



Heckmondwike Grammar School

Policy: Year 7 Admissions Policy 2019 Entry

Status: Statutory

Last revision by: PDR

Date of last revision: October 2017

Open view on website: External

Equality Impact Assessment? n/a

Workload Impact Assessment? n/a

Approved by:	Governing Body
Approval date:	October 2017
Date of next review:	October 2018

Action	Date	By whom
On secure website	n/a	n/a
On public website (if applicable)	October 2017	
In review schedule	October 2018	PDR



HECKMONDWIKE GRAMMAR SCHOOL –
ADMISSION POLICY
(Entry - September 2019)

Heckmondwike Grammar School is a state selective grammar school providing a free education appropriate to the needs of pupils in the top 25% of the ability range. Heckmondwike Grammar School is an Academy, and the Governing Body is responsible for the admission arrangements.

Entry at age 11

The governing body plans to offer up to 180 places at age 11 (6 forms of 30 pupils), this is the planned admission number or PAN for the School. Places will be offered to pupils who are identified by means of an entrance examination as being in approximately the top 25% of the ability range. Admission to the school is not dependent on any voluntary contribution.

Applying for a Place

In order to be eligible for a place parents must make the school one of their choices via the local authority common application system. Note that such applications are now submitted online via local authorities' web sites. Parents who reside outside the boundaries of Kirklees should apply to their own local education authority (LA). The closing date for applications to the LA is normally the 31st October. However, parents should check with their LA the exact date. The school will notify parents as to whether or not their child has met the standard required for entry prior to this date.

In addition to completing the LA application parents are required to register for the entrance test by noon on 25th June 2018. The school's registration form is completed online, and is accessible via the school web site. Parents or carers who do not have access to the internet are asked to telephone the school admissions secretary for an alternative means of registration.

The entrance examination will be held early in the autumn term preceding the September of entry. Papers will test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. A selection of familiarisation questions will be placed on the school website late in the summer term preceding each test.

The selection procedure is a two-stage process.

Stage (i)

The test scores on the component papers will be combined and used to select pupils who are estimated to be within the top 25% of the ability range.

Parents will be informed in writing by the school whether their child has reached the standard required for selection by mid-October (see the calendar of key dates below). Parents should note that this does not constitute the offer of a place since more children may have passed the test than there are places available.



Stage (ii)

If there are more pupils selected than places available, the following admission criteria will be applied in order of priority:

1. Children of selective ability who are in public care or have previously been in public care. (Children previously in public care are children who were in public care and ceased to be so because they were adopted or became subject to a residence order or special guardianship order).
2. Children of selective ability who are eligible for the Pupil Premium.
3. Children of selective ability who reside in the catchment area¹ (a map of the catchment area is available in school) The place of residence is the child's permanent address on the date of sitting the entrance exam.
4. Children of selective ability who already have siblings² in the school, where those siblings will remain on roll when the child is admitted.
5. Children of selective ability who have a parent who is employed by the school and has been so for two or more years at the time of application, or who has been recruited to a post where there is a recognised skill shortage.
6. Children who have a proven high level (top 10% for their age) of Physical Fitness/Agility (and so indicating a potential for a high level of aptitude in sport³) and/or Music⁴. The percentage of children offered a place under these criteria together shall not exceed 10% of the total number of offers made. If more than 10% of the cohort meets these criteria together places will be offered to those children scoring highest on the entrance exam.

Once criteria 1 to 6 have been applied, the remaining places will be offered on the basis of overall performance in the entrance examination. The criteria will be used to create a ranked list of selected pupils which will be forwarded to the LA.

Notification of offer of place

The formal offer of a place will come from the local authority, which will write to parents in early March allocating a single secondary school to their child. Parents should note that if the school of first preference, as indicated on the LA application, accepts their child then this is the only place, which the LA will offer.

Waiting List

¹ Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency cannot be met. Where a child lives part of the week with one parent and part with another member of the family the "home address" will be considered to be that where the child lives for the majority of the time.

² In this context sibling means:

Children living at the same address who have one or both natural or adoptive parents in common;

Children living at the same address who are related by a parents' marriage;

Children living at the same address whose parents are living as partners at this address.

³ Physical Fitness/Agility – children of selective ability who then achieve the qualifying standard in the Heckmondwike Grammar School Physical Fitness/Agility test. Pupils wishing to take the test should have a good level of fitness and be participating in competitive sport on a regular basis. This test will take place during the period between the notification to parents of the entrance test result and the October half term holiday. For candidates with a disability, access arrangements will be put in place after consultation with the candidate's parents and the candidate's Junior school. The assessment will be adjusted to meet the individual candidate's level of disability.

⁴ Music – children of selective ability who by the date of the test have achieved certificated grade 2 or above in Music from a nationally recognised awarding body (e.g. ABRSM or Trinity.)



The school may still have vacancies following the formal offer of places in early March. Parents who have applied but not been offered a place by their LA, but whose children passed the entrance examination will be eligible for a place on the waiting list. The Governors will use the admission criteria above to rank the waiting list applicants and then forward the list to the LA so that further places may be offered on or after 31st March. The waiting list will continue to operate throughout year 7.

Late Application

It is essential for applicants to sit the entrance test according to the schedule so that the outcome can be communicated to parents in time to nominate the school on the LA application where appropriate.

Applicants whose registration with the school is later than the test deadline, and those who do not nominate the school on the LA application by the local authority deadline, will be considered as late applicants. These applications can only be considered after the initial round of waiting list places on 31st March.

It is unlikely that places will be available at this stage and parents who think they might wish to pursue a place at the school are strongly advised both to register on time for the test and to nominate Heckmondwike Grammar School on the LA application in the first instance.

Open Evenings

Open evenings are held in **the summer term preceding the term in which the test is taken**, to allow parents and pupils to visit the school and obtain information about the entrance examination.

In Year Admissions

Applicants for admission in to years 8 to 11 should complete a Kirklees In-year Common Application Form (ICAF) and return it directly to the school. Vacancies are rare and are normally filled from the waiting list for the relevant year group, and places on the waiting list are subject to an entrance test.

Appeals

Parents or guardians may appeal against the admissions decision to an independent appeal panel appointed under the provisions of the Admissions Appeals Code. The decision of the Independent Appeal Panel will be binding on the Governors and on the parent or guardian. Parents will be informed of their right of appeal when they receive notification of the outcome of their application. Appeals will be held in June and will all be heard by the same panel. Details of the appeal process are available on the school's website.

Entry at age 16+

Details regarding admission to Y12 and the relevant appeals process are contained in the Sixth Form Admissions Policy – which is available from the school or from the website.



Admissions Calendar for September 2019 Entry

2018

20 th June	Open Evening
21 st June	Open Evening
Midday 25 th June	Closing date for submitting online registration form to HGS for entrance examination
17 th September	Entrance examination
12 th October	Target date for parents to be informed in writing by the school whether their child has reached the standard required for selection. Parents should note that this does not constitute the offer of a place since they must apply to the LA by 31 st October, and more children may have passed the test than there are places available.
17 th or 18 th October (TBC)	Physical fitness/Agility test. Please see Stage (ii) of the admissions policy.
31 st October	Final date for submission of Common Application Form to Kirklees LA. (NB parents who live outside Kirklees need to check their own Local Authority submission date).

2019

1 st March	Formal offer of places by LA (date to be confirmed by LA)
8 th March (TBC)	Closing date for acceptance of place (date to be confirmed by LA)
22 nd March	Closing date for parents wishing to confirm to the school the desire to maintain their child's name on the waiting list
29 th March (TBC)	Waiting list places offered via the LA (date to be confirmed by LA)
4 th April (TBC)	Closing date for notification of admission appeal
11 th and 13 th June (TBC)	Introduction evenings for new parents and pupils
1 st & 2 nd July (TBC)	Induction days for new pupils (date to be confirmed)