



## Admissions Policy 2016-17

### Admissions to Year 7

1. The school's planned admission number for Year 7 Entry in September 2016 is 145.
2. As a Grammar (selective) School, the school is not required to fill all the places if pupils do not meet the admissions criteria. Pupils will be admitted to the school at the age of 11 on the basis of their ability and aptitude, which will be determined by their performance in entrance examinations administered by the Slough Consortium of Grammar Schools. The procedures for testing are outlined in the *Slough Consortium of Grammar Schools – a Guide to the 11+ Test* document published by the Consortium.
3. The procedure for application and testing will be published by the School each year.
4. The required minimum score in the tests to be eligible for a place is 111.
5. The legislative framework for the Special Educational Needs system and the detailed guidance in this Code of Practice underpinned by the principles set out in Clause 19 of the Children and Families Bill 2014, requires the school to accept a child with an Education, Health and Care Plan if the parent or young person names UCGS on the Common Application Form (CAF), provided s/he has met the 11+ eligibility criteria. In addition, the Governing Body must deem the child's attendance to be compatible with the efficient use of resources and education of other students.

The Local Authority must consult the Governing Body and the Principal of the school and consider their comments very carefully before deciding whether to name eligible children on the young person's Education, Health and Care Plan, sending them a copy of the draft Plan<sup>(d)</sup>.

6. Where the number of eligible pupils reaching the required standard in the 11+ tests exceeds the number of places available, places will be allocated according to the following oversubscription criteria in this order of priority.
  - (i) Looked after Children who are being accommodated, or who have been taken into care by a local authority under section 20, 31 or 38 of the Children Act 1989. The first priority will go to children who are legally defined as looked after by the local authority at the time an application to the school is made. Following on, young people previously Looked after, who are children defined as those who were looked after, but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).
  - (ii) Pupils with an Education Health and Care Plan under the Children and Families Bill 2014, where this pupil has reached the required standard on the test and where the school has been named by the local authority on the EHC plan as agreed with the Governors and the Principal.
  - (iii) Up to 15 places will be offered to applicants who are currently eligible, or have been eligible within the previous six years, for Free School Meals (Pupil Premium). If the number of applicants in this category is greater than 15, places will be offered in rank order according to 11+ score, and then distance from the school (see paragraph vi).

- (iv) Children of members of staff who have been employed at the school for 2 years or more prior to application on .5 timetable or above or filling a vacant post where there is a skills shortage. The term "staff" refers to any employee who is permanently employed by the school and excludes those contracted through external agencies.
  - (v) The next 100 Pupils in rank order of performance in the tests
  - (vi) Proximity to the school. Nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Slough's Geographical Information System (GIS), with those closer to the school receiving higher priority.
7. In the event of one or more eligible pupils being tied for the final place or places at the school, priority will be decided by proximity to the school, nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Slough's Geographical Information System (GIS), with those closer to the school receiving higher priority. The 'home address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the parent or carer who receives child benefit for that child, or in the absence of child benefit it is the address of the parent or carer with whom the child resides for the greater duration.

In the event of a tie between two or more children with equal proximity to the school, lots will be drawn.

- 8. A waiting list will be held for all those applicants who score 111 and above but who may not be offered a place initially due to over-subscription. The waiting list will operate until the end of December 2016.
- 9. The school will establish arrangements for appeals against non-admission to year 7, which will be independent of the School and will follow the New School Admission Appeals Code in effect since 1st February 2012.
- 10. Details of admissions and appeals arrangements will be published by the school every year.

#### **In-Year Admissions to Years 7 – 11**

- 11. No child will be admitted to the school, other than at the start of Year 7, unless there are available places and:
  - (i) They are transferring from another grammar school within the Slough Consortium, or
  - (ii) They have not previously taken the 11+ test within the Slough Consortium and were unsuccessful, or
  - (iii) They are successful in the school's entrance examination relevant to their year of entry.

Applicants who have previously sat the Consortium 11+ test but did not attain a score of at least 111 will not be considered for entry to Years 8-11.

#### **Admissions to the Sixth Form**

- 12. In relation to Sixth Form admission, all applicants must meet the entry requirements specified by the school for their preferred courses, where the relevant admissions test will be performance in GCSE examinations, or level 2 qualifications, or NARIC verified overseas equivalent. All applications must be supported by satisfactory references from the school the applicant attended most recently.
- 13. Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated year 11 may not be considered for admission to the Sixth Form.
- 14. The planned admission number for Year 12 entry, including existing UCGS Year 11 students and external applicants, is 180.
- 15. No student will be admitted to Year 12 after 15 school days from the beginning of the Autumn Term; the beginning of the Autumn Term being defined as the first day of school for students.

16. There are a variety of Sixth Form courses on offer, each with different entry requirements. Full details of these are published annually in the Sixth Form Prospectus on the school website. Applicants should contact the school for further information.
17. All applicants to the sixth form must submit an application form by the date published on the school's website. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) interview with the school. On GCSE results day, applicants holding a conditional offer must attend an enrolment interview with the school where the place may be confirmed if the published eligibility criteria have been met. At this stage, other conditions for admissions must be met in addition to academic achievement, such as NARIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.
18. Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available, places on various courses will be confirmed on a first-come-first-served basis on GCSE results day. Existing Upton Court Grammar School students will be given priority for admission to a course.

#### NOTES:

- a) In applying these admission arrangements, 'permanent home address' will be defined as the permanent place of residence of the parent with whom the applicant spends the majority of his/her time. The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, then both home addresses must be quoted. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.
- b) If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.
- c) Distances will be measured using a computerised mapping system. The measurement is taken from the address point of the applicant's home to the address point of the school. It does not take into account the actual or expected route a child will travel to school.
- d) The Local Authority, in carrying out their functions under the Children and Families Bill 2014, must have regard to:
  - the views, wishes and feelings of the child or young person, and their parents;
  - the importance of the child or young person, and their parents, participating as fully as possible in decisions; and being provided with the information and support necessary to enable participation in those decisions;
  - the need to support the child or young person, and their parents, in order to facilitate the development of the child or young person and to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.

Specific duties that Upton Court Grammar School has towards disabled children are included in the Equality Act 2010 the key elements are as follows:

- The School must not discriminate against, harass or victimise disabled children and young people;
- The School must make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers.

This duty is anticipatory: adjustments must be planned and put in place in advance, to prevent that disadvantage.

Parents and young people have the right to request a particular school, to be named in their Education, Health and Care plan. If a parent or young person makes a request for Upton Court Grammar School to be named, the local authority must comply with that preference and name the school on the EHC plan unless it would:

- be unsuitable for the age, ability, aptitude or SEN of the child or young person (notably attaining the required standard in the 11+ tests); or



- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources, as deemed by the Governing Body.
- e) The Statutory Policies for Schools circular issued by the Department for Education (September 2014) requires schools to review admissions policies annually, and any changes must undergo consultation. The next review will take place in September 2015. In the event of no changes, consultation must take place every seven years, scheduled for September 2022.

**Updated: September 2014**

**Review Date: September 2015**

