



Sale Grammar School Admissions Policy

Admission of Pupils in the Year Commencing September 2011

Numbers

Sale Grammar School is an 11-18 selective foundation school with admission normally taking place at 11 and 16. Sale Grammar School is a successful, high performing and academic school with specialist status in the Visual Arts, Maths and Science. The number of intended admissions for the year commencing September 1st 2011 will be 180 at the age of 11. All those pupils who attain the prescribed standards in the Sale Grammar School Entrance Tests will be deemed eligible for consideration to become a pupil of the school.

Sale Grammar School is geographically accessible to prospective pupils from a wide area served by scheduled buses (GMPTE), special service buses (please refer to the school website for details), major road networks and Metrolink tram. Currently, applicants who sit the selection tests come from Trafford, Manchester, Salford, Cheshire, Stockport and Warrington.

Application Procedure for Admission to Year 7 September 2011

1. Details of admissions arrangements will be sent to all head teachers of primary schools located within the priority admission area as defined in Category 2 of the oversubscription criteria. Details will also be sent to the head teachers of all other primary schools whose pupils have previously sought entry to Sale Grammar School.
2. All parents of pupils seeking entry to Sale Grammar School should consult the school website and contact the Admissions Officer at the school on 0161 972 3255 to be included in the Sale Grammar School Entrance Tests. Details are available on www.salegrammar.co.uk
3. The school participates in the Trafford local authority co-ordinated scheme. All applicants must name Sale Grammar School on their home Local Authority admissions form by the specified closing date.
4. Advice and help with the admission procedure will be offered to prospective parents during the school's Information Evenings and Open Evening, details of which are published in local newspapers and on the school website.

Sale Grammar School Entrance Tests

Arrangements for the Sale Grammar School Entrance Tests will be available from the website from April 2010. Applicants' date of birth must be between 1st September 1999 and 31st August 2000.

Special arrangements for the Sale Grammar School Entrance Tests can only be based on-going support a child normally receives in school. For example large-print test papers for visually impaired pupils, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the child's answers. Extra testing time (a standard 12 minutes in each test) will only be allowed if this is specified in a child's Statement of Special Educational Needs. Tests involving special arrangements

may be held at a specialist centre and these children will not sit the tests with their own classmates. Arrangements that offer pupils an unfair advantage over others cannot be made. If you think your child is eligible to access special arrangements you should contact the School.

The Sale Grammar School Entrance Tests consist of a Non Verbal Reasoning Test, Verbal Reasoning Test and a Maths Test, set and standardised by GL Assessments (formerly NFER). To qualify for consideration to become a pupil of the school a score of 353 is required. An automatic review is conducted for all candidates who score up to 20 marks below the qualifying score. In the review process the following will be considered:

- The report from the Admissions Officer on actual procedures carried out on the testing day
- The relevant invigilator's report
- The test score of the pupil and the break down of scores on the standardised papers

The Review Panel will consist of the Headteacher, Assistant Headteacher (Inclusion), Key Stage 3 Leader and a primary teacher with current or recent Year 6 experience. No other representation will be relevant at this stage. All applicants refused admission following the allocation of places in 2011 still have recourse to statutory appeal - see 'Right of Appeal' section.

Those pupils, whom the Review Panel deem to be eligible for qualification and therefore eligible to be considered for a place, will have their score amended to 353R.

Oversubscription

Where the number of eligible applicants who qualify for admission to Sale Grammar School in years 7-11 exceed the number of available places in the relevant year group, places will be allocated in the following priority order:-

Oversubscription Criteria

1. Children in public care (looked after children) as defined in the Admissions Code 2007.
2. Applicants residing **within the priority admission area as defined by post codes M31, M33, WA14, WA15 and M23 within the Trafford Authority**. Where the number of applicants qualifying for admission under this criterion exceeds the number of places available, priority will be given to those applicants residing closer to the school as measured by a straight line distance from the front door of the applicant's place of residence to the main door of the school. This will be calculated using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LAs and Royal Mail Postal Address Information.
3. Applicants from **outside the priority admission area** will be placed in rank order as determined by their scores in the selection tests. Where several applicants qualify for the final available place using ranked scores, priority will be given to the applicant residing closest to the school as measured by a straight line distance from the front door of the applicant's place of residence to the main door of the school.

Please note:

- The address used will be the permanent address where the child normally lives.
- In the case of parents who are separated and where child-care arrangements are shared between two addresses in the priority admission area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the priority admission area the applicant

will be regarded as living outside this area and the average of the distances of the two addresses from the school will be used for the purposes of determining priority.

- Proof of residence may be required. An allocated place may be subsequently withdrawn if incorrect or misleading information has been provided, which has led to the offer of a place or has advantaged the applicant in the priority order for oversubscription. Parents must inform the school of any changes to their address or circumstances.

Waiting List

The School will operate a waiting list for Year 7 admission in September, following the completion of the allocation appeals process. Applicants for in year admission, years 7-11 may join the waiting list if a place is not available within the year group, providing they have qualified through either the Sale Grammar School Entrance Tests or the Trafford 11+. Should a place become available, the oversubscription criteria will be applied to those on the waiting list.

In Year Admissions Years 7-11 applications to transfer from another Secondary School

All in year applications should be made by completing an In Year Application Form which is available from School Admissions at the Local Authority in which you reside.

Applications for candidates who have previously qualified for Sale Grammar School will be considered in light of the availability of places.

Applicants who have previously participated in the entrance exam for Sale Grammar School or the Trafford 11+ and who have not been assessed suitable for a grammar school education **must leave a minimum of twelve months** before applying for re-assessment. Applications for reassessment should be made in writing to the school before 30th April. Reassessments will be conducted each year in the summer term.

New applicants will be assessed for their suitability for a place at Sale Grammar School using the Sale Grammar School Entrance Tests. The assessment of pupils up to age 15 will consist of one Verbal Reasoning, one Non-Verbal Reasoning and one Mathematics paper, set and age standardised by GL Assessments (formerly NFER).

The assessment of pupils over the age of 15 will consist of internally set and marked examinations in English, Science and Mathematics.

A waiting list will be maintained, in accordance with the published over-subscription criteria, for candidates who have achieved the qualifying score. Parents are requested to notify the school each July if they wish their child to remain on the waiting list.

Late Application

Information regarding late applications for entry in the Sale Grammar School Entrance Tests is available from the Admissions Officer at the school on 0161 972 3255.

Right of Appeal

Any applicant refused admission has a right of appeal to an Independent Appeals Panel against the decision of the Admission Authority (School Governing Body) under the terms of the Education Act 1998. The Admission Authority (School Governing Body) will establish arrangements for appeals

against non-admission. The Appeals Panel will be strictly independent of the school. The decision of the Appeals Panel will be final and binding on all parties. The closing date for appeals will be four working weeks from the date of the allocation letter informing the parents/carers that the application was unsuccessful.

Admission to the Sixth Form

Under normal circumstances, the maximum number of students who will be admitted into Year 12 will be 170. This number includes the Year 11 students progressing into the Sixth Form from Sale Grammar School as well as external entrants. The number of places available to external students in 2011 is 35.

Students qualifying for entry into Year 12 must:

- Achieve a minimum of 5 full course GCSE passes, 2 of which must be at least grade A and 3 at least grade B (short courses will not be counted)
and
- Achieve a minimum grade C at GCSE in English Language and Mathematics

Students must also be:

No younger than 15 on the 31st August prior to the year of entry. No older than 17 on the 31st August prior to the year of entry.

Oversubscription Criteria

Where eligible applications for **external** places exceed the number of places available, places will be allocated according to the following priority order:-

1. Children in public care (looked after children) as defined in the Education Act 2002 who fulfil the entry requirements
2. All other external year 11 students who fulfil the entry requirements.

In the event that there are more applicants in this category than places available **the selection process will give priority to students with the highest average point scores at GCSE.**

To calculate the Average Points Score (APS), grades will be converted into points.

For a full course GCSE, A* = 16 points, A = 14 points, B = 12 points etc.

The total points will be added and divided by the total courses where full courses = 1 and a short course = 0.5.

If any applicant has the same APS as another applicant for the final place in Categories 1 or 2, the applicant living nearest to the school as measured by a straight line from their home to the main door of the school, will be offered the place.

Please Note:

- Places in popular subjects may not be available for students applying after the deadline date for applications.
- Proof of residence may be required. The School may subsequently withdraw a place if false, incorrect or misleading information has been provided, which has led to the offer of a place or has advantaged the applicant in the priority order for oversubscription. Parents must inform the school of any changes to their address or circumstances.

External Applicants

Application Process

December/January	Prospectus available
January	Post-16 Discussion Evening
Mid - February	Deadline for application. An acknowledgement of the registration will be received within 10 working days of its submission.
End of April	Students will be informed as to whether or not they have been offered a provisional place. Notification of place availability in late April will not constitute an unconditional offer of a place. Offers will be subject to GCSE results in the summer meeting the entry requirements and application of oversubscription criteria.
End of June	All students who do not currently attend the school and who apply by the closing date will be invited to an introductory session.
Mid August	At enrolment, external applicants will be required to produce evidence of their GCSE results.

In the case of insufficient demand from applicants, the school may decide not to deliver a subject or to deliver it to AS Level only. If this should happen, students will be informed and they will be given the opportunity to choose an alternative subject.

Progress to the A2 course will depend on students having achieved the required results in their AS examinations. For 2011, Year 12 students must achieve a minimum grade E in three AS subjects not including General Studies.

Late External Applications

Applications received after the closing date will be considered. Students making late applications should understand that their application will only be considered after all other applications which have met the deadline. Where external places available are filled, suitable late applicants will be placed on a waiting list. Late applicants should understand that:-

- (a) no place may be available and they will be placed on a waiting list
- (b) the Option Blocks may have been amended
- (c) certain subject sets may be fully subscribed

Under normal circumstances, no late application will be accepted after Friday September 2nd 2011.

Sale Grammar School Year 11 Students

Registration Process

December/January	Prospectus available
January	Post-16 Discussion Evening
Mid - February	Deadline for registration. An acknowledgement of the registration will be sent within 10 working days of its submission
Mid August	Enrolment subject to GCSE results

Having registered, places will be allocated but these will be **subject to GCSE results in the summer meeting the entry requirements.**

In the case of insufficient demand from students, the school may decide not to deliver a subject or to deliver it to AS Level only. If this should happen, students will be informed and they will be given the opportunity to choose an alternative subject.

Progress to the A2 course will depend on students having achieved the required results in their AS examinations. For 2011, Year 12 students must achieve a minimum grade E in three AS subjects not including General Studies.

Right of Appeal

Any applicant refused admission has a right of appeal to an Independent Appeals Panel against the decision of the Admission Authority (School Governing Body) under the terms of the Education Act 1998. The Admission Authority will establish arrangements for appeals against non-admission. The Appeals Panel will be strictly independent of the school. The decision of the Appeals Panel will be final and binding on all parties. The closing date for appeals will be four working weeks from the date of the letter informing the parents/carers that the application was unsuccessful.

This Admissions Policy will be applied in accordance with the Governing Body's Policy on Equality.