

Admissions Policy

Year 7 entry 2022-23



Colyton Grammar School

Whitwell Lane, Colyton, Devon EX24 6HN

DfE School Number 878-5400

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

Admissions Policy for Year 7 entry in 2022-2023

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).

11+ 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 School will inform parents/guardians of the outcome of selection tests before the closing date for secondary applications on 31 October 2021 to allow them time to make an informed choice of school, while making it clear that the achievement of an eligible score does not guarantee the offer of a place at the School.

A timetable for the process will be published annually.

Parents/Guardians 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 (CAF)

An online registration form (a screen shot of the form is included at the end of this policy statement for reference) is required by the School to enable testing to be arranged. This will be made available via a secure page on the School's website. Anyone unable to complete an online application should contact the School.

Children may only take the selection tests once in each academic year. Entry is determined by performance in the selection 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.

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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 local authority by 31 October 2021.

In order to provide all parents/guardians with reliable information before the submission of the Common Application Form, children must be registered for the selection tests before the closing date. Registration closing date for September 2021 testing – date to be confirmed.

Registration for testing after the closing date will only be accepted 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 selection 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's selection tests for consideration after the first round of allocations on 1 March 2022. 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 School's Admissions Committee.

Admissions Criteria

The Published Admission Number (PAN) is 155

Entry is determined by performance in the selection tests. Applicants achieving eligible scores are ranked based on performance in the tests, i.e. the eligible list. These children are eligible to be admitted. Children achieving eligible scores who have an Education, Health and Care Plan naming the school will be admitted.

Oversubscription Criteria

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

1. Looked After Children and 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 listⁱ.

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)/guardian(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)/guardian(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.

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.

Inclusion

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents/guardians of any child with a disability or Special Educational Need who wishes to sit the selection tests. Parents/Guardians should notify the School on the registration form if their child will need additional support in order to access the selection tests. Supporting information will need to be provided before the end of the School's previous summer term i.e. 22 July 2021

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 the primary 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; 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 achieve an eligible score in the selection tests, and who have an 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 will be reduced.

At all other times, 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.

Admission of children outside their normal age group

The school would not expect to admit a child outside the normal age group. Children for consideration for entry in 2022 will be in Year 6 at the time of taking the tests – applicants for September 2022 will be born between 1 September 2010 and 31 August 2011.

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/Guardians will submit any evidence in support of their case with the application, for instance from a medical practitioner or 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.

Children must be studying in Year 6 at the time of testing. Applicants, who sit the tests early and are not successful, will only be permitted to apply again the following year provided they are repeating Year 6. Written confirmation from the school will be requested. Any child who has moved on to Year 7 will **not** be accepted.

Allocation of places

The Admissions Committee will determine, by reference to performance in the tests, an appropriate eligible score and a rank order of children who should be offered a place.

Parents/Guardians who apply for testing on time will receive notification if their child is placed on the eligible list at least one week before the national deadline for the submission of a Common Application Form (CAF).

The rank order of eligible students will be communicated to the Local Authority for use in the coordinated allocation process.

Parents/Guardians will be informed of their allocation of school by their home local authority on National Offer Date, 1 March 2022.

Only applicants who name the School on their Common Application Form can be considered for a place at Colyton Grammar.

Waiting Lists for Prospective Year 7 Entrants

Children, who have an eligible score, will be placed on the waiting list solely in accordance with the oversubscription criteria. When a place becomes available it will be allocated to the first child on the waiting list. This list will be reordered whenever anyone is added or leaves it. The waiting list will be held by Devon County Council until 31 August 2022. From 1 September 2022 until 31 December 2022, the list will be held by the School. If a vacancy occurs after the Autumn Term of Year 7, children who are still interested in a place at Colyton Grammar School are required to take the School's In-Year Entrance Test. Further details can be found on the In-Year Admissions Policy.

A child may only take one set of tests per academic year.

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, applicants who apply for the School on the CAFⁱⁱ will be notified of their right by the local authority at the allocation stage. 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 admission tests, arrangements and all other aspects of this 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.

Key Dates

Deadline for application for testing	TBC
Test Day	TBC
Results Published	At least one week before the national deadline for submission of a Common Application Form (ii)
Deadline for Common Application Form to LA	31 October 2021
National Offer Date	1 March 2022

Applications for In-Year Admissions - Please see separate In-Year Admissions Policy.

Applications for Sixth Form Admissions - Please see separate Sixth Form Admissions Policy.

Other Information

Details of the school uniform, transport, curriculum and other aspects of the School's provision are available on the website www.colytongrammar.com and in the School's 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, County Hall, Topsham Road	
Exeter EX2 4QU	
Education Transport (Devon)	0345 155 1019
Children's Education Advisory Service (CEAS)	01980 618244 (civilian) (9)4344 8244 (military)

Notes


- (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 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


- (ii) Common Application Form (CAF)
- (iii) Colyton Grammar School 11+ Selection test on-line registration form – see below



Colyton Grammar School



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Initial Registration

Student Registration

<p>Student First name* <input style="width: 95%;" type="text"/></p>	<p>Student Last Name* <input style="width: 95%;" type="text"/></p>
<p>Student Gender* <input style="width: 95%;" type="text"/></p>	<p>Student Date of Birth* <input style="width: 95%;" type="text"/></p>
<p>Are you an internal applicant?* <small>If you are currently attending a different school, you are NOT an internal student</small></p> <p><input style="width: 95%;" type="text"/></p>	<p>Year group applied for* <input style="width: 95%;" type="text"/></p>

Education

Your Current School

Tick here if you can't find the school

Login Details

<p>Your Email Address* <input style="width: 95%;" type="text"/></p>	<p>Confirm Your Email Address* <input style="width: 95%;" type="text"/></p>
<p>Create a Password* <input style="width: 95%;" type="text"/></p>	<p>Confirm Password* <input style="width: 95%;" type="text"/></p>

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

Date of Birth*

01/01/2006

Year group applied for*

Year 12

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?