

**CHURSTON FERRERS GRAMMAR SCHOOL**  
**Admissions Policy for Admission to Year 7 in September 2021**

**INTRODUCTION**

Welcome to our Year 7 Admissions Policy. Churston Ferrers Grammar School is a co-educational grammar school with Academy Status. As an Academy the Governing Body has responsibility for admission to the school. For the academic year 2021-2022 Governors have a Planned Admission Number of 150 in Year 7.

**ADMISSIONS**

Admission to the school is based on academic ability and requires the pupil to have demonstrated suitability for a selective education through a number of tests.

**TIMETABLE FOR ADMISSION FOR YEAR 7 IN SEPTEMBER 2021**

Thursday 25 <sup>th</sup> June 2020	Open Day and Evening at the School
<b>MIDDAY:</b> Wednesday 9 <sup>th</sup> September 2020	Deadline for receipt of the Registration Form by the School.
Saturday 19 <sup>th</sup> September 2020	11+ test
Monday 28 <sup>th</sup> September 2020	Test arranged for children unable to take the examination on 19th September
Friday 16 <sup>th</sup> October 2020	Guidance letters posted to parents
<b>Saturday 31<sup>st</sup> October 2020</b>	<b>Deadline for receipt of the Common Application Form by the Local Authority.</b>
January 2020	Admissions Panel meets to determine the rank order of candidates
<b>Monday 1<sup>st</sup> March 2021</b>	<b>Local Authority advises parents of the school allocation. National Allocation Day</b>
April 2021	Deadline for parents to submit an Appeal Request to Torbay LA Democratic Services
Summer Term 2021	Independent Appeals Panel meets to discuss Parental Appeals

**OPEN DAY**

We invite parents, carers and children to our Open Day and Evening which is held in the last week of June (25<sup>th</sup> June 2020) during which the admissions procedure will be explained and parents will have the opportunity to tour the school and to ask for further information.

If you are unable to attend our Open Day, please refer to the Admissions page of the website where there are dates available for a group tour. Please email our 11+ Admissions Officer Mrs V Wolf on [vanessa.wolf@churston.torbay.sch.uk](mailto:vanessa.wolf@churston.torbay.sch.uk) to book onto a tour. Visits are not a compulsory part of the admissions process, and will not affect decisions on whether a place can be offered at our school.

### **REGISTRATION TO TAKE THE 11+ TESTS**

Parents wishing their child to take the test at Churston on 19<sup>th</sup> September 2020 must complete the Registration Form issued by the School and return it by **midday** on 9<sup>th</sup> September 2020.

The registration is made with just one school which ideally should be the school where you would like your child to sit the test. This part of the process is not an application for a place – see APPLICATION FOR SCHOOL PLACES.

### **AGE OF APPLICANTS:**

Candidates will be in Year 6 at the time of taking the test:

*(Applicants for September 2021 will be born between 1 September 2009 and 31 August 2010)*

Candidates qualify to take the tests by virtue of their chronological age not the year of their school placement.

Applications to take the tests outside of the chronological year should be submitted at the same time as the registration form and be supported by a letter from the Head Teacher of the candidate's Primary School backing this request. These requests will be reviewed by the Governors' Admission Panel and must outline the reasons for the request. Each request will be considered on its own merits.

The final decision rests with the Governors' Admission Panel who will need to be assured that the out of year application is in the best educational interests of the child and justified academically. Permission will normally be given if the child is being tested with the cohort with whom they are being taught in primary school. Should permission be refused clear reasons will be given in writing.

Should it be agreed that the tests can be taken a year early it needs to be clearly understood that a second attempt cannot be made the following year. No child can take the tests twice for whatever reason.

### **TESTING ARRANGEMENTS**

The test is taken on **Saturday 19<sup>th</sup> September 2020** and is supervised by staff from the school. We appreciate this is a new and potentially stressful experience for some children, so candidates are accommodated in classrooms with a maximum of 16 to a classroom and where possible, with children from their primary school.

Applicants **must** complete the Test Registration Form issued by the School and this form **must** be returned **by midday on Wednesday 9<sup>th</sup> September 2020**. The form can be accessed from the school website on the Admissions page (electronically submitted) or by contacting the school office. Once the closing date and time on Wednesday 9<sup>th</sup> September 2020 has passed, the school will send all details of the test arrangements to you via e-mail.

The tests will comprise:

<b>Test</b>	<b>Timings (approximate)</b>
<b>Centre for Evaluation and Monitoring (CEM) Test 1</b>	<b>9.00 – 10.00</b>
<i>Break</i>	<i>10.00 – 10.15</i>
<b>Centre for Evaluation and Monitoring (CEM) Test 2</b>	<b>10.20 – 11.20</b>

The CEM tests will assess verbal ability (comprehension, vocabulary and verbal reasoning) numerical reasoning and non-verbal reasoning. There is a mix of content in each of the two papers.

CEM do not produce commercially available practice material for the tests but parents can download a copy of the familiarisation booklet from the school website. This does give a feel for the appearance of the tests and the range of disciplines tested and answer formats used. The two CEM test scores will be combined.

CEM Tests will be marked externally in accordance with their regulations.

Children who are unable to take the tests on 19<sup>th</sup> September 2020, due to illness or other significant acceptable reasons, (e.g. religious observance) will be offered the opportunity to take the tests on the pre-arranged catch up date which this year will be 28<sup>th</sup> September 2020. However, this **must be** discussed with the school at the earliest opportunity.

Requests to take the 11+ tests, received beyond this time, will only be considered when parents can demonstrate a genuine reason why the tests could not be taken according to the above schedule. Evidence will be required to justify this delay. Testing will take place in December.

### **SEND Candidates**

We welcome applications from candidates with special needs. Special arrangements for the tests will be based on a child's regular way of working in primary school. For example, large-print test papers for visually impaired pupil, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the child's answers. Special arrangement requests, including additional time to a maximum of 25%, (e.g. for those students who have been diagnosed with dyslexia) will only be approved if supported by relevant paperwork (e.g. Educational Psychologists Report). Requests for special arrangements **must** be made at the same time as a registration form is submitted and should be accompanied by a Current Education, Health and Care Plan, or other supporting evidence e.g. Consultant letter or an Educational Psychologist report. Each case will be considered on its own merit and current Primary Schools may be consulted. Eligible children with an EHCP, *where Churston Ferrers Grammar School is named on the statement*, have an entitlement to attend.

### **MODERATION OF SCORES**

A parent may submit a case that there were exceptional circumstances that may have affected a child's performance prior to or on the day of a test. This information must be submitted to the school in writing or via e-mail, **within 14 days of the test** even if the test has been taken at a different school. The Governors' Admissions Panel will consider each written case received when the marks are received and prior to the guidance letters being issued. The Panel may, at this stage obtain advice from the current Headteacher, and if appropriate any further evidence may be requested. The Panel may, as a result of the information received, decide that the child could have passed the test but for the exceptional circumstances and that there is sufficient evidence to demonstrate that the child is of the required academic standard, for example, school reports giving assessment results or a letter of support from their current or previous school clearly indicating why they may be considered to be of grammar school ability. If so, the Panel may raise the child on the score ranking.

There will be no opportunity to resit the selection test for admission in the same academic year.

### **NOTIFICATION OF GUIDANCE – TESTING BEFORE PREFERENCE**

To help parents make an informed decision about whether an application for a place in a grammar school may be successful, children sit the selection test before the closing date for applications for a school place with the Local Authority.

**Guidance letters** will be issued on 16<sup>th</sup> October 2020 indicating whether, on the basis of the child's performance in the 11+ examinations, a selective education is appropriate to his or her academic ability. This will not be the actual scores but a Yes or No to whether your child's performance has met the eligible score for our school, as determined by the Admissions Panel. Guidance will be given whether the scores achieved would be likely to gain a place at each of the selective schools in Torbay.

At this stage of the process this will **not be an offer of a place at a selective school** – it will simply give an indication of whether an application is likely to be successful.

Scores for successful candidates will not be disclosed even when places are formally offered in March.

## **APPLICATION FOR SCHOOL PLACES**

The normal round of admissions is when children can join our school for the first time. To enable all parents who wish to apply for a place for their child in Year 7, each Local Authority (LA) across the country is required by law to co-ordinate applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Torbay is the LA which co-ordinates applications which have been made either direct to them or passed on by Devon and other LAs.

Parents must apply for a school place using a Common Application Form from the Local Authority in which they live (deadline 31st October 2020). They can make up to three choices ranked in order of their preference. For children who live in Torbay, this is called the CAF1 and is available online at [www.torbay.gov.uk/secondaryschooladmissions.htm](http://www.torbay.gov.uk/secondaryschooladmissions.htm). In Devon it is called the D-CAF3, and is available at [www.devon.gov.uk/admissiononline](http://www.devon.gov.uk/admissiononline) or within the Step by Step booklet. You can request a copy by calling Torbay on 01803 208908 or *My Devon* on 0345 115 1019. If your child lives in another LA, you must apply by contacting that LA, even though you are requesting a place here.

There is a national closing date for applications for secondary transfer, and this is **31 October**. You can apply after this date, but your application may not be considered until after all of the applications that were made on time. If you **could not** apply before, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time, if this is still possible.

If you know that you are going to move into the area during the Year 6 for your child, you can apply from where you are (providing your child has sat the 11+ examination) and provide evidence of the new address. You do not need to wait until you have actually moved, even if this is after the offer of places on **1 March 2021**.

Shortly afterwards, we will also contact successful parents to welcome them and their child to the school and to make arrangements for admission itself. The LA will offer a school place to every parent who makes an application for admission, either at a school they have named or an alternative.

Where parents have applied for a place on the Common Application Form without having taken the 11+ examination, there will be no score to rank and therefore a place will not be offered. The child will be deemed not to have met the entry criteria.

## **INFORMATION PROVIDED IN AN APPLICATION**

We would like all applications to be completed fully and honestly. It is important that where we offer places to some and refuse others, we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and disadvantages another child. If necessary, we may ask for evidence of a child's home address before admission.

## **STANDARDISED SCORE**

Standardisation is a statistical process that is designed to take account of the fact that older children are at an advantage when taking the entrance test. Standardising the raw score makes it a level playing field for all the children in the year.

The test scores are adjusted to take account of the age of the children at the time they take the entrance test. One taking the test might be born on the first day of the school year (September 1<sup>st</sup>), while another might be born on the last day (August 31<sup>st</sup>). With what amounts to a whole year's difference in their ages, the older child is clearly at an advantage; for example, the older child will have an additional year's worth of vocabulary. As children are exposed to new vocabulary at the rate of more than 1,000 words per year, the difference can be very significant for the entrance tests. To remove this unfairness, the marks are adjusted to make them 'standard' for all children, regardless of their age.

## **PLANNED ADMISSION NUMBER**

The school has 150 places available. Candidates who choose to apply to the school will be ranked using the following criteria.

*Children who have an Education, Health and Care Plan, where Churston Ferrers Grammar School is named on that EHCP will be admitted.*

### **CATEGORY A**

Candidates in this category will have a CEM score equal to or higher than the 130<sup>th</sup> ranked candidate

These students will be ranked by their total CEM score.

*If it proves impossible to discriminate between candidates on the basis of the above criteria, those students living closest to the school will have priority. The shorter distance is afforded the higher priority. Distance will be measured from the main school entrance (reception) to the home address on a straight-line basis. If the score and the distance are the same, drawing of lots will be done as necessary.*

### **CATEGORY B**

Candidates in this category will have a CEM score which places them in the range between the 131<sup>st</sup> ranked candidate and the 180<sup>th</sup>

The following children will be admitted first on condition that they satisfy the criteria to qualify for Category B.

1. Children in care, or who were in care but ceased to be in care because they were adopted or made the subject of a child arrangements order or a special guardianship order. These children were looked after until they were adopted (please refer to the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.) This priority applies to all children who were formerly in care, regardless of the date they ceased to be in care.
2. Children in receipt of Free School Meals or Pupil Premium at the time of the test. The Pupil Premium is additional funding to state-funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Pupil Premium is available for children who:
  - Were eligible for Free School Meals at any time in the previous six years;
  - Have been in the care of a local authority;
  - Were registered in a school census as care leavers who were adopted or made the subject of a residency order or a special guardianship order;
  - Have been registered in a school census as a child of a service family

We ask all parents of eligible children to inform the school whether or not Free School Meals are taken as eligibility will increase the funding we receive to improve provision and attainment.

4. Children of staff working at the school at the time of the test. Staff members must be employed for at least two years and/or recruited more recently to fill a difficult to fill vacancy.

The remaining places available will be ranked according to the CEM score

*If it proves impossible to discriminate between candidates on the basis of the above criteria, those students living closest to the school will have priority. The shorter distance is afforded the higher priority. Distance will be measured from the main school entrance (reception) to the home address on a straight-line basis. If the score and the distance are the same, drawing of lots will be done as necessary.*

### **CATEGORY C**

Candidates with a CEM score lower than the 180<sup>th</sup> candidate will be ranked by CEM score.

- In all categories, for children of UK service personnel and other Crown Servants, we will consider the unit address to be the home address for a family posted to the area until a residential address is identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters).

### **ALLOCATION AND NOTIFICATION OF PLACES**

At the conclusion of the allocation process the Local Authority will be sent a ranked list of the children. Students will be ranked according to their total CEM score. The top 150 students on the final ranked list, will be offered a place providing they have achieved the eligible score determined by the Admissions Panel. Parents of successful candidates will be informed in the first instance by the Local Authority on National Allocation Day (1<sup>st</sup> March 2021) and this will be followed with a letter from the school. The scores of the successful candidates will not be revealed.

### **POST ALLOCATION – ADMISSION APPEALS**

Parents have a statutory right to appeal against an unsuccessful admission application to an Independent Panel, (independent of the school) whose decision is binding on the parents and the school.

The Appeals Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full or that your child was not of the required academic standard. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

Application should be made to the Clerk to the Appeals Panel, Pupil Services Department of Torbay Local Authority. Parents then have no more than 20 school days to return the papers, together with any supporting evidence parents wish to include. Parents do not have to wait for this period of time before submission.

The Clerk to the Appeals Panel will give parents at least 10 days' notice of the date when the appeal will be held. Parents will also be told when they should submit any further information they would like to be considered. Parents will receive evidence on behalf of the school before the appeal hearing.

After appeals are heard, decision letters will be sent within five school days; parents will be able to find out the outcome by telephone before then.

For further information on the appeals process, parents can contact the Clerk to the Appeals Panel for this school. Please see details at end of policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Secondary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

### **WAITING LISTS**

There will be a second allocation of places on **29 March 2020**. Following allocation of Year 7 places, the LA will retain a waiting list until the first day of the autumn term **2020** as per the secondary co-ordinated admissions scheme. After that, places in the secondary transfer intake will be offered to new eligible candidates and to the waiting list as vacancies arise.

Following that, the school will retain the waiting list in partnership with the School Admissions Team. They are held in rank order score with the oversubscription criteria being used to distinguish children with the same score. Waiting lists will be kept so long as there is at least one name on it. New tests will need to be taken in January 2021 by children to join a waiting list for Year 7.

Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

## **TRANSPORT**

All parents should consider how their child will get to school for the duration of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. AB Coaches operate services to school but early contact with them is advisable as a waiting list may be in operation.

## **SCHOOL FEES AND CHARGES**

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school or Charitable Trust following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request and can be viewed on the school website. We have a remissions policy which can help to support vulnerable families.

## **ADMISSIONS AT OTHER TIMES – IN-YEAR ADMISSIONS**

Please refer to the In-year Admissions Policy which can be located at [www.churstongrammar.com/information/policies](http://www.churstongrammar.com/information/policies)

## **CONTACTS AND FURTHER INFORMATION**

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[vanessa.wolf@churston.torbay.sch.uk](mailto:vanessa.wolf@churston.torbay.sch.uk)

## **SCHOOL ADMISSIONS TEAM**

Telephone – 01803 208908  
[pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk)

## **TORBAY COUNCIL POLICIES**

Available at [www.torbay.gov.uk/schooladmissions.htm](http://www.torbay.gov.uk/schooladmissions.htm)

## **SCHOOL APPEALS**

Amanda Coote  
Governance Support  
Town Hall  
Castle Circus  
Torquay  
TQ1 3DR

Telephone – 01803 207026  
[Governance.support@torbay.gov.uk](mailto:Governance.support@torbay.gov.uk)

**EDUCATION TRANSPORT TEAM**

Telephone – 01803 207688

[www.torbay.gov.uk/schools-and-learning/school-transport/](http://www.torbay.gov.uk/schools-and-learning/school-transport/)

**Adopted by the Full Governing Body 3 December 2019, next review due November/December 2020.**