

## **Admission arrangements for Spalding High School for September 2018**

Spalding High School is a girls' grammar school, with a mixed sixth form. Lincolnshire County Council is the Admission Authority. The County Council has delegated to the governing body the decision about which children to admit. Spalding High School will apply the oversubscription criteria shown below if there are more applications than available places.

For a child to be eligible for a place at Spalding High School they must be of the required academic ability.

In common with the majority of grammar schools in Lincolnshire the school requires children to reach a common qualifying standard. For entry into Year 7 this is an aggregate standardised score of 220 in a verbal reasoning test and a non-verbal reasoning test.

This standard is intended to identify the top 25% of children by ability in areas of Lincolnshire served by a grammar school. This means the percentage pass rate may vary from one area to another and from one year to another, depending on the abilities of the children in a local area in any one year.

### **Published Admission Number**

The published admission number for Year 7 is 150. This limit applies also to years 8 to 11.

### **Admission into Year 7**

For entry into Year 7 the school determines a child's academic ability for admission by their performance in the Lincolnshire Consortium of Grammar Schools' 11+ examinations. Information regarding the Consortium can be found at [www.grammarschools.lincs.sch.uk](http://www.grammarschools.lincs.sch.uk).

In order for a child to sit the 11+ examinations a registration form must be completed. These are sent to Lincolnshire feeder primary schools in January when children are in Year 5 and should be returned to the primary school by the deadline date on the form.

Alternatively, the Registration Form can be downloaded from the Spalding High School website and returned to Spalding High School.

Further details regarding test dates and practice papers will be sent once a child is registered.

It is imperative, that parents wishing their daughters to sit the 11+ examination complete and return the registration form.

The tests take place in September when the children are in year 6. Spalding High School sends the result of the 11+ to parents at the beginning of

October.

A child taking the 11+ is not considered as an application for the school and a formal application must be made.

Children can only be tested once for entry into an academic year. A child who does not achieve the qualifying standard for Year 7 cannot be tested for Year 8 until the second half of the summer term preceding entry.

Arrangements for applications for places in Year 7, for September entry, at Spalding High School are in accordance with Lincolnshire County Council's coordinated admission arrangements. Parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home local authority.

A child's home Local Authority will notify the parent of the outcome of their application in the March preceding entry.

### **Admission at other times**

Children will be required to take entrance examinations to ensure that they are of the academic ability for the relevant year group at Spalding High School. These examinations will determine whether the child is at least of the minimum ability for the relevant year group. Parents who wish their child to take this test should contact Spalding High School direct. The school will explain to the parent what tests are to be taken and what standard the child must achieve in order to qualify for the relevant cohort. The school will also display this information on its website. A child taking the test is not considered as an application for the school and a formal application must be made.

For a midyear place, including the Year 7 that has commenced, an application can be made online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or on the midyear application form. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process.

### **Oversubscription Criteria**

For entry into Years 7 to 11 children who would like a place at Spalding High School must firstly have qualified under the testing arrangements.

In accordance with legislation the allocation of places for qualifying children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

For entry into Year 7 in September places will be allocated to parents who return an application before we consider any parent who has not returned one.

The oversubscription criteria are listed in the order we apply them.

In the event of the school being oversubscribed by qualified children, places will be allocated using the oversubscription criteria listed below, which are listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

1. Looked after children and all previously looked after children (1).
2. Children with a brother or sister on roll at Spalding High School at the time of application or who will be attending the school at the expected time of admission (2).
3. Increasing order of driving distance (3).

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

(1) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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).

(2) Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In all cases both children must live at the same address. We include in this criterion:

In all cases, both siblings must live at the same address. A sibling is defined as;

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or step-parent

Twins, other siblings from a multiple birth and siblings in the same year group  
In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would prejudice the provision of efficient education or the efficient use of resources.

(3) Driving distance is calculated by measuring the shortest route using an electronic mapping system. Measurements are made from the post office address point of the child's home to the post office address point of the school. Measurements are made in miles to a maximum of three figures after the decimal point. The school uses the measurements made by Lincolnshire County Council's school admissions team using an electronic mapping system.

### **Home Address**

By home we mean 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 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address 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 both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

We do not take into account an intention to move.

### **Reserve Lists**

For admission into Year 7 the governors will keep a waiting list which we call a reserve list.

If a child has met the required standard in the 11+ and is offered a place at a school named as a lower preference than Spalding High School they will be automatically placed on the reserve list. A child cannot be placed on the reserve list if they have not met the required standard in the 11+.

The reserve list is in the order of the oversubscription criteria. Names can move down the list if someone applies for a place and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of the coordinated admission round in August each year. After, Spalding High School will keep the reserve list until the end of the academic year.

If your child is of the required ability and you wish them to join the school in another year group, you can request your child be added to the reserve list by contacting Spalding High School direct. The reserve list will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

The reserve lists are cleared at the end of each academic year in Year 7 to 9 and at the end of December for Year 10. If you would like your child to be placed on the reserve list for the following academic year please contact Spalding High School. A reserve list is not kept for Year 11.

### **Appeals**

For entry into Years 7 to 11 at a grammar school, a parent has the right to appeal if a place is not offered due to; non-qualification, oversubscription or both. If a child has not met the required standard in the entrance examinations, there is only a right of appeal if Spalding High School has been expressed as a preference.

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties.

Further information can be found at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) .

### **Fraudulent or Misleading Applications**

The Admission Authority and Spalding High School have the right to investigate any concerns they may have about your application. If it is considered there is evidence that an applicant has made a fraudulent claim or provided misleading information, the Admission Authority has the right to withdraw an offer of a school place. For example, if a false home address has been given for a child, which denied a place to a child with a stronger claim.

The Admission Authority and Spalding High School reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **Fair Access Protocol**

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.

### **Children of UK Service Personnel (UK Armed Forces)**

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

For families of 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 the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. This address will be used 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.

The Governors will not refuse a service child a place because the family does not currently live in the area.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The school's 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. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the 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.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

### **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. 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned; this will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has 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 head teacher