

LANCASTER GIRLS' GRAMMAR SCHOOL

ADMISSION ARRANGEMENTS POLICY : SEPTEMBER 2018

Introduction

Lancaster Girls' Grammar School is a designated state funded, single sex grammar school which allocates places based on selective academic ability. The School is committed to prioritising places for girls within the city of Lancaster.

Aims

The aims of this document are:

1. to ensure compliance with The School Admissions Code February 2012 issued under Section 84 of the School Standards and Framework Act 1988.
2. to share the School's admission arrangements with parents, enabling them to easily understand how places at Lancaster Girls' Grammar School are allocated.
3. to fairly, clearly and objectively identify and admit children to benefit from the education that the School offers.

2018 Admission Arrangements for the School

Entry

The School has two main points of entry: 11 plus and the Sixth Form.

On occasion if there is a place available in the relevant Year group, the School will admit in Year, provided the applicant passes a mid-year test set by the School.

Number of places

The main School has 140 places available for September 2018 entry. The PAN for the Sixth Form is 95, and there are 200 places available in the Sixth Form. Sixth Form places will firstly be allocated to existing Year 11 pupils, who wish to continue their education in the School's Sixth Form. All remaining places will be offered to outside applicants up to the Sixth Form capacity of 200.

11 plus entry

Applications are welcome for children born between 01/09/2006 and 31/08/2007

Early entry applicants

Early entry applications from Year 7 applicants will be considered but evidence of exceptional academic ability in entrance testing will be required. The School is not able to assess ability through any other means.

Sixth form entry

Applications are welcome from internal and external applicants from the September of 2017.

Admission Arrangements for the Main School

Admission to the Main School is based entirely on academic ability, demonstrated in the entrance test. Places are determined by the applicant's performance in the entrance test, against other applicants who participate in the same entrance test. The required standard will be set once applicants have sat the test and places will be allocated to those who achieve the required standard.

Oversubscription

Should the School find itself in the situation whereby it has more applicants who achieve the required standard in the entrance test than the number of places available, the admission authority will revert to the School's admission oversubscription criteria and will rank applicants according to criteria below:

1st Priority: to applicants who permanently live within the city of Lancaster as determined by the district map (see map) at the time of application and are *'looked after children'* or *'previously looked after children'*.*

2nd Priority: to applicants who permanently live within the city of Lancaster at the time of application and who are eligible for the Pupil Premium.

3rd Priority: to applicants who permanently live within the city of Lancaster.

4th Priority: all other applicants who live outside of the city of Lancaster who achieve the required standard.**

**Should there be more applications from applicants outside of the city of Lancaster than places remaining, priority will firstly, be given to *looked after children* or *previously looked after children*, and secondly to children who are eligible for the Pupil Premium. Only after such children have been placed will other children be offered a place, ranked according to their test results.

* *'looked after children'* are children who are in the care of the local authority or are being provided with accommodation by a local authority in the exercise of its social services functions at the time of making an application to the School.

* *'previously looked after children'* are children, who were looked after but ceased to be because they were adopted (or became subject of a residence order or special guardian order) immediately following being looked after.

Tie break

Where the situation arises whereby the School cannot decide between two applicants (whom cannot otherwise be separated by the oversubscription criteria) distance from the front door of the applicant's home to the School's main entrance will be used as the determining factor. A computerised measuring device is used to carry out the measurement.

Residential status

Applicants will be deemed to '*permanently live*' within the city of Lancaster, if on the 31st October 2017 they are living at their '*home address*', within the city of Lancaster with their parent(s) or legal guardian(s).

'*home address*' is defined as the residential property which the parent(s) or legal guardian(s) own(s), or lease on a long term basis as the first family home, where the applicant and parent(s)/legal guardian(s) reside during term time.

In the situation of shared residency, following the breakdown of a parental relationship, the School can only take one home address into account. Where the applicant's home is named in a court order, this will be the address that the School will consider. Where more than one address is named, the address where the applicant usually lives, sleeps and goes to School from must be used.

To establish residential status in the school's catchment area requires that the family permanently reside within the designated area shown in the map before the closing date for applications. Families whose first home is outside the catchment area and/or who are only living in short-term rented property or temporarily with friends or relatives in the area will be deemed to live outside the catchment area.

Evidence of residential status

Permanent residency is defined as owner occupancy or long-term letting contract of a residential property where occupied community charge is paid (evidence may be required). In the case of a recent change of address, additional evidence will be required in the form of evidence of exchange of contracts or a signed tenancy agreement. This is in addition to the evidence of occupied community charge.

Proof of residence may be requested at any time throughout the admissions process, including after a child has accessed a place.

If it is subsequently discovered that an application contains a falsely claimed or dated address, then any offer of a place will be withdrawn.

Evidence of being looked after/previously looked after

After an applicant has been offered a place, the School will require a copy of the adoption order, residence order or special guardianship order, and a letter from the local authority that looks after the child/last looked after the child confirming that she is/was looked after by the local authority.

Waiting list

The School will seek to fill all of its places by the start of the 2018 autumn term. Where the School has filled all of its places, it will keep a waiting list of applicants who have achieved the required standard for entry to the School, for the remainder of the autumn term, and will allocate places should they become available.

When a new applicant is added to the waiting list, each applicant will be re-ranked in accordance with the School's oversubscription criteria, to ensure each application is treated fairly.

Late applications

Parents or legal guardians of pupils for Year 7, who move into the area after the closure date for submission of the Common Application Form (CAF), must still complete a CAF before applying to the School. If the child reaches a testing score, which is equal to pupils who have already been admitted, and no places are available, the applicant's name will be placed on the waiting list (as above) and their position on the list will be determined as above.

Appeals

A parent or guardian may appeal against the decision of the Governors to an Independent Appeal Panel appointed under the prevailing Government legislation. The decision of the Independent Appeal Panel shall be binding on the Governors and the parents/guardians.

Selection Tests

The School's entrance tests are set by GL Assessment. Each applicant must sit 3 multiple choice tests in: English, Mathematics and Verbal Reasoning. The score of each test will be calculated together to determine an overall score.

* GL Assessment Practice Papers are available for purchase from reception and our open evening events.

Registration for entrance test

Parents must register their child for the entrance test by completing the registration form and returning a copy to the School.

The closing date for **2018** registration is noon on Wednesday 20th September 2017.

Entrance test date

The entrance test will be conducted on Saturday 30th September 2017.

Offer of a place

Parents/legal guardians will be informed of whether their child has reached the necessary grammar school ability standard by Thursday 12th October. Parents/legal guardians should note that this is not an offer of a place at the School. The School will inform the local authority of those children who have reached the required grammar school standard, and of those of who they wish to accept for entry.

Once parents have received notification of their child's performance they must complete the CAF during the normal admissions round (October to February) and express their preference for their child to attend Lancaster Girls' Grammar School. Closing date for applications is **31st October 2017**.

Offers of a place will then be made by the local authority on **1 March 2018. (National Offer Day)**.

Although the School will disclose the test scores of an applicant who has not reached the required grammar school standard, the School refrains from releasing the scores of those who have reached the standard, as we feel it is important that our pupils feel they are commencing life at the School on an equal footing.

Withdrawing an offer or a place

Should the offer of a place not be accepted within 4 weeks of the local authority notification of offer (and in the absence of any explanatory communication from the parents), the offer of the place will be withdrawn.

If the School discovers at any point before, or after entry, that the offer was obtained through a fraudulent, or intentionally misleading application, the School has the right to withdraw the place.

Admission Arrangements for the Sixth Form

There is no entrance test for admission to the Sixth Form.

GCSE entry requirements

A minimum of five grade Bs or equivalent at GCSE, together with a grade 4 or equivalent in English Language are required for entry to the Sixth Form.

There are other specific subject entry requirements which are listed on the School website.

Applicants must submit their application form (to be found on the website) by the published closing date.

Admission process for existing pupils at the School

All pupils in Year 11 wishing to continue into the Sixth Form are required to inform the School by completing a Sixth Form Options form and must return it to the Sixth Form office by the published closing date.

Oversubscription criteria

Should the School find itself in the situation whereby, having firstly allocated places to existing Year 11 pupils, it has more external applicants (who have achieved the necessary grades) than the number of places available, the oversubscription criteria and tie break (if applicable) will be used to allocate places.

The following oversubscription criteria will be applied:

1. Applicants who are looked after children or previously looked after children.
2. Applicants who are eligible for the pupil premium.
3. Distance from the front door of the applicant's home to the School's main entrance. A computerised measuring device is used to carry out the measurement.

Offer of a place

Following application, the School will make a conditional offer of a place to the applicant (dependent on the applicant achieving the required GCSE grades in August 2018).

Equality

In accordance with the Equality Act 2010 we welcome staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited but we do all that is reasonable to ensure that we accommodate the needs of applicants who have disabilities or special educational need during the admissions process.

Learning difficulties

Should the applicant have any known medical condition, health problem, allergy, learning difficulty, disability or special educational need which may affect their ability to participate in the admissions procedure or School life we ask that you provide details on the Registration Form.

The School needs this information so that, in the case of any applicant with particular needs, it can assess their needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the applicant and that the School can cater adequately for the pupil should an offer of a place be made.

The School will do all that is reasonable to ensure that the admissions procedure is accessible for disabled applicants or applicants with learning difficulties and will make such reasonable adjustments as necessary.

If special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to enable the child to continue at the School.

**GIRLS WHO RESIDE IN THIS AREA
WILL BE GIVEN PRIORITY ENTRY**



- 1 Silverdale
- 2 Yealand Redmayne
- 3 Whittington
- 4 Burrow with Burrow
- 5 Leck
- 6 Yealand Conyers
- 7 Priest Hutton
- 8 Tunstall
- 9 Ireby
- 10 Warton

- 11 Borwick
- 12 Arkholme with Cawood
- 13 Cantsfield
- 14 Carnforth
- 15 Over Kellet
- 16 Gressingham
- 17 Hornby with Farleton
- 18 Melling with Wrayton
- 19 Wennington
- 20 Slyne with Hest
- 21 Nether Kellet
- 22 Halton with Aughton
- 23 Claughton
- 24 Wray with Botton
- 25 Tatham

- 26 Morecambe and Heysham
- 27 Heaton with Oxcliffe
- 28 Lancaster
- 29 Quernmore
- 30 Caton with Littledale
- 31 Roeburndale
- 32 Middleton
- 33 Overton
- 34 Ashton with Stodday
- 35 Scotforth
- 36 Thurnham
- 37 Ellel
- 38 Over Wyresdale
- 39 Cockerham

Lancaster Girls' Grammar School

REGISTRATION FORM for LGGS Entrance Test September 2018 Intake

Please complete the form below and return to:

The Headteacher, Lancaster Girls' Grammar School,
Regent Street, LANCASTER, LA1 1SF

Closing date for Registration: noon on Wednesday 20th September 2017

The entrance test will be: **Saturday 30th September 2017**
at Lancaster Girls' Grammar School.
Further information will be sent to you within 5 days of the school receiving this form. If you do not hear from us within 5 working days please contact the school.

1 Name of Child - Surname (Block letters): Forename(s):

2 Date of Birth: Age on 31 August 2018 years: months:

3 Name of parent(s) or guardian(s)

4 Home address

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Postcode: Email

Home Telephone Mobile

Daytime Contact Telephone

Please tick if relevant:

a) The above child is a looked after child or has previously been looked after.

Special Educational Needs:

b) If your child has any special educational needs or disabilities, please list details below any particular requirements which will need to be in place during the entrance test:

Please tick Yes or No:

c) The above child has been in receipt of Pupil Premium Funding. Yes No
(If Yes I give my permission for my daughter's Primary School to be contacted for verification).

Important Notice:

I understand that if I wish to apply for a place for my child at LGGS, I will need to complete the relevant **Local Authority Common Application Form by 31st October 2017**

Parent/legal guardian signature: Date:

Parent/legal guardian signature: Date: