



## **Determined Admissions Policy for September 2019 Intake**

**Lead Person :** Headmaster  
**Governing Body Committee :** Admissions

The Crypt School is an Academy and the Governing Body is the admissions authority. As such the School is responsible for determining its admissions arrangements, and will be administering its own admission test for entry in September 2018. Entry into Year 7 in September 2018 will be mixed gender. Those wishing to register for the Grammar School Test should complete the Grammar Test Online Application Form by the date listed. Registration Forms for our test are available from the School Website or School Office. Under the DFE School Admissions Code, parents apply to the Local Authority in which they live for places at their preferred schools. All preferences are collated and parents then receive an offer from the Local Authority at the highest preference school at which a place is available.

Open Day & Evening : Wednesday, 11<sup>th</sup> October, 2017;

Open Day : Wednesday, 21<sup>st</sup> March, 2018

Open Mornings : Tuesday 26<sup>th</sup> and Wednesday 27<sup>th</sup> June 2018

Registration : dates to be confirmed

The Entrance Test will be held on : Saturday, 15<sup>th</sup> September 2018

Preference Forms must be returned to the LA by : 31<sup>st</sup> October, 2018

Offer of places made by LA : March 2019

Appeals : April 2019 onwards

In order to safeguard the credibility of the test, where a candidate (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test score and any place offered in accordance with the admission arrangements shall be on the basis of that score. For the avoidance of doubt where a place is offered on the basis of a fraudulent or misleading application the school may withdraw that offer.

### **Policy**

Candidates who attain the required standards in the prescribed criteria will be eligible to be considered for admission to the School. Meeting the academic requirements for entry to the School is not in itself a guarantee of an offer of a place.

### **Admissions criteria for entry into year 7 in September 2019**

The School's Admissions Number is 150. The number of intended admissions for the year commencing 1<sup>st</sup> September, 2019 is 150. The highest scoring 150 eligible candidates in the Entrance Test in the chronological cohort will automatically be accepted for admission. The Entrance Tests are sat in September 2018. There is no opportunity to re-sit the Entrance Test.

In the event of oversubscription, where there are a number of candidates with an equal qualifying score around the 150<sup>th</sup> place, the following criteria shall be used to determine those who shall be offered places. Criteria will be applied in the order below:

1. Looked After Children / Previously Looked After Children

A 'looked after child' <sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption<sup>(2)</sup> child arrangements order (residency order) <sup>(3)</sup> or special guardianship order <sup>(4)</sup>.

*(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*

*(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

*(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*

*(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

2. Pupil Premium children

3. Children whose parents are members of staff provided that they have been employed for a minimum of two years and / or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

4. All other children

**Ordering within the Same Criteria:** measured in a straight line from the ordnance survey point of the child's home address (including flats) to the Main Entrance of the School Building, using the Local Authority's computerised measuring system, with those living closer to the School receiving the higher priority.

**Tie breaker :** In the event that two children have the same score and live the exact same distance away from the School, or in the event of a tie between two or more children when applying the strongest geographical claim based on straight line distance, a process of random allocation will be followed by the Governing Body witnessed by an independent person.

The child's home address is their usual place of residence. Where there are shared custody arrangements then the home address is where the child spends the majority of school nights (i.e. Sunday to Wednesday inclusive).

**Waiting Lists :** If the School is oversubscribed, a waiting list will be held for entry into Year 7. The waiting list will be prioritised in rank order of ability. The tie break procedure will apply if necessary. The waiting list will be held until the end of the academic year.

Waiting lists for entry to the School in any other year group will be held until the end of the academic year. Priority will be given according to our admissions criteria.

**Admissions criteria for late entry years 7-11 (casual applications.)**

Any applications for a school made outside the normal year of entry to the school are made directly to the school. A late entry test is sat for entry into years 8 to 11. Where the test score is borderline, performance indicators, e.g. formal assessment, end of year examinations, from the student's current school may also be taken into account. For late entry into year 7, the same test as those who sat at the correct time will be sat. Final assessment of the suitability for a grammar school style of education is delegated to an admissions panel consisting of the Headmaster and a senior member of the teaching staff.

### **Admissions criteria for entry to the VI form – year 12**

The VI form at Crypt is mixed gender. Admission to the VI form is open to both internal and external candidates. The entry criteria for year 12 is a minimum of 7 grade 5 & above (Grade C in the case of Design Technology and Business Studies) in a broad range of subjects, which must include English and Maths at grade 5 & above, and which should include at least 4 6 grades (the equivalent of a B grade). The entry criteria applies to all applicants (internal and external). During the implementation period for the new grades the Headmaster will decide on borderline cases.

In all subjects a minimum of a B grade (or grade 6) at GCSE is required to study the subject at A level. Access to certain courses will require a higher minimum level of entry, which will be determined by the Headmaster and the Head of VI form and set out in the School prospectus. An offer of a place does not guarantee access to a particular course or subject. Where a course or subject is oversubscribed, places will be allocated according to best performance in relevant GCSEs.

Application forms and details of entry requirements will be available at the Open Evening and from the school office. Deadlines for applications will be on the application form.

The admissions number for external candidates for year 12 is 40 students (which is a minimum number).

Where there is oversubscription from external candidates who have achieved the minimum entry criteria admission will be based on the following criteria:

#### **1 : Looked After Children / Previously Looked After Children:**

A 'looked after child' <sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption <sup>(2)</sup> child arrangements order (residency order) <sup>(3)</sup> or special guardianship order <sup>(4)</sup>.

*(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*

*(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

*(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*

*(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

#### **2 Pupil Premium children**

- 3 Students whose parents are members of staff provided that they have been employed for a minimum of two years and / or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 4 All other students / girls

Ordering within the Same Criteria: measured in a straight line from the ordnance survey point of the child's home address (including flats) to the Main Entrance of the School Building, using the Local Authority's computerised measuring system, with those living closer to the School receiving the higher priority.

### **Applicants with Special Educational Needs or Disabilities**

The School admits students with SEN and disabilities who can meet the entry requirements determined by this policy, whenever those special needs and disabilities can be reasonably accommodated. The applicants may be with or without statements (or education health and care plans). Any student who meets the entry requirements and who has a statement of special educational needs / education health and care plan that names the School will be made an unconditional offer. They must be able to be taught in mainstream classes and able to follow a grammar school curriculum, including the National Curriculum. The school is committed to Equality of Opportunity.

When registering for selective testing, parents are asked to specify any special educational needs or disabilities which might require reasonable adjustments to the testing process, in accordance with the procedure available from the County Council's website. The School will then consult with appropriate professionals to determine the most appropriate adjustments to make (if any) to ensure that testing arrangements are accessible.

### **Gifted and Talented Students and Admission out of Chronological Age Group**

The School will consider an application for early admission to Year 7 of an exceptionally gifted and talented candidate provided it is supported by a recommendation from the child's current Headteacher. They must meet the entry criteria. In order to safeguard the credibility of the test, where a student (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test score and any place offered, in accordance with the admission arrangements, shall be on the basis of that score. For the avoidance of doubt, where a place is offered on the basis of a fraudulent or misleading application the school may withdraw that offer. In the interests of fairness, the parents must agree that if the child is unsuccessful, they will not be able to take the Entrance test in the following (normal) year of entry.

In respect of early admission and all other out of chronological age group cases, the School will make its decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

### **Waiting Lists**

Where a year group is oversubscribed, and after the oversubscription criteria have been applied, remaining candidates will be placed on a waiting list, in the same order as the published oversubscription criteria. Waiting lists will be kept for one year. The School has signed up to the In-Year Fair Access Protocols held

by the Local Authority. Should a vulnerable child within these Protocols require a place at the School, they will take precedent over any child on the waiting list.

### **Appeals**

A decision by the School to refuse a place carries with it a right of appeal.

Appeals against non-admission will be held in accordance with the School Admission Appeals Code and regulations that are in force at the time. The School remains responsible for the formal appeals process. Appeals against non-admission are heard by an independent appeals committee.

The School publishes its admission appeal timetable on the website by 28<sup>th</sup> February.

### **Transport.**

Transport from Cheltenham is available, contact details and prices are available from The Crypt School website. Further information is available from the Local Authority website or Transfer Booklet. Where children are not entitled to free transport provided by the Local Authority (as identified in the Gloucestershire County Council School / Academy *Admissions Guidance Booklet*) it is the parents' responsibility to ensure that their child can attend The Crypt School.

Reviewed and Approved by Admissions Committee: October 2017

Full Governors : December 2017

Determined – March 2018