

Poole Grammar School	Policy	PGS/P/03
Admissions September 2023 entry		Issue 1
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The admissions policy of Poole Grammar School aims to reflect the underlying aim of the school, which is to provide a selective education for boys. Only boys who attain the required standards in the prescribed arrangements for selection by reference to academic ability will be eligible to be considered for admission to the school. These arrangements require that applicants must meet the required standard in the tests used and administered by selective schools in the BCP local authority area. There is one set of entrance tests for Bournemouth School, Bournemouth School for Girls, Parkstone Grammar School and Poole Grammar School (the 'Consortium'). This will save applicants whose parents/carers wish them to be considered for admission to more than one selective school in the Consortium from taking multiple tests for those schools.

1. Open Evening

Parents/carers and prospective students are warmly invited to visit Poole Grammar School's open evening in the summer term of 2022. It is also possible for parents/carers and prospective students to tour the school during the school day in term time by prior appointment. Parents/carers are welcome to contact the school office if they have any queries about open evening or a school visit.

2. Admissions to Year 7 (11+)

Admission to all schools in Bournemouth, Christchurch and Poole (BCP) Council area will be in accordance with the agreed scheme for coordinated admission arrangements managed by BCP Council. In order to provide parents/carers with reliable information before they submit their school choices to their local authority, the entrance test will take place for all Consortium schools within the last two weeks of September each year. The specific date of the entrance tests will be published on the admissions pages of the Poole Grammar School website (www.poolegrammar.com). There are two testing venues for boys: Bournemouth School and Poole Grammar School. Parents/carers can pick the most convenient testing venue for their son, even if that is not the school that they ultimately wish their child to attend. All applicants to a Consortium School must complete the online registration process to attend the entrance test day at one of the schools. Parents/carers of boys wishing to be considered for admission to Poole Grammar School or Bournemouth School must register with **one** of the schools by **12:00 midday on Friday 09 September 2022**. Further information on how to register is on the admissions pages of the Poole Grammar School website. The eligibility for admission to one or both schools will be determined on the basis of the entrance test results.

The entrance tests may only be taken once by any boy during a 12 month period and the result remains valid for one calendar year from the test date.

The online application process is hosted by Bournemouth School. Parents/carers who click on the appropriate link on the Poole Grammar School website will be taken directly to the Bournemouth School website in order to complete the process. Parents/carers will receive an email confirmation that their son's application has been made successfully. Parents/carers who are unsure whether their son's application has been processed can contact the Admissions Officer at Poole Grammar School for confirmation. Parents/carers who are unable to make an online application should contact the Admissions Officer by telephone or letter. Boys who are unable to take the tests on the main testing date, due to illness or other significant acceptable reasons, will be offered the opportunity to take the tests on the catch up test date in early October.

Candidates will take tests in English, mathematics and verbal reasoning, with an aggregate score of the three tests determining whether the boy is of the required standard. The scores for the entrance tests are adjusted (or 'standardised') according to age.

The results of the tests will be sent to parents/carers by post on **14 October 2022**. On the basis of their results, boys will be placed in two groups, Group A - meets the required standard, or Group B - does not meet the required standard. **Meeting the required standard does not guarantee the award of a place.** Places are awarded subject to the application of oversubscription criteria (see section 6) once all applications received on time have been processed. An applicant's test scores and the test pass mark will be issued to parents/carers. Parents/carers of applicants who are not offered a place will be informed of their right of appeal.

If parents/carers choose to name Poole Grammar School on their local authority common application form without their son having taken the test, there will be no entrance test score that can be considered within the oversubscription criteria and so no Poole Grammar School place will be offered.

For boys whose registration or common application form, or both, were submitted after the 31 October 2022 closing date, there will be an opportunity to sit the entrance tests as a late applicant. These applications will be considered after the first round of allocations have taken place on 1 March 2023 (see section 3).

3. Late applications for Year 7

A late application is one that is received after the published closing date (31 October 2022). Late applications will not be dealt with until all applications submitted by the closing date have been considered. The later a boy takes the test, the more likely the year group will be over-subscribed. Parents/carers who move into the area should make their application via BCP Council as soon as possible. Parents/carers who move into the area but do not live within the BCP Council area should contact the appropriate local authority. Please note that late entrance tests and any subsequent offers of places will only take place subject to spaces still being available after the initial testing series. Therefore parents/carers should observe the 31 October 2022 closing date noted above.

4. In-year applications for Years 7, 8, 9, 10 and 11

In-year applications for admission to these year groups can be made at any time. Applications for in-year places should be made via BCP Council (www.bcpCouncil.gov.uk/schools-and-learning).

Assessment of boys for in-year entry into Years 7, 8, 9, 10 and 11 is carried out on request.

An applicant can only take the entrance tests once during any 12 month period and the result remains valid for one calendar year from the test date.

If there is a vacancy in the year group and the applicant has reached the required standard a place will be offered in accordance with this admissions policy. Alternatively, if the year group is full, parents/carers may still request that Poole Grammar School tests their son. However, the school will be unable, in most instances, to offer a place as the school cannot offer places that prejudice the provision of efficient education or efficient use of resources. Parents/carers do have the right of appeal.

The school will notify an applicant's parent/carer of either the date for the assessment of ability (entrance test), or, the reason for refusal with information about a right of appeal, in writing **within 15 school days** of an in-year application.

5. Admission to Years 7 / 8 / 9 / 10 / 11 for boys outside their normal year group

A boy cannot usually be tested or accepted into a year group out of his normal year group unless:

- he has been taught in that year group in another school for at least 12 months;
- he has an unqualified letter of support from his existing headteacher;
- he achieves the academic standard in the admissions tests;
- there is a place available in the year group.

6. Over subscription criteria

In the event of the school being oversubscribed priority will be given in the following order:

- a. Eligible⁽¹⁾ boys who are classed as 'Looked After' or have previously been 'Looked After'⁽²⁾ whether in England or another country.
- b. Eligible boys who live within the historic Borough of Poole **or** Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18 and BH21 3-- and who currently (31 October 2022) receive Pupil Premium ⁽³⁾.
- c. Eligible boys who currently (31 October 2022) live within the historic Borough of Poole **or** Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18, and BH21 3-- and who do not receive Pupil Premium.
- d. Eligible boys who are the sons of current members of staff where the member of staff has been employed at the school for two or more years at the time when the application for admission to the school is made.
- e. Eligible boys who live outside the historic Borough of Poole **or** Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18 and BH21 3--, who currently (31 October 2022) receive Pupil Premium in rank order of the entrance test scores.
- f. Eligible boys who live outside the historic Borough of Poole **or** Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18 and BH21 3-- who do not receive Pupil Premium, in rank order of the entrance test scores.

Boys with an Education, Health and Care Plan (EHCP) issued by a local authority naming Poole Grammar School as the school where they should receive their education and who have achieved the academic standard required will be admitted to the school before preferences are considered for admission in September 2023.

In the event of over subscription in any of the criteria (a) to (f), priority will be given up to the published admission number to those boys obtaining the highest scores. In the event of a tie for the 180th place, the place will be offered to the boy whose home address is nearest to Poole Grammar School. The distance will be measured using BCP Council's Geographical Information System (GIS). Please see **Note (a)** of this policy.

⁽¹⁾ "Eligible" means achieving the academic standard required in the school's admission tests.

⁽²⁾ A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the admission authority to have been in state care outside of England, and ceased to be in state care as a result of being adopted.

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 functions (see the definition in Section 22(1) of the Children Act 1989). Parents/carers can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the local authority what evidence is required. The final decision will be made by the local authority. If any information supplied by a parent/carer is judged by the local authority to be fraudulent or intentionally misleading, the local authority may refuse to offer a place, or if already offered, may withdraw the offer.

⁽³⁾ Pupil Premium children are those who have been eligible for free school meals at any point in the last six years (known as 'Ever 6 FSM'), and children of service personnel in the last six years (known as 'Ever 6').

7. Appeals

By law parents/carers are allowed to appeal an admission decision for any school named on their son's common application form where their son has not been offered a place. In the event that an offer of a place at Poole Grammar School is not made, parents/carers have the right of appeal to an independent appeals panel.

When school offer decisions are communicated on 01 March 2023 a place at Poole Grammar School may be refused on one of two grounds: (a) a boy has not met the required standard for entry, or, (b) a boy has met the required standard for entry but the school is over-subscribed, they have not been successful in gaining a place after considering the over-subscription criteria and admitting them would prejudice the provision of efficient education or efficient use of resources.

In both cases parents/carers can make a case to the independent appeals panel to have the school's decision overturned. Appeals must be made in writing to Poole Grammar School and information on the appeals process is available on Poole Grammar School's website (www.poolegrammar.com) and from the Admissions Officer at Poole Grammar School.

8. Sixth Form Admission

Entry requirements

Places in Year 12 are awarded to applicants who have achieved a mean grade of 5.5 across their best 7 full-course GCSE courses or level 2 equivalent. Applicants must also have achieved grade 5 or above in GCSE English language and grade 5 or above in GCSE mathematics. In addition applicants must have met any subject specific entry requirements. These are set out annually in the 'Sixth Form Subject Directory', which is available on the 'Joining the Sixth Form' page of the school website (www.poolegrammar.com) or from the Poole Grammar School Sixth Form Administrator.

Applicants from Poole Grammar School

All Year 11 students at Poole Grammar School are eligible for a place in Year 12 as long as they: (a) have a valid Sixth Form programme of study, and, (b) have met all the entry requirements for the courses that make up a valid Sixth Form programme of study.

Applicants from other schools

Year 11 students from other schools who are interested in joining Year 12 at Poole Grammar School should apply by 31 March 2023. Details on the application process and Sixth Form programmes of study and courses can be found on the 'Joining the Sixth Form' section of the Poole Grammar School website (www.poolegrammar.com). Prospective Year 12 students should attend a Sixth Form information evening in the second half of the autumn term 2022, and may undertake a visit during the school day in term time by appointment.

Applicants from other schools are eligible for a place in Year 12 as long as they: (a) have a valid Sixth Form programme of study, and, (b) have met all the entry requirements for the courses that make up a valid Sixth Form programme of study.

Applicants with an EHCP and 'looked after' and previously 'looked after' children who satisfy the entry criteria above will be admitted first. Should there be more eligible students than places in Year 12, selection will be based on the same oversubscription criteria as the main school, except that an applicant does not need to be currently in receipt of Pupil Premium, but would have needed to have been in receipt of Pupil Premium when in Year 11.

9. Published Admission Number

The published admission number for **September 2023** is **180** for **Year 7** and **30** for **Year 12**.

10. Applications for children of multiple births

If applications from siblings of a multiple birth span the threshold for the published admission number, this will be treated as an exceptional circumstance and they will all be admitted if they are all of the required standard.

11. Home Address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Parents/carers can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the school's discretion what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration,

evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the school. If any information supplied by an applicant's parent/carer is judged by the school to be fraudulent, or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer of a place.

12. Applications from separated parents

Only one application can be considered for each boy. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. Parents/carers can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the school's discretion what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the school. If any information supplied by an applicant's parent/carer is judged by the school to be fraudulent or intentionally misleading the school may refuse to offer a place, or if already offered, may withdraw the offer of a place.

13. Future changes of address resulting in an in-year application

In-year places can only be offered on the basis of future changes of address on the receipt of the documentation specified below:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application.

All evidence must be submitted at the time of application in order to be considered.

14. Normal point of Entry

When applying for normal point of entry, Poole Grammar School will not accept a change of address once the national closing date has passed. The national closing date for normal point of entry year groups (Year 7) is 31 October 2022. This means if your moving date is after 31 October 2022, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the national closing date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is, if purchasing, exchange of contracts occurring on or before the closing date or, if renting, a signed tenancy agreement which commences on or before the closing date.

15. UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, The School will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The School will use the address at which the child will live when applying the admissions criteria as long as parents/carers provide some evidence of their intended address (including using a unit or quartering address as the child's home address where a parent/carer requests this) and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

16. In Year Fair Access Protocol

All the admission authorities in BCP have established an in-year fair access protocol. The purpose of this protocol is to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. When seeking

to place a child, the panel will consider all schools in a fair, equitable and consistent manner. Decisions of the panel may mean that individual schools admit children above their published admission number.

17. Waiting lists

If a boy is of the required standard but has not been offered a place due to over-subscription, then the boy's parents/carers can request that their child's name is entered onto a waiting list for a place at the school, should one come available. The waiting list for all year groups will operate until the end of the academic year for which the application was made, at which point it lapses.

Parents who wish for their child to remain on the waiting list for the following academic year will need to submit new application to BCP Council from 01 June. The determination of eligibility for admission into Years 7 through to 11 is valid for 1 calendar year from the date of testing. After such time applicants wishing to remain on the waiting list must be re-tested, to ensure that they are of comparable standard to the enrolled students in the year group for which they are seeking admission.

When places become available they are allocated from the waiting list in a priority order that is determined by the over-subscription criteria within this policy. The amount of time an applicant has spent on a waiting list is not taken into consideration when allocating these places

18. Application forms for 2023 entry

If an applicant is resident in the BCP local authority area, regardless of where they attend school, applications should be made via BCP Council's website (www.bcpCouncil.gov.uk/schools-and-learning). BCP Council produces a guide for parents/carers on all aspects of the school application process. For parents/carers without internet access, paper copies of the guide and application forms can be obtained from BCP Council by telephoning **01202 123 222** and asking for the school admissions department.

If an applicant resides outside of the BCP local authority area, irrespective of the school they currently attend, applications should be made through the local authority within whose boundaries they live.

If this is the Dorset local authority area, applications should be made via Dorset Council's website (<http://www.dorsetCouncil.gov.uk/education-and-training/schools-and-learning/schools-and-learning>). Dorset Council produces a guide for parents/carers on all aspects of the school application process. For parents/carers without internet access, paper copies of the guide and application forms can be obtained from Dorset Council by telephoning **01305 221 060** and asking for the school admissions department.

The UK Government's Department for Education (DfE) regulations set a national date for the issuing of school place offer letters. This will be **01 March 2023** for **September 2023 entry**. Parents/carers should respond to the offer of a place by the deadline stated in their notification letter.

Further information and testing application forms can be obtained from the admissions section of Poole Grammar School's website (www.poolegrammar.com) or by contacting:

The Admissions Officer
Poole Grammar School
Gravel Hill
Poole
BH17 9JU

Tel (01202) 692132

E-mail: pgsadmissions@poolegrammar.com

Notes

NOTE (A)

Poole Grammar School obtains from BCP Council home-to-school distance measurements for the purposes of this policy. The measurement will be the shortest, safe and practicable walking route from the boy's home address to the nearest pedestrian entrance to the school. Measurements will be calculated using BCP Council's digital mapping tools. No measurements obtained through other sources (e.g. search engines, Google Maps) will be accepted.

For applicants living on islands or residing permanently on a boat, the distance measurement will be a straight line from the centre point of the home address to either: (a) the nearest public landing steps or moorings, or (b) a point on the mainland that the applicant proves to the satisfaction of the school that they can access. From that point the distance will be measured using the shortest, safe and practicable walking route from the landing point to the nearest pedestrian entrance to the school.

If a parent/carer advises that their son would, or could, use the Sandbanks/Studland chain ferry in their journey to school, then the distance will be measured on that basis from the home address and will include the distance travelled by the ferry.

If there are insufficient places to accommodate all applicants and the distance criterion is used, Poole Grammar School will use random allocation for applicants living an equal distance (up to three decimal points) from the school, or, at the same address, or, in the same block of flats, who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s).

This policy has due regard for the Equality Act 2011 whereby the policy's actions advance equality of opportunity, foster good relations and seek to eliminate discrimination for all members of the school community.

Authors	Amanda Smith and Steve Jenkins	Jan 2022
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Approved by	Full Governors	
Next Review		Sept 2022