



Calday Grange Grammar School

Title of Policy:	ADMISSIONS POLICY		
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Summary	This policy defines the policy and procedure for the admission of students for the school year commencing September 2025.		
Author:	Mr Philip Douglass, Assistant Headteacher		
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	Minor changes		
	A number of changes		
Approved by:	Full Governing Body	Date:	8 th February 2024
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Notes:			
Date of next review:	January 2025 (for the admission of students for the school year commencing September 2026)		

CONTENTS

1. Admission of students at start of Year 7 in September 2025
Selection arrangements
 - a. Principles
 - b. The Process
2. Admission into the Sixth Form
3. Admission during Years 7 – 11
4. Admission outside of normal age group
5. Reassessment
6. Appeals against Admission decisions

1. Admission of students at start of Year 7 in September 2025

The planned admissions number for Year 7 for the year commencing 1st September 2025 will be 210. Students who attain the qualifying score in the arrangements for selection by reference to ability will be eligible to be considered for admission to the school. The school will create an efficient curriculum timetable with the student numbers confirmed for September. This may limit the numbers to below 210 for that intake.

The Governors have agreed with Wirral Local Authority that the officers of the Local Authority will administer the process of selection in accordance with the procedures described in this policy.

Preference forms for admission to secondary schools will be made available to all parents of students in the final year of their primary school. The forms will need to be returned to Wirral Local Authority. If you need help please ring 0151 666 4600 and ask for Pupil Services, or email schooladmissions@wirral.gov.uk.

If you have any difficulties or wish to receive help, do not hesitate to contact the school –
Tel: 0151 625 2727 Email: theschool@calday.co.uk

Selection Arrangements

A. Principles

The Governors' arrangements for selection are based upon the following principles:

- (1) Children of parents who have placed Calday Grange Grammar School as a preference on any Local Authority preference form will be considered if their child has reached the required qualifying score.
- (2) Students from all schools will be considered equally in accordance with the published procedures described in this policy.

B. The Process

The assessment is based upon the results of two tests set around work that is part of the national curriculum. They have been designed to evaluate a student's suitability for a selective education and to minimise the impact of practice on performance. Wirral's Children and Young People Department (CYPD) will provide a familiarisation leaflet and further information can be found on the Local Authority website.

Students take two tests in the final year of primary education. So that children are not disadvantaged because of their date of birth, in each case the score is adjusted to take account of each child's exact age in years and months to determine a Standardised Age Score (SAS). The two test scores are then added together.

Children who reach the qualifying score will be deemed to have reached the grammar school standard.

If the school is oversubscribed - priority will be determined in the following order:

1. Looked After Children (A Looked After Child is a 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 (under section 22(1) of the Children Act 1989)). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship orders.
2. To those children with a valid medical or social reason supported in writing by a doctor, social worker or appropriate professional person.
3. Up to 15 places for children on Free School Meals at the time of application who achieve the qualifying score in rank order of the shortest walking distance from the school. Details must be provided to Wirral's Children & Young People's Department and this information will be verified.

4. To those children who will have a sibling at the school at the time of admission. A sibling is defined as:-
 - a brother or sister by the same parents
 - a half brother or sister
 - a step-brother or sister
 - adopted child/children living in the same household.
5. By reference to geographical factors, preference will be given to children with the shortest walking distance from the school as measured by the Local Authority computer mapping system.

Should the case arise where it is not possible to distinguish priority using the criteria above, a random allocation process will be followed in accordance with the School Admissions Code (September 2021) 1.35.

Late applications will be considered in accordance with the Local Authority's Co-ordinated Scheme of Admissions.

The Local Authority will inform all parents of school allocations on the nationally agreed date, currently 1st March or next working day.

Should the school be oversubscribed for places in Year 7, in accordance with the School Admissions Code (September 2021) 2.15, the School will maintain a waiting list for students who have achieved the standard but have not been offered a place. The list will be re-ranked for each additional child added in line with the oversubscription criteria.

2. Admission into the Sixth Form

Existing students will be offered a place in the sixth form, given they meet the requirements specified below. Each year the School also welcomes a number of boys and girls from other schools. There is no limit upon entry provided their admission does not prejudice the efficient education and use of resources. The planned admissions number for external students for Year 12 is 80.

Students wishing to continue their Post-16 education at Calday Grange Grammar School must meet the minimum requirements set out below:

- Gain a minimum of five GCSE Grade 5s (including a Grade 5 in English Language and Mathematics).
- and**
- Meet the published entry requirements in the subjects that they wish to continue at Advanced Level.

Please note: both criteria above must be met in order to gain entry to the sixth form. We are unable to offer a place to any student who does not meet the individual subject entry requirements. The school cannot guarantee a students' choice of subjects even where the entry requirements are met. Where a subject is oversubscribed, our oversubscription criteria protocol is applied.

If a student does not meet all the specified entry requirements, there is a process for appeal allowing individual cases to be considered by the Governors' Appeals committee.

Students having studied the first year of A Level at another centre cannot as a matter of course register to start A Level study again at Calday. This can only happen in exceptional circumstances which are assessed by the Governors' Appeals committee. If you require more information regarding this please contact the school.

Except in exceptional circumstances (e.g. ill health) the school will not support the repeating of a year.

If the school is oversubscribed – priority will be determined in the following order:

1. Looked After Children (A Looked After Child is a 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 (under section 22(1) of the Children Act 1989)). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship orders.
2. To those children with a valid medical or social reason supported in writing by a doctor, social worker or appropriate professional person.
3. By reference to geographical factors, preference will be given to children with the shortest walking distance from the school as measured by the Local Authority computer mapping system.

3. Admission during Years 7 - 11

Students wishing to be admitted outside the normal round, whether in-year or at the start of a school year which is not a normal point of entry to the school, should contact the Local Authority in the first instance; an assessment process will then be initiated. These candidates have their suitability for selective education evaluated via a computerised test. This provides an age adjusted score directly comparable with that generated by in round tests. The entry criteria will then be applied to the scores. Those candidates meeting the qualifying score threshold will be offered a place if a vacancy exists. If no vacancy exists, then students who meet the entry requirements will be placed on a waiting list. The list will be re-ranked for each additional candidate in line with the published oversubscription criteria.

4. Admission outside of normal age group

If a parent is seeking a place for their child outside of their normal age group they should contact the Local Authority in the first instance. All cases will be reviewed on an individual basis.

5. Reassessment

Students can be re-assessed for entry into Calday at the request of a parent if more than a year has passed since any previous test. Where a student meets the required standard they will be offered a place if spaces are available, or placed on the waiting list if requested.

Students wishing to transfer into Calday from local schools will be reassessed if more than 1 year has passed since their previous successful assessment.

6. Appeals against Admission decisions

Parents have a right to appeal against an admission decision. The process of an appeal is set out in the decision letter that identifies the reasons for refusing admission. The appeal is heard by an Independent Appeals Panel as required by law, and the decision of the panel will be final and binding on both the school and the appellant.

The Governors will not accept multiple appeals in the same academic year unless there are significant changes in circumstances. Further details of the official procedure are available from: The Clerk to the Appeal Panel c/o Calday Grange Grammar School, Grammar School Lane, West Kirby, Wirral CH48 8GG (Telephone 0151-625-2727 Email appeals@calday.co.uk).