



Colyton Grammar School  
Est. 1546

### **11+ TEST**

#### **THE PROCESS FOR 2022 ENTRY**

The School Admission Code (section 1.32c) requires that the school informs parents of the outcome of selection tests before the closing date for secondary applications on 31 October to allow parents time to make an informed choice of school – while making clear that this does not equate to a guarantee of a selective place.

#### **TIMETABLE FOR 2022 ENTRY**

Year 7 September 2022 entry - Applications for 11+ registration will open on 01 April 2021.

#### **Deadline for application for testing: Midday on Thursday 09 September 2021**

Thank you for registering your son/daughter for 11+ testing this autumn. Grammar schools have been provided with guidance by the Department for Education regarding selective school testing this autumn. As always, our testing arrangements, along with those of other grammar schools, have to be in-line with these requirements. We are planning to hold the test on Saturday 18 and Sunday 19 September 2021. Further details regarding the arrangements will be sent out as soon as possible. In the meantime, please reassure your son(s)/daughter(s) that the tests are based on reasoning skills, not topic based knowledge. However, if you have not already looked at the test familiarisation material available on our web site, we would recommend that you do go through it with your child before the test day. Understanding how the answer sheet is completed and getting used to the idea of working under time constraints will help to reassure your child in preparation for the test. For disadvantaged children, there is an enhanced familiarisation on-line programme created by FROG Media; information on how to access this will be sent to all those who are eligible for Pupil Premium/FSM.

#### **Results Published prior to 31 October**

#### **Deadline for Common Application Form to the Local Authority: 31 October**

#### **National Offer Date: 01 March**

Parents must register with the school for testing and apply, using a Common Application Form (CAF), to their home Local Authority, where the child lives, for a place at the school.

#### **REGISTRATION FOR TESTING AND THE COMMON APPLICATION FORM**

An online registration form is required by the school to enable testing to be arranged. This will be made available via a secure page on the school website. Anyone unable to complete an online application should contact the school.



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Children may only take the entrance test once in each academic year. Entry is determined by performance indicating appropriate ability in the entrance tests.

Test arrangements are included in the Devon Local Authority (LA) 'Step by Step' prospectus, which outlines arrangements for transfer to secondary school. In addition, the school advertises test arrangements in a range of local newspapers and on the school's website [www.colytongrammar.com](http://www.colytongrammar.com)

Parents/guardians will also have to complete their home Local Authority (LA) Common Application Form, ranking their choice of schools in order of preference. For Devon residents, this is the D-CAF3, available at Devon County Council Admissions Online or by requesting a copy of 'Step by Step' from MyDevon on 0345 155 1019. Only the Local Authority will know the preference rankings and forms must be returned to the LA by **31 October in the year prior to admission**.

In order to provide all parents/guardians with reliable information before the submission of the Common Application Form, completed test registration forms must be submitted by **Midday on 09 September 2021**.

A registration after the closing date for registering for tests will only be accepted for the entrance tests where the school is satisfied that illness, bereavement or other circumstance beyond the control of the parent(s)/guardian(s) prevented a timely registration, or the child moved into the area after the closing date for test registration. Evidence will be required in these circumstances.

Late notification of the testing timetable by a child's current school or otherwise will not be accepted as a reason why timely registration was not possible.

Where the school is not satisfied that a timely registration was prevented, any preference expressed for the school on a Local Authority Common Application Form (CAF) will be prioritised without a test score. This will mean that it will be refused on the grounds that the school's admission criteria had not been met.

Where a child is unable to sit the entrance tests through serious illness, bereavement or other circumstance beyond the control of the parent(s)/guardian(s), (notified to the school on or before test day), or the child moved into the area after the test dates, the school will consider these applications to be timely and make arrangements for testing to take place during November. Evidence will be required in these circumstances. Children sitting these tests will be considered alongside those children who sat the tests **in September 2021**.

For children whose registration or common application form (or both) were submitted after the closing dates and where they were not considered to be timely, there will be an opportunity to sit the school entrance tests for consideration after the first round of allocations on 01 March. Such cases might be if illness prevented a single parent/carer from returning the form on time, if the reason for lateness is supported in writing by a medical professional involved in the case, or if the applicant has moved into the area after the deadline, (evidence will be required). The final decision on whether there are exceptional circumstances will be made by the Admissions Committee.



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Under no circumstances should any child or family member discuss, or publish the content of the Entrance Test at any time to ensure the security of the Test. This includes speaking to other children, parents / carers, other family members, their teachers or tutors.

It should be stressed that anything shared may help other candidates and could result in their child not being offered a place.

## **HOW DOES THE COMMON APPLICATION PROCESS OPERATE?**

### **The Ranking Stage**

When you complete the Common Application Form you will be asked to rank your preferred schools in the order of your preference (most Local Authorities ask for three preferences; some allow more).

The Local Authority must consider each expressed preference equally, regardless of whether the school was placed first, second, third etc.

This means that for every school named on the form the child is ranked against others applying by the application of the published Admissions Priority criteria.

The priority is not influenced by the school preferences order expressed on the Common Application Form. The School will not be notified of parental preferences before allocation is made.

### **The Allocation Stage**

Allocation of school is made by the Local Authority up to the prescribed number of places available at each individual school. The places are allocated in the order that children appear on the eligible list.

If a child is on the eligible list for one or more schools, then the child is allocated to the school for which the parent expressed the highest preference.

If the child is not on the eligible list of a 'preferred' school, then the child will be placed by the Local Authority at the nearest appropriate school with a place available.

The Local Authority will post notification of allocation on **01 March** (those who applied by online application will usually receive the decision by email by the same date).

It is important that parents understand that the system of allocation of school places by the LA will mean that if, after applying the Admission Criteria, a child appears on the eligible list of their first preference school, then this is the place that will be offered. A candidate with Colyton Grammar School as a second or third preference, even if eligible by test score, cannot be offered a place if they are eligible for a school for which a higher preference has been indicated on the Common Application Form.