

# **THE KING'S SCHOOL, GRANTHAM**

## **ADMISSIONS POLICY 2018/19**

### **Introduction**

The King's School is a selective academy. The school was re-founded in 1528 and is a grammar school for boys aged 11 to 18. It strives for high academic standards; the provision of a broad education and to encourage all its members to be lifelong learners.

The school selects its pupils on the basis of academic ability and will leave places unfilled if not enough applicants reach the required standard.

As The King's School is an academy, the Governing Body is an admission authority in its own right. All decisions about admissions, including this policy, are determined by the Governing Body. All allocations of places are determined by a Committee of the Governing Body with delegated powers. Government regulations require that the Local Authority (Lincolnshire) operate a scheme, which includes The King's School, to coordinate the admission process for all State funded schools and academies in accordance with statutory requirements.

### **Consultation**

This policy has been drawn up by the Admission Authority of The King's School. Prior to determination of this policy, the Governing Body has consulted in line with its legislative responsibilities, most recently in October/November 2016.

### **Published Admission Number**

The Published Admission Number for Year Groups 7-11 from September 2018 will be 174 pupils per year.

The School's Published Admission Number (PAN) for external Sixth Form applicants is thirty (30).

### **I. Testing for Admission at 11+**

The School's Published Admissions Number is 174 for the Year 7 cohort.

Examination is by two GL Assessment tests, Verbal Reasoning and Non-Verbal & Spatial Reasoning, which form the Lincolnshire Grammar Schools Consortium Examination ("the examination"), the results of which determine the minimum entrance requirement ("the minimum standard"). These tests may only be taken once in an academic year and cannot be retaken during the same school year if the candidate is to be considered for a place at another grammar school which is a member of the Lincolnshire Consortium.

**A candidate must achieve at least the minimum standard for entry in the examination (a score of 220 or above) to be eligible for a place at The King's School.**

Attainment of the minimum standard will not in itself result in the offer of a place at the School but will enable a student to be considered for a place at the School in accordance with the admissions criteria set out below.

Lincolnshire County Council publishes full information on the coordinated process leading to admissions to Year 7, available online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), or by telephoning 01522 782030.

Parents who wish to enter their son for the 11+ entrance tests should register with The King's School during the Spring Term (Jan to March, please see the school's website for exact closing date) when their son is in Year 5. **This does not constitute an application for a place at the school which must be made through the home Local Authority of the child.**

## **Late Testing - Applications for entry into Year 7**

Late applications can be made while a candidate is in Year 6 of primary education or while Year 7 is in progress, see below for relevant process:

Candidates still in Year 6 will take the two GL Assessment tests which form the Examination. Candidates who achieve the minimum standard will, depending on the degree of lateness of the application either:

- a) will be considered according to the timetable set out in the coordinated scheme ; or
- b) be considered for entry if there are still places available after national offer day in March; or
- c) be placed on the reserve list, if all the places have been filled.

Candidates who apply while in Year 7 after the beginning of the academic year when the student is already in Year 7 will be required to sit the GL Assessment papers appropriate to the cohort, which will be marked and standardised to the common Lincolnshire Standard. It should be noted that the 11+ test may only be taken once, be this whilst the student in Year 6 or Year 7.

Those who achieve the qualifying score in the test and make an application to the school through their home Local Authority will either:

- a) be offered a place if there are still places available under the PAN; or
- b) be placed on the reserve list (if still in operation), if all the places have been filled.

Candidates who took the 11+ tests while in Year 6 and who did not achieve the qualifying score cannot apply for late entry into Year 7 but may apply to sit the school's entrance test in Year 8 or later, to be considered for entry.

## **II. Testing for Entry to Years 8, 9, 10 and 11**

Applicants for entry into Years 8, 9, 10 and 11 will be required to take a nationally standardised test (CAT) to assess their suitability for admission to the School. Those who achieve the qualifying score (114) in the test may be considered for entry. The school will make appropriate arrangements for those candidates whose first language is not English or who have Special Educational Needs.

## **III. Applying for a Place**

### **Arrangements for application for places in Year 7**

Arrangements for applications for places in Y7 at The King's School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. The King's School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the Department for Education School Admissions Code.

### **Mid-Year Admissions - Arrangements for application for places in Year 7 which has already commenced and Years 8-11**

For a midyear place, including the Year 7 which has commenced, an application can be made

online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) on the midyear application form for Lincolnshire residents. Applications are usually made through the child's home local authority. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process. The school normally admits up to the published admission number in each year group.

#### **Fraudulent or misleading applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

#### **IV. Allocation of Places for Years 7 to 11**

**A candidate must achieve at least the minimum standard for entry in the examination to be eligible for a place at The King's School.**

**In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.**

**A preference for The King's School must have been expressed on the application sent to the candidate's home Local Authority.**

If there are more applications from candidates that achieve the standard than there are places available, the following oversubscription criteria will apply in order. Words marked with a number, for example 1, 2 are explained separately in the definition and notes section.

- A. Looked after children and all previously looked after children (\*1) who have qualified.
- B. Places will then be awarded in rank score order for those students who have qualified for entry, up to the total number of children intended to be admitted under the PAN.

In the event of a tie for the final place the following criterion will apply:

Distance from home to school (\*2) – Based on the straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

The parents and carers of any applicant who is refused a place have the right to appeal to an independent panel whose decision will be binding on both the School and the Appellant.

#### **Children of UK service personnel (UK Armed Services) – seeking admission**

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow (in the correct admission round for the actual age of the child for those seeking late entry). It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. The King's School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head Teacher

### **Fair Access**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Such children must be deemed qualified for Grammar School Entry to be considered for a place and these children are shared out to make sure no one school has to take too many of these children.

### **Right of Appeal**

Parents/carers of any student who have made an application to the school but have been refused a place have the right to appeal to an independent panel whose decision to uphold or reject the appeal will be binding on both the School and the Appellant. The School will provide parents/carers with the appropriate paperwork for the appeal. This can be obtained by writing to the Clerk to the Governors at the School address as soon as possible after national offer day in March. Your appeal should be received by the school before the end of March (exact closing date available on the school's website) in order to be included in the post 11+ appeals round. Any appeals received after this deadline will be heard at a later date.

Parents/carers appealing for a mid-year place should contact the Clerk to the Governors (Admissions) at the School in order to obtain the relevant appeal documentation.

### **Reserve Lists**

For entry into Year 7; in the event that the School is unable to admit all candidates who achieve the minimum standard (220) in the selection tests a reserve list will be drawn up.

If we have to refuse a place at our school a qualified child is automatically put on the reserve list, unless a higher preference school has offered a place. This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area or makes a late application and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list. For the intake year the list is kept by the Schools Admission Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

The School does not hold reserve lists for any other year groups.

## V. Sixth Form Admissions

### Criteria for Admission

There is a general academic standard for entry to the sixth form and specific requirements for individual subjects; we set these out in the sixth form prospectus available to applicants at the beginning of that year's sixth form admissions round. These standards apply equally to all applicants whether on roll at this school in year 11 or not.

At the time of publication of this policy all students must meet Criterion a). In rare and exceptional circumstances, the School may consider admission to the Sixth Form for a student who has not met Criteria b) and/or c).

- a) Passes at Grades 5-9 in GCSE English and Mathematics.
- b) At least 6 GCSE passes in different subjects at Grade 6-9.
- c) Grade 6 or above in the subjects to be studied at Advanced level.

### External Applicants

The School's Published Admission Number (PAN) for external applicants is thirty (30).

Places will be allocated on the basis of overall GCSE performance. This is based on a points system for the student's 8 best GCSE grades including English, Mathematics, subject to the following:

- a) An applicant must meet the standards outlined in the criteria for admission (above);
- b) In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.
- c) Distance from home to school (\*2) – This is based on straight line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

### Oversubscription

If there are more applicants than available places, the following oversubscription criteria will apply in the order shown below (these criteria will also apply where there are more applicants than places available in a particular A Level subject):

- a) Priority will be given to looked after children and all previously looked after children (\*1)
- b) GCSE grade in that subject (where applicable);
- c) Overall GCSE score (in terms of average points per subject entry based on the best 8 results – see below).

The points system is as follows:

Grade 9 = 9 points, Grade 8 = 8 points, Grade 7 = 7 points, Grade 6 = 6 points, Grade 5 = 5 points, Grade 4 = 4 points, Grade 3 = 3 points, Grade 2 = 2 points, Grade 1 = 2 point.

Maximum group sizes are normally 22.

Any student who is refused entry to Year 12 from Year 11 will have the right of appeal to a panel whose decision to uphold or reject the appeal will be binding on both the School and the appellant.

## **Appendix A: Definitions**

### **\*1 Looked after children and all previously looked after children.**

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **\*2 Distance from home\* to school**

Based on the straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

#### **\* Home Address:**

The school will take account only of the address at which the candidate for entry is living at the time of application. Where a family has two or more addresses, the school will use the address where the candidate normally lives on the date of the last day for the submission of Lincolnshire preference forms (for 11+ candidates). Where a parent or carer wishes the school to consider a prospective address, in the case of people moving into the area, the school will do so after a binding legal agreement has been entered into, for example exchange of contracts, signing of a tenancy agreement.

The school reserves the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a place if there is evidence that fraudulent claims have been made.