



## Queen Mary's Grammar School, Walsall

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### Admission arrangements for the School Year 2018 - 2019

#### A. Year 7 entry

As an Academy, Queen Mary's Grammar School is its own admissions authority. However, the school operates its admissions arrangements and procedures in line with the Walsall Council's co-ordinated scheme for school admissions, which in turn reflects the statutory requirements of the School Admissions Code (2014).

Admission is on the basis of performance in an entrance test (called "the Test" in these arrangements) administered by the School. There is no catchment area, and no charge is made for sitting the test. The results of the Test are used by the Governors (who make the final decision who should be admitted) to decide which candidates are of the appropriate ability to be admitted to the school.

#### 1. Overview:

Parents **must** register with the school by 4.00 pm on 7<sup>th</sup> July 2017 in order for their son to take the entrance test which will take place on 18<sup>th</sup> September 2017. The outcome of the test will be sent to the parents in October. Parents who consider that their son is of a suitable standard to attend the school, and who wish him to be admitted, **must** apply to their home local authority by 31<sup>st</sup> October 2017 by completing that Authority's Common Application Form ("CAF"), listing a preference for the Grammar School. This may be an online form. Offers of places will be made on the following 1<sup>st</sup> March 2018.

Leaflets explaining the arrangements for admission in September 2018 for children aged 11 years will be available from Queen Mary's Grammar School from early May 2017 onwards. Prospective pupils and their parents are encouraged to attend an Open Event at each of the schools in which they may be interested.

#### 2. The Admissions Test

Queen Mary's Grammar School is a selective school which selects its entire intake on the basis of academic ability. In order to gain entry to Year 7, pupils must sit an entrance test consisting of two papers ("the Test") organised by the school, and which is used to test the ability of candidates. The school is not obliged to admit up to its published admission number (the "PAN") and the Governors use the results in the Test to assess whether a candidate should be offered a place.

The Test is held at a time to enable the results to be passed to parents so that they can make an informed decision as to whether to make application for a place at the school.

The Test is open to boys born between 01.09.06 and 31.08.07. Boys will be able to sit the Test only once, and if they are unsuccessful in gaining a place following the examination, they will not be eligible for admission to the school below Year 12 (the Sixth Form).

Special arrangements may be made for those children who satisfy the Governors that they have special educational needs, or who suffer from a disability. The Governors will take professional advice and decide what arrangements (if any) should be made so as to allow such a candidate not to be disadvantaged in the Test. Such a decision will be final.

If a candidate is unable to sit the Test on the appointed day because of illness or other exceptional reason (and it will be for the Governors to decide whether the reason is exceptional), alternative arrangements will be made. The school cannot make allowances for performance in the Test which may have been adversely affected by illness or some other exceptional reason. Parents should telephone the school for advice at the earliest opportunity before the test.

The Test will consist of 2 papers, testing 3 skill areas: verbal ability including reading comprehension, non-verbal ability and numerical ability.

### 3. Application process

#### a) Application to the Local Authority

Parents **must** make an application to the Local Authority in which they live (using the Local Authority's Application Form or "CAF") by 31<sup>st</sup> October 2017. Parents can express preferences for at least three schools on this application. If you wish your child to attend Queen Mary's Grammar School, you **must** list a preference for Queen Mary's Grammar School on the application to the Local Authority.

***If you do not list a preference for Queen Mary's Grammar School, your son will not be offered a place there, no matter how successful he is in the entrance test.***

Your Local Authority will notify you on the following 1st March with an offer of a place at the first school where your child satisfies the entrance requirements. Only one place will be offered, and you should therefore put your choice of schools in order of preference.

#### b) Registering with Queen Mary's Grammar School

In order to make appropriate arrangements for the Test, you **must** also complete an online registration form with the Grammar School. Details of the registration form will be published on the School website from early May 2017.

Completed Test registration forms must be submitted by 4pm 7<sup>th</sup> July 2017. Registration forms received will be acknowledged. Children will be issued with a candidate number and allocated to a test centre (which may not be the Grammar School).

This form **must** be submitted online by 4pm 7<sup>th</sup> July 2017. Failure to do so will mean that the candidate will be treated as late (see below).

Those who have registered in time will be advised in writing about the arrangements for the Test. If you have not heard by 11<sup>th</sup> September 2017, you must contact the school immediately.

#### c) Notification of the outcome of the Test

It is a requirement of the statutory School Admissions Code (2014) that the parents of candidates should be informed of "the outcome of selection tests before the closing date for secondary applications on 31 October so as to allow parents time to make an informed choice of school, while making clear that this does not equate to a guarantee of a selective place". The Test is marked externally, and raw scores standardised to take account of differences in ages, and an order of merit drawn up, based on the aggregate standardised marks in the 3 skill areas of Maths, numeracy, and English. To allow parents to make an informed choice, the school will provide parents with details of the aggregate standardised marks that their son has achieved, together with information about previous years' standardised mark. No further information regarding the process carried out by the external provider of the Test will be given.

### 4. Admission Criteria (how places will be offered)

The PAN for entry to Year 7 is 150 pupils. As a selective school which offers places based on ability, the Governors are not obliged to admit pupils to the PAN.

In order to be eligible for admission to the school, candidates must achieve a minimum standardised score (the 'qualifying score') in the selection test. Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

1. Looked After Children/Previously Looked After Children who achieve the qualifying score by rank order of standardised score;
2. Children attracting the Pupil Premium\* at the time of the test who achieve the qualifying score by rank order of standardised score but limited to no more than 30 pupils in this category;
3. Other children who have achieved the qualifying score by rank order of standardised score until the Published Admissions Number is reached.

If one or more candidates satisfy the admissions criteria and are equal on the order of merit, the positions in the three skills areas of the Test will be added together, and the candidate(s) with the lowest number will be offered the place(s).

\* *The School will require evidence to confirm Pupil Premium status*

### 5. Late applications.

"Late" applications are those where a candidate has not registered with the school by 4.00pm on 7<sup>th</sup> July 2017, even if an application is made to the Local Authority by 31<sup>st</sup> October. The school deals with such applications in this way:

- a) Those received after 4.00pm on 7<sup>th</sup> July 2017 but before the following 31<sup>st</sup> January 2018 AND where there are exceptional circumstances that are outside the control of the applicant (such as moving into the area,

or the long-term serious illness of a parent). The Governors will normally expect such applications to be accompanied by appropriate evidence. The decision concerning whether or not circumstances are "exceptional" will be delegated to the Headmaster and one governor. Such a decision is final.

In this case, these candidates will be treated as having applied in time, and will be tested and placed in the order of merit at the appropriate point and will be eligible to receive an offer on the national offer day (1<sup>st</sup> March 2018).

- b) Those received after 4.00 p.m. 7<sup>th</sup> July 2017 but before the following 31<sup>st</sup> January 2018 but are not exceptional, and all those which are received after the 31<sup>st</sup> January 2018.

In this case, these candidates will be placed at an appropriate point in the order of merit only after all the offers of places have been made, and this order of merit will be the waiting list referred to in section 6 below, and places allocated accordingly. Such candidates will, therefore, only be offered a place if a vacancy should occur.

In both cases, arrangements will be made for those candidates to be tested (though not necessarily on the same papers as were taken on the appointed day of the Test). Please note, however, that such candidates may be at a disadvantage because of the standardisation by way of age if alternative papers are used for the Test.

## **6. Waiting Lists for Entry to Year 7**

A waiting list will be maintained of those candidates who have been tested and placed in the order of merit but not offered a place. If, in the opinion of the Governors (whose decision shall be final), a candidate is within the ability range, an offer of one or more places will be made strictly according to this order of merit. If, in the opinion of the Governors, no candidate is within the ability range, no offers will be made. This waiting list will be maintained until 31<sup>st</sup> December 2018, at which time it will cease to exist.

A new waiting list will be maintained from the first day of the spring term 2019. Candidates who have already taken the Test but have not been offered a place and whose score in the test was below that of the candidate last admitted to the school will NOT be eligible to go on this waiting list. If after this date the number of pupils in Year 7 falls below the published admission number, the academic attainment of all those on this secondary waiting list will be assessed, and they will be tested in English, Mathematics, and such other subjects as the governors consider necessary at the time. An order of merit will be drawn up based on the results of those tests, and if, in the opinion of the Governors (whose decision shall be final), a candidate is within the ability range, an offer of one or more places will be made strictly according to this order of merit. If, in the opinion of the Governors, no candidate is within the ability range, no offers will be made. Priority will be given to Looked After Children, previously Looked After Children, then those attracting Pupil Premium, should there be a tie for a place.

## **7. Appeals against refusal to admit to Year 7.**

Parents of candidates who have taken the Test but have not been offered a place have the right to appeal. The application must be sent to Mr C. Underwood, the Clerk to the Governors, Queen Mary's Schools Foundation, Whitehouse Ridsdale, 26 Birmingham Road, Walsall, WS1 2LZ or to [OMF.Clerk@gmail.com](mailto:OMF.Clerk@gmail.com)

All appeals will be heard by an Independent Appeal Panel, whose decision is final. The appeals timetable is published annually on the school website by the 28 February giving further details.

## **B. Admissions to Years 8 to 11.**

### **1. Who is eligible?**

Only those candidates who have NOT taken the Test for entry to Year 7 may apply for a place in Years 8 to 11. Candidates who have already taken the Test but have not been offered a place are not eligible for admission until the Sixth Form or to be placed on a waiting list.

### **2. Process.**

- a) Eligible candidates who apply for admission to Years 8 to 11 will be placed on a waiting list.
- b) If one or more vacancies become available, all those on the waiting list will be tested for academic attainment in English, Mathematics, and such other subject as the Governors consider necessary to determine whether any of those candidates fall within the ability range of the appropriate Year. An order of merit will be established, with priority being given to Looked After Children and previously looked after children should there be a tie for a place. If, in the opinion of the Governors (whose decision shall be final) a candidate is within the ability range, an offer of one or more places will be made strictly according to this order of merit. If, in the opinion of the Governors, no candidate is within the ability range, no offers will be made.
- c) Tests in respect of this waiting list will normally be undertaken no more than once per term.

- d) Candidates for admission to Key Stage 4 (Years 10 and 11) may be offered places on the above criteria, but must also satisfy the Governors (whose decision is final) that the course of study followed prior to the application is compatible with the GCSE courses offered by the School.
- e) The order of merit will remain valid until the last day of the term in which a test is taken. If candidates re-join a new waiting list and a vacancy occurs, all candidates on the waiting list will be tested again, and a new order of merit will be created and places offered in accordance with the process in paragraph 2 b) above.

### **3. Appeals.**

Appeals against refusal are available to those eligible candidates who have been tested but not offered a place, and any appeal should be lodged with the Clerk to the Governors within 28 calendar days of notification. The appeals timetable is published annually on the school website after the 28 February giving further details.

## **C. Admission to Year 12 (the Sixth Form)**

### **1. Overview**

The school admits both girls and boys to the Sixth Form, and pupils will be considered for admission on the basis of their academic attainment in GCSE or equivalent examinations and the availability and suitability of courses offered by the school. The Published Admissions Number (PAN) for Year 12 is 160.

Applications should be made directly to the school, and not to the Local Authority. The application form is available either from the school or from its website. Conditional offers are made in the spring and confirmed after the publication of GCSE results in August.

### **2. Who may apply**

The school will normally admit applicants from other schools to Year 12. However, the number of places offered will be subject to maximum set sizes not being exceeded in individual subjects. Boys and girls are welcome to apply provided they achieve the entry requirements.

Priority for admission to Year 12 will be given to pupils progressing into the Sixth form from Year 11 of the school, although they will need to achieve the entry requirements.

### **3. Entry requirements**

Entry to Year 12 is dependent upon academic attainment in GCSE examinations\* and the availability and suitability of courses offered by the school. The entry requirements, which also apply to those already at the school, are: a total point score of 54 points in their best 8 GCSE grades. These 8 must include English and Maths at grade 6 or above. Candidates will be expected to achieve at least grade 7 in the subjects they wish to study at A Level.

*(It may be helpful to understand that the GCSE grades awarded in 2018 will numbers rather than the letters used at the time of publication of this policy. The highest grade in those subjects will be a 9 and the lowest a 1).*

\* Equivalent examinations will be considered, but only when such equivalence can be independently verified (by, for example, the Department for Education).

### **4. Waiting lists**

Applicants for admission to Year 12 who meet the academic requirements for admission but who, in accordance with the admissions criteria, cannot be offered places, will be placed on a waiting list. If the number of pupils studying particular subjects falls below the maximum capacity in the available sets, then those on the waiting list wanting to study those particular subjects will be offered places in order of merit derived from their average GCSE point scores. Where there is a tie for a place, Looked After Children and previously looked after children will be given preference.

### **5. Appeals**

An appeal against refusal to admit to Year 12 will be heard within 30 school days of the receipt of the appeal.

## **D. Withdrawal of an offer**

An offer of a place (to any Year) may be withdrawn if it is subsequently discovered that fraudulent or intentionally misleading information has been supplied resulting in another candidate being denied a place at the school.