

## Admissions Arrangements 2022-23

The following arrangements have been adopted by Pioneer Educational Trust, the admissions authority for Upton Court Grammar School.

### Admissions to Year 7

1. The school's planned admission number (PAN) for Year 7 Entry in September 2022 is 165.
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. A standardised score of 111 or above in the entrance test means that an applicant is eligible for consideration for admission to the school.
5. Pupils with Special Educational Needs who have an Education Health Care Plan (EHCP), supported by written evidence supplied by a recognised authority, will be admitted automatically where the school has been named by the local authority, in consultation with the school, on the EHCP for the child.

Section 39(2) of the Children and Families' Act 2014 says that the local authority must consult the school before naming a school on the EHC plan and section 39(4) gives the only reasons why a school should not be named. These are "a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or b) the attendance of the child or young person at the requested school or other institution would be incompatible with – (i) the provision of efficient education for others, or (ii) the efficient use of resources." Pursuant to this act, Upton Court Grammar School will work with recognised authorities to ensure that a child with a statement of SEN or EHC plan is of suitable ability to be successful in a selective school context.

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, and 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) Up to 20 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 20, places will be offered in rank order according to 11+ score, and then distance from the school (see paragraph vii).
  - (iii) Children of members of staff who have been employed by Pioneer Educational Trust for 2 years or more prior to the final submission deadline for the Common Application Form (CAF), on 0.5 of full time or above or filling a vacant post where there is a skills shortage, and working at Upton Court

Grammar School. The term “staff” refers to any employee who is permanently employed by Pioneer Educational Trust working at Upton Court Grammar School, and excludes those contracted through external agencies.

- (iv) Children that are attending, at the time of application, any school that is a member of Pioneer Educational Trust, as the designated feeder schools.
- (v) Up to 120 Pupils in rank order of performance in the 11+ tests. If pupils are admitted through criteria 5, 6(i), 6(ii), 6(iii) and 6(iv), this number will reduce accordingly.
- (vi) The remaining offers, up to the PAN of 165, for a place will be made 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, for example if two applicants live in the same block of flats, Trustees will exercise their discretion to admit above the Published Admission Number.

Tiebreaker: If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority’s computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil’s permanent home address to the main school reception of the main school site. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

7. Once all offers of places have been made according to sections 5 & 6 above, any remaining applicants that have demonstrated eligibility for a place through scoring 111 or above in the 11+ tests but were not offered a place initially due to over-subscription, will be placed on a waiting list. The position of each applicant on the waiting list is determined through the application of the over-subscription criteria above. Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-assessed.

If a new applicant expresses an interest to join the waiting list, his/her position will be assessed through the administration of the 11+ test, provided the eligibility score of 111 is reached. Accordingly, the position of other applicants on the waiting list will be re-drawn. You may request your child’s name be removed from the waiting list at any time. If a place is offered but refused, then the child’s name will be removed from the waiting list.

The waiting list will operate until 31 December 2022.

If parents wish to keep a child on a waiting list beyond this term they will need to write in for an extension. This new waiting list, and any subsequent waiting list, will be drawn up using the oversubscription criteria detailed in section 15 below. There is no guarantee of a school place by remaining on the waiting list. This waiting list will operate until the end of the academic year 31 August 2023. If parents wish to keep a child

on a waiting list beyond this academic year they will need to write in for an extension at the end of each academic year.

8. The school will establish arrangements for appeals against non-admission to year 7, which will be independent of the School and will follow the statutory guidance in the School Admissions Code, December 2014.
9. Details of admissions and appeals arrangements will be published by the school every year.

### **11+ Testing Arrangements**

10. Upton Court Grammar School is part of the Slough Consortium of Grammar Schools, and operates CEM 11+ testing to assess eligibility of students through ability. A standardised score of 111 is the minimum score required to be eligible for consideration for admissions, as described above.
11. Full details of testing arrangements, including key dates and a test familiarisation booklet can be found on our website.
12. For September 2022 entry, the 11+ tests will be held at one of the Slough Grammar Schools in Autumn 2021, for children born between 1 September 2010 and 31 August 2011. Applicants will be advised at which school their test would take place.
13. If an applicant is unable to sit the test on the designated day, such as due to the child's sickness, parental sickness, transport failure, the school should be advised before 5pm on this designated day, by sending an email the administrator on [JUJ@uptoncourtgrammar.org.uk](mailto:JUJ@uptoncourtgrammar.org.uk) explaining reasons for the applicant missing the test. Please note, in the case of the applicant's sickness, a medical certificate is required. Other circumstances such as religious observance must be advised to the Consortium by deadline of registration.

An alternative testing date will be set, for applicants unable to take the test on the original designated date.

14. The CEM 11+ Entrance Assessments are targeted at the expected age range for Year 6 children. If applicants are out of the normal age range, where pupils are too young or too old for year 6 because of, for example, being accelerated through primary school due to exceptional ability or being held back a year due to poor health, an explanation of the circumstances must be provided. The tests are intended to be administered in Year 6, sat on the main test date or as close to that date as possible, and within the academic year of the test.

Candidates with a date of birth before the expected date have their age capped because they would be unduly penalised for being in the year group below that for their age.

Candidates with a date of birth after the expected date have their age capped because the child would need to be able to work at the level of the rest of their cohort, and so are not inappropriately advantaged by being tested a year early.

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

15. 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) are successful in the school's entrance examination relevant to their year of entry.

Applicants who have previously sat the Consortium 11+ test for entry into Year 7, but did not attain a score of at least 111 may not be considered for in-year entry in year 7.

Requests for admission into the school, other than at the start of Year 7, should be made directly to the school. Applications for in year admission may be submitted at any time during the school year. Please contact the school for in year admissions.

Where the school has spaces available, the following oversubscription criteria will be used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants:

- (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, and 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) Applicants who are currently eligible, or have been eligible within the previous six years, for Free School Meals (Pupil Premium).
- (iii) Children of members of staff who have been employed by Pioneer Educational Trust for 2 years or more prior to submission of the in-year application form, on 0.5 of full time or above or filling a vacant post where there is a skills shortage, and working at Upton Court Grammar School. The term "staff" refers to any employee who is permanently employed by Pioneer Educational Trust working at Upton Court Grammar School, and excludes those contracted through external agencies.
- (iv) Children that are attending, at the time of application, any school that is a member of Pioneer Educational Trust, as the designated feeder schools.
- (v) The distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's permanent home address to the main school reception of the main school site.

Tiebreaker: If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's permanent home address to the main school reception of the main school site. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

Parents can apply to have their child's name placed on a waiting list for the rest of the academic year following refusal.

Where the School has no spaces available, the application will be refused. Parents can apply to have their child's name placed on a waiting list for the rest of the academic year following refusal.

The position of each child on the waiting list is determined through the application of the over-subscription criteria above in this section, section 15. Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-drawn. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused, then the child's name will be removed from the waiting list.

If parents wish to keep a child on a waiting list beyond an academic year they will need to write in for an extension at the end of each academic year. There is no guarantee of a school place by remaining on the waiting list.

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

16. 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 using UCGS' specified equivalences, or NARIC verified overseas equivalent. All applications must be supported by satisfactory references from the school the applicant attended most recently.
17. The minimum entry requirements for admission to Year 12 apply equally to both internal and external applicants and are based on:
  - (i) a minimum number of GCSE or equivalent passes at specified grades (a pass defined as a grade 5 or higher); [See note (i)];
  - (ii) minimum grades in both GCSE English Language and GCSE Mathematics (reformed qualifications);
  - (iii) specific minimum GCSE grades or other academic entry criteria for the particular A Level subjects to be taken.
18. There are a variety of Sixth Form courses on offer, each with different entry requirements. Full details of the general and subject specific entry requirements are given in the Sixth Form Prospectus including Course Guide published annually on the school website [See note (i)]
19. 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.
20. The planned admission number for Year 12 entry, including existing UCGS Year 11 students and external applicants, is 140.
21. 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.
22. 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 the enrolment day(s), 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.
23. In the event of the number of external applicants exceeding the planned admission number into Year 12, the following oversubscription criteria will apply:
  - (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, and 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), who meet the entrance requirements as described in paragraph 17.

- (ii) Children of members of staff who have been employed by Pioneer Educational Trust for 2 years or more prior to the final submission deadline for the Sixth Form Application Form (published on the school's website) on 0.5 of full time or above or filling a vacant post where there is a skills shortage and working at Upton Court Grammar School. The term "staff" refers to any employee who is permanently employed by Pioneer Educational Trust working at Upton Court Grammar School, and excludes those contracted through external agencies.
- (iii) Applicants who meet the entrance requirements as described in paragraph 17 including the specific requirements for the subjects they intend to study, in rank order of GCSE average points score across the best 8 GCSE or equivalent qualifications taken, subject to the "best 8" criteria in the Sixth Form prospectus/course guide (if fewer than 8 GCSE or equivalent are taken, the average grade will be calculated with a zero in place of each shortfall) [See note (i)].

**NOTES (these form part of the admission arrangements):**

- a) An applicant's **permanent home address** is their normal place of residence, excluding any business address or a relative or childminder's address, and must be the permanent place of residence of the parent/carer with whom the applicant spends the majority of his/her time.
- b) Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one at which the child resides for the majority of nights of the school week (Sunday night to Thursday night) during school term-time, as confirmed by written evidence from both parents/carers. Documentation to confirm the arrangement such as a residence order or other court order may be required. Where this is unclear, disputed, or care is split equally and there is no agreement between the parents (it is not possible to determine which parent is the principle carer), the application considered will be that made by the parent at the address identified on the child's registered General Practitioner (GP) record.
- c) Applicants must be resident at that address on the closing date for the Common Application Form on 31 October 2021 and have been **continuously resident at the same address since 1 May 2021**, i.e. six months prior to the closing date for the Common Application Form. The school may check the authenticity of the address stated; proof of residence or further information may be requested and must be provided.
- d) 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 Trustees may refuse to base an allocation on an address which might be considered only a temporary address or an address of convenience. An address of convenience is considered to be an address used for the purposes of gaining a school place which is not a child's normal, permanent residence.
- e) If the permanent home address of an applicant is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the School.
- f) Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, we will allocate a place in advance of the family move if an official government letter is provided declaring a relocation date and an intended address.
- g) 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.

- h) Parents wishing to have eligibility for Pupil Premium considered as part of the admissions process must be able to demonstrate that they are in receipt of free school meals at the closing date for the Common Application Form, or have been in receipt of income-related free school meals at any time since 1 September 2016.
- i) The Sixth Form Prospectus including Course Guide form part of the school's determined admissions arrangements and are published annually on the school website.
- j) 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.

- k) 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 January 2022. In the event of no changes, consultation must take place every seven years, scheduled for Autumn 2027.

We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

**Updated: February 2021**