



Torquay Boys' Grammar School is an 11-18 selective academy trust school. As an academy, the academy trust is the admission authority, and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

This policy details the admission arrangements for our school and should be read in conjunction with the Secondary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

Published Admission Number (PAN) for Year 7 in 2019-20	156
Published Admission Number (PAN) for Year 12 in 2019-20 For information about admissions to our Sixth Form, please visit <a href="http://www.tbgs.co.uk/home/160.html">www.tbgs.co.uk/home/160.html</a>	30
For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the school in Year 7 unless varied in response to a change in circumstances. For further information, please contact us or the School Admissions Team of Torbay LA.	
Selection Test Registration Form	Yes, <a href="#">available below</a> , from the school office or LA. All candidates must register to sit the selection test.
Supplementary Information Form	Yes, <a href="#">available below</a> , from the school office or LA. Only to be completed where a parent seeks admissions priority on the grounds of eligibility for the Pupil Premium.
Selection Review Request Form	Yes, <a href="#">available below</a> and from the school office. For parents who wish to make a case that their son's performance was affected by exceptional circumstances.
Admissions Appeal Form	Yes, <a href="#">available below</a> and from the school office. For parents who are refused admission and wish to submit an appeal to an Appeals Panel independent of the School.
Home-School Agreement	Yes
School uniform	Yes
Extended school facilities	Please visit our website or contact the school office for details of the facilities available at the beginning and end of the school day.
School Travel Plan	Please visit our website or contact the school office for details.

## Admissions to Torquay Boys' Grammar School

Most of the boys attending this School join at secondary transfer, the beginning of Year 7. This is what is called the "normal point of entry" to a secondary school. We have another normal point of entry at the beginning of Year 12 when students can also join us in our sixth form.

Other boys join us "in-year" at other times, once a year group has already started. This may be because they are new to the area and need a school place, or simply would like to transfer from another school.

All boys who are admitted to this School will have established their academic ability by successful completion of an entrance test.

## The Need to Apply

All parents must make an application for their child to be admitted to a state-funded school. To apply for a place here, you should use a Common Application Form provided by the local authority where your son lives. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular primary school;
- a parent has expressed an interest at any time in the School; or
- the child has always lived close to the School.

No places will be held in reserve for a child who applies late; the School cannot hold places empty if another child applies for admission and successfully completes the selection test. We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with you as the parent.

## Visiting Torquay Boys'

We welcome visits from parents and boys who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process, and will not affect decisions on whether a place can be offered at our school. If you would like to visit Torquay Boys', you should contact the school office to make an appointment. We hold open days and evenings for prospective new Year 7 boys in the summer and autumn terms. If you are considering an in-year application, you are welcome to contact us and make an appointment to visit at any time.

## How to Apply for a Place at the Normal Round – Year 7

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in Year 7 can do so, each LA across the country is required by law to co-ordinate applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Torbay is the LA which co-ordinates applications which have been made either direct to them or passed on by Devon and other LAs.

All parents who wish to apply or "express a preference" for a Year 7 place must use a Common Application Form from the LA where the child lives. For children who live in Torbay, this is called the CAF1 and is available online at [www.torbay.gov.uk/secondaryschooladmissions.htm](http://www.torbay.gov.uk/secondaryschooladmissions.htm). In Devon it is called the D-CAF3, and is available at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or within the Step by Step booklet. You can request a copy by calling Torbay on 01803 208908 or *My Devon* on 0345 115 1019. If your son lives in another LA, you must apply by contacting that LA, even though you are requesting a place here.

There is a national closing date for applications for secondary transfer, and this is **31 October**. You can apply after this date, but your application may not be considered until after all of the applications that were made on time. If you **could not** apply before, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time, if this is still possible.

If you know that you are going to move into the area during the Year 6 for your child, you can apply from where you are and provide evidence of the new address. You do not need to wait until you have actually moved, even if this is after the offer of places on **1 March 2019**.

## **What are the Entrance Tests?**

The tests are held here at Torquay Boys' or at another selective school and consist of two CEM Entrance Assessment Tests to be taken on Saturday 15 September 2018.

Special arrangements for the tests will only be based on support a boy regularly receives in his school, for example large-print test papers for visually impaired pupils, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the child's answers. Special arrangement requests, including additional time to a maximum of 25%, will only be approved in exceptional circumstances. Special arrangements must not provide an unfair advantage over others.

Requests for special arrangements should be made at the same time as a registration form is submitted and should be accompanied by a current Education, Health and Care Plan (or Statement of Special Educational Needs) or Primary School SEND Support information. Each case will be considered on its own merit. A boy's current school may be consulted.

## **Testing before Preference**

So that you can have a good idea whether an application for a place in a grammar school may be successful, children are able to sit the selection test before the closing date for applications. This is called Testing before Preference. It means you must register your son to sit the tests by **7 September 2018**. The tests themselves will take place on **15 September 2018**. **Registration for the tests does not count as an application. A common application form must also be submitted to the local authority where you live by 31 October 2018.**

## **Late Testing**

Where a boy is unable to sit the tests in September through illness or because he is new to the area, other tests dates will be set as necessary.

## **What Happens Next?**

Papers are marked and the boys' scores are ranked in order following which the School's Admissions Panel meets to consider the scores, discuss the allocation of places and determine the eligible score for admission.

## **Standardised Score**

Standardisation is a statistical process that is designed to take account of the fact that older boys are at an advantage when taking the entrance test. Standardising the raw score makes it a level playing field for all the children in the year.

The test scores are adjusted to take account of the age of the boys at the time they take the entrance test. One taking the test might be born on the first day of the school year (September 1st), while another might be born on the last day (August 31st). With what amounts to a whole year's difference in their ages, the older boy is clearly at an advantage: for example, the older boy will have an additional year's worth of vocabulary. As children are exposed to new vocabulary at the rate of more than 1,000 words per year, the difference can be very significant for the entrance tests. To remove this unfairness, the marks are adjusted to make them "standard" for all boys, regardless of their age.

The CEM scores are ranked to determine those boys eligible for admission.

## **Outcome of the Tests**

Parents will be informed of the outcome of tests on **18 October 2018**. This will not be the actual scores but a Yes or No to whether your son's performance has met the eligible score for this School, as determined by the Admissions Panel. This information cannot be taken as a guarantee of a place. It is possible that a boy unable to sit the tests in September will subsequently achieve a higher score. The moderation process may also impact on boys' relative positions in the ranking. Scores for successful candidates will not be disclosed even when places are formally offered in March.

## **Moderation of Scores**

A parent may submit a case that there were exceptional circumstances that may have affected a boy's performance prior to or on the day of a test. There will then be a Selection Review carried out by the

Admissions Panel. This will consider each written case received and will obtain advice from the boy's current headteacher and, where appropriate, an Educational Psychologist prior to making a decision. The Selection Review process will take place before the end of November. **It is expected that a parent who wishes there to be a Selection Review for a boy will contact the School within 14 days of the test, even if the test has been taken at a different school.** The Panel may, as a result of the Review, decide that the boy could have passed the test but for the exceptional circumstances and that there is sufficient evidence to demonstrate that the boy is of the required academic standard, for example, school reports giving assessment results or a letter of support from their current or previous school clearly indicating why he is considered to be of grammar-school ability. If so, the Panel may raise the boy on the score ranking.

A School Selection Review Request Form is available for parents to complete, if they believe that their son's performance was affected by exceptional circumstances.

There will be no opportunity to resit the selection test for admission in the same academic year.

### **Allocation of Places**

Boys will receive a single score following the selective test. We will use the score to rank the applications. Where it is necessary to prioritise between boys with the same score, the oversubscription criteria below will be used.

By the date required in the Torbay Council Secondary Co-ordination Scheme, the Admissions Panel will forward a ranked list of all candidates to the Council. This will include the moderated scores of any boys who have been subject to Selection Review. **Where a parent names the School on a Common Application Form but the boy has not taken the selective test, he will not be eligible for an offer as he will have no test score. He can sit a test when scheduled for consideration at the second round of offers.** The top 156 boys on the final ranked list who want a place at the school will be offered one providing they have met the eligible score as determined by the Admissions Panel.

### **Your Application**

If there are fewer eligible boys seeking admission than places available, then no application will be refused.

By the closing date of **31 October**, you will be able to make a preference for one, two or three schools. If you do name more than one school, it is important that you name them in the order you would like a place. Torbay Council co-ordinates normal round admissions for all secondary schools in Torbay. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school able to offer a place which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) on **1 March 2019** to advise which school place has been allocated.

If you prefer another school ahead of this School and that school can offer a place to you, the LA will not offer a place at this School. You should ensure that your preferences are in the order YOU would most like a place.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. The LA will offer a school place to every parent who makes an application for admission, either at a school they have named or at an alternative.

### **Information Provided in an Application**

We would like all applications to be completed fully and honestly. It is important that where we offer places to some and refuse others, we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform us or the LA, as this may affect your application.

### **Published Admission Number - PAN**

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN unless there are insufficient eligible candidates. If there is unexpectedly high demand and we believe we could admit more boys, we will inform Torbay LA and either some will be admitted above the PAN or we will increase the PAN. The Year 7 PAN for the academic year **2019-20** is **156**.

For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the School in Year 7, unless varied in response to a change in circumstances at the School. For further information, please contact us or the School Admissions Team.

### **TORQUAY BOYS' GRAMMAR SCHOOL OVERSUBSCRIPTION CRITERIA 2019-20**

**For all admissions to Years 7 to 11**, any eligible boy whose Education, Health and Care Plan or Statement of Special Educational Needs names the School will be admitted.

In the event of two or more eligible applicants being tied for the final place or places, they will be prioritised according to the following oversubscription criteria:

1. **Boys in Care or who were in Care but ceased to be in Care because they were adopted or made the subject of a child arrangements order or a special guardianship order.** These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). 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. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. This priority applies to all children who were formerly in care, regardless of the date they ceased to be in care.
2. **Boys who are eligible for the Pupil Premium.**
3. **Other boys.**

### **Notes to Oversubscription Criteria**

- a) A School Supplementary Information Form is available for parents to complete to indicate that their son is eligible for Free School Meals or has been eligible at any time in the previous six years. Parents who indicate eligibility will be asked for evidence if it is possible that the oversubscription criteria will be used. Parents who do not believe that their son is eligible are not required to complete the form.
- b) If it is necessary to distinguish between boys in a criterion, priority will be determined on the basis of distance between home and the main entrance gate to the School on Shiphay Manor Drive, measured as a direct line from the entrance of the residential dwelling, to the School as plotted on a Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line measurement policy does not apply to Torbay or Devon LAs' school transport decisions).
- c) If the tie-breaker at b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the School by the operation of an electronic list randomiser. This may be in the presence of a School representative.
- d) For boys of UK service personnel and other Crown Servants, we will consider the unit address to be the home address for a family posted to the area until a residential address is identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters).

### **Waiting Lists**

Following allocation of Year 7 places, the LA will retain a waiting list until the first day of the autumn term **2019** as per the secondary co-ordinated admissions scheme. There will be a second allocation of places on **29 March 2019**. After that, places in the secondary transfer intake will be offered to new eligible candidates and to the waiting list as vacancies arise.

Following that, the School will retain the waiting list in partnership with the School Admissions Team. They are held in rank order score with the above oversubscription criteria being used to distinguish between boys with the same score. Waiting lists will be kept so long as there is at least one name on it for the remainder of that academic year. Parents must reapply each year if they wish their boy to be admitted.

Where two or more boys reside within a block of flats, they will be deemed to live at an equal distance from the School.

Places on lists will not be prioritised according to how long a boy's name has been on that list. It is possible that his name could go down on a list as well as up.

### **Late Applications for Admission at the Normal Round to Year 7**

Any late application will be considered in line with Torbay LA's secondary co-ordinated admissions scheme. Applications submitted after the closing date will be considered after applications submitted by the closing date, unless there are sufficient reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time. Evidence in support of the circumstances will be required. Additional test days will be set as necessary.

### **Admissions Outside a Child's Normal Age Group**

Parents can request a place in a different year group if, for example, a boy is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused, unless we offer a place in the boy's normal age group.

The School is mindful of the Department for Education's letter to admissions authorities regarding delayed admission to school for summer-born children, and that children may seek admission to secondary school a year below their chronological age group. We will consider all requests for eligible boys on a case-by-case basis, having regard for his social and educational maturity.

### **Admissions for Children who are Identified as Transgender**

We welcome all applications and will consider applications for admission for transgender children on a case-by-case basis. We will support all pupils at this school who wish to discuss their gender identity during their education at the School.

Under guidance from the Department for Education, "The Equality Act 2010 and schools: Departmental advice for school leaders, school staff, governing bodies and local authorities", May 2014, section 3.19, pupils undergoing gender reassignment should be allowed to attend the single-sex class that accords with the gender role in which they identify. We interpret this as applying to single-sex schools. This would not affect the single-sex status of this School.

### **Admissions at Other Times – In-Year Admissions**

You can make a request for admission after the normal round of admissions – after **31 August 2019** – using the Torbay In-Year Common Application Form: the TIPS4A. All In-Year admissions to the School will be made in line with Torbay's In-Year Co-ordinated Admissions Scheme 2019-20.

All boys seeking admission after the beginning of Year 7 must provide evidence of their academic ability. This will normally be by sitting entrance tests, except where evidence of a boy's ability from another selective school is accepted.

Where there is a vacancy, if you are seeking an in-year place because your child has just moved to the area and doesn't already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term, unless we agree that it is necessary and appropriate to transfer sooner.

### **Fair Access Protocol**

All LAs are legally required to operate a Fair Access Protocol across their area – all schools and academies are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have

an admissions safety net. No boy will be admitted to this School under the Fair Access Protocol unless he is eligible for admission.

### **Admission Appeals**

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of the school. The Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full or that your son was not of the required academic standard. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

You can request an appeal form from the Clerk to the Appeals Panel. You then have no fewer than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time before submission.

The Clerk to the Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing.

After appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

Appeals at the normal round of admissions to Year 7 will be heard within 40 school days of the deadline for lodging appeals. For the **2019-20** intake, this is **16 April 2019**. Where the application was not made in time for a decision to be made on **1 March 2019**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged.

For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel for this School.

### **Transport**

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is currently provided for those children attending this school if it is the closest school which was available when the parent could apply. The home address must be further than a walking distance of three miles. There is additional provision for families on low incomes.

All parents are encouraged to use sustainable travel wherever possible.

### **Uniform Policy**

Boys attending Torquay Boys' are required to wear a uniform which may be purchased locally or from an on-line retailer. We operate a scheme to assist families in need.

### **Documentary Evidence**

Once a place has been offered to a boy, evidence of his identity may be requested – usually a short birth certificate. This may not be necessary where he has been on roll at another school in England which can confirm that evidence has been seen at that school.

The school may also request evidence that a boy's address is genuine or that the person who made an application for admission was legally permitted to do so.

### **School Fees and Charges**

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process, and any donations made to the school or Charitable Trust following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the School office and can be viewed on our website. We have a remissions policy which can help to support vulnerable families.

## Objections to this Policy

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available from the Office of the Schools Adjudicator. Formal objections to admission arrangements should be made by the **15 May 2018**.

## Definitions

Academy	Academies are state-funded independent schools. They are required to follow the law and guidance on admissions, special educational needs and exclusions as if they were schools maintained by the local authority.
Admissions Panel	This is a group of senior members of staff and governors who will rank boys according to their scores, standardise scores and, where appropriate, moderate scores.
Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A). Please note that under the Adoption and Children Act, adoptions need not have been after 31 December 2005 for this purpose.
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a Local Authority.
Designated Area	Torquay Boys' does not operate a designated or catchment area. We welcome applications for boys regardless of their address.
Distance measurement	At the time of determination, we measure distances between the centre of the main entrance gate to the School on Shiphay Manor Drive and homes using the Devon GIS mapping system.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document describing a child's additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out.
Entrance Test	This is the test taken to determine suitability for admission to the Grammar School.
Eligible for admission	This means a boy whose test results are at or above the score for admission as determined by the Admissions Panel.
Fair Access Protocol	A policy operated by Torbay Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun. All boys admitted to this School must have been successful in the selection tests and be eligible for admission.
Home Address	<p>The School will not accept more than one address as a boy's home address. The terms of a child arrangements order may clarify the home address.</p> <p>Where necessary to determine which address to recognise and in the absence of a residency order, the School will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered</p>

	<p>by the School in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.</p> <p>The School will reach decisions on what is the child's home address. We may require evidence of a change in a child's home address. This will normally be evidence of a house purchase or new tenancy agreement though we understand not every family will be able to produce this, particularly where a house move is at short notice. Please contact the School if you need to discuss this.</p>
In-Year admission	This is any admission into the School after the initial intake at the beginning of September in Year 7. It is highly likely that the School will be full.
Linked Primary School	We do not give priority for admission on the basis of which primary school a boy has attended. We welcome application from parents of boys at any primary school and those who are otherwise educated.
Moderation	This is a process by which we review the performance of a boy where a parent makes a case that there were exceptional circumstances affecting the tests.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.
Published Admission Number	This is the minimum number of places available at the school for eligible boys. In limited circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Pupil Premium	<p>The pupil premium is additional funding available to state-funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Pupil premium is available for children who:</p> <ul style="list-style-type: none"> <li>• were eligible for Free School Meals at any time in the previous six years;</li> <li>• have been in the care of a local authority;</li> <li>• were registered in a school census as care leavers who were adopted or made the subject of a residency order or a special guardianship order;</li> <li>• has been registered in a school census since 2011 as a child of a service family.</li> </ul> <p>We ask all parents of eligible children to inform the School whether or not Free School Meals are taken as eligibility will increase the funding we receive to improve provision and attainment.</p>
Registration Form	This is a form which is common to the four selective schools in Torbay. It enables a parent to inform the schools that a child wishes to sit the entrance test and make arrangements to do so, usually at the school the parent is likely to most want a place.

Selection Review Request Form	This is a form that enables a parent to request that the Admissions Panel review a boy's performance in the tests. It is expected that this will only be done where there were exceptional circumstances leading up to or on the day of a test that affected his performance and the score.
Sibling	We do not give priority for admission on the basis of a sibling being on roll at the School.
Standardisation	This is a process whereby we will adjust scores to take into account the advantage we expect older boys to have over younger boys because of their age.
Statement	A Statement of Special Educational Needs is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.
Supplementary Information Form	This is a form available to parents so that they can indicate eligibility for the Pupil Premium.

## Contacts and Further Information

The Headteacher or Admissions Administrator  
Torquay Boys' Grammar School  
Shiphay Manor Drive  
Torquay  
TQ2 7EL

01803 615501

[www.tbgs.co.uk](http://www.tbgs.co.uk)

[enquiries@tqbs.torbay.sch.uk](mailto:enquiries@tqbs.torbay.sch.uk)

### School Admissions Team

Telephone 01803 208908

[pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk)

### Torbay Council policies

Available at [www.torbay.gov.uk/schooladmissions.htm](http://www.torbay.gov.uk/schooladmissions.htm)

### School Appeals

Amanda Coote, Governance Support, Town Hall, Castle Circus, Torquay, TQ1 3DR

Tel: 01803 207026

[Governance.support@torbay.gov.uk](mailto:Governance.support@torbay.gov.uk)

### Education Transport Team

Telephone 01803 207688

[www.torbay.gov.uk/schools-and-learning/school-transport/](http://www.torbay.gov.uk/schools-and-learning/school-transport/)

### The Department for Education (DfE)

Telephone 0870 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

### The Education Funding Agency (EFA) - Bristol

Freshford House, Redcliffe Way, Bristol BS1 6NL

Telephone 0370 000 2288

[www.education.gov.uk/b00199952/educationfundingagency](http://www.education.gov.uk/b00199952/educationfundingagency)

### Office of the Schools Adjudicator

Torquay Boys' Grammar School Admissions Policy 2019-2020

Telephone 01325 735303  
[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

**Children's Education Advisory Service – advice for service families**

Telephone 01980 618244  
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE  
[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

**REGISTRATION FORM FOR ENTRANCE TESTS  
September 2019 Entry**



**TORBAY SELECTIVE SCHOOLS**

**CHURSTON FERRERS GRAMMAR SCHOOL  
TORQUAY BOYS' GRAMMAR SCHOOL  
TORQUAY GIRLS' GRAMMAR SCHOOL  
SPIRES COLLEGE**

Please indicate at which selective school you would like your child to take the tests. It would be logical to take the examinations at the school you expect to be your first preference.

Name of School \_\_\_\_\_

Please complete this form and return it to the school where you propose sitting the tests by **7th September 2018**. You must also complete the Common Application Form for your Local Authority by **31st October 2018**. A school place cannot be offered unless the Common Application Form has been completed.

Surname of Child \_\_\_\_\_

Forename(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full Address, including Postcode \_\_\_\_\_

\_\_\_\_\_ Gender: Male / Female

Parent / Guardian's Email Address \_\_\_\_\_

Contact Telephone Number(s) \_\_\_\_\_

Primary School Attended \_\_\_\_\_

Does your child need any special requirements to enable him/her to take the tests? YES / NO

If yes, please specify what requirements are necessary

\_\_\_\_\_  
\_\_\_\_\_

Is your child in receipt of Pupil Premium YES /NO

Name of Parent or Guardian: Mr/Mrs/Miss/Ms/Dr (please print) \_\_\_\_\_

I / We grant permission for the personal data we have supplied to be shared with approved Data Processors, Test Providers and other Admission Authorities performing similar testing for any reason deemed necessary in order to ensure the integrity of the process and the tests. At all times Data Processors, Test Providers and other Admission Authorities agree to treat all personal data strictly in accordance with the Data Protection regulations currently in force.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If at the time of the tests you become aware of any circumstances which you feel may affect your child's performance, please contact each of the selective schools you are applying to in writing within 14 days of the tests in order that this may be considered by the Admissions Panel.**

All school addresses can be located on their websites.

Torquay Boys' Grammar School Admissions Policy 2019-2020



# Torquay Boys' Grammar School

## Admission Appeal Form for 2019-20

**Amanda Coote, Governance Support, Town Hall, Castle Circus, Torquay TQ1 3DR**

Dear Parent

Please complete this form if you wish to appeal against the decision of Torquay Boys' Grammar School not to admit your son to the School. Please refer to the *Guidance for Parents* leaflet enclosed before completing the form. The completed form, together with any additional information, should be sent to the above address.

<b>Boy's Name</b>	
<b>Date of Birth</b>	
<b>His Year Group</b>	

<b>When you would like your son to be admitted?</b>	
<b>Will you be attending the appeal hearing?</b>	
<b>Will you be accompanied?</b>	
<b>Do you want the appeal to be heard in your absence?</b>	

**We encourage all parents to attend the appeal hearing if possible**

<b>Are there any dates during the next six weeks you would not be able attend an appeal hearing?</b>	
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**Please now turn over and set out the reasons for your appeal**

## **REASONS FOR YOUR APPEAL**

Please state your reasons why you feel a place should be provided at Torquay Boys' Grammar School as fully as possible and, if necessary, use additional sheets. You should enclose copies of any additional documentation that you feel is relevant to your appeal.

<b>Your Name</b>	
<b>Address</b>	
<b>Daytime telephone number</b>	
<b>Email address</b>	
<b>Signature</b>	
<b>Date</b>	

### **Data Protection**

The information collected on this form will be processed and may be stored electronically by the School in compliance with the General Data Protection Regulation. The data may be shared with Torbay Council or agent of the School, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the School Data Protection Officer. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.



**To be completed by the parent only where he or she is seeking admissions priority on the grounds that a boy is eligible for Pupil Premium funding.**

Please read the admissions policy before completing this form.

Where there are more eligible candidates than there are places, the School will prioritise applications where evidence can be provided that criterion 2 has been met. If you wish your son to be prioritised under this criterion at the normal round of admissions to Year 7, please complete this form and return it to the School by the closing date of **31 October 2018** or as soon as possible thereafter. **You must also complete your Local Authority Common Application Form.**

If you wish your son to be prioritised under this criterion for an In-Year admission, please complete this form and return it to the School as soon as possible.

**You must also complete a Torbay In-Year Common Application Form (TIPS4A).**

Full Name of child:	
Date of birth:	
Criterion 2 for any admission. Please tick the boxes you agree with:	
<input type="checkbox"/> My son is eligible for Pupil Premium funding.	
<ul style="list-style-type: none"><li>• has been eligible for Free School Meals at any time in the previous six years</li><li>• has been in the care of a local authority</li><li>• has been registered in a school census as a care leaver who was adopted or made the subject of a residency order or a special guardianship order</li><li>• has been registered in a school census since 2011 as a child of a service family</li></ul>	
<input type="checkbox"/> I authorise the School to request verification from my son's school, a local authority or otherwise.	
<input type="checkbox"/> I understand that the School may request evidence from me as necessary.	
Name:	Relation to child:
Signature:	Date:

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## Torquay Boys' Grammar School

### Selection Review Request Form for 2019-20

**To be completed by the parent only where he or she wishes the School to review a boy's performance at the selection tests.**

Please read the admissions policy before completing this form.

We recognise that there may be circumstances when a boy is unable to perform at the level reasonably to be expected of him – this may be through illness or personal disruption. The School's Admissions Panel can consider evidence you submit to support your claim that your son is of the required academic standard for this School. The Panel will also contact your son's current or most recent school to seek a view from them on the matter. In completing this form, you should indicate the reason(s) why you feel his performance on the day was affected, providing independent evidence of illness where available, and why you feel he is of the required academic standard, again providing independent evidence from any appropriate source such as a school or psychologist.

**A Selection Review will expect the circumstances to be exceptional. Only if it is satisfied that this is the case and your son is of the required academic standard can it increase your son's score.**

If you are aware that your son is unwell and is unlikely to perform to his ability before a Test, you are advised to contact the School and to consider taking the Test at a later time.

Please return this form within 14 days of the date of the Test.

Full Name of child:	
Date of birth:	Date of Test:
I request that the School Admissions Panel review my son's Test score on the following grounds:	
Please continue on additional sheets as necessary and attach any evidence you feel is relevant.	
Name:	Relation to child:
Signature:	Date:

#### Data Protection

The information collected on this form will be processed and may be stored electronically by the School in compliance with the General Data Protection Regulation. The data may be shared with Torbay Council or agent of the School, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the School Data Protection Officer. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.

## Admission to a Torbay school (in year)

**Complete this form if you are applying to one or more of the following schools:**

### Primary Schools

*Barton Hill Academy - Ellacombe Academy - Ilsham Academy - Warberry Primary*

### Secondary Schools

*St Cuthbert Mayne RC/C of E School*

*Torquay Boys' Grammar School - Torquay Girls' Grammar School*

**When you have completed it, return directly to the school.**

*If you want to apply for any other school in Torbay, please complete **TIPS4 B**. This is available on Torbay Council's website [www.torbay.gov.uk](http://www.torbay.gov.uk), any Connections Office or call Student Services on 01803 208908 to request a copy.*

**Please read these notes before completing the application form.**

1. Please complete all sections on the application form. You will need to complete a separate form for each child.
2. If you are changing address you will need to send proof of residency, e.g. a rental agreement or evidence of exchange of contracts. Applications will not be processed until this evidence is received.
3. If you are applying to transfer school within Torbay, the council will let your child's current school know about your application. Please let us know if there are any exceptional reasons why we should not do this.
4. You should read the full admission arrangements for your preferred school(s) for details of definitions and for information about how applications will be prioritised. These are available from schools or on Torbay Council's website; [www.torbay.gov.uk](http://www.torbay.gov.uk)
5. If your child attended a school outside the UK, please give us as much detail as you can about their education. The council does not accept applications from children who are not citizens of the European Union or European Economic area countries until they have entered the UK. Evidence of nationality may be required
6. If you require a place at Ilsham Academy or St Cuthbert Mayne RC/C of E School you should also complete a supplementary information form. You can get this from the school or from Torbay Council's website, [www.torbay.gov.uk](http://www.torbay.gov.uk) For selective schools, your child will be required to sit a selective test.

## Section 1 – about your child

<b>Surname/Family name of child</b>			
<b>Forename(s) of child</b>			
<b>Nationality of child</b>			
<b>Date of Birth</b>		<b>Sex</b>	
<b>Current address of child</b>			
<b>Future address of child (if moving)</b>			
<b>Date of move to new address</b>			
<b>Does your child have a current Statement of Special Educational Need/Education, Health and Care Plan</b>			
<b>Please give details of any additional needs your child has that will affect their ability to get to school or to study in school</b>			
<b>Is your child in the care of a local authority, adopted after being in care or subject to a Residence Order or Special Guardianship Order?</b>			
<b>If so, please give details</b>			
<b>Please give names of any siblings living at the same address</b>		<b>Date of birth</b>	
		<b>Date of birth</b>	
		<b>Date of birth</b>	
<b>Is your child currently receiving free school meals?</b>			

Are any other agencies involved with your child? If so, please state and give details of support plans etc. that are in place	
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## Section 2 – about you

Your full name		Mr / Mrs / Miss / Dr	
Relationship to child			
Do you have parental responsibility for the child?	<b>Yes/No</b> If you do not have parental responsibility, you cannot apply for a school place		
Your address (if different from the child's address)			
Your future address if moving (if different from the child's address)			
Home phone no		Mobile No	
Work phone no		Email	
Are you currently serving in UK armed forces and being posted to the area / a crown servant returning from overseas? If yes, please give details			

## Section 3 – about your child's current/last school

Name and address of current / last school	
School telephone number	
Reason for changing school	
Have you informed the school of your intention to transfer your child to a different school? If not, please state the reason	

<b>For admissions into year 10 or 11, please list subjects being studied (and exam boards if possible):</b>	
<b>If your child is currently being home educated, please give details of last school attended and state here when the home education started</b>	

## Section 4 – Fair Access Protocol

Torbay operates a Fair Access Protocol. This recognises that certain groups of children may be disadvantaged when they seek admission to a school. The protocol attempts to improve access to education and lessen that disadvantage.

Please tick any boxes that apply to your child:



<b>A child from the criminal justice system or a Pupil Referral Unit who needs to be reintegrated into mainstream education</b>	<input type="checkbox"/>
<b>A child who has been out of education for two months or more AND you have been actively seeking a school place for them throughout that time</b>	<input type="checkbox"/>
<b>A child of a Gypsy, Roma, Traveller, refugee or asylum seeker</b>	<input type="checkbox"/>
<b>A child who is homeless (including a child living in a refuge)</b>	<input type="checkbox"/>
<b>A child with an unsupportive family background for whom a place has not been sought</b>	<input type="checkbox"/>
<b>A child who is a carer</b>	<input type="checkbox"/>
<b>A child with Special Educational Needs, a disability or a medical condition but without a Statement/Plan</b>	<input type="checkbox"/>
<b>A child with a child protection plan in place</b>	<input type="checkbox"/>
<b>A child who has been permanently excluded from their last maintained school and is ready for re-integration into an alternative school</b>	<input type="checkbox"/>
<b>A child returning to school following a period of unsuccessful elective home education</b>	<input type="checkbox"/>
<b>Please give details</b>          	

## Section 6 – Agreement/Declaration

I understand that by completing this form I am expressing a preference for this school but that it does not guarantee a place.

I enclose/attach proof of residency if I am moving to a new address

I confirm that all details given on this application are correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Electronic submission of this form constitutes confirmation as above.

Information collected and processed by Torbay Council complies and is stored in accordance with the UK Data Protection Act, 1998. The information you provide on this form will be used to process your application for a school place. Torbay Council does not rent or sell your personal information to third parties. The only parties that this information may be disclosed to are other council departments, schools and other LAs/Health Authorities. We may also need to disclose information if required to do so by law. In accordance with the Fraud Act 2006 should the information given be found to be fraudulent then the offer of a school place can be withdrawn. If you want further information about Data Protection, including details of the purposes for which data are processed, please look under the relevant section on the Council's web pages, or contact the Information Governance Team on 01803 207467. By signing and returning this form, or by submitting it electronically, you acknowledge that you have read, understand and agree to this data processing.