.
- Complete your Local Authority's Common Application Form (CAF), which in Trafford, must be returned to the Local Authority by 31<sup>st</sup> October 2023 as indicated in the timeline in the Urmston Grammar Admissions Information document. Urmston Grammar needs to be indicated on this form.
- The applicant's date of birth must be between 1st September 2012 and 31st August 2013.
- An Open Evening will be held during the summer term for prospective parents to visit the school.

### Access Arrangements

Access arrangements will be agreed before the Entrance Exam. They allow candidates with SEND or temporary injuries to access the exam and show what they can do without changing the demands of the examination. The intention behind an access arrangement is to meet the needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. Whether an adjustment will be considered reasonable will depend on a number of factors, which will include, but are not limited to:

- the needs of the disabled applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment;
- the likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. Each case will be considered on its own merit. Information must be forwarded to the School by parents/carers at the time they register their child for the Entrance Exam, or as soon as possible thereafter.

Access arrangements must not give an applicant an unfair advantage over other applicants. Where a request for 25% extra time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. In order to evidence such circumstances, parents/carers should provide the School with an Education, Health and Care Plan (EHCP) or primary school SEND support information. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

Arrangement details will be sent to all parents who have registered for the entrance examination by the Admissions' Team at Urmston Grammar.

### **Our Allocation Process**

Applicants will be required to sit all elements of the Urmston Grammar entrance exam and achieve the qualifying score. This is a basic requirement for a candidate to be considered for a place at the School. The three skills assessed within the testing papers are: Mathematics, Verbal and Non-Verbal Reasoning. These are set and standardised by our service provider. The standardisation will consider the applicant's date of birth.

The qualifying score will be achieved by those candidates who score **334 or 334R** and above in the exam.

The score will be communicated by Urmston Grammar to parents before the deadline for the submission of the Common Preference Form. Urmston Grammar **must be specified** as a preference on the Common Application Form (CAF) by 31<sup>st</sup> October 2023.

Following the "**examination outcomes**" parents will have the opportunity to pursue a Local Review if their child has achieved a score between **321 to 333**. The Local Review 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 standardized test score, the report completed by the invigilator(s) during the testing process, the Special Circumstances Form, if one was submitted, along with any other evidence submitted by parents/carers to support their child's Local Review.

The Local Review will be clear and objective, giving an accurate reflection of the child's ability or aptitude, irrespective of sex, race, or disability and will be completed before the allocation of places so that children who are consequently deemed to be of grammar school standard can be considered at the same time as others. The local review process does not replace a parent's right of appeal against the refusal of a place at a school for which they have applied.

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

The decision will be notified by post and will **be after the date for submission of the Common Application Form (CAF)**. **It is your entitlement to put Urmston Grammar as a preferred school on the Common Application Form if you are awaiting the results of the Local Review.**

In the unlikely event of places being unallocated in the first round of allocations, Urmston Grammar will conduct a Third Review for those candidates whose respective scores in the entrance examination process were the closest to the qualifying score of 334, irrespective of whether or not they had requested a Local Review to be conducted.

**Please note:**

Although Urmston Grammar will inform parents/carers of their child's entrance exam results, allocations to this school will not be published until the Local Authority common date on behalf of the governing body of the school;

- success in the Urmston Grammar selection procedure does not mean their child automatically receives a place at the School;
- read all admission documents available on the website that, together with this Admissions Policy, detail all aspects of the process.

**Oversubscription Criteria**

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**

- i. Places are initially allocated to candidates with an Education Health Care Plan (EHCP) who have named the school and have successfully met the entry requirements for the school.
- ii. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).

**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; 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 through a combination of Trafford's Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address information. 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:**

In order to be considered as living in a property within our catchment area, families must prove ownership of that home and provide proof of residency upon request where this becomes relevant at appeal or otherwise.

Where the property has been owned for less than 2 years, families must provide (upon request at appeal or otherwise) proof of disposal of the previous home i.e., proof that the property has been sold.

In order to be considered as living in a rental property within our catchment area, families must provide a current rental agreement and proof of residence upon request, where this becomes relevant at appeal or otherwise. In the case of a short tenancy or the retention of another property more distant from school we may invite the applicant to provide further evidence.

In the case of parents who are separated, the application will also be considered from the address where the child normally and permanently lives, even though the child may regularly spend some time at another address. Where it is claimed that the child's residency is shared equally between two addresses parents may decide which address will be used for the purpose of the application. However, applicants will be required to submit documentary evidence to support the claim.

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 form on the school website, 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 new property along with proof of disposal of the previous home.
- a tenancy agreement for the new home
- 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.

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

Places will normally be offered in the year group according to the child's date of birth. However, consideration will be given to applications for admission outside their normal age group and the decision made by our admission authority will be based on the circumstances of each case and in the best interest of the child. This will consider the child's academic, social and emotional development and factors outlined in Section 2.18 to 2.20 of the Schools Admissions Code (2021).

### **Waiting List**

A waiting list for Year 7 admissions will be maintained until 31 December, provided the applicant has achieved a successful outcome from the entrance examination.

From 1<sup>st</sup> January the In-Year Assessment will apply.

As part of the In-Year Admission process, applicants in Y7-11 will be tested in our In-Year assessment and if successful will be placed on the waiting list.

When a vacancy arises, the waiting list will be ranked in accordance with our published oversubscription criteria.

Priority will not be given to children based on the date their application was received or their name was added to the list.

### **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](mailto:admissions@urmstongrammar.org.uk)

### **Right of Appeal**

Any applicant refused admission has a right of appeal to an Independent Appeals Panel against the decision of the Admission Authority (School Board of Governors) under the terms of the Education Act 1998. The Admission Authority (School Board of Governors) will establish arrangements for appeals against non-admission.

The Appeals Panel will be strictly independent of the school. The decision of the Independent Appeals Panel will be final and binding on all parties.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable is published on the school website by 28th February each year.

If you wish to exercise your right to appeal and request an Appeal Application Form, please contact the school directly.

## **In-Year Admissions for Year 7-11 applications to transfer from another secondary school**

Applicants who have not met the published academic requirements will need to be assessed to establish whether they meet Urmston Grammar's admission requirements. If an applicant achieves a successful outcome following this assessment, their name can be included on the waiting list.

Please note:

- all In-Year applications should be made direct to the School who will then direct parents to the application portal.
- applicants will be invited to attend the next scheduled In-Year Assessment.
- applicants will be assessed in the following categories: mathematics, verbal reasoning and non-verbal reasoning. These are set and standardised by our service provider.
- a successful outcome from an In-Year Assessment does not guarantee a place at the school.
- a successful outcome from an In-Year Assessment will result in the child's name being placed on the waiting list for the relevant year group.
- when a vacancy arises, the waiting list will be ranked in accordance with our published oversubscription criteria.
- one day each term-time will be allocated for an In-Year Assessment.
- only one assessment process can be undertaken each academic year.

## **Appeal Process for Years 7- 11**

Parents of children, who wish to enter the school after Year 7, may be informed that there are no places. Under the terms of the 1998 Education Act parents have the right to appeal against this decision to an Independent Appeals Panel.

The decision of the Independent Appeals Panel will be final and binding on all parties. Being granted a statutory appeal hearing is no guarantee of a place being offered.

In-Year admission appeals will be heard within 30 school days of the appeal being lodged.

If you wish to exercise your right to appeal and request an Appeal Application Form, please contact the school directly.

Only one appeal can be lodged each academic year.

## **Entry to the Sixth Form**

The admission number for Year 12 applicants is 170

Admission to the Sixth Form includes Urmston Grammar students and those new to the school who fulfil the admission criteria.

The Sixth Form prospectus and Sixth Form area of the school website gives details of courses, entry requirements and information about life in the Sixth Form. Entry requirements for our Sixth Form are as follows;

- 2 x GCSE grade 7s;
- 3 x GCSE grade 6s (or equivalent);
- All students must have a minimum GCSE grade 5 in English and Maths.

The website will, from Easter each academic year, have detailed information relating to the subjects offered.

Applications for the Sixth Form open mid-November and close mid-January, after which places may not be available on all courses.

On GCSE results day we ask students to register for Sixth Form providing they have had an offer of a place, and have gained the necessary GCSE outcomes. Students unable to attend must accept their place and confirm their final subject choices by email.

All Urmston Grammar students who fulfil the criteria are offered places.

Applicants' date of birth must be between 1<sup>st</sup> September 2007 and 31<sup>st</sup> August 2008.

### **Monitoring arrangements**

The Admissions Policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will publicly consult on these changes

Email questions may be sent to [admissions@urmstongrammar.org.uk](mailto:admissions@urmstongrammar.org.uk) and responses may be added to our FAQs.