

**GLOUCESTERSHIRE GRAMMAR SCHOOLS’
ADMISSIONS INFORMATION**

Year 7 Entry in September 2018

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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 (with additional time for instructions and some worked examples), 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 Thursday 1 June 2017 to Friday 30 June 2017 (closes at 4pm)

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).

Please ensure that your contact details are correct when you register. Your email address is particularly important and will be used for all subsequent correspondence. Your email address should be accessible

outside normal working hours for results (please check your JUNK and SPAM folders for emails). Before you start the process of registering it is ESSENTIAL that you add the email addresses listed on the on-line form to your "Safe Senders". This MUST be completed before you start to fill in the on-line form. This is to ensure that you receive any emails sent to you as part of the registration process direct to your Inbox. Failure to do this may result in your email provider blocking emails which are an integral part of the registration process

If your child has a special educational need, disability or any medical issues or other personal information relevant to sitting the test of which the school should be aware please let us know in the relevant section of the registration form.

As part of the registration process you will need to confirm that the information you have submitted is accurate. After registration is completed, you will be provided with details of the school at which your child will be sitting the test (Allocated Test Centre). Further details about the registration process will be available on the registration website once registration opens. You will receive no further correspondence until the Allocated Test Centre sends out details of the Testing Arrangements nearer the test date. If you have not received anything **by Friday 8 September 2017**, please contact your Allocated Test Centre.

If your child is a 'Child in Public Care' or was previously a 'Looked After Child', or is in receipt of Free School Meals and/or Pupil Premium (please see the relevant school website for details of how this affects admissions) you will be required to provide evidence prior to the test to your Allocated Test Centre. This evidence/supporting documentation will be shared with any grammar school you choose to share your result with. **It is the responsibility of the parents to supply the information prior to sitting the Entrance Test.**

Your child's Date of Birth will normally be between 01/09/2006 and 31/08/2007. If your child's Date of Birth lies outside this range you must obtain written consent (letter or email) from each of the schools you list as a share school on your registration form. As an overage or underage candidate, if you do not obtain the written consent of all the schools you list as shares on your registration form, your registration will not be processed. It is ESSENTIAL that written consent (letter or email) is obtained BEFORE you attempt to register.

4. TESTING ARRANGEMENTS (Saturday 16 September 2017)

The Entrance Test takes place on the morning of Saturday 16 September 2017.

You will receive notification of your Allocated Test Centre along with the venue testing arrangements by Friday 8 September 2017. 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 your Allocated 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 Allocated 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 your Allocated 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 Thursday 12 October 2017)

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 after 3.30pm on Wednesday 11 October to arrive by Thursday 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 2017). 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 to be added to a preferred school(s) waiting list to the Local Authority by the date specified on the Allocation Day Letter (usually the second week in March). *(For those candidates who live out-of-county in addition to liaising with your own local authority, it is advisable to download the 'waiting list request online reply form' via the GCC website and email the completed form to school.admissions@gloucestershire.gov.uk by the specified date).* The outcome is normally advised to parents after 30 March 2018. Parents/carers who choose this option must accept a place at the school should one become available. After 30 March 2018, pupils who have met the qualifying standard, but have not been offered a place, will remain on the relevant school's waiting list until such time as specified in the relevant school's admission policy. 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 4pm on Friday 30 June 2017. 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 Allocated 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. These reports should be no more than 2 years old.

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 Allocated 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 2017)

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. If you live outside Gloucestershire, you should contact your own Local Authority.

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 2018 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 (Mixed) 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 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.
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 8 September 2017 of the detailed arrangements for Test Day at your child’s Allocated Test Centre.
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.