



# King Edward VI Grammar School Louth

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<b>Governor committee responsible:</b>	<i>KEVIGS Local Governing Body</i>
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***“Encouraging Excellence, Nurturing Talent”***

## ADMISSIONS POLICY AND PROCEDURES

**Planned admission number for entry into Year 7:** 120

**Status:** Selective Grammar School & Academy.

**Admissions authority:** The Governing Body is the admission authority for the school.

### Information for Parents

King Edward VI Grammar School welcomes applications from the local community of Louth, the surrounding villages, and beyond. Over the past five years the school has offered places to ***all of those children*** who have passed the entrance test, placed us as their *first choice school* on the Common Application Form **and who attend the following feeder primary schools:**

**Binbrook, Donington on Bain, East Ravendale, Fulstow Community, Grainthorpe, Grimoldby, Holton le Clay, Legbourne East Wold, Kidgate, Lacey Gardens, Legsby, St Michael's Church of England Louth, Market Rasen, Marshchapel, Middle Rasen, North Cockerington, North Cotes, North Somercotes, North Thoresby, Saltfleetby, Scamblesby, Tealby, Tetney, Theddlethorpe, Utterby, Wragby.**

We anticipate that approximately a **third of places** each year will go to children from other primary schools, who have passed the entrance test, and have placed us as their ***first choice school*** on the Common Application Form.

### Summary of Admissions Testing for 2016/17 – N.B.at the time of writing the policy

Number of children passing the test:	180
Number of children who passed the test from feeder primary schools:	113
Number of children who passed the test from other primary schools:	67

### Buses

#### **Wolds, East of Louth and North to Holton le Clay**

The Local Education Authority provide buses for pupils who live within the County's designated free transport zone – a map can be found in the School prospectus and further enquiries should be made to Lincolnshire County Council.

#### **Grimsby/North East Lincolnshire/Market Rasen and the West of Louth**

For pupils who live outside of the designated free transport zone a private bus service is available and further details can be obtained by contacting the School.

### The Test

The Consortium of Lincolnshire Grammar Schools organises and administers the entrance test. The Test consists of one verbal reasoning paper multiple choice paper and one non-verbal reasoning multiple choice paper commissioned from GL Assessment. A total standardized score of 220 or better is required for a student to be in the top 25% of the ability range and eligible for a place at a Lincolnshire Grammar School.

## **Registration**

Parents must register their child to take the tests from **January in Year 5**. Registration forms can be obtained directly from King Edward's by contacting Rhona Adam the Headmaster's PA and Admissions Secretary on 01507 600456 or by e mail [rhona.adam@kevig.sch.uk](mailto:rhona.adam@kevig.sch.uk) the form can also be downloaded from the school's website [www.kevig.org](http://www.kevig.org)

## **Taking the Test**

The tests are scheduled to be taken in the Sports Hall at King Edward's in **September of Year 6**. Usually this will be on the morning of the third and fourth Saturdays in September. Parents will be notified of the precise dates once they have registered.

## **Notification of Results & Application for a place**

Results of the test are published in October and parents will be notified in writing of the outcome. **THIS IS NOT AN OFFER OF A PLACE.**

At this stage parents must then apply for a place at the school by following the process of application for the normal intake year. Arrangements for applications in Year 7 will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. King Edward VI Grammar School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

## **Offer of a place**

**Students with special educational needs:** In accordance with legislation the allocation of places for children with the following will take place first (provided their test scores indicate that they are in the top 25% of the ability range); Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

If there are more applicants than there are places in the school the Governors will apply the oversubscription criteria in the order listed below *for those children whose test scores indicate that they are in the top 25% of the ability range:*

1. Looked after children and all previously looked after children (see note 1).
2. Siblings of children who will still be attending King Edward VI when the child is due to start (see note 3).
3. Eligible children in Year 6 who live within the traditional catchment area or are attending one of the **named primary schools** indicated in the **Information to Parents** on page 2: if there is oversubscription within this category, applicants who have passed the test will be ranked according to their test scores.
4. If there are insufficient suitably qualified applicants from the above then suitably qualified applicants will be admitted: these candidates will be ranked according to their test scores.

**Tie break:** If any of the oversubscription criteria have too many applicants then the tie break will be by distance of the child's home (note 2) to the school. The child living closer to the school will be offered the place. The nearest address to the school is found by measuring the distance from your address to the school by straight line distance. Straight line distance is as calculated by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

**Appeals:** If a child is not offered a place, parents have the right to have the school's decision reviewed by an Independent Appeal Panel organised by the County Council legal services section. The appeal form can be obtained from the school. Further details can be found on the County Council's website.

**Reserve List:** For admission into the intake year the governors will keep a waiting list which we call a reserve list. In this school we will only add to the reserve list children who have achieved the required standard in the selection tests.

If we have to refuse a place at our school a qualified child is automatically put on the reserve list, unless a higher preference school has offered a place.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area or takes the test outside of the main testing period and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August.

After this the school admissions code requires that schools keep the reserve list until the end of the autumn term and possibly longer. Test scores will be regarded as valid until the end of Year 9.

You should contact the school for information about the reserve list.

### **Mid –year Applications for Years 7, 8 & 9**

The school occasionally has places available in years 7, 8 & 9 for a variety of reasons. Applicants will be required to take nationally standardised tests to assess their suitability for admission to the school. The oversubscription criteria detailed above apply.

### **Applications for entry into Year 10:**

The Governors will allow numbers in Year 10 to rise to a maximum of 160. This will be made up of those transferring from Year 9 together with sufficient children new to the school to total 160. Applications for entry will be accepted at any time outside the main entry period. Applicants will be required to take nationally standardised tests to assess their suitability for admission to the school: the pass mark is a score of 110 in either the Curriculum Average or Ability Average scores. Entrants will be considered on Rank Order. If the school has no available places in the year group concerned, applicants meeting the entry requirements will be placed on a reserve list. Should there be need to establish priority places will go to:

1. Looked after children and all previously looked after children (note 1).
2. Siblings of children who will still be attending King Edward VI when the child is due to start (note 3).
3. Applicants ranked according to their entrance test score.
4. In the event of a tie the student with the higher Verbal Reasoning score would gain the place.
5. If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

**Fair Access Protocols:** Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes

admitting children above the published admissions number to schools that are already full.

### **Entrance Post 16:**

All students in Year 11 – including those applying for a boarding place - must apply for a place in the Sixth Form: automatic progression is dependent upon pupils meeting the entry criteria detailed below. The Governors will allow numbers in Year 12 to rise to a maximum of 130. This will be made up of all those meeting the entry criteria and transferring from Year 11 together with sufficient suitably qualified children – either day or boarding – who are new to the school to total 130 (4).

All applications will then be considered against the following criteria:

- a) Candidates must have a minimum of 5 B grades and 3 C grades at GCSE including English and Mathematics at grade C or above.

#### **and that:**

- a) A viable programme of A level study can be timetabled.
- b) Additionally applicants will also have to meet the minimum requirements for subjects as detailed in the Sixth Form options booklet.
- c) At Y12 students would **normally** be expected to gain a grade C in Year 12 in each of the three A2 level subjects, plus a merit in the Pre-U.

In the case of over subscription priority will be given to:

1. Looked after children and all previously looked after children (note1).
2. Current pupils in Year 11 at the time of application.
3. Siblings of children who will still be attending King Edward VI when the child is due to start (note 3).
4. All other students ranked on their highest average capped GCSE point score. The score will be capped at the highest eight GCSE grades.
5. In the event of a tie break see page 4 above.

### **Course Priority**

Pupils who are automatically transferring from Year 11 of King Edward's to the sixth form will be given priority over the allocation of courses. In the case of over subscription in a course priority will be given to those students with the highest average capped GCSE point score. The score will be capped at the highest eight GCSE grades.

Pupils who do not meet the entry criteria for Year 13 may be allowed to re-take Year 12 but *priority for all Year 12 courses will be given to new entrants to the Sixth Form first.*

## Notes

1. 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) at the time of making an application to a school.

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 arrangements order or special guardianship order).

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements 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 special guardian (or special guardians).

2. This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him or her. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and her/his property.

Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by straight line distance (see p.3), to the School. If you have more than one home, the school will take as the home address, the address where you and your child normally live for the majority of the school term time.

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

3. Siblings are defined by the school as including natural [birth] siblings, step siblings, foster siblings and adopted siblings. The school gives priority **only** to those siblings who have passed the test and will have a sibling at the school on the 1<sup>st</sup> September in the year of entrance. The school is first and foremost a family school and the governors believe that by prioritising siblings in this way it helps to support the cohesion of rural families and the practical difficulties created by poor transport links in a geographically disbursed community.
4. The school adheres to point 2.18 of the admissions code for service personnel which exempts children from the residency test [point 2 above] at the time of testing, application and offer.

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

5. Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

King Edward VI Grammar School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

6. Following extensive consultation with parents and the local community in 2010/11 the Governing Body decided to adopt Primary Feeder Schools as the most appropriate method of ensuring that pupils attending the same primary school but travelling from a wide rural area were not disadvantaged by an arbitrary catchment area: *that would effectively separate friendship groups.*

The Governors therefore determined a list of Primary Feeder Schools that are recognized by the local community as forming part of the Louth and Wolds villages that have traditionally looked towards Louth for education and employment.

Unfortunately the code does not permit the naming of Independent Schools and on advice of the County Admissions Team a further criteria was added – the Geographic Catchment – to ensure that all other pupils living in the local area would also be considered and treated equally under point 3 of the oversubscription criteria.

7. The School has a separate entry arrangements for its Sixth Form College that recognize the Sixth Form as a distinct entity to the rest of the School.