



# Admissions Policy

**2023 - 2024**

<b>Last policy review date:</b>	<b>15<sup>th</sup> September 2022</b>
<b>Next policy review date:</b>	<b>31<sup>st</sup> August 2023</b>
<b>Policy Owner:</b>	<b>Townley Grammar School Headteacher</b>
<b>Policy approval:</b>	<b>Local Governing Body</b>

## **Admissions Policy 2023/2024**

Townley Grammar School became an Academy on 1st January 2012 and is therefore the admissions authority for the school from that date.

This policy will apply to admission to Years 7 and 12 in September 2023.

Townley Grammar School is a former maintained grammar school designated as such under section 104 of the School Standards and Framework Act 1998 and the Education (Grammar School Designation) Order 1998. As such it is permitted to continue to select its intake by reference to ability.

### **Points applying to all admissions**

If Townley Grammar School is named in a student's Statement of Educational Needs (SEN) or Education Health Care Plan (EHC) she will be admitted to the school if she is 'deemed selective'. Only applicants deemed selective are eligible to be considered for a place at the school.

In all cases where an application for a place at a school is unsuccessful, the parent will have the right of appeal. That appeal will be heard by an Independent Appeal Panel commissioned by the school.

If false or misleading information is used to gain entry to the school, the place may be withdrawn. Applications for Year 7 admission will be co-ordinated by the London Borough of Bexley. All other applications will be handled directly by the school.

### **Year 7 admission arrangements**

Girls are eligible for admission to Year 7 in the September following their 11th birthday (for admission in September 2023; that is girls born between 1st September 2011 and 31st August 2012 inclusive). The school will accept applications from girls who are no more than one year younger (that is, they were born no later than 31st August 2013) provided that they are already in Year 6 at a primary school and the school confirms that they are working successfully in that group. Girls who are born in the summer 01 April and 31 August 2011 (inclusive) where parents delayed entry to reception and the child has remained out of cohort for their entire primary attendance are also eligible for admission.

The school's admission number is 224 pupils (An increase of 14 places from September 2016)

In the first allocation of places, the school will only consider applicants "deemed selective"<sup>1</sup> by the London Borough of Bexley – using arrangements published by them. At this stage, girls with a statement of special educational needs will be considered only if they reach that standard.

A summary of the co-ordinated admissions process for September 2023 entry:

Parents who wish to enter their daughter for the Bexley 11+ selection test, must register online directly with Bexley LA by their specified closing date (please refer to the Bexley Council website for exact dates).

Selection test results confirming if your child has been deemed Selective\* or non-selective will be sent by the Bexley LA.

If there are fewer than 224 such applicants, all will be admitted.

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<sup>1</sup> "Deemed selective" – selectivity is based on the total weighted age standardised score achieved in the Bexley 11+ test. Bexley council will decide how many children should be deemed selective and will select the selective score accordingly.

Where there are more applicants than places available, after the admission of pupils with Statements of Special Educational Need which name the school, priority for admission will be given to those children who meet the criteria set out below, in this order:

<b>1</b>	Children in Public Care (Looked after children) or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (Looked after children are children who are in the care of the local authority as defined by section 22 of the Children Act 1989. A child is considered to be a looked after child for school admissions purposes only if the local authority confirms he or she will be in public care at the time of admission to school.)
<b>2</b>	Children attracting Pupil Premium who achieve the qualifying score in rank order of distance from the school. <sup>2</sup>
<b>3</b>	Girls identified by the London Borough of Bexley as achieving one of the highest 180 scores in the selection tests.
<b>4</b>	Girls who will have a sibling attending a school within the 'Odyssey Trust for Education' at the time of application. For this priority, sibling includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.
<b>5</b>	Children of members of Odyssey Trust staff in either or both of the following circumstances: where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
<b>6</b>	Distance from school with priority given to pupils living nearest to the school based on the distance from home to school in a straight line. (Irrespective of selective score – excluding top 180 students).  The distance will be measured by the Local Authority's computerised measuring system from the home address to the student entrance approved by the Governors as the official entrance to the school.  Home will be taken as the child's home address at the time of allocation, (National Offers Day) that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent.  Distance from home to school will not be revised if parents/carers re-locate after National Offers Day.

Where a tie break is necessary – because two or more applicants live at an equal distance from the school as measured under criterion 6, the girl with the highest aggregate score in the selection test will be offered the place. In the event that two or more girls living at an equal distance from the school have the same aggregate score, random allocation will be used.

### **Further allocations**

If places remain available at Townley Grammar School after all girls "deemed selective" by the London Borough of Bexley have been offered places, the Governors will adopt the principles and process of the London Borough of Bexley's reserve list, and will participate in that process where it is managed by the Admissions Authority.

Under that process, places will be offered to girls in descending order of the aggregate score achieved in the Bexley selection tests. Within each aggregate score priority will be given to girls with a statement of special educational need achieving that score and then according to oversubscription criteria 1. (LAC), 2. (Pupil Premium) 4. (sibling) 5. (staff children), 6. (distance) in that order, using the tie break described above where necessary.

<sup>2</sup> Parents applying under this criterion are required to complete and submit our Supplementary Information Form (SIF) between 1st September 2022 – 31 October 2022.

## **Waiting lists**

All applicants for Townley Grammar School who are not offered a place – and any late applicants - will be placed on the school’s waiting list in the order of the criteria set out above – including the criteria for further allocations, where that process is used. If places become available before the start of the year they will be offered in order according to the child’s place on the waiting list. Townley Grammar School will hold a waiting list throughout the first term of Year 7 and will offer places from that list if vacancies become available. Beyond that point, applications will be considered using the in-year applications process set out below.

## **In-year admissions process**

An ‘in year’ admission is when a student is admitted to the school, outside of the normal secondary transfer period (when a student enters the school from Year 6 into Year 7).

This element of the policy applies to admissions from January of Year 7 to the beginning of Year 10. The school does not normally offer places after the beginning of Year 10 or in Year 11 – other than to girls who have moved into the area and cannot continue to attend their previous school.

Townley Grammar School will participate in the Fair Access Protocol in Bexley and where required to do so will offer a place through that process ahead of any other applicant on the school’s waiting list.

For a girl to be considered for a place at Townley Grammar School, she must have been deemed selective in the Bexley Selection Tests. Procedures for making a secondary transfer have recently changed and all parents of students wishing to apply for a place, at Townley Grammar School, whether they live in Bexley or in a neighbouring local authority, must complete a ‘Grammar In- Year Application Form’ available from Townley Grammar Schools’ website or ‘Bexley In Year Application Form’ which is available on Bexley Council’s website ([www.bexley.gov.uk](http://www.bexley.gov.uk)). If your child is not currently in a Bexley school it is advisable to complete the Bexley ‘In Year’ application form as this will give access to all schools in Bexley rather than just selective schools.

If your daughter has been deemed selective and a place is not currently available, you can ask for her to be placed on a waiting list for the appropriate year group. Girls are ranked according to oversubscription criteria 1 (LAC), 2 (Children attracting Pupil Premium who achieve the qualifying score in rank order of distance from the school), 3 (sibling) 4 (staff children) and 6 (distance) in that order, using the tie break described above where necessary. If a place becomes available we will contact the person at the top of the list to offer them a place at the school.

Girls will be tested only once during any school year. The names of those achieving the required standard will be added to the waiting list. If further vacancies become available, any further applicants who have applied since the last test will be invited to sit selection tests. Applicants who achieve the required standard in the test will be added at the appropriate place on the waiting list.

Waiting lists will automatically update at the end of each academic year unless a parent/carer requests their daughter’s name be withdrawn from the waiting list.

If any special arrangements are required for an applicant to take the tests they must be requested in writing when the invitation to attend the test is accepted, including details of what is required and confirmation either from the applicant’s current school that these arrangements have been accepted, or from the applicant’s primary school that they were accepted for KS2 tests.

## Entry to the Sixth Form

The school has an expected total number of 500 places available in the Sixth form.

All Townley Year 11 students who wish to transfer to the Sixth form may do so provided they meet the entry requirements set out below.

The maximum number of places available for external candidates joining Year 12 is 100. If the school receives more applications from appropriately qualified candidates which it can accommodate within teaching groups it may exceed that number.

The overall entry requirement for entry to the Sixth Form is an Average Point Score of 6.00 which must include English, Mathematics (English & Maths grade 5 or above).

The overall entry requirements for students applying for two performing arts subjects and one additional A Level subject require an Average Point Score of 5.5 plus a successful audition and a minimum of grade 6 in GCSE English.

The overall entry requirement for students applying for three performing arts subjects require an Average Point Score of 5.00 plus a successful audition and a minimum of grade 6 in GCSE English.

For legacy GCSEs, grades will be converted as follows:

A\* = 8

A = 7

B = 6

C = 5

D = 4

E = 3

In addition, students are required to have at least grade 6 and above in the subjects they intend to study in the Sixth form, except, Mathematics which require a minimum of a grade 7 at GCSE (8/9 for Further Maths). Science require grade 7. (Exception being those students applying for the Performing Arts subjects as stated above)

The points score is based upon the current point system for GCSE full courses as follows:

9

8

7

6

5

4

3

Conditional offers are based on predicted grades; actual places are not confirmed until GCSE results are announced. This may mean that some courses become oversubscribed and if there are more applicants than places available then we will allocate places according to the over- subscription criteria (overleaf):

### GCSE Point Score

- Oversubscription on a course
- Being a performing Arts School with a second specialism in Mathematics and Computing – greater weighting may
- be given to these subjects.
- Students attending school within the ‘Odyssey Trust for Education’
- Looked after children or other extenuating circumstances which we feel warrant special consideration. (See
- application form).
- Siblings
- Distance
- Being a girls' school there is a limitation on the number of boys we can admit taking into consideration the facilities we can provide.