



# Urmston Grammar

## Admissions Policy for the admission of children in

### September 2021

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 Tests. Details are available on [www.urmstongrammar.org.uk](http://www.urmstongrammar.org.uk)

This policy document should be read in conjunction with the two partner documents: The Urmston Grammar **Admissions Information Document (including FAQs)**, and the Urmston Grammar **Entrance Test Familiarisation Booklet**.

Urmston Grammar is part of a consortium who share the 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 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

- The Governors will apply Urmston Grammar's own admissions selection policy as the basis for their admission's procedures for Year 7 in September 2021. This means that all parents of children wishing to apply for a place at Urmston Grammar **must**:
  1. Register their child to sit the Urmston Grammar entrance exam by completing the on-line registration form, which is available under **Admissions' tab** on the school website from June 2020. There will be a link to the on-line registration form on the admissions page on the school website.
  2. If the specified closing date is not met for completion of the on-line registration form, applicants cannot be tested in September 2020. Further testing will not occur until after the National Allocation Day, which is 1<sup>st</sup> March 2021. Information regarding late application for the Urmston Grammar Entrance Examination is available from the Admissions Officer at the school.
  3. Complete your Local Authority's Common Preference Form, which in Trafford, must be returned to the Local Authority as indicated in the timeline in the Urmston Grammar Admissions Information document. Urmston Grammar needs to be indicated on this form.
  4. The applicant's date of birth must be between 1st September 2009 and 31st August 2010.

#### Access Arrangements

Access arrangements will be agreed before the Entrance Exam. They allow candidates with special educational needs, disabilities or temporary injuries to access the exam and show what they can do without changing the demands of the exam. The intention behind an access arrangement is to meet the particular 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; and
- 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 a Local Authority Statement of Special Educational Needs, an Education, Health and Care Plan 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 for the entrance exam will be sent to all parents by the Admissions' Team at Urmston Grammar.
- An Open Evening will be held at Urmston Grammar in the summer term of 2020.

### **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 Urmston Grammar. 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 take into account 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 due date for the submission of the Common Preference Form.

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 standardized test score; all documents completed by the invigilator(s) during the testing process, the Special Circumstances Form, if one was submitted, along with any other documentation.

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 Preference Form**. **It is your entitlement to put Urmston Grammar as a preferred school on the Common Preference Form if you are awaiting the results of the Local Review.**

In order to facilitate our allocation of places, the following allocation categories will be applied in the sequential order A, B, C, D & E.

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**

Parents/Carers should:

- note that although Urmston Grammar will inform them of their child's entrance exam results by post, as stated on the timetable, allocations to this school will not be published until the Local Authority common date on behalf of the governing body of the school;
- be aware that success in the Urmston Grammar selection procedure will not mean their child automatically receives a place at Urmston Grammar;
- read all admission documents 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**

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 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](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 Admission for Year 7-11 applications to transfer from another secondary school

All In-Year applications should be made direct to the Admissions Officer, Mrs M. Masters.

Applications for candidates who have previously qualified for Urmston Grammar will be considered in light of the availability of places, and from a further re-assessment as detailed above.

Applicants who have previously participated in the entrance exam or in-year assessments for Urmston Grammar **must leave a minimum of twelve months** before applying for re-assessment. Applications for In-Year assessments should be made in writing to the school.

The Governors will apply Urmston Grammar's own admissions selection policy as the basis of their In-Year admissions procedures. This means that all parents of children wishing to apply for a place at Urmston Grammar **must:**

1. Register a request directly with **Urmston Grammar** for their child to be included for an In-Year assessment;
2. Be aware that only one In-Year assessment process can be undertaken each academic year;
3. Understand that Urmston Grammar will continue to operate a waiting list for each full year group detailing the names of those who have successfully met our admission requirements;
4. Understand that should any child have sat the Urmston Grammar entrance exam then the process cannot be initiated until the summer term of year 7.

Please note that In-Year transfers after the start of external examination courses may result in significant disruption to academic progress.

## **In-Year Assessment Process**

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 is successful, following this process his/her name can be included on the waiting list. When a vacancy arises, the eligible pupils will be contacted by Urmston Grammar who will then rank them in accordance with our published oversubscription criteria. Suitability is determined by either the sitting of a series of tests or through an assessment of existing academic materials. It remains the right of Urmston Grammar to decide the route for each candidate.

In the event of an assessment of existing academic materials being the route determined, then the parent/carer will be notified in advance of the specific items that are to be submitted.

A successful outcome to the process will result in the child's name being placed on the Waiting List for that year group.

One day each term-time will be allocated for an In-Year Assessment.

In the event of a vacancy becoming available all those on that particular year group's Waiting List will be contacted and offered the opportunity to undergo a further re-assessment; the place will be offered to the candidate performing at the highest level in the re-assessment process.

Please note a successful outcome from an assessment does not guarantee a place at the school. If any places are available, we apply our oversubscription criteria.

## **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 external applicants is usually 50 with approximately 155 internal and external applicants expected to be admitted.

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 2 grade 7s and 3 grade 6s (or equivalent): we also require GCSE passes in English and Maths (preferably signalling a 'top-end' performance); a GCSE grade 6 or equivalent in any subject studied at GCSE, which you wish to take at A level. For subjects not studied, equivalent grade 6 in GCSE subjects studied with similar skills. There are some subject specific criteria for students who wish to study A level Mathematics and/or Chemistry. The website will, from Easter each academic year, have detailed information relating to the subjects offered.

Enquiries for the Sixth Form are invited all year; however, we close applications mid-January, after which places may not be available on all courses.

Sixth Form places are in demand. On GCSE results day we would ask that you register for Sixth Form providing you have had an offer of a place, and you have gained the necessary GCSE outcomes. Students unable to attend must accept their place and confirm their final subject choices by email or telephone.

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

Applicants' date of birth must be between 1<sup>st</sup> September 2004 and 31<sup>st</sup> August 2005.

## **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 [office@urmstongrammar.org.uk](mailto:office@urmstongrammar.org.uk) and may be added to our FAQs.