

GLoucestershire Grammar Schools' ADMISSIONS INFORMATION

May 2015

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1. INTRODUCTION

This document summarises information related to the admissions arrangements of the seven Grammar Schools in Gloucestershire. Please consult websites for further information including the admissions policy for each school:

Grammar School	Website
High School for Girls, Gloucester	www.hsfg.org
Marling School	www.marling.gloucs.sch.uk
Pate's Grammar School	www.patesgs.org
Ribston Hall High School	www.ribstonhall.gloucs.sch.uk
Sir Thomas Rich's School	www.strschool.co.uk
Stroud High School	www.stroudhigh.gloucs.sch.uk
The Crypt School	www.cryptschool.org

2. ENTRANCE TEST INFORMATION

The Entrance Test comprises two papers of approximately 45-50 minutes in length, sat on the same day with a short break between. The answers are completed on separate answer sheets which are electronically marked by an independent consultant appointed by Gloucestershire Grammar Schools. The Entrance Tests are the same for all seven grammar schools in Gloucestershire and are sat on the same day. Familiarisation material is available on each of the grammar school websites.

Rough paper is not provided and candidates may use their test booklet for rough work and calculations.

3. REGISTRATION PROCESS - Between Monday 1 June 2015 to Friday 3 July 2015 (closes at noon)

To register for the Gloucestershire Grammar Schools' Entrance Test please visit any of the Gloucestershire Grammar Schools' websites where you will find the link to an online registration form to register your child to sit the test. Paper copies of the registration form can be requested from any of the Gloucestershire Grammar Schools (for contact details see section 9).

The online form should be completed in one sitting so please make sure you have decided where you would prefer your child to sit the test; this is the 'Preferred Test Centre'. Other schools that you would like your child to be considered for are called 'Share Schools'. Please be aware that there may be limited testing places at some Test Centres and your child may need to sit the test at an alternative

venue. If a Test Centre reaches its maximum capacity, then ALL spaces at that Test Centre will be allocated by gender and distance i.e. those living closest to the Test Centre will be given priority. Any overspill of candidates for that Test Centre will be allocated a gender appropriate Test Centre closest to the pupil's home address (*as recorded on the registration form*).

The location of your Test Centre will not affect your child's chances of getting a place at any of the grammar schools provided you specify which of the grammar schools you wish to share your child's result with at registration. Once your application is submitted changes to your Preferred Test Centre are not permitted, however, your Preferred Test Centre will be allocated providing capacity allows.

Please ensure that your contact details are correct when you register. Your email address is particularly important as you can only enter one and this will be used for all subsequent correspondence. Your email address should be accessible at weekends for results (please check your JUNK and SPAM folders for emails).

If your child has a special educational need or disability, please let us know in the 'Special Needs' box on the registration form. Similarly if there are any medical issues or other personal information of which the school should be aware relevant to sitting the test please use this box. Your 'Confirmation of Registration' email will ask parents to provide further details. Please also read Section 6 of this booklet.

If your child is a 'Child in Public Care' or was previously a 'Looked After Child' please be aware that your Preferred Test Centre will need evidence/supporting documentation prior to sitting the test. This evidence/supporting documentation may be shared with the grammar schools you elect to share your result with. **It is the responsibility of the parents to supply the information prior to sitting the Entrance Test.**

In the case of Free School Meals (Marling School and Stroud High School only) or Pupil Premium (which only applies to The Crypt School), please see the relevant school website.

If you realise that you have made a mistake after submitting an application please go back to the online registration form and click on the 'Request Changes' link found at the top of the page. Mistakes can be rectified but please take extra care to ensure that information is correct in the first place.

Once you have registered online you will receive a confirmation email within five working days, acknowledging safe receipt of your application. If you have not received a confirmation email after five days please go to the online application form and click the relevant link found near the top of the page. The confirmation email will include a link to download a copy of the Test Day ID Form (see point 4 below). You will receive no further correspondence until your allocated Test Centre sends out details of the Testing Arrangements in the autumn term by Friday 4th September 2015 at the latest.

4. TESTING ARRANGEMENTS (Saturday 12 September 2015)

The Entrance Test takes place on the morning of Saturday 12 September 2015.

You will receive notification of your allocated Test Centre along with the venue testing arrangements by Friday 4 September 2015. Information will also be updated on each of the Grammar Schools' websites. For specific testing arrangements you should contact your allocated Test Centre.

Test Day ID Form:

You will need to complete the **Test Day ID Form, including a "passport style" photograph of your child.** Your child **must** bring this completed form to the Test Centre on the day. This will be retained until the grammar school admission process is completed.

If your son/daughter is unwell on the morning of the test, or if last minute problems arise, please contact your Test Centre and advise accordingly. If there are any extenuating circumstances which

might affect your son's/daughter's performance on the day of the Entrance Test, please bring this to the attention of the Test Centre before the test is taken. This information may be relevant in the event of an appeal but will not have any bearing on your child's result.

Your child may only sit the Entrance Test at one of the designated Test Centres.

5. RESULTS (by Monday 12 October 2015)

Parents/carers will be informed of their child's result either by email or post. Each school will specify on their website how results will be issued. Results will be sent over the weekend to arrive by Monday 12 October at the latest. This ensures parents/carers have time to make a decision on which schools to put on their Local Authority Common Application Form (normally submitted by 31 October 2015). If parents/carers have elected (on the Grammar School Registration Form) to share their child's result with more than one school, a separate result email or letter will be sent to you from each school.

Papers are marked twice electronically by computer and the two results are checked against each other. It is highly unlikely that an error could be made in the marking of the papers. Parents/carers can only request a remark of their child's test paper as part of the appeals process.

Schools will provide the Local Authority with a list of qualifying pupils (in ranked order). The Local Authority will then allocate places under the Local Authority Co-ordinated Admissions Scheme. **Parents/carers should be aware that achieving the qualifying standard does not guarantee a place at your preferred school.** Places are allocated by the Local Authority in rank order (unless the child is a 'Child in Public Care' or was previously a 'Looked After Child' or immediately after being 'Looked After' became subject to an adoption, residence, or special guardianship order).

If pupils do not get a place at their preferred school on 'National Allocation Day', it is possible (providing the child has met the admissions criteria) to opt to see if a place becomes available. This process is known as 'Reconsideration'. The Local Authority manages this process. Parents must return their request for reconsideration to the Local Authority by the date specified on the Allocation Day Letter (usually the second week in March). Please be aware that applicants living outside of Gloucestershire should refer to their own Local Authority arrangements. The outcome is normally advised to parents on or before 1 April 2016. Parents/carers who choose this option must accept a place at the school should one become available. After 1 April 2016, pupils who have met the qualifying standard, but have not been offered a place, may join the relevant school's waiting list. Please contact the appropriate school for further information.

6. SPECIAL EDUCATIONAL NEEDS OR DISABILITIES (SEN D)

Parents/carers must provide details of any special educational need or disability on the Registration Form and supporting evidence will be required by the registration closing date of noon on Friday 3 July 2015. If parents do enter any information on the SEN D section of the registration form they will be sent a supplementary form to complete. If parents/carers do not provide suitable evidence by the deadline it may not be possible to put appropriate testing arrangements in place.

Your Preferred Test Centre may approach your child's primary school to obtain further information.

In order to be considered for additional time, a child must have an EHC Plan, a Statement of Special Educational Needs or be at SEN Support on the SEN D Register, and/or their primary school must confirm that they have been assessed as being eligible to receive additional time in exams. Documented evidence must be provided such as copies of IEPs/TSPs or any other SEN Target setting plans and/or Educational Psychologist's reports.

A panel, consisting of representatives from all seven Gloucestershire Grammar Schools will meet (after the closing date for registrations and before the test day) to agree appropriate access arrangements

(e.g. extra time, large print, etc.) for each individual case. Parents/carers will be notified of the panel's decision.

Medical considerations can also be taken into account (e.g. a scribe for a child with a broken arm).

The Grammar Schools are committed to providing mobility and access arrangements in compliance with the Disability Discrimination Act and Equal Opportunities. Please ensure you inform your Preferred Test Centre of any particular arrangements that may be required for your child e.g. wheelchair access.

7. COMMON APPLICATION FORM (Managed by the Local Authority - Deadline normally 31 October 2015)

The Common Application form (CAF) is the form that **must** be completed to enable the Gloucestershire County Admissions Team to offer a secondary school place for your child. This form can be completed online or by completion of a paper copy.

For each grammar school you must meet the qualifying standard and any other criteria as stipulated in their admissions policy to be eligible to be considered for a place.

Further information can be found at www.gloucestershire.gov.uk/schooladmissions.

8. APPEALS

If parents are dissatisfied with the place they have been allocated by the Local Authority on 1 March 2016 they have the statutory right to appeal to another school. Each individual school administers its own appeals and a request to appeal must be made in writing to the Clerk to the Appeals Panel, c/o the school for which you are appealing for a place. Please contact the school for additional information. Details can also be found on each of the schools' websites. Appeals are heard by an Independent Appeals Panel. The Clerk to the Appeals Panel will contact parents with further details once an appeal is lodged.

9. Gloucestershire Grammar Schools

Cheltenham

Pate's Grammar School, Princess Elizabeth Way, Cheltenham, Glos, GL51 0HG (Mixed) **Tel:** 01242 538238

Gloucester

High School for Girls, Denmark Road, Glos, GL1 3JN (Girls) **Tel:** 01452 543335

Ribston Hall High School, Stroud Road, Glos, GL1 5LE (Girls) **Tel:** 01452 382249

Sir Thomas Rich's School, Oakleaze, Glos, GL2 0LF (Boys) **Tel:** 01452 338400

The Crypt School, Podsmead, Glos, GL2 5AE (Boys) **Tel:** 01452 530291

Stroud

Marling School, Cainscross Road, Stroud, Glos, GL5 4HE (Boys) **Tel:** 01453 762251

Stroud High School, Beards Lane, Stroud, Glos, GL5 4HF (Girls) **Tel:** 01453 764441

10. GLOSSARY OF TERMS

Allocation	Assigning of places by the Local Authority on National Allocation Day on 1 March.
Appeals	An Independent Panel of 3 people. Panel hearings take place between May and July and need to be lodged by mid-April with the relevant schools. Appeals can occur when there are insufficient places for a pupil who has met the qualifying standard or if your son/daughter has not met the qualifying standard but you consider there are extenuating reasons for why your son/daughter should have a place at the preferred school. You have a legal right to an appeal.
CAF – common application form	The form that needs to be completed online and returned to the Local Authority by the end of October with up to five preferences for schools. Please note the results of the Entrance Test are issued prior to this.
CEM	The publishers of the new Grammar School Entrance Tests. Familiarisation material can be found on each of the Grammar School websites.
Co-ordinated scheme	All offers of places at Gloucestershire Secondary Schools are allocated by the Local Authority.
EHC Plan	Educational Health and Care Plan
Grammar school	A school which selects pupils according to academic ability and each pupil must pass a test in order to be considered for a place.
IEP / TSP	Individual Education Plan / Targeted Support Plan
National Allocation Day	All places are allocated on 1 March by the Local Authority.
PAN – published admission number	This is the maximum number of admissions that each individual school is allowed to allocate. This number is included in the school’s admission policy.
Preference	Up to 5 preferences may be expressed for secondary schools in Gloucestershire. Schools are not advised of preference orders.
Preferred Test Centre	The school at which you would prefer your child to sit the Entrance Test (<i>if capacity allows</i>).
Pupil number	A unique number allocated to each pupil for the Entrance Test. NB Some schools do not give this information to pupils until the day of the Entrance Test.
Reconsideration	If you are not happy with the place which has been allocated to your son/daughter on 1 March you can ask the Local Authority to reconsider your place for your preferred school. This request must be made by the Local Authority’s deadline (usually the second week in March).
Registration form	An online form available from the websites of each of the schools to register your son/daughter for the Entrance Test. You need to complete this only once – for the school you wish your son/daughter to sit the test at.
Results	Whether or not your child has met the qualifying standard – PLEASE NOTE THIS IS NOT AN OFFER OF A PLACE but should help you to make your decision about preferences on your CAF.
Share Schools	When registering for the Entrance Test you may ask for the result to be shared with other Gloucestershire Grammar Schools.
Standardised test	Test Results are standardised according to the age of the pupil at the time of the Entrance Test by year, month and day.
Test Centre	The school at which your child is allocated to sit the Entrance Test. You will be notified by Friday 4 September 2015 which Test Centre your child has been allocated.
Waiting list	If your son/daughter has met the qualifying standard please contact the individual school concerned. Each school has its own criteria for waiting lists.