

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2024

The governing body of Queen Elizabeth's Grammar, Alford, is the admission authority for the academy.

#### 1. ENTRY AT 11+

The **11+ testing** will be in line with the Lincolnshire Grammar Schools' Consortium, with the academy's Year 7 intake drawn from those in approximately the top 25% of the ability range of the relevant age group; the required standardised score for entry is 220. The current PAN for admissions in Year 7 is 84.

The catchment area's primary schools have offered to administer the 11+ tests on behalf of the governors of Queen Elizabeth's Grammar, Alford. If pupils are not able to take the 11+ tests in their primary school, they may take them at their nearest grammar school or at Queen Elizabeth's.

The 11+ procedure will involve two tests: one verbal reasoning and one non-verbal. Both tests will be taken in the September for pupils in their final year at primary school..

Arrangements for applications for places in Y7 at Queen Elizabeth's Grammar, Alford will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), they can also apply by telephone, or ask for a paper application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. We will adhere to the timescales outlined in the Lincolnshire County Council c-ordinated admissions scheme available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021). In year admissions are dealt with in accordance with Section 2. A parent for the purposes of making an application is a person with 'parental responsibility' or a person who has day to day care of a child. This is in line with section 576 of the Education Act (1996).

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014), who have achieved the required score, naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

The criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used.

Preference will be given to:

1. Pupils who have reached the required score and who are or have previously been in public care as defined below.
2. Pupils living within the designated free transport area (our traditional catchment area) who have a sibling at the school at the time of application who will still be attending the school at



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the time of admission and who have reached the required score. A map of this designated free transport area is available from the school office and on our website. Siblings are defined as a full brother or sister who will still be attending the school when the child is due to start; a full brother or sister, whether or not resident in the same household; another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.

3. Pupils living within the designated free transport area (our traditional catchment area) who have reached the required score. A map of this designated free transport area is available from the school office and on our website.
4. Pupils who do not live within our designated free transport area, but attend the primary schools within it (Alford, Huttoft, Mablethorpe, Sutton-on-Sea, Theddlethorpe, Willoughby and Withern), who have siblings at the school at the time of application who will still be attending the school at the time of admission and who reach the required score.<sup>1</sup> Children must be attending the feeder primary by the 14 December to qualify as within catchment for offers on national offer day. Any students who move house or change school after this date must notify the school so that appropriate priority can be awarded for offers after national offer day.
5. Pupils who do not live within our designated free transport area but attend the primary schools within it (Alford, Huttoft, Mablethorpe, Sutton-on-Sea, Theddlethorpe, Willoughby and Withern) and who reach the required score.
6. Pupils not living in the designated free transport area or attending a primary school in this area who reach the required score.<sup>2</sup>

In the case of a category being **oversubscribed** with pupils who have reached the required score, will be ranked according to their 11+ test scores and admitted in descending order of score. In the event of a number of pupils having exactly the same 11+ score then the governors will apply a tie-breaker based on the straight-line distance (this will be calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school) with the child living closest to the academy being given the place.

The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses

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<sup>1</sup> Historically, all those living in the designated free transport area, or attending a primary school within this area, have attained places.

<sup>2</sup> Typically about half of each year group comprises pupils who do not live within the designated free transport area.



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during school term time, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

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You must be resident by 14 December for appropriate priority to be awarded to catchment area pupils by national offer day. Those who move into the catchment area after this date will have their priority updated in line with Lincolnshires co-ordinated scheme.

If two or more applicants are still tied for the last place then the governors will arrange for an independent person to undertake a random allocation for these children only.

A **child in public care**, sometimes referred to as a 'looked after' child, and previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, is a child who is:

1. in the care of a local authority, or
2. 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a childcare arrangements order or special guardianship order) including those who appear to have been in the state care outside of England and ceased to be in state care as result of being adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). 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. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this.
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

By law the governors must consider parents who have named the school using the common application form (or have applied online) before any other parents. The governors will investigate any concerns they may have about the information you provide on the application form and may withdraw the offer of a school place if they find evidence that a fraudulent claim has been made.

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### RIGHT OF APPEAL

Parents of pupils not offered places at the academy have the **right of appeal** against the academy's admission panel decision to refuse a place. Appeals forms may be obtained from the Headteacher's PA after places are allocated in March and should be returned to school by the end of that month to ensure that they will be heard 'on time' with other appellants. All appeals will be heard by an independent appeals panel who will consider whether 'prejudice' would arise were the child to be admitted, and the weight of the parents' case in terms of extenuating circumstances. The decision of the appeals panel is binding.



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### RESERVE LIST

For admission into the intake year the admission authority for Queen Elizabeth's Grammar, Alford will operate a reserve list. In the normal admissions round if we refuse a place at our school and your child has reached the qualifying score, your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the School Admissions Code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this, the school keeps this list until (December 31<sup>st</sup> of the admitting year). Parents wishing to remain on this list must contact the school for more information. In this school we will only add to the waiting list children who have achieved the required standard in the selection tests or have been deemed qualified by an independent panel. We also keep a waiting list for other year groups when oversubscribed and this is kept to the end of the academic term following the application date.

### 2. ENTRY AT OTHER TIMES

Pupils are normally admitted at 11+ and 16+, but we will consider requests for places at other times if there should be places available. The governors seek to admit the most able pupils and will admit those pupils where there is evidence that the pupil is in the top 25% of the ability range and whose performance indicates that they would benefit from the curriculum and pace of work available at this academy. Selection will be based upon KS2 results, CATS and other standardised test information which is available. The assessment tests we use in school are for English and Mathematics each lasting 1 hour and these are from national curriculum/GCSE papers which can be standardised to indicate whether an applicant would be placed in the top 25% of the ability range nationally. Parents should contact the school to arrange testing and will be notified of the outcome, in writing, within 15 days of their child taking an admission test.

### 3. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) for advice on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Queen Elizabeth's Grammar, Alford will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. *A governor's Admissions Committee will convene to discuss the application and will take account of:*

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- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the child's Headteacher

#### 4. FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Queen Elizabeth's Grammar, Alford will participate in Lincolnshire County Councils fair access protocol.

#### 5. FRAUDULENT OR MISLEADING APPLICATIONS

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

#### 6. ENTRY INTO THE UPPER SCHOOL AT YEAR 12

This is based on pupils attaining at least Grade 5 or above in Maths and English, with at least 4 grades at 6 or above. For A level study pupils should usually have a grade 7 or above in the subjects they wish to study. These entry requirements apply to students from Y11 at Queen Elizabeth's Grammar and external applicants. *Interested parties should contact the school for an application form.*

The published admissions number for Year 12 is 20. This applies to students joining the sixth form from other schools.

In the case of **oversubscription** from students from other schools, who have reached the required GCSE grades, students will be ranked according to their GCSE points score. In the event of a number of students having exactly the same score then the governors will apply a tie-breaker based on the straight-line distance (measured electronically by the local authority between the post office address point of the home and the post office address point of the academy), with the student living closest



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to the academy being given the place. Preference will be given to pupils who have reached the required score and who are or have previously been in public care as defined in this policy.

Pupils will be selected without regard to colour, race, creed or gender, and without regard to a pupil's likely or known requirements for special educational needs. The school will continue to provide for pupils with special educational needs, provided that such pupils meet the criteria in force for selection of a place at the academy.

Parents of pupils, and the pupils themselves for Y12, not awarded places at the school have the **right of appeal** to an independent appeals panel. Any such appeal should be made following the notification of a place not being offered at the academy. Appeals forms may be obtained from the clerk to the governors, c/o Queen Elizabeth's Grammar, Alford.

### 7. VISITS TO THE ACADEMY

The academy's annual open evening takes place on the first Thursday in October. Details are sent to all feeder schools and publicised in the local press. There is also an open evening for the Sixth Form in November. Parents of prospective pupils are welcome to visit the academy at other times by prior arrangement with the Headteacher, by contacting the school either by email at [reception@queenelizabeths.co.uk](mailto:reception@queenelizabeths.co.uk) or by telephone on 01507 462403.

