



# Torquay Girls Grammar School

## Admissions Policy

(for entry September 2024)

Policy Information	
Policy Owner	Headteacher
Issue Version	1.0
Approving Committee	Board of Trustees
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Next Review Date	2024

## Introduction

Welcome to our Admissions Policy.

Torquay Girls' Grammar School is a selective girl's school with Academy status. As an Academy the Trustee Body has responsibility for admission to the school. For the academic year 2024-2025 Trustees have a Planned Admission Number (PAN) of 160 in Year 7.

***Our school aim is to equip students for a future in which they have the academic qualifications, character skills and self-esteem to make decisions that lead to a long, happy and content life.***

## Admissions

Admission to the school is based on academic ability and requires the pupil to have demonstrated suitability for a selective education through a number of tests.

### Timetable for admission for Year 7 in September 2024

June (date to be confirmed) October (date to be confirmed)	Open Day and Evening at the School Open Evening at the School.
MIDDAY: Wednesday 19th July (preferable) MIDDAY: Thursday 7 <sup>th</sup> September (final)	Deadline for receipt of the Registration Form by the School.
Saturday 16th September 2023	11+ test AM and PM Session.
Friday 29th September 2023	Test arranged for children unable to take the examination on 16th September – prior arrangement must be made with the school.
On, or as soon as possible after 17th October 2023 (TBC)	Guidance letters emailed to parents.
<b>Tuesday 31st October 2023</b>	<b>Deadline for receipt of the Common Application Form by the Local Authority.</b>
January 2024	Admissions Panel meets to determine the rank order of candidates.
<b>Friday 1st March 2024</b>	<b>Local Authority advises parents of the school allocation.</b>  <b>National Allocation Day.</b>
April 2024	Deadline for parents to submit an Appeal Request to Torbay LA Democratic Services.
Summer Term 2024	Independent Appeals Panel meets to discuss Parental Appeals.

## Open Days & School Tours

We invite parents, carers and children to our Open Days and School Tours during which the admissions procedures will be explained, and families will have the opportunity to tour the school and to ask for further information.

Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school.

## Registration to take the 11+ Tests

Applicants wishing their child to take the test at Torquay Girls' Grammar School on Saturday 16th September 2023 must complete the Registration Form which is available on the school website via a secure page and return it by midday on 19th July 2023. Anyone unable to complete an online application should contact the school.

The registration is made with just one school which will be the school where your child will sit the test. This part of the process is not an application for a place – see APPLICATION FOR SCHOOL PLACES.

## Applicants

Candidates will be female.

Candidates will be in Year 6 at the time of taking the test:  
*(Applicants for September 2024 will be born between 1 September 2012 and 31 August 2013)*

Candidates qualify to take the tests by virtue of their chronological age not the year of their school placement.

Applications to take the tests outside of the chronological year should be submitted at the same time as the registration form and be supported by a letter from the Head Teacher of the candidate's Primary School backing this request. These requests will be reviewed by the Trustee Admission Panel and must outline the reasons for the request. Each request will be considered on its own merits.

The final decision rests with the Admission Panel who will need to be assured that the out of year application is in the best educational interests of the child and justified academically. Permission will normally be given if the child is being tested with the cohort with whom they are being taught in primary school. Should permission be refused clear reasons will be given in writing.

Should it be agreed that the tests can be taken a year early it needs to be clearly understood that a second attempt cannot be made the following year. No child can take the tests twice for whatever reason.

## Testing Arrangements

The test is taken on **Saturday 16th September 2023** and is supervised by staff from the school. We appreciate this is a new and potentially stressful experience for some children. Candidates will be sitting the exam in two groups in the Dining Hall or Burton Hall unless special circumstances have been discussed and arranged for a separate room with the admissions officer.

Applicants **must** complete the Test Registration Form issued by the School and this form must be returned by **midday on 19th July 2023** (preferable) or the final date of **midday on 7<sup>th</sup> September 2023**. The form can be accessed from the school website on the Admissions page (electronically submitted) or by contacting the school office. The school will send all details of the test arrangements via e-mail in early September 2023.

Torquay Girls' Grammar School uses papers designed by an external assessment authority (GL) in English and Maths.

Children who are unable to take the tests on Saturday 16th September, due to illness or other significant acceptable reasons, (eg. religious observance) will be offered the opportunity to take the tests on the pre-arranged catch up date which this year will be Friday 29th September 2023. However, this must be discussed with the school at the earliest opportunity. Children sitting these tests will be considered alongside those children who sat the tests in September 2023.

Requests to take the 11+ tests, received beyond this time, will only be considered when parents can demonstrate a genuine reason why the tests could not be taken according to the above schedule. For example, bereavement, or other circumstance beyond the control of the parent(s)/guardian(s) prevented a timely registration, or the child moved into the area after the closing date for test registration. Evidence will be required to justify this delay. Testing will take place in December. Children sitting these tests will be considered alongside those children who sat the tests in September 2023.

Late notification of the testing timetable by a child's current school or otherwise will not be accepted as a reason why timely registration was not possible and these children will be able to sit the exam in March 2024.

For children whose registration or common application form (or both) were submitted after the closing dates and where they were not considered to be timely, there will be an opportunity to sit the school entrance tests for consideration after the first round of allocations on 1 March 2024. Such cases might be if illness prevented a single parent/carer from returning the form on time, if the reason for lateness is supported in writing by a medical professional involved in the case, or if the applicant has moved into the area after the deadline (evidence will be required). The final decision on whether there are exceptional circumstances will be made by the Admissions Committee.

## SEND Candidates

We welcome applications from candidates with Special Educational Needs and Disabilities (SEND). Special arrangements for the tests will be based on a child's regular way of working in primary 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. Special arrangement requests, including additional time to a maximum of 25%, (eg. for those students who have been diagnosed with dyslexia) will only be approved if supported by relevant paperwork (eg. Educational Psychologists Report). Requests for special arrangements must be made at the same time as a registration form is submitted and should be accompanied by a current Education, Health and Care Plan (EHCP), or other supporting evidence eg. Consultant letter or an Educational Psychologist report. Each case will be considered on its own merit and current Primary Schools may be consulted. Eligible children with an EHCP, where Torquay Girls' Grammar School is named on the statement, will be considered for admittance and a decision on this will be reached with the SENDCo and the Local Authority. An eligible candidate is one who has established she is of academic ability to benefit from a selective education, by selection test.

## Notification of Guidance – Testing before Preference

To help parents make an informed decision about whether an application for a place in a grammar school may be successful, children sit the selection test before the closing date for applications for a school place with the Local Authority.

Guidance letters will be issued on, or as soon as possible after 17th October 2023 indicating whether, based on the child's performance in the 11+ examinations, a selective education is appropriate to his or her academic ability. This will not be the actual scores but a Yes or No to whether your child's performance has met the eligible score for our school, as determined by the Admissions Panel. Guidance will be given whether the scores achieved would be likely to gain a place at each of the selective schools in Torbay.

At this stage of the process this will not be an offer of a place at a selective school – it will simply give an indication of whether an application is likely to be successful.

Scores for successful candidates will not be disclosed even when places are formally offered in March.

## Application for school places

The normal round of admissions is when children can join our school for the first time. To enable all parents who wish to apply for a place for their child in Year 7, each Local Authority (LA) across the country is required by law to co-ordinate applications for the schools in its area. This means parents will receive one offer of a school place at the same time as other parents. For us, Torbay is the LA which co-ordinates applications which have been made either direct to them or passed on by Devon and other LAs.

Parents must apply for a school place using a Common Application Form from the Local Authority in which they live (deadline 31st October 2023). They can make up to three choices ranked in order of their preference. For children who live in Torbay, this is called the CAF1 and is available online at [www.torbay.gov.uk/secondaryschooladmissions.htm](http://www.torbay.gov.uk/secondaryschooladmissions.htm). In Devon it is called the D-CAF3, and is available at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or within the Step by Step booklet. You can request a copy by calling Torbay on 01803 208908 or My Devon on 0345 115 1019. If your child lives in another LA, you must apply by contacting that LA, even though you are requesting a place here.

There is a national closing date for applications for secondary transfer, and this is 31 October. You can apply after this date, but your application may not be considered until after all of the applications that were made on time. If you could not apply before, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time, if this is still possible.

If you know that you are going to move into the area during the Year 6 for your child, you can apply from where you are (providing your child has sat the 11+ examination) and provide evidence of the new address where possible. You do not need to wait until you have actually moved, even if this is after the offer of places on 1 March 2024.

Shortly afterwards, we will also contact successful parents to welcome them and their child to the school and to make arrangements for admission itself. The LA will offer a school place to every parent who makes an application for admission, either at a school they have named or an alternative.

Where parents have applied for a place on the Common Application Form without having taken the 11+ examination, there will be no score to rank and therefore a place will not be offered. The child will be deemed not to have met the entry criteria.

## Information provided in an application

We would like all applications to be completed fully and honestly. It is important that where we offer places to some and refuse others, we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and disadvantages another child. If necessary, we may ask for evidence of a child's home address before admission.

## Standardised Score for Age

Standardisation is a statistical process that is designed to take account of the fact that older children are at an advantage when taking the entrance test. Standardising the raw score makes it a level playing field for all the children in the year.

The test scores are adjusted to take account of the age of the children at the time they take the entrance test. One taking the test might be born on the first day of the school year (September 1st), while another might be born on the last day (August 31st). With what amounts to a whole year's difference in their ages, the older child is clearly at an advantage; for example, the older child will have an additional year's worth of vocabulary. As children are exposed to new vocabulary at the rate of more than 1,000 words per year, the difference can be very significant for the entrance tests. To remove this unfairness, the marks are adjusted to make them 'standard' for all children, regardless of their age.

## PLANNED ADMISSION NUMBER

The school has 160 places available. Candidates who choose to apply to the school will be ranked using the following criteria.

*Eligible\* children who have an Education, Health and Care Plan, where Torquay Girls' Grammar School is named on that EHCP will be considered for admittance and a decision on this will be reached with the SENDCo and the Local Authority.*

*\*An eligible candidate is one who has established they are of academic ability to benefit from a selective education, by selection test.*

### **CATEGORY A**

Candidates in this category will have a qualifying mark in the external papers equal to or higher than the 140<sup>th</sup> ranked candidate.

These students will be ranked by their total GL (external papers) score.

If it proves impossible to discriminate between candidates on the basis of the above criteria, those students living closest to the school will have priority. The shorter distance is afforded the higher priority. Distance will be measured from the main school entrance (reception) to the home address on a straight-line basis. If the score and the distance are the same, drawing of lots will be done as necessary.



## **CATEGORY B**

Candidates in this category will have a qualifying mark in the external papers which places them in the range between the 141<sup>st</sup> ranked candidate and the 180<sup>th</sup>.

The following children will be admitted first on condition that they satisfy the criteria to qualify for Category B.

1. Children in care, or who were in care but ceased to be in care because they were adopted or made the subject of a child arrangements order or a special guardianship order. These children were looked after until they were adopted (please refer to the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A. 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. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.) This priority applies to all children who were formerly in care, regardless of the date they ceased to be in care.
2. Children in receipt of Free School Meals or Pupil Premium or Service Premium at the time of the test. The Pupil Premium is additional funding to state-funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. The Service Premium is additional funding to state-funded schools for the purposes of supporting the pastoral needs of the children of Armed Services personnel. Pupil Premium is available for children who:
  - Were eligible for Free School Meals at any time in the previous six years;
  - Have been in the care of a local authority;
  - Were registered in a school census as care leavers who were adopted or made the subject of a residency order or a special guardianship order;
  - Have been registered in a school census as a child of a service family

We ask all parents of eligible children to inform the school whether or not Free School Meals are taken or whether they are in receipt of pupil premium as eligibility will increase the funding we receive to improve provision and attainment.

The remaining places available will be ranked according to the GL score.

If it proves impossible to discriminate between candidates on the basis of the above criteria, those students living closest to the school will have priority. The shorter distance is afforded the higher priority. Distance will be measured from the main school entrance (reception) to the home address on a straight-line basis. If the score and the distance are the same, drawing of lots will be done as necessary.

## **CATEGORY C**

Candidates with a qualifying mark in the external papers which is lower than the 180<sup>th</sup> candidate will be ranked by their GL score.

In all categories, for children of UK service personnel and other Crown Servants, we will consider the unit address to be the home address for a family posted to the area until a residential address is identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters).

## Allocation and notification of places

At the conclusion of the allocation process the Local Authority will be sent a ranked list of the children. Students will be ranked according to their total examination score. The top 160 students on the final ranked list, will be offered a place providing they have achieved the eligible score determined by the Admissions Panel. Parents of successful candidates will be informed in the first instance by the Local Authority on National Allocation Day (1st March 2024) and this will be followed with a letter from the school. The scores of the successful candidates will not be revealed.

## Oversubscription criteria

For ties in both 160<sup>th</sup> place in Year 7 and in the late admissions tests the order of priority will be:

- A child in care or an adopted child<sup>1</sup>.
- Children Eligible for the Pupil Premium at the time of the test.
- Children of staff working at the school at the time of the test (subject to meeting the criteria in the Admissions Code).
- A girl with a sister at the school.
- By direct line distance from home to the school at the time of application.

This policy details the admission arrangements for our school and should be read in conjunction with the Secondary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

<sup>1</sup>A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after 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).

## Post Allocation – Admission Appeals

Parents have a statutory right to appeal against an unsuccessful admission application to an Independent Panel, (independent of the school) whose decision is binding on the parents and the school.

The Appeals Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full or that your child was not of the required academic standard. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

Application should be made to the Clerk to the Appeals Panel, Pupil Services Department of Torbay Local Authority. Parents then have no more than 20 school days to return the papers, together with any supporting evidence parents wish to include. Parents do not have to wait for this period of time before submission.

The Clerk to the Appeals Panel will give parents at least 10 days' notice of the date when the appeal will be held. Parents will also be told when they should submit any further information they would like to be considered. Parents will receive evidence on behalf of the school before the appeal hearing.



After appeals are heard, decision letters will be sent within five school days; parents will be able to find out the outcome by telephone before then.

For further information on the appeals process, parents can contact the Clerk to the Appeals Panel for this school. Please see details at end of policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Secondary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

## Waiting Lists

There will be a second allocation of places on 30 March 2024. Following allocation of Year 7 places, the LA will retain a waiting list until the first day of the autumn term 2024 as per the secondary co-ordinated admissions scheme. After that, places in the secondary transfer intake will be offered to new eligible candidates and to the waiting list as vacancies arise.

Following that, the school will retain the waiting list in partnership with the School Admissions Team. They are held in rank order score with the oversubscription criteria being used to distinguish children with the same score. Waiting lists will be kept so long as there is at least one name on it. New tests will need to be taken in the Spring Term of 2025 by children to join a waiting list for Year 7.

Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

## Transport

All parents should consider how their child will get to school for the duration of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available.

## School Fees and Charges

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school or Charitable Trust following admission are entirely voluntary.

## Equality Impact Assessment

It is essential that admissions tests, arrangements and all other aspects of this Admissions policy are operated with no reference to protected characteristics.

## Admissions at other times – In-Year Admissions

You can make a request for admission after the normal round of admissions – after 31 August 2024. All In-Year admissions to the School will be made in line with Torbay's In-Year Co-ordinated Admissions Scheme. All girls seeking admission after the beginning of Year 7 must provide evidence of their academic ability. This will normally be by sitting entrance tests, except where evidence of a girl's ability from another selective school is accepted. In Year testing takes place termly when required.

### **1. For Year 7 from 'National Allocation Day' to the end of the Autumn term of that year**

After places have been allocated the 11+ results will form the waiting list until end of the Autumn term of the admission year. If places become available during this time the next girl on the list will be contacted and offered a place.

After this time girls who have satisfied the following criteria can apply for any places that become available.

### **2. Key Stage 3 (Years 7-9):**

- Made demonstrable progress in National Curriculum subjects since leaving primary school in line with that achieved by girls already in the relevant year group at TGGS. This will be assessed through selection tests in English, Maths and Cognitive Ability Testing.

The highest scoring student(s) who passes this exam suite will be offered a place.

### **3. Key Stage 4 (Years 10-11):**

- Made demonstrable progress in National Curriculum subjects at Key Stage 4 in line with that achieved by girls already in the relevant year group at TGGS. This will be assessed through selection tests in English, Maths and Cognitive Ability Testing.

The highest scoring student(s) who passes this exam suite will be offered a place.

## Admissions to Sixth Form

Please refer to the Sixth Form Admissions Policy which can be found on our website.

## Contacts and Further Information

Mrs Louise Rumbelow  
11+ and In-Year Admissions Officer  
Torquay Girls' Grammar School  
30 Shiphay Lane  
Torquay  
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<https://www.tggsacademy.org/>  
[lrumbelow@tggsacademy.org](mailto:lrumbelow@tggsacademy.org)

**SCHOOL ADMISSIONS TEAM**

Telephone – 01803 208908  
[pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk)

**TORBAY COUNCIL POLICIES**

Available at [www.torbay.gov.uk/schooladmissions.htm](http://www.torbay.gov.uk/schooladmissions.htm)

**SCHOOL APPEALS**

Governance Support Team  
Town Hall  
Castle Circus  
Torquay  
Devon  
TQ1 3DR

Telephone – 01803 207026  
[Governance.support@torbay.gov.uk](mailto:Governance.support@torbay.gov.uk)

**EDUCATION TRANSPORT TEAM**

Telephone – 01803 207688  
[www.torbay.gov.uk/schools-and-learning/school-transport/](http://www.torbay.gov.uk/schools-and-learning/school-transport/)