Torquay Boys' Grammar School

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Admissions Policy 2022-23

- All schools must have an admissions policy, see The Admissions Policy
- Admissions policies must make it clear that all parents **must** apply for admission, and
- How to apply for admission, see How to apply for a place at the normal round and
  How to apply for a place at other times
- When to apply, see When to apply for a place
- What happens after application, see What happens after an application is made and
  Key information and
  Our oversubscription criteria and
  Our admissions forms
- What happens when an application is successful, see Outcomes of the application process
- What happens when an application is **not** successful, see Outcomes of the application process and
  Admission Appeals.
- Appendix A contains detailed information and definitions of the terms we use.

Text that is underlined in blue indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy or admissions in general, please ask for advice from the school or the Local Authority Admissions Team.

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.

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

We believe that the purpose of Torquay Boys' Grammar School is:

- To enable students to enjoy learning for its own sake, to develop their creative talents and to fulfil their intellectual potential.
- To provide individuals with the skills to respond to a changing world with confidence and humility.
- To encourage each person to be reflective, open-minded and principled, so that they can make a positive contribution to their community and the wider world.

Key information – for definitions and notes see Appendix A

Department for Education school number	880 - 5401
What kind of school is this?	Selective, Single-sex Academy
Does this school have a religious character?	No
Who is the Admissions authority?	Torquay Boys' Grammar School Multi-Academy Trust
Age range of children in this school:	11-18
Published Admission Number (PAN):	**Year 7 intake 168**
	Year 12 intake 30 external candidates
Catchment area?	No
Gender of entry	Male
Selection Test Registration Form	Yes, available below, from the school office or LA. All candidates must register to sit the selection test.
Supplementary Information Form	Yes, available below, 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, available below 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, available below 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.
Usual birthdate range for Year 7:	1 September 2010 to 31 August 2011
Children from Year 6 at these schools have priority for admission at the beginning of Year 7:	There is no admissions priority based on prior attendance at any named school.
Do we ask children to wear a uniform?	Yes
Applications	
When can parents apply for admission to Year 7?	1 September 2021 to 31 October 2021 [1]
How can parents apply for admission to Year 7?	For Torbay residents: at www.torbay.gov.uk/schools-and-learning/admissions/ paper forms from Torbay Admissions on 01803 208908 or from the school office. for Devon residents: online at devon.cc/admissionsonline or using a paper form at devon.cc/admissions or from the school office. For residents of other Local Authority areas, please contact the LA Admissions Team.
When will places be offered for Year 7?	1 March 2022
When should appeals for admissions to Year 7 be submitted?	31 March 2022
Amendments	
Oversubscription criteria	

[1] Information is for parents of children who live in Torbay (not Plymouth City Council or Devon County Council areas). For application dates and where to access application forms elsewhere, please contact your local council's admissions service.

Any eligible child[2] whose Education, Health and Care Plan (EHCP) names this school will be admitted.
Oversubscription criteria (to be used only if we need to prioritise applications where test scores are identical - see notes below): 1. **Children 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. **Children who are eligible for the Pupil Premium**.[3] 3. **Other children**.
Tie breaker – to prioritise applications in the same oversubscription criterion, we will use: a) straight-line distance from home to school and, b) where distances are equal (within a metre) we will use an electronic list randomiser.

The Admissions Policy

This policy is written to comply with the requirements of the School Admissions Code, the School Admissions Appeals Code and other relevant legislation so that:

- parents will know how to apply for a school place, when to apply and what happens when an application is made;
- how many places are available at the normal intake into the school;
- our governors, head teacher and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

It should be read along with Torbay Council's TIPS8 booklet, its Co-ordinated Admissions Schemes, Fair Access Protocol and Education Transport Policy.

Once our policy is determined, it can't be changed unless an amendment is required to correct a typographical error, to ensure that the policy complies with the Codes, in response to a determination of the Office of the School's Adjudicator or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the Policy Version section above.

How the Admissions Process works – all Parents have to apply

Without exception, all parents have to make a formal application for admission to a state-funded school. Places aren't allocated automatically and no child has a guarantee of admission. This includes those with siblings in school or those at a particular school. We welcome visits from parents - and their children - who are considering applying for a place here. This is an opportunity to see what we have to offer. Visits aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Parents can arrange visits by contacting the school office.

Schools can't hold places in reserve in case a local parent forgets to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents.

How to apply for a place at the Normal Round – Year 7

Parents apply using the Common Application Form from the LA (Local Authority) where the child lives. For children who live in Torbay, this is available at www.torbay.gov.uk/schools-and-learning/admissions/ or by completing the **CAF1** paper form. For those who live in Devon, this is available at www.devon.gov.uk/admissionsonline or by completing the **D-CAF3** paper form. Applications made outside Torbay will be passed to Torbay's Admissions Team. They will co-ordinate all applications for this school. Through co-ordination, every parent who applies will receive an offer on the National Offer Day.

Each year there is a national closing date for applications – **31 October** - and all applications submitted by then will be considered at the same time. Any applications submitted after this will be considered after those received on time unless

[2] An eligible candidate is one who has established he is of academic ability to benefit from a selective education, by selection test or otherwise.

[3] A School Supplementary Information Form is available for parents to complete to indicate that their child 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 child is eligible are not required to complete the form

the parent can demonstrate that he or she was unable to apply by the deadline. Examples of this include illness that prevented an application being made and a house move to the area. Torbay will send a list of all of the candidates whose parents have applied to come here to us.

If you know that you are going to move into the area during Year 6, 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 2022**.

For In-Year Admissions, please see below.

When to apply for a place

Parents should apply between **1 September 2021,** the Devon opening date of the normal round application process and the national closing date of **31 October 2021**. The opening date may vary in other LA areas.

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 reasons for the late application are accepted by the admissions authority. Evidence in support of the circumstances will be required. Additional test days will be set as necessary.

What happens after an application is made?

If there are fewer applications than places then no application will be refused at the normal round for eligible candidates. If there are more applications than there are places available, they will be prioritised according to our oversubscription criteria above. Torbay will make offers and refuse applications on behalf of school admission authorities. The co-ordinated schemes are "equally ranked preference schemes". This means that that decisions cannot be influenced by the order in which parents list the schools they are applying for. Shortly after LAs make offers to parents, we will contact those parents who have been offered a place here to welcome them to the school and to make arrangements for admission itself.

Outcomes of the application process

The LA Admissions Team will write or email the parent with a formal outcome of the application, either offering a place or refusing the application – with information about the right of an appeal to an Independent Appeals Panel. We will add the child's name to a waiting list for vacancies.

Selection by Ability

Eligibility to attend a selective school is established through the selection test. The tests are held here at Torquay Boys' or at another selective school and consist of two CEM Entrance Assessment Tests.
Special arrangements for the tests will only be based on support a candidate regularly receives in school, for example, large-print test papers for visually impaired students, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the candidate'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 Primary School SEND Support information. Each case will be considered on its own merit. The current school may be consulted.

Testing before Preference

So that parents can have a good idea whether an application for a place in a grammar school would be successful, candidates 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 child to sit the tests by **9 September 2021 (to be confirmed)***.

The tests themselves will take place on **18 September 2021*. Registration for the tests does not count as an application. A common application form must also be submitted to the local authority where the child lives by 31 October 2021.**

*** Confirmation of these dates will be published on the school website and by Torbay Council as soon as possible.**

Late Testing

Where a candidate is unable to sit the tests in September through illness or because of a house move to the area, other tests dates will be set as necessary. We will liaise with other schools to ensure that the child has not already taken a test in this round at another setting.

What happens next?
The School's Admissions Panel meets to consider the scores and discuss the allocation of places. Papers are marked, the candidates' scores are ranked in order and the Panel determine the eligible score for admission. This Panel consists of the Headteacher and the Deputy Headteacher (Teaching and Learning), together with members of the Governing Board.

Standardised Score
Standardisation is a statistical process that is designed to take account of the fact that older candidates are at an advantage when taking the 11+ test. Standardising the raw score makes it a level playing field for all candidates in the year.

The test scores are adjusted to take account of age at the time they take the 11+. 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 candidate is at an advantage: for example the older candidate will have had the opportunity to learn 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 11+ tests. To remove this unfairness, the marks are adjusted to make them "standard" for all candidates, regardless of their age.

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

Outcome of the Tests
Parents will be informed of the outcome of tests on, or as soon as possible after, **16 October 2021**. This will not be the actual scores but a Yes or No to whether your child's performance was of the required standard for this School. This information cannot be taken as a guarantee of a place. It is possible that a candidate unable to sit the tests in September will subsequently achieve a higher score. The moderation process may also impact on candidates' 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 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 child'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 will contact the School within 14 days of the test even if the test was taken at a different school. The Admissions Panel may decide that the candidate could have passed the test but for the exceptional circumstances and that there is sufficient evidence to demonstrate the child 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 the child is considered to be of grammar school ability. If so, the Panel may raise the candidate on the score ranking.

A School Selection Review Request Form is available for parents to complete if they believe that the test 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
Candidates will receive a single score following the selective test. We will use the score to rank the applications and places are awarded to those candidates achieving the selective score as determined by the Admissions panel. Where it is necessary to prioritise between those with the same score, the oversubscription criteria above will be used. A final list of candidates will be returned to Torbay LA, in ranked order.

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 who have been subject to Selection Review. **Where a parent names the School on a Common Application Form but the child has not taken the selective test, there can be no offer of a place as there will not be a test score.** The child can sit a test when one is scheduled. Late tested candidates will not be considered before any who applied and were tested on time.

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

We will ask parents to say in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. The admissions authority will consider this evidence and reach a decision in the child's best interests. It will take into account:

- the parent's views;
- the views of the Headteacher of this school;
- information about academic, social and emotional development submitted by the parent;
- information about medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of the normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents who make a request should consider the implications of being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate out of the normal age group.

The admissions authority will reach a decision on which Year Group it believes is appropriate. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group. Where it doesn't agree to early admission to Year 7 – where the child would not have reached the age of 11 by the beginning of September – it will be its view that this is not a suitable school for the child at that age. Under these circumstances, we will not accept an application for admission. There is no right of independent appeal against this decision.

How to apply for a place at other times – In-Year Admissions

Parents apply using a school Application Form or the Torbay In-Year Common Application Form, the TIPS4A, regardless of where the child lives. For all children, this is available from the school office or from the Torbay Council website or the Devon County Council website http://devon.cc/schoolsifs. All applications received by the school, by 2pm on the same day will be considered together, before later applications.

All children 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 ability from another selective school is accepted.

Where there is a vacancy, if you are seeking an in-year place because your son has just moved to the area and doesn't already have a school place, admission would be as soon as possible. If your son 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.

In-Year applications will not be considered further in advance than 8 school weeks (40 school days) of the place being required with the exception of children from UK service personnel families posted to a new area whose applications will be considered up to 16 school weeks in advance. Applications received outside this timescale will be returned to the applicant or put aside until 8 / 16 school weeks before admission is required.

For In-Year admissions, we will reach a decision in response to applications and inform the Torbay Admissions Team within 5 school days of receipt of the application and subsequent testing. We will give reasons for any refusal in writing to the LA promptly so that it can take a view whether the refusal is lawful and operate its Fair Access Protocol if necessary.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the child's needs without causing prejudice to efficient education or the efficient use of resources. We will also refuse applications where selective ability has not been demonstrated. Whenever an application is refused, there will be a formal decision letter which will give a reason for refusal and advice about the parent's right of appeal to an Appeals Panel that is independent of this school.

How to apply for a place in the Sixth Form

Applications for admission to our Sixth Form – Years 12 and 13 can be made direct to the School. Information is available in our separate admissions policy for Sixth Form.

Contacts for Further Information

Torbay Student Services
01803 208908 pupil.services@torbay.gov.uk
www.torbay.gov.uk/schooladmissions.htm

Independent School Admissions Appeals
Clerk to the Torbay Independent Appeals Panel, Town Hall, Castle Circus, Torquay, TQ1 3DR
01803 207087/207537 governance.support@torbay.gov.uk

Devon School Admissions Service
primaryschooladmissions@devon.gov.uk or admissions@devon.gov.uk
Telephone contact through *My Devon* on 0345 155 1019 admissions@devon.gov.uk

Devon County Council policies, information and admissions application forms
devon.cc/admissionarrangements
devon.cc/admissions

Clerk to the Independent School Admissions Appeals
0345 155 1019 devon.cc/appeals

Devon Education Transport Team
Telephone contact through *My Devon* on 0345 155 1019 devon.cc/schooltransport

Children's Education Advisory Service – advice for service families
01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)
0870 000 2288 www.education.gov.uk

The Education & Skills Funding Agency (ESFA)
0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency

Office of the Schools Adjudicator
01325 735303 www.education.gov.uk/schoolsadjudicator

Appendix A – Definitions and explanatory notes

Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications.
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.
Admission Number or PAN	This is the equivalent of the Published Admission Number for Years 8 to 11. It indicates the number of places available in the Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Year 7. It may be increased or decreased where the amount of accommodation has changed or because of reorganisation in the school.
Appeals	Where we have to refuse admission, most refusals will be because we believe it would "prejudice the provision of efficient education or the efficient use of resources". This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. Otherwise, we will refuse admission where a candidate has not demonstrated that the academic standard for selective school education has been reached. If we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to). The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent within 5 school days; notice of the decision is available by telephone to the Appeals Clerk 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. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40-day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.
Application	For normal round admissions, applications are considered to have been made on the national closing date of **31 October** or the date when the application was submitted or amended with new information if later. In-year applications are considered to have been made on the date they are received. This must include any supporting evidence that is required – for example a new address or evidence of a child's in Care status. It is a parent's responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, the home address changes.
Catchment Area	This school does not operate a designated or catchment area. We welcome applications for children regardless of their address.
Children formerly in Care (Looked After)	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.
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group.
Common Application Form	This is the name for the application form provided by the LA. They must be used for any normal round admissions application. The form provided by the LA where the child lives must

Appendix A – Definitions and explanatory notes

	be used, regardless of where the school is.
Compulsory School Age	Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.
General Data Protection Regulations	Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. Unless it is established that the non-resident parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. The LA may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any eligible child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other candidates accordingly. For In-Year admissions, the eligible child will be admitted whether or not we have reached the PAN or other Admission Number for the Year Group.
Education Transport	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. Applications for transport should be made direct to the LA where a child lives. Supported transport must be provided by the LA if this is the closest available when the parent could appl. There is support available additionally where a child lives in a low-income household. The home address must be further than a minimum walking distance. Our admissions straight-line measurement policy does not apply to Devon's school transport decisions. It is possible that this is the closest available school for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with their Education Transport Team before accepting a school place.
Eleven Plus or 11+	This is the entrance or selection test for a grammar school. A similar test is available for older children.
Eligible for admission	This means a child whose test results are above the selective score as determined by the Admissions Panel.
Equally ranked preference scheme	Parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school.
Extended schooling	Further information on services beyond the normal school day is available from the school office.

Appendix A – Definitions and explanatory notes

Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that an eligible child is admitted here even though the school is full and other children have been refused admission. It is possible that we would have refused the application for admission but then be required to admit the child under this Protocol.
Faith oversubscription criteria	Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant. This school does not have a designated religious character.
Fees and charges	There is no charge for applying for a place here, for admission itself or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school 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.
Home Address	Places are offered here on the basis of where the child will attend school, not necessarily where they live when the application is made. If we have vacancies then it doesn't matter whether or not the home address is in our catchment– though we will only offer places to a child who will be living close enough to the school to attend on a daily basis. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the home address is determined using a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on the majority of mornings in a normal school week. If no declaration is received, the home address will be the address at which the child is registered with a GP. If this is not possible, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't 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 admissions authority will determine the home address. Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to penalise families where there is a genuine reason why evidence cannot be provided.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after children have been offered a place as we believe this is a positive way of promoting greater involvement in a child's education.
In Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to Year 7.
Linked School	We do not give admissions priority based on the primary school a candidate attends.
Looked After Children	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.
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.

Appendix A – Definitions and explanatory notes

Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group. At this school it is at the beginning of September in Year 7.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by **15 May 2021.**
Offers	When a place is offered by us or by the LA on our behalf, we will assume that it is accepted unless we are told otherwise. We will contact parents after this to make admission arrangements - if a parent doesn't confirm the place is required within two weeks of the offer letter, we or the LA will contact the parent again. If there is no response within a week of that contact, the offer may be withdrawn. It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer using correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. Where we believe it is necessary, we will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission, we must be informed. We will require evidence of a new address where this would give a higher priority for admission. Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.
Overseas children	We will not offer places to children while they are overseas except for children who have a right of abode in this country such as citizens of the European Union unless a valid visa permitting entry into the country is provided. We will seek the latest advice on this matter in response to developments and the withdrawal of the United Kingdom from the European Union.
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above.
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. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility. Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admissions we will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.
Parental disputes	Occasionally parents may disagree on where the child should be educated. In these cases, we will consider whether either parent has a lawful objection to the wish of the other parent to transfer schools.
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the Admission Number for the Year Group has been reached.
Published Admission Number or PAN See also Admission	This is the minimum number of places available at the school in Year 7. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible, lawful school organisation. Once we set this number, we won't refuse admission for eligible

Appendix A – Definitions and explanatory notes

Number	candidates below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN. Even where there are vacancies, we will not offer places to candidates who have not reached the required academic standard for selective school education.
Pupil Premium	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: • were eligible for Free School Meals at any time in the previous six years • have been in the care of a local authority • 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 • has been registered in a school census since 2011 as a child of a service family 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,
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.
Service families	For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the front gate of the unit address. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. We will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance. There is no additional admissions priority for children of service families.
Sibling	We do not give admissions priority based on a child having a sibling on roll here.
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.
Supplementary Information Form or SIF	A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. We ask parents to complete the Pupil Premium SIF where they are seeking priority on the grounds of eligibility to the Pupil Premium.
Tie breaker	To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance to the school site using our Geographical Information System (GIS). Eligible children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

Appendix A – Definitions and explanatory notes

	If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.
Transgender children	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.
Type of school	This school is an academy. Academies don't have to follow the national curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Academies get funding direct from the government, not the local council. They're run by an academy trust which employs the staff.
Uniform	Children attending our school are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.
Waiting Lists	We will operate a waiting list for each year group until the end of the academic year. This will be maintained by us and may be shared with the LA. Our waiting lists will only contain the names of children who have formally applied and been refused admission. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position. Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date.

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REGISTRATION FORM FOR 11+ TESTS
September 2022 Entry

TORBAY SELECTIVE SCHOOLS

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

Please indicate 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 **midday on 9 September 2021***. You must also complete the Common Application Form for your Local Authority by **31st October 2021**. A school place cannot be offered unless the Common Application Form has been completed.

*** Confirmation of this date will be published on the school website as soon as possible.**

Surname of Child _____

Forename(s) _____ Date of Birth_____

Full Address, including Postcode
_____

_____ Gender: Male / Female / Other

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

Is your son in receipt of Pupil Premium YES/NO

If yes, please specify what requirements are necessary

_____

_____

Name of Parent or Guardian: (please print) _____

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.

Churston Ferrers Grammar School, Greenway Road, Churston Ferrers, Brixham, TQ5 0LN
Tel: 01803 842289
Torquay Boys' Grammar School. Shiphay Manor Drive, Torquay, TQ2 7EL. Tel: 01803 615501
Torquay Girls' Grammar School, Shiphay Lane, Torquay, TQ2 7DY. Tel: 01803 613215
Spires College, Westlands Lane, Torquay, TQ1 3PE. Tel: 01803 400600

Data Protection
The information collected on this form will be processed and may be stored electronically by the School in compliance with the Data Protection Act. 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. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.

Torquay Boys' Grammar School

Admission Appeal Form for 2022-23

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. The completed form, together with any additional information, should be sent to the above address.

Candidate's Name	
Date of Birth	
Year Group	

When you would like your child to be admitted?	
Will you be attending the appeal hearing?	
Will you be accompanied?	
Do you want the appeal to be heard in your absence?	

We encourage all parents to attend the appeal hearing if possible

Are there any dates during the next six weeks you would not be able attend an appeal hearing?	

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.

Your Name	
Address	
Daytime telephone number	
Email address	
Signature	
Date	

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Torquay Boys' Grammar School

Supplementary Information Form for 2022-23

To be completed by the parent only where he or she is seeking admissions priority on the grounds that a candidate 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 child 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 2021** or as soon as possible thereafter. **You must also complete your Local Authority Common Application Form.**

If you wish your child 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.

Full Name of child: Date of birth:
Criterion 2 for any admission. Please tick the boxes you agree with: ☐ My child is eligible for Pupil Premium funding. • has been eligible for Free School Meals at any time in the previous six years • has been in the care of a local authority • 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 • has been registered in a school census since 2011 as a child of a service family ☐ I authorise the School to request verification from my child's school, a local authority or otherwise. ☐ 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 2022-23

To be completed by the parent only where he or she is 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 candidate is unable to perform at the level reasonably to be expected – this may be through illness or personal disruption. The School's Admissions Panel can consider evidence you submit to support your claim that your child is of the required academic standard for this School. The Panel will also contact the 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 performance on the day was affected, providing independent evidence of illness where available, and why you feel your child 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 child is of the required academic standard can it increase the test score.

If you are aware that your child is unwell and is unlikely to perform to expectations 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 child'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 Data Protection Act. 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. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.