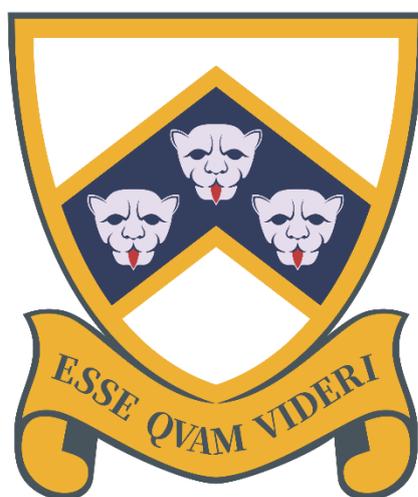


In-Year Admission Arrangements

for entry 2021-22



Colyton Grammar School

Approved by: Board of Trustees

Last reviewed on: 10 February 2020

Next review due by: February 2021

IN-YEAR ADMISSION ARRANGEMENTS for entry in 2021-2022

Please note that there has been a variation since this policy was determined. This amendment regarding priority being given to children who have been in state care outside of England but ceased to be so as a result of being adopted, is a mandatory requirement of the new School Admissions Code (2021). To comply with the new Code, the requirement has been added to our over subscription criteria.

Application

Applications to register for the entrance tests must be made to Colyton Grammar School.

Selection Tests

The Trustees will consider the admission of children who attain the required standards in the presented arrangements, for selection by reference to ability or aptitude.

The entrance tests will be taken at Colyton Grammar School. The tests are provided by CEM (Centre for Evaluation and Monitoring).

The results will be placed in rank order. The rankings will be used to determine the rank order of candidates.

A user guide and online familiarisation is available to those who register to take the test, to help familiarise them with the test and have a go at a few example questions.

Timetable

There is no set timetable for non-routine admissions.

Oversubscription Criteria

The Academy Trust will prioritise all applicants with an eligible score using the following oversubscription criteria:

1. Looked After Children or previously looked After Children, , **including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted**, who are on the eligible list¹.
2. Children on the eligible list who are entitled to pupil premium, including the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

children currently registered as eligible for free school meals, and children who have been registered as eligible for free school meals at any point in the last six years; and children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

3. Rank order based on the total score achieved in the tests of children on the eligible list.

A waiting list ranked as above will be used to offer further places if any original offers are declined.

Tie-breaks

In the event of a tied ranking for the last available place, proximity to the school will be used. This will be determined by measuring a straight line from the main school Reception front door to the house address of the applicant, using the Devon mapping system.

Children with special educational needs or disabilities (SEND)

Children may be given up to 25% additional time if:

- The student has an Education, Health and Care Plan (EHCP)
- The student has SEN Support with a history of at least 2 terms of extra time being routinely made available to access formal assessments
- The need for extra time is evidenced and supported by the Headteacher

No other allowance will be made.

Modified formats of the test papers will be provided wherever possible in the case of children with a recognised special need e.g. visual impairment.

All reasonable steps will be taken by the SENCO to allow access to the test materials but the standards applied in assigning 'rank order' will not be varied.

Education, Health and Care Plans

Children with an Education Health and Care plan (EHC plan) are admitted under separate statutory procedures, and not under this policy.

In the normal admission round (i.e. entry to Year 7 in September), children who qualify and who have EHC plan that names Colyton Grammar School will be admitted prior to the allocation of places to other candidates, and the number of places available to other children within the PAN for Year 7 and Year 12 will be reduced.

At all other times, children who qualify and have an EHC plan that names Colyton Grammar School will be admitted even if that means going over the PAN for that year group.

Children who are not in the normal age group

The school would not expect to admit a child outside the normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Applications to take the tests outside the chronological year must have the approval of Colyton Grammar School. The final decision will lie with the school's Admissions Committee. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Fraudulent Applications

Any information this is subsequently proven to have been provided fraudulently will potentially invalidate that application.

Offers

Colyton Grammar School will post results to parents informing them how their child has performed in the tests and offer places where appropriate within two school weeks of the date of testing.

Waiting lists

The list, for Year 7, as described in the oversubscription criteria will be kept open until the end of the January following the tests.

Other information

Details of the school uniform, transport, curriculum and other aspects of the school's provision are available on our website www.colytongrammar.devon.sch.uk or in our Prospectus, available on request from the school on 01297 552327

Useful Contacts

School Admissions Secretary	01297 552327
Local Authority Admissions	0345 155 1019
Clerk to Independent Appeal Panel C/o Devon County Council, Topsham Road, Exeter EX2 4QU Education Transport (Devon)	0345 155 1019
Children's Education Advisory Service (CEAS)	01980 618244 (civilian) (9)4344 8244 (military)

INDEPENDENT APPEALS

All applicants who have been tested will be informed of the right to make an appeal to an Independent Panel should they apply for a place when the results are published. Whenever an application is refused, there will be a formal decision letter, which will give a reason for refusal and advice about the right of appeal to an Appeals Panel that is independent of the school. Please contact the Clerk to the Independent Appeal Panel, as above, for advice and guidance.

EQUALITY IMPACT ASSESSMENT

It is essential that admission tests, arrangements and all other aspects of this In-Year Admission Arrangement policy are operated with no reference to protected characteristics.

ⁱ 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 function (see definition in section 22(1) of the Children Act 1989) **at the time of making an application to the School**. Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. **A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society**. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable: • Confirmation by the home local authority that the child is looked after or previously looked after or • Confirmation by the local authority the child has the following order - Adoption Order