

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

In-Year Admissions Policy for entry in 2022-23

Determined

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. 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.

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 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.

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.

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 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, 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). 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. 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

COLYTON GRAMMAR SCHOOL ADMISSIONS

In-Year Registration Form

Completion and submission of this form registers your child to sit the **In-Year** examination for Colyton Grammar School.

Please complete all sections of this form. Fields marked with an asterisk **MUST** be completed. It is most important to have a digital photograph of your child ready to upload before commencing this form

Applications without a photograph will not be accepted.

Please do not commence filling in this form until you are sure you have a suitable photograph available. If unsure please click [here](#) for more information on the picture to be submitted

Child's Personal Details

Forename *
Legal surname *
Other forenames
Gender *
Date of Birth * - -

Parent or carer details

Parent/Carer's Title *
Parent/Carer's Forename *
Parent/Carer's Surname *
Home Address line 1 *
Home Address line 2
Town/Village *
County/State:
Post Code *
Country *
Main Telephone *
Other Telephone:

Please supply an email address that you check regularly, as your email address will be used to acknowledge submission of your registration form and further correspondence will be sent by email. Please ensure that emails from us are 'allowed' and not sent automatically to your junk mail. You may wish to add do_not_reply@colytingrammar.com to your safe senders list.

Email address *
Repeat Email *

Information about your child's present school

Choose school from this list *
Name of school:
Address line 1:
Town/City:
Postcode:
Country:

Extra information

If you answer yes to any of the questions below, please send documentary evidence either by email to admissions@colytingrammar.com quoting your unique identifier, which will be given once you have completed the registration process, or by post to Admissions Officer, Colyton Grammar School, Whitwell Lane, Colyford, EX24 6HN

1. Does the applicant have any special educational needs or a disability for which special arrangements are needed for the entrance tests?

If yes, please send supporting information from an accredited medical professional recommending arrangements appropriate to need. It is also necessary to establish a history of need by demonstrating that similar arrangements are in place at your child's current school.

Please select from one of the two options below ▼

2. Is the applicant a Looked After Child or Previously Looked After Child?

Please select from one of the two options below ▼

3. Is the applicant a pupil premium or service premium child? Pupil Premium are those pupils who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The service premium is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if they meet the following criteria: one of their parents is serving in the regular armed forces; one of their parents served in the regular armed forces in the last 3 years or one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS). Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the applicant to pupil premium or service premium will be required. A letter from your child's school stating that he is in receipt of either would be acceptable.

Please select from one of the two options below ▼

Colyton Grammar School will test late applicants in accordance with our Admissions Policy for late application. For those whose registration or Common Application (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 entrances test for consideration after the first round of allocations on 1 March 2021.

Password

To amend your data, print a copy of the registration and, most important, to access the result of the test you will be asked for your password. Choose a password, **remember to note it down in a secure place**. It has to be at least 6 alphanumeric characters long (a-zA-Z1-9 only) and not more than 16 where at least one character has to be upper case (for example 'A'), one lower case (for example 'g') and another a number. We stress that you must note this safely and keep it securely with the user name that you will be given later. The user name with the password will give you access to your child's details and result, it must be treated as **strictly confidential**.

Your password *:

Repeat password *:

I confirm that the information I have provided is correct and that the photograph submitted is a true likeness of my child. I understand that I may register my child at only one school to sit the entrance examination.

I/we grant permission for the personal data we have supplied to be shared with approved Data Processors, Test Providers and other Admission Authorities performing similar testing for any reason deemed necessary in order to ensure the integrity of the process and the tests. I /We also agree to a third party company who host the online application forms to hold the personal data we have supplied. At all times Data Processors, Test Providers, other Admission Authorities and third party companies agree to treat all personal data strictly in accordance with the GDPR regulations currently in force.

I also grant permission for details of my child's test result to be shared with his/her current primary school.

Please confirm that you agree by clicking the check box

[Click here when you have completed the above to proceed to upload the photograph](#)