



CAISTOR GRAMMAR SCHOOL

ADMISSIONS POLICY

Approved by Full Board of Trustees:

December 2023

Last reviewed:

September 2023

Signed:

Lucy Jackson

Chair of Trustees

CAISTOR GRAMMAR SCHOOL
ADMISSIONS POLICY
FOR THE ENTRY OF STUDENTS IN SEPTEMBER 2025

1. **Introduction**

Caistor Grammar School is a co-educational 11 to 18 selective school. The school became Grant Maintained in September 1991, when the school's admissions policy was included in the school's proposals for Acquisition of Grant Maintained Status. It became a Foundation School on September 1st 1999 and an Academy on 1st December 2010.

The school follows the Lincolnshire County Co-ordinated Admission Scheme and participates in the Fair Access Protocol of Lincolnshire County Council. This policy incorporates its terms as they may be amended. Arrangements for applications for places in Year 7 at Caistor Grammar 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, 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. Caistor Grammar School will adhere to the timescales outlined in the Lincolnshire County Council's co-ordinated Admissions Scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code (2021). In-year Admissions are dealt with as explained in Section 7 below.

2. **The Admissions Authority**

The School's Board of Trustees is the admissions authority for Caistor Grammar School, responsible for both admissions and administering Independent Appeals. The School views all applicants as potential pupils and treats their application on an individual basis. The school aims to meet the needs of each individual applicant, based on evidence supplied to the school.

3. **Selection Procedures**

Applicants will take Verbal Reasoning tests in the Autumn Term of Year 6. The School will administer these tests. Only children who attain a total score of 220 or more in the tests will be eligible for entry. This corresponds to the county-wide standard required in Lincolnshire for entry to grammar schools and is designed to select the upper 25% of the ability range. Details on the dates of the tests, the application form, and deadline for registration, is on the School's website.

4. **Planned Admissions Number for Year 7**

The number of intended admissions for entry into Year 7 in September 2025 will be 96 pupils.

5. **Over-subscription**

In accordance with legislation, the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) will take place first. Remaining places will be allocated in accordance with this policy. When the number of applicants eligible for admission exceeds the number of places available for entry into Year 7 or at any time during Key Stage 3, the following method of determining priority will be followed:

- 5.1 Qualified candidates who are in Public Care (Looked After Children), will be considered first in the allocation of places. A child in public care, referred to as ‘Looked After’ is a child who, at the time of application, is in the care of a local authority or is being provided with accommodation by them in the exercise of their social services function, in accordance with section 22 of the Children Act 1989. This definition includes previously looked after children who were looked after, but ceased to be so because they were adopted (under the 1976 Adoptions Act or the Adoption of Children’s Act 2002), or became subject to a child arrangements order (as defined in the 2014 Children and Families Act, or a residence order prior to 2014) or a special guardianship order (as defined in the 1989 Children Act). It also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in State Care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of state care whose sole or main purpose is to benefit society.
- 5.2 After EHCP students and Looked After Children, the next students to be admitted are those who qualify and are in-catchment. In-catchment candidates are those whose principal residency is within 6.5 miles in a straight line distance from the Post Office Address of the School to the applicant’s principle residence. Lincolnshire County Council School Admissions Team will use the Post Office address for the applicant’s principle residence. The final decision of the straight line distance is made by Lincolnshire County Council School Admissions Team, calculated electronically to three figures after the decimal point (e.g. 1.543 miles). The Trustees define principle residency, for the purposes of in-catchment qualification, as the place where a candidate sleeps at least 5 nights out of every seven during Term Time. The School will check any queries over catchment status, providing the necessary information, such as postcodes, are supplied by the parents. Alternatively, parents can use the tool provided by Lincolnshire Authority by visiting <https://www.lincolnshire.gov.uk/find-nearest-school> Should there be need to establish priority within this category, it will go to the applicants with the higher V.R. scores (see 5.4 below). If the School is not over subscribed within catchment then the School will go onto categories 5.21 and 5.3 for the remaining places.
- 5.21 In the main admissions round for entry into Year 7, up to 12 places will be reserved for students who are in receipt of Pupil Premium (Ever 6). Aside from those Pupil Premium (Ever 6) students who have already been allocated places by virtue of being in-catchment, out-of-catchment students who are currently in receipt of Pupil Premium (Ever 6) will make up the remainder of these places, based on the highest V.R. scores (see section 5.4 below). To qualify, parents must inform the School on the application form (or else by email to admissions@caistorgrammar.com before the closing date for applications of Friday 16th August 2024) that their children are currently in receipt of Pupil Premium (Ever 6). This prioritisation for Pupil Premium (Ever 6) students will only apply for the main admissions round into Year 7, until County hands over control of the Waiting List to the School on September 1st of the relevant year. Evidence for Pupil Premium (Ever 6) status will be obtained from the candidates’ Primary School.
- 5.3 Priority between children who do not fall into the above categories (5.1, 5.2 and 5.21) will go to the applicants with the higher V.R. scores.
- 5.4 In the case of over subscription in either category 5.1, 5.2, 5.21 or 5.3, we would take the highest V.R. scores. In the event of a tie, the following criteria shall apply: we shall calculate the mean rank position and, if there is still a tie, we shall take the highest individual score on the written test. If a tie still exists, we take the least number of mistakes made on the written paper, then the raw mark on the written paper and finally the raw mark overall. If there is still a tie between two students, then the School would admit both candidates. If there is a tie between more than two students, a lottery will be drawn by an independent person, not employed by the School or working in the Children’s Services department at the Local Authority.

- 5.5 Places will be offered, by the Local Authority in the case of year 6 pupils, and by the school after this, to successful candidates using a ranked list created by the school using the criteria listed in 3 and 5 to 5.4.
- 5.6 The date of determining whether a pupil qualifies as an in-catchment applicant on the basis of residence will be 1st September of the year preceding entry. For in-catchment status to be retained, we expect residence to be continuous in catchment after this date whilst they remain in School, up until the end of Year 11. Parents should write straight away to the Headteacher, explaining their reason(s) for moving out of catchment to enable them to make a recommendation to the Admissions Panel concerning status. The parents of candidates claiming in-catchment status will be asked to provide evidence in support of their claim for in-catchment status. The minimum expected evidence will be either a copy of the electoral roll or a copy of a driving licence as well as one other piece of evidence which could be a Council Tax or utility bill. All of these must have the address of the property which is in-catchment.
- 5.61 Caistor Grammar School reserves the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an Admissions Authority we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider the evidence is fraudulent or if misleading information is provided, for example if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and parents will be advised of their right to appeal if a place is refused.
- 5.7 Any successful candidate claiming in-catchment status after 1st September of the year preceding entry will be placed on the in-catchment section of the waiting list a year from when they began residing in-catchment (as defined in Section 5.3 above). We wish to give priority to our local children, who have a reasonable expectation of going to a Grammar School, therefore we expect a full year of in-catchment residency. However the Board of Trustees will review individual cases on their own merits, these include the children of 'travellers' and of UK Service personnel and other Crown servants returning from abroad, and reserve the right to grant in-catchment status in such circumstances, providing the necessary evidence is supplied.

For families of UK Service Personnel with a confirmed posting to the area, or Crown Servants returning to live in the area from overseas, we will consider any application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a posting, a relocation date and a Unit postal address, intended address or quartering address. When considering such an application, we would accept a unit postal address or a quartering address for the purposes of processing the application. This unit will be the base to which the parent has been posted. Evidence of an intended address would be required where appropriate.

Where an application is not supported by an official letter declaring a posting and relocation date, or is not being made due to a new posting, then the child's current address will be used to examine the application against the oversubscription criteria.

- 5.8 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 resident in Lincolnshire should call 01522 782030 or email outofcohortadmissions@lincolnshire.gov.uk as well as notifying us on admissions@caistorgrammar.com

Parents wishing to make these requests must contact the School and their Local Authority for guidance on the procedure to follow.

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 Trustees of Caistor Grammar 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:

- a) parental views;
- b) any available information about the child's academic, social and emotional development;
- c) where relevant, their medical history and the views of a medical professional;
- d) whether they have previously been educated out of their normal age group;
- e) any evidence that the child may naturally have fallen into a lower age group;
- f) the views of the child's current School.

6. **Deadlines for Applications for taking the tests**

The deadline for applications for taking the tests is **Friday 16th August 2024**. Applications made after this date will not be accepted for this round of testing. Applications will open during the Spring term, and can be made via the School website. Earlier applications will not be used as a criterion for giving priority in allocating places.

Parents who indicate on the registration form that their child requires access arrangements for the 11+ tests will need to fill in a form to indicate what these are, and will need to ask a relevant member of staff from their child's current primary school to complete a section of this form. This form must be completed and be with our Admissions team by September 12th 2024 in order for the School to have time to process this information. We will mirror any access arrangements that were in place at the end of Year 5 in the child's primary school, that were normal way of working in test conditions by this point.

7. **Entry into other School years and Waiting Lists**

- 7.1 Applications should be made via Lincolnshire County Council or directly to the school. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then parents will be informed of their right of appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.
- 7.2 Prior to entry to Year 7, Lincolnshire County Council Schools Admission Team will keep a reserve list until the end of August, when control of admissions will be passed to the school. After this time, we will keep the reserve list until the end of the Autumn Term. The school will then apply its own waiting list as outlined in section 7.3. Waiting lists are liable to change when new candidates qualify for a place.
- 7.3 The School will keep a waiting list of the names of eligible applicants who have not been allocated a place at the School, regardless of whether they have appealed, ranked in descending order according to the School's admissions criteria, as required by the School Admissions Code (2021). Parents whose children are on the waiting list may be told their position on the waiting list. Waiting lists are liable to change when new candidates qualify for a place.
- 7.4 During the year prior to entry to Year 7, if new candidates for entry apply after the entrance tests in the Autumn Term, they will be able to sit the appropriate entrance tests (two verbal reasoning Tests) either during the Spring Term or during the Summer Term and will be offered a place or

placed on the waiting list in line with the usual criteria by the School Admission team of the local authority, if they gain the qualifying score. If the dates given by the school are not convenient the school will under special circumstances grant alternative testing times. Information about the dates for these tests can be obtained by emailing admissions@caistorgrammar.com

- 7.5 If a place becomes available in years 7 to 9, a place may be offered to the applicant who is at the top of the waiting list, for that year group.
- 7.6 When new candidates, who are already in Key Stage 3, apply for a place in Year 7, Year 8 or Year 9 they will be able to sit appropriate entrance tests (verbal reasoning) either during the Spring Term or during the Summer Term. If the dates given by the school are not convenient the school will under special circumstances grant alternative testing times. Information about the dates for these tests can be obtained by emailing admissions@caistorgrammar.com. They will be offered a place or placed on the waiting list in line with the usual criteria, if they gain the qualifying score. Their place on the waiting lists is determined by the criteria outlined in section 5 above. Waiting lists are liable to change when new candidates qualify for a place.
- 7.7 All candidates who have taken the tests, may not sit the entrance test again, and the original results will stand, up to and including admissions into Year 9, except under extenuating circumstances and at the Board of Trustees' discretion. Waiting lists remain until the end of Year 9.
- 7.8 Applicants who wish to be considered for a place in year 10, if a place is available, will take a new verbal reasoning test and sit papers in Mathematics and English set by the School. To be eligible for entry, applicants will need to have attained a score of 110 or more in the verbal reasoning test, and to have scored a mark of 75% or more in both the Mathematics and English Papers. In the event of over subscription, section 5 to 5.8 above will be used to establish priority. The School will keep a waiting list of the names of eligible applicants for Year 10, who have not been allocated a place at the School, regardless of whether they have appealed, ranked in descending order according to the School's admissions criteria. Parents whose children are on the waiting list may be told their position on the waiting list. Waiting lists are liable to change when new candidates qualify for a place.
- 7.9 For late intake applications and mid year applications from UK service personnel, or Crown servants returning from abroad, the School will aim to remove any disadvantage to them by applying the schools oversubscription criteria, in particular section 5.7. We will check to see if their ranked position based on the School's Admission Policy is higher than the last child admitted in the relevant admission round on offer day. If the ranked position is higher, the School would consider admitting. This will be irrespective of the fact that the school has had appeals heard or appeals currently being scheduled. It may be that the School still cannot admit because of organisational or curriculum difficulties within the school.

8. Admission to the Sixth Form

- 8.1 It is the policy of the Board of Trustees, supported by the Local Authority, that all pupils who are in Year 11 at Caistor Grammar School will be offered a place into Year 12 providing that they meet minimum requirements set out in 8.2.
- 8.2 All applicants will have at least a GCSE grade 4 in Mathematics and in either English Language or English Literature. They will also be required to have gained 4 GCSE passes at grade 9 to 6, with a minimum of a grade 6 in each of the subjects to be studied at A level.

Additionally, applicants will have to meet the minimum requirements for individual subjects as set out in the Sixth Form prospectus. Details on how to apply are available on the School website.

- 8.3 Pupils who are automatically transferring from Year 11 of Caistor Grammar School to the sixth form will be given priority over the allocation of courses. In the case of over subscription in a course, priority will be given to those students with the highest average capped GCSE point score. The score will be capped at the highest eight GCSE grades.
- 8.4 In-catchment status does not apply to Sixth Form entry. The planned admissions number for new entry into Year 12 is 6. Applicants will need to meet the requirements set out in 8.2. In the case of over subscription, priority will be given to those students with the highest average capped GCSE point score. The score will be capped at the highest eight GCSE grades. However the School will try to admit more students from other establishments providing that the combination of subjects work. In the case of over subscription in a course, priority will be given to those external students with the highest average capped GCSE point score.

10. Appeals

- 10.1 The Appeals procedure is set out below. 10.2 – 10.5 deals with the procedure when a place has not been offered, at which point parents will be informed of their right to appeal to an independent panel. 10.6 deals with the procedure when a place has been offered and is under threat of withdrawal (see section 5.7) Information about appeals is also available on the Lincolnshire County Council website.
- 10.2 The Appeals procedure is entirely separate from the Admissions procedure. Places given on appeal are intended to be in addition to places offered up to the published admissions limit.
- 10.3 The appeals will be heard by an Independent Appeals Panel, the membership of which will comply with the DFE requirements.
- 10.4 Parents will be informed of their right to appeal, when notified that their child has not been awarded a place. This will be from the County if applying for a place into Year 7 in the main Admissions round, or from the School for other applications. When parents are informed of their right to appeal there will be a time-scale stipulated on the letter, by which they are to write an intent to appeal to the Headteacher. Parents can submit supporting evidence such as school work and a Headteacher's report to support their Notice of Appeal. At the hearing, the parents may be accompanied by the child's Headteacher or such a friend/advisor as they deem appropriate.
- 10.5 The decisions of the Independent Appeals Panel are binding on the Board of Trustees and the appellants.
- 10.6 When a place previously offered by the school is under threat of withdrawal (under section 5.7 above) the parents of the candidate will be given the opportunity to make representations at a meeting of the Admissions Committee, which will comprise of three Trustees. Should the Committee withdraw the place, then the procedure set out in 10.2 – 10.5 above will apply with the candidate's parents being able to put their case before the independent Admission Appeal Panel.

11. Publication of Information about Admissions

- 11.1 Information about the Admissions procedure and Appeals will be up-dated annually and is available on the School's website.

12. Changes to the Admissions Arrangements

Any changes to the School's Admissions arrangements will be approved by the Board of Trustees, following the procedures set out in accordance with current DfE regulations.

This policy was reviewed and approved by the Full Board of Trustees in October 2023.