



# Upton Court

## GRAMMAR SCHOOL

*A member of Upton Court Educational Trust*

### **Admissions Arrangements 2018-19**

#### **Admissions to Year 7**

1. The school's planned admission number (PAN) for Year 7 Entry in September 2018 is 165.
2. As a Grammar (selective) School, the school is not required to fill all the places if pupils do not meet the admissions criteria. Pupils will be admitted to the school at the age of 11 on the basis of their ability and aptitude, which will be determined by their performance in entrance examinations administered by the Slough Consortium of Grammar Schools. The procedures for testing are outlined in the *Slough Consortium of Grammar Schools – a Guide to the 11+ Test* document published by the Consortium.
3. The procedure for application and testing will be published by the School each year.
4. A standardised score of 111 or above in the entrance test means that an applicant is eligible for consideration for admission to the school.
5. Pupils with Special Educational Needs, supported by written evidence supplied by a recognised authority, and who have named Upton Court Grammar School specifically on the statement, will be admitted automatically. Also, pupils with an Education Health and Care Plan under the Children and Families Act 2014, and where the school has been named by the local authority on the EHC plan, will be admitted automatically.

Section 39(2) of the Children and Families' Act 2014 says that the local authority must consult the school before naming a school on the EHC plan and section 39(4) gives the only reasons why a school should not be named. These are "a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or b) the attendance of the child or young person at the requested school or other institution would be incompatible with – (i) the provision of efficient education for others, or (ii) the efficient use of resources." Pursuant to this act, Upton Court Grammar School will work with recognised authorities to ensure that a child with a statement of SEN or EHC plan is of suitable ability.

6. Where the number of eligible pupils reaching the required standard in the 11+ tests exceeds the number of places available, places will be allocated according to the following oversubscription criteria in this order of priority:
  - (i) Looked after Children who are being accommodated, or who have been taken into care by a local authority under section 20, 31 or 38 of the Children Act 1989. The first priority will go to children who are legally defined as looked after by the local authority at the time an application to the school is made, and young people previously looked after, who are children defined as those who were looked after, but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).
  - (ii) Up to 15 places will be offered to applicants who are currently eligible, or have been eligible within the previous six years, for Free School Meals (Pupil Premium). If the number of applicants in this category is greater than 15, places will be offered in rank order according to 11+ score, and then distance from the school (see paragraph vii).

- (iii) Children of members of staff who have been employed at Upton Court Grammar School for 2 years or more prior to submission of the Common Application Form (CAF) on 0.5 of full time or above or filling a vacant post where there is a skills shortage. The term "staff" refers to any employee who is permanently employed by Upton Court Grammar School, and excludes those contracted through external agencies.
- (iv) Children that are attending, at the time of submission of the Common Application Form (CAF), Foxborough Primary School or Trevelyan Middle School (members of Upton Court Educational Trust) as the designated feeder schools.
- (v) Up to 120 Pupils in rank order of performance in the 11+ tests. If pupils are admitted through criteria 5, 6(i), 6(ii), 6(iii) and 6(iv), this number will reduce accordingly.
- (vi) The remaining offers, up to the PAN of 165, for a place will be made by proximity to the school, nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Slough's Geographical Information System (GIS), with those closer to the school receiving higher priority.

The 'home address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the parent or carer who receives child benefit for that child, or in the absence of child benefit it is the address of the parent or carer with whom the child resides for the greater duration.

In the event of a tie between two or more children with equal proximity to the school, for example if two applicants live in the same block of flats, governors will exercise their discretion to admit above the Published Admission Number.

7. Once all offers of places have been made according to sections 5 & 6 above, any remaining applicants that have demonstrated eligibility for a place through scoring 111 or above in the 11+ tests but were not offered a place initially due to over-subscription, will be placed on a waiting list. The position of each applicant on the waiting list is determined through the application of the over-subscription criteria above. Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-assessed.

If a new applicant expresses an interest to join the waiting list, his/her position will be assessed through the administration of the 11+ test, provided the eligibility score of 111 is reached. Accordingly, the position of other applicants on the waiting list will be re-drawn.

The waiting list will operate until 31 December 2018.

8. The school will establish arrangements for appeals against non-admission to year 7, which will be independent of the School and will follow the New School Admission Appeals Code in effect since 1st February 2012.
9. Details of admissions and appeals arrangements will be published by the school every year.

### **11+ Testing Arrangements**

10. Upton Court Grammar School is part of the Slough Consortium of Grammar Schools, and operates CEM 11+ testing to assess eligibility of students through ability. A standardised score of 111 is the minimum score required to be eligible for consideration for admissions, as described above.
11. Full details of testing arrangements, including key dates and a test familiarisation booklet can be found on our website, at <http://www.uptoncourtgrammar.org.uk/year7-entry-september-2018>
12. For September 2018 entry, the 11+ tests will be held at one of the Slough Grammar Schools on Saturday 16 September 2017, for children born between 1 September 2006 and 31 August 2007. Applicants will be advised at which school their test would take place.
13. If an applicant is unable to sit the test on 16 September 2017, such as due to the child's sickness, parental sickness, transport failure, clash with another 11+ test for admission to a different selective school, religious observance, the school should be advised before 5pm on 16 September 2017, by sending an email the

administrator on [juj@uptoncourtgrammar.org.uk](mailto:juj@uptoncourtgrammar.org.uk) explaining reasons for the applicant missing the test. Please note, in the case of the applicant's sickness, a medical certificate is required.

An alternative testing date has been set Monday 25 September 2017, for applicants unable to take the test on 16 September 2017.

14. The CEM 11+ Entrance Assessments are targeted at the expected age range for Year 6 children. If applicants are out of the normal age range, where pupils are too young or too old for year 6 because of, for example, being accelerated through primary school due to exceptional ability or being held back a year due to poor health. The tests are intended to be administered in Year 6, sat on the main test date or as close to that date as possible, and within the academic year of the test.

Candidates with a date of birth before the expected date have their age capped because they would be unduly penalised for being in the year group below that for their age.

Candidates with a date of birth after the expected date have their age capped because the child would need to be able to work at the level of the rest of their cohort, and so are not inappropriately advantaged by being tested a year early.

### **In-Year Admissions to Years 7 – 11**

15. No child will be admitted to the school, other than at the start of Year 7, unless there are available places and:
  - (i) They are transferring from another grammar school within the Slough Consortium, or
  - (ii) They have not previously taken the 11+ test within the Slough Consortium and were unsuccessful and they are successful in the school's entrance examination relevant to their year of entry.

Applicants who have previously sat the Consortium 11+ test but did not attain a score of at least 111 may not be considered for in year entry in years 7-11.

### **Admissions to the Sixth Form**

16. In relation to Sixth Form admission, all applicants must meet the entry requirements specified by the school for their preferred courses, where the relevant admissions test will be performance in GCSE examinations, or level 2 qualifications, or NARIC verified overseas equivalent. All applications must be supported by satisfactory references from the school the applicant attended most recently.
17. Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated year 11 may not be considered for admission to the Sixth Form.
18. The planned admission number for Year 12 entry, including existing UCGS Year 11 students and external applicants, is 160.
19. No student will be admitted to Year 12 after 15 school days from the beginning of the Autumn Term; the beginning of the Autumn Term being defined as the first day of school for students.
20. There are a variety of Sixth Form courses on offer, each with different entry requirements. Full details of these are published annually in the Sixth Form Prospectus on the school website. Applicants should contact the school for further information.
21. All applicants to the sixth form must submit an application form by the date published on the school's website. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) interview with the school. On GCSE results day, applicants holding a conditional offer must attend an enrolment interview with the school where the place may be confirmed if the published eligibility criteria have been met. At this stage, other conditions for admissions must be met in addition to academic achievement, such as NARIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.
22. Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available, places on various courses will be confirmed on a first-come-first-served basis

on GCSE results day. Existing Upton Court Grammar School students will be given priority for admission to a course.

**NOTES:**

- a) In applying these admission arrangements, 'permanent home address' will be as defined by Child Arrangement Orders in the Children and Families Act 2014 (Chapter 6, Part 2, Section 12). The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, then both home addresses must be quoted. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.
- b) If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.
- c) Distances will be measured using a computerised mapping system. The measurement is taken from the address point of the applicant's home to the address point of the school. It does not take into account the actual or expected route a child will travel to school.
- d) The Local Authority, in carrying out their functions under the Children and Families Bill 2014, must have regard to:
  - the views, wishes and feelings of the child or young person, and their parents;
  - the importance of the child or young person, and their parents, participating as fully as possible in decisions; and being provided with the information and support necessary to enable participation in those decisions;
  - the need to support the child or young person, and their parents, in order to facilitate the development of the child or young person and to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.

Specific duties that Upton Court Grammar School has towards disabled children are included in the Equality Act 2010 the key elements are as follows:

- The School must not discriminate against, harass or victimise disabled children and young people;
- The School must make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers.

This duty is anticipatory: adjustments must be planned and put in place in advance, to prevent that disadvantage.

Parents and young people have the right to request a particular school, to be named in their Education, Health and Care plan. If a parent or young person makes a request for Upton Court Grammar School to be named, the local authority must comply with that preference and name the school on the EHC plan unless it would:

- be unsuitable for the age, ability, aptitude or SEN of the child or young person (notably attaining the required standard in the 11+ tests); or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources, as deemed by the Governing Body.

- e) The Statutory Policies for Schools circular issued by the Department for Education (September 2014) requires schools to review admissions policies annually, and any changes must undergo consultation. The next review will take place in November 2017. In the event of no changes, consultation must take place every seven years, scheduled for September 2023.

**Updated: June 2016**

**Review Date: November 2017**