

## Heckmondwike Grammar School

**Policy:** Admissions Arrangements (11-16)

**Status:** Statutory

**Last revision by:** R Tipler

**Date of last revision:** October 2024

**Open view on website:** External/Internal

Approved by:	Governing Body
Approval date:	January 2025
Date of next review:	October 2025

Action	Date	By whom
Saved in Staff Shared Drive	January 2025	DJN
On public website (if applicable)	January 2025	JDN
In review schedule	October 2025	RGT

## HECKMONDWIKE GRAMMAR SCHOOL ACADEMY TRUST

### ADMISSION ARRANGEMENTS (11 – 16) (Entry - September 2026)

Heckmondwike Grammar School is a state selective grammar school providing a free education appropriate to the needs of students identified through selective admissions criteria<sup>1</sup>. 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 210 places at age 11: this is the published admission number or PAN for the School. Places will be offered to students who are identified by means of an entrance examination. 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 31<sup>st</sup> 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 23<sup>rd</sup> June 2025. The school's registration form is completed online, and is accessible via the school website. Parents or carers who do not have access to the internet are asked to telephone the school admissions officer for an alternative means of registration.**

**In the event that the parents of the child are separated or similar, it is the responsibility of the parent registering the child to ensure that all parties responsible for the child are aware of the registration submission and any other further school communication in regards to the entrance examination.**

<sup>1</sup> This wording has been updated to replace the phrase 'approximately the top 25% of the ability range' with 'students identified through selective admissions criteria.' This change is intended to clarify the language and better reflect our established admissions process. The method and criteria for selecting students, including the admissions test, remain unchanged. This update does not alter the way we assess applicants or determine eligibility for admission

## The Entrance Examination

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 used to select students who may be eligible to receive an offer of a place from the school in accordance with the criteria at stage ii below.

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 met the standard for entry than there are places available.

### Stage (ii)

The process of allocating places will commence after any child who meets the standard for entry and whose Education and Health Care Plan (EHCP) names the school has been taken into account<sup>1</sup>.

The oversubscription criteria are set by the school and are reviewed and checked on an annual basis to ensure that these criteria do not disadvantage students from a particular social or racial group, or children with SEN or a disability.

If there are more students meeting the required standard than places available, the following admission criteria will be applied in order of priority:

- 1) Children of selective ability who are in public care (in or outside of England) 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)<sup>2</sup>
- 2) Children of selective ability who are eligible for the Pupil Premium<sup>3</sup>.

---

<sup>1</sup> Proof of the EHCP must be provided to the school by 12 noon Friday 27<sup>th</sup> June 2025.

<sup>2</sup> Proof of eligibility of looked-after status must be provided to the school by 12 noon Friday 27<sup>th</sup> June 2025.

<sup>3</sup> Proof of Pupil Premium be required and must be submitted by 12 noon Friday 27<sup>th</sup> June 2025.

- 3) Children of selective ability who reside in the catchment area<sup>4</sup> (a map of the catchment area is available on the school's website). 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 siblings<sup>5</sup> in the school, including the Sixth Form, 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 sitting the entrance examination, or who has been recruited to a post where there is a recognised skill shortage.
- 6) Children who have gained grade 2 or above in Music<sup>6</sup>. The percentage of children offered a place under this criterion shall not exceed 5% of the total number of offers made. If more candidates meet the criterion for Music, places will be offered to those children scoring highest on the entrance examination.

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 students which will be forwarded to the Local Authority.

All documentation must be sent ONLY to [admissions@heckgrammar.co.uk](mailto:admissions@heckgrammar.co.uk). A confirmation of receipt will be sent to parents as proof that this information has been applied to the students' application.

### **Special Educational Needs and Disabilities (SEND)**

Please note that if a child has a recognised special educational need or disability (SEND) which is currently recognised by the primary school, documentary proof of evidence of this need must be submitted to the Admissions Officer at Heckmondwike Grammar School by 12.00 noon on Friday 27<sup>th</sup> June 2025 so that appropriate access arrangements can be put in place.

Having a recognised special educational need or disability (SEND) or an Education and Health Care Plan (EHCP) which is in force at the time of the entrance exam and which names the school does not mean the child meets any of the oversubscription criteria.

---

<sup>4</sup> Proof of residence will be required by the school. 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.

<sup>5</sup> 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.

<sup>6</sup> Music – children of selective ability who by the date of the test have achieved certificated grade 2 or above in a solo music performance qualification with an instrument or voice from an OFQUAL regulated awarding body (e.g. ABRSM or Trinity.) Documentary proof in the form of the original certificate must be received in school by Friday 12<sup>th</sup> September 2025 (midday).

## Notification of offer of a 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

For Year 7 entry the school will operate TWO waiting lists. Places will be filled from waiting list 1 before using waiting list 2.

Waiting List 1: Parents who have applied but not been offered a place by their LA, **but whose children met the standard for entry in the entrance examination** will be eligible for an automatic place on waiting list 1. 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 National Offer Day (usually 31<sup>st</sup> March). Waiting list 1 will continue to operate throughout year 7.

Waiting List 2: This waiting list is for students **who have not met the standard** in the preceding entrance exam or who missed the preceding entrance exam. In the rare event of there being no students on waiting list 1, students on waiting list 2 will be invited to sit an entrance test for entry into year 7. Waiting list 2 will begin from National Offer Day and parents/carers must contact the admissions officer at school in order to place their child on waiting list 2.

## Late Application

Late applications submitted after the deadline of 12.00 noon on 23rd June 2025 cannot be accepted.

## Open Evenings

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

## In-Year Admissions (Years 8 – 11)

Vacancies in years 8 to 11 are rare and are normally filled from the in-year waiting list for the relevant year group, Places on this in-year waiting list are subject to an entrance test for all applicants, whether or not the applicant had taken the entrance examination for entry to year 7 in the appropriate year.

Parents must contact the school and make a formal request to be considered for a place. Upon receipt of an in-year application, the school will notify the applicant in writing within 15 school days of an in-year application of either the date for the assessment of ability or the reason for refusal with information about the right of appeal.

If there are no places available, children will be invited to join the in-year waiting list. The in-year waiting list will close when invitations are made to those children who are currently on the list to take an entrance test and no further requests to join the waiting list can be made until the list is re-opened following allocation of places.

If more students meet the standard for entry in the test than there are places available, the places will be allocated using the over-subscription criteria numbers 1 to 5. If there are still places remaining after the over-subscription criteria have been applied, then these will be allocated to students who meet the standard for entry in the test in rank order.

If a student has taken and passed the test for an in-year vacancy, but was not offered a place, they will automatically be kept on the waiting list for that year, unless parents request for their child's name to be removed.

If the student did not meet the standard for entry in the test, their name will be removed from the waiting list. If the student did not attend the test, their name will be kept on the waiting list in the event a place becomes vacant and they will be invited to sit the entrance test.

The waiting list will be revised on an annual basis and inclusion on the list will not 'roll-over' automatically to the following academic year. If parents wish their child to remain on the in-year waiting list, they must make a formal application to the school each year to request this.

If, in the unlikely event a place becomes vacant in Year 7 and there are no students remaining from the current year's waiting list who took the entrance exam and met the standard for entry in the preceding September, we reserve the right to run an in-year test in Year 7 to fill this place.

### Appeals

Parents or guardians may appeal against the Local Authority's decision not to offer a place 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 will be available on the school's website after 1<sup>st</sup> March each year.

### Challenging Behaviour

The legislation surrounding children who have been permanently excluded twice or who display challenging behaviour is set out in the School Admissions Code (2021) and therefore informs arrangements for admissions to Heckmondwike Grammar School in such cases.

### Fair Access Protocol

Heckmondwike Grammar School agrees to follow the Fair Access Protocol and responds on a case-by-case basis when applications are made by the Local Authority. The scope of this admissions policy should be regarded as separate to the Fair Access Protocol.

The school will take account of provision made in the School Admissions Code (2021) for FAP requests in making decisions to admit students.

## Admissions Calendar for September 2026 Entry

### 2025

18 <sup>th</sup> & 19 <sup>th</sup> June	Open Evening
23 <sup>rd</sup> June (midday)	Closing date for submitting online registration form to HGS for entrance examination
27 <sup>th</sup> June (midday)	Closing date for submitting documentary proof of evidence of EHCP, and for SEND or Pupil Premium
12 <sup>th</sup> September (midday)	Closing date for submitting documentary proof of evidence for Grade 2 or above in Music
15 <sup>th</sup> September	Entrance examination
16 <sup>th</sup> 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 October, and more children may have passed the test than there are places available.
31 <sup>st</sup> October	Usual final date for submission of Common Application Form to your home Local Authority (date to be confirmed by LA.) It is the responsibility of parents to check and meet this deadline, as some Local Authorities may operate to different deadline dates.

### 2026

1 <sup>st</sup> March	Usual date for formal offer of places by LA (date to be confirmed by LA). Details of appeal process available on school website
11 <sup>th</sup> March (tbc)	Closing date for acceptance of place (date to be confirmed by LA)
21 <sup>st</sup> March (tbc)	Closing date for parents wishing to confirm to the Heckmondwike Grammar School the desire to maintain their child's name on the waiting list for entry to year 7 (date to be confirmed by the school)
31 <sup>st</sup> March (tbc)	Waiting list places offered via the LA.
4 <sup>th</sup> April (tbc)	Closing date for notification of admission appeal
24 <sup>th</sup> June (tbc)	Introduction evenings for new parents only
6 <sup>th</sup> & 7 <sup>th</sup> July (tbc)	Induction Day for new students (students are expected to attend both days)