

# **In-Year Admissions Policy**

## **for entry 2022-23**



### **Colyton Grammar School**

Whitwell Lane, Colyton, Devon EX24 6HN

DfE School Number 878-5400

01297 552327

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| <b>Consultation period:</b> | <b>1 November 2020 – 8 January 2021</b> |
| <b>Approved by:</b>         | <b>Board of Trustees</b>                |
| <b>Date:</b>                | <b>11 January 2021</b>                  |
| <b>Next review due by:</b>  | <b>February 2022</b>                    |

## In-Year Admissions Policy for entry in 2022-23

### Determined

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.

#### **Admissions Authority**

As a state funded Academy, Colyton Grammar School ('the School') is its own admissions authority and this Admissions Policy therefore complies with the Department for Education School Admissions Code (2014).

#### **Application**

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

#### **Selection Tests**

The Trustees will consider the admission of children who attain the required standard for selection by reference to their ability, as measured in the School's selection tests. 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 help familiarise children with the test.

#### **Timetable**

There is no set timetable for in-year admissions.

#### **Oversubscription Criteria**

The School 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 list<sup>i</sup>
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.

**Waiting 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 Devon's Geographical Information System, an electronic mapping system which can be viewed at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps).

### **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 SEND Support with a history of at least two terms of extra time being routinely made available to access formal assessments
- The need for extra time is evidenced and supported by their previous headteacher(s)

No other allowance will be made.

Modified formats of the on-line tests will be provided wherever possible in the case of children with a recognised special need; for example, children with a visual impairment will be assessed in an appropriate manner that makes reasonable adjustments for their needs, in line with RNIB guidance.

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

### **Education, Health and Care Plans**

Children with an Education Health and Care Plan (EHCP) 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 EHCP 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.

For in-year admissions, children who qualify and have an EHCP 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/guardians should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit evidence in support of their case with the application, for instance from a medical practitioner and headteacher. Some of the evidence a parent/guardian 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/guardian 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.

### **Offer of a Place**

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

### **Independent Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appeals must be made in writing and the appellants must set out the reasons on which the appeal is based. Therefore, all applicants who have been tested and are unsuccessful will be informed of the right to make an appeal to an Independent Panel. See the Devon LA website for further details or phone the Devon Clerk to the Independent School Admissions Appeals on 0345 155 1019

<https://new.devon.gov.uk/educationandfamilies/guide/guide-to-school-admission-appeals/appeals-timetable>

### **Equality Impact Assessment**

It is essential that selection tests, arrangements and all other aspects of this In-Year Admissions Policy are operated with no reference to protected characteristics.

### **Integrity of Applications**

The School reserves the right to disqualify a child where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the child if an offer has been made on that basis.

### **Other information**

Details of the school uniform, transport, curriculum and other aspects of the School's provision are available on our website [www.colytongrammar.com](http://www.colytongrammar.com) and in the School's prospectus, available on request from the School on 01297 552327

### **Useful Contacts**

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|--|---------------|
| School Admissions Secretary  | 01297 552327  |
| Local Authority Admissions   | 0345 155 1019 |
| Clerk to Independent Appeal Panel<br>C/o Devon County Council, Topsham Road, Exeter EX2 4QU<br>Education Transport (Devon) | 0345 155 1019 |

Children's Education Advisory Service (CEAS)

01980 618244 (civilian)

(9)4344 8244 (military)

## Notes

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<sup>i</sup> 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 guardian ship 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



## Initial Registration

### Student Registration

Student First name\*

Student Last Name\*

Student Gender\*

Student Date of Birth\*

Are you an internal applicant?\*

If you are currently attending a different school, you are NOT an internal student

Year group applied for\*

### Education

Your Current School

Tick here if you can't find the school

### Login Details

Your Email Address\*

Confirm Your Email Address\*

Create a Password\*

Confirm Password\*

Password must be at least 8 characters long including both number, uppercase and lowercase characters.

I agree to Colyton Grammar School's Privacy Policy [↗](#)

I agree to Applica's Privacy Policy (Applica is the provider of the online form) [↗](#)

[Start Your Application](#)

**! Step 1**  
Student Basic Details

**! Step 2**  
Parent/Carer Details

**! Step 3**  
Support Information

**! Step 4**  
Agreement

**! Step 5**  
Additional Information

**! Step 6**  
Education

**! Step 7**  
Courses

### Student Basic Details

Please upload a recent passport-style photograph of yourself



Choose file No file chosen

Legal First Name\*

Julia

Legal Last Name\*

Hitchcock

(Preferred) First Name

Middle Name(s)

Gender\*

Female x

Date of Birth\*

01/01/2006

Year group applied for\*

Year 12 x

### Student Current Address

Postcode\*

Type here to search your postcode

Flat name and or number

House name or number\*

Street\*

Town/City\*

District

County

Country\*

When did you move to this address?