Altrincham Grammar School for Girls

ADMISSIONS POLICY
For entry, September 2028

The Admissions Authority is Bright Futures Educational Trust

DEFINITIONS

For the purposes of this Admissions Policy:

'Assessment Exam' means an entry examination taken at any other time other than the Entrance Exam;

'Eligible Applicant' means an applicant who has qualified for the School via an Entrance or Assessment Exam;

'Entrance Exam' means the examination taken by girls in year 6 for entry into Year 7;

'Looked After Children and previously Looked After Children' (LAC). 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 (as defined in Section 22(1) of the Children Act 1989). Previously Looked After Children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order (as defined in Section 14A of the Children Act 1989). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. In addition to 'looked after children' schools receive pupil premium funding for pupils who were looked after by an English or Welsh local authority before being adopted, or who left care on a special guardianship order or child arrangements order. Schools also receive funding for each child registered as eligible for targeted free school meals at any point in the last 6 years as well as funding for children who have a parent serving in the armed forces.

'Residence' means the home address where the child normally and permanently lives on a full-time basis. This must not be a temporary address, an address of a relative or carer, or a second or subsequent address. In the case where child-care arrangements are shared between two addresses, the average distance of the two addresses will be used for the purpose of determining priority for admission. Legal documentation of shared residency will be required at the point of application;

'Sister' means any girl residing at the same address as the Applicant as part of the same family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sister;

The designated 'feeder schools' to Altrincham Grammar School for Girls are Acre Hall Primary School, Barton Clough Primary School, Elmridge Primary School and Lime Tree Primary Academy.

'The catchment area' is defined as an 8-mile radius from the main entrance of the School. A map detailing the catchment area is available for viewing at the school office;

'The distance' will be measured in a direct line from the Applicant's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), Royal Mail Postal Addresses Information and information provided by other Local Authorities. In the case of a child living in a block of flats the distance will be measured in the same manner;

'The School' means Altrincham Grammar School for Girls;

'The Sixth Form Prospectus' means the booklet with this title, which is available on the School website.

Published admission number (PAN)

Year 7 – 204
Year 12 – at least 5 from schools other than Altrincham Grammar School for Girls

1. Admission to Year 7 in September 2028

Arrangements for the Altrincham Grammar School for Girls' Entrance Exam will be available from the website from May 2027. The Applicant's date of birth should be between 1 September 2016 and 31 August 2017. See paragraph 1.3 below for admission of an applicant outside their normal age group.

The number of intended admissions to Year 7 in September 2028, will be 204. Applicants who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for admission to the School.

These arrangements require that, in order to be eligible for consideration for admission to the School, applicants must have been assessed as suitable under the following admissions criteria:

1.1 The School is a selective school and will use test papers set and standardised by our service provider. The standardisation takes into account the applicant's date of birth.

1.2 Arrangements for taking the Entrance Exam will be published on the School's website each year and the tests themselves will be taken at a date and venue to be announced. Entrance Exams are usually held in the second or third week in September. If an applicant is ill immediately prior to or on the day of the exam, they should not be brought to take the exam; alternative arrangements will be made.

1.3 Admission of an applicant outside their normal age group
If a parent would like to apply for admission of their daughter outside their normal age group, they should submit their request, alongside any supporting evidence, by the

deadline each year. Decisions will be made on an individual basis taking into account information regarding the applicant's academic, social and emotional development in addition to factors detailed in Sections 2.17, 2.18, 2.19 and 2.20 of the School Admissions Code (2021).

1.4 Registration for Testing

Parents will be asked to register for their daughters to take the Entrance Exam during **May and June 2027**. Applicants should refer to the school website for the closing date. There will be a link to the registration form on the admissions page of the school website. If the specified date is not met for completion of the entrance exam registration form, applicants cannot be tested in September 2027. Further testing will not occur until after 1 March 2028.

Details of the admission arrangements will be sent to the Headteacher of all primary schools in the catchment area and to others upon request. An open evening for prospective parents will be held during the summer term to advise them of the admission procedure. Advice and help with the admission procedure can be offered at any time by contacting the School Admissions Department via e-mail at admissions@aggs.bright-futures.co.uk

1.5 The areas assessed on the entrance examination will be detailed on the school website.

1.6 Access Arrangements

Access arrangements will be agreed before the Entrance Exam. They allow candidates with special educational needs, disabilities or temporary injuries to access the exam and show what they can do without changing the demands of the exam. The intention behind an access arrangement is to meet the particular needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. Each case will be considered on its own merit. Information must be forwarded to the School by parents at the time they register their daughter for the Entrance Exam or as soon as possible thereafter. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

Access arrangements must not give an applicant an unfair advantage over other applicants. Where a request for 25% extra time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. In order to evidence such circumstances, parents should provide the School with a Local Authority Statement of Special Educational Needs, an Education, Health and Care Plan, a full diagnostic report issued by a qualified assessor or primary school SEND support information. Information from the primary school should be provided which details the applicant's normal way of working; the primary school may be consulted.

1.7 Results

The test scores will be standardised. The results will then be placed in one of four bands.

Band W:	Applicants who achieve the qualifying score.	Qualified for Admission	Oversubscription: see para. 4 below
Band X:	Applicants who are LAC or in receipt of Pupil Premium and achieve the qualifying score for Pupil Premium candidates.	Qualified for Admission	Oversubscription: see para. 4 below
Band Y:	Applicants who do not achieve the qualifying score.	Not qualified for Admission	Appeals: see para. 5 below
Band Z:	Applicants who are LAC or in receipt of Pupil Premium and do not achieve the qualifying score for Pupil Premium candidates.	Not qualified for Admission	Appeals: see para. 5 below

Results will be made available to parents/carers before the end of October 2027.

1.8 Parents/carers of children who wish to apply for a place at the School must indicate Altrincham Grammar School for Girls in ranked order on their home Local Authority common application form by the specified date. If the national closing date (31 October) for completion of the common application form is not met by the Applicant, testing will not occur until after 1 March 2028. Late applications will only be considered once all on-time applications have been ranked.

1.9 Residency

In order to be considered as living in a property within our catchment area, families must prove ownership of that home and provide proof of residency when applying to sit the entrance examination, where this becomes relevant at appeal or otherwise. Where the property has been owned for less than 2 years, families must provide (upon request at appeal or otherwise) proof of disposal of the previous home i.e. proof that the property has been sold.

In order to be considered as living in a rental property within our catchment area, families must provide a current rental agreement and proof of residence upon request, where this becomes relevant at appeal or otherwise. If the family has moved from an owned property into rented accommodation, proof of disposal of the previously owned property (i.e. proof that the property has been sold) or proof of permanent relocation may be requested at appeal or otherwise. Where the previous property was also a rental property, you may be requested to provide evidence showing termination of the previous rental agreement.

1.10 Applicants who move home and reside nearer to the School after completing their entrance examination application, but before 1 March 2028, who have made an on-time application to their Home Authority naming the School as a preference, will be considered from the address given on the original application form given to the School until after the first round of offers. Thereafter, the new address will only be considered if and when the following evidence and legal documentation in relation to the change of residency have been supplied to the School.

a) i) a sale or exchange of contracts for sale or a termination of their tenancy in relation to the previous home; and
ii) the purchase of the new home was completed or there exists a tenancy agreement for the new home; and
iii) the Applicant and her parent(s)/carer(s) became resident at the new home;

b) Applicants who move further away from the School after the date of application will be considered from their new address with immediate effect.

1.11 All parents will be notified by their Home Authority of the outcome of their application on National Allocation Day which is the 1 March 2028.

1.12 Where an offer is made, proof of date of birth and residency of the applicant and the parent/carer may be requested by the school.

Parents of applicants are required to notify the school promptly of any change of address or circumstances especially where these changes will impact upon the applicant's chances of securing a school place in the event of oversubscription.

The school may subsequently withdraw the offer of a place if relevant changes of address or circumstances have not been notified promptly to the school or in the event that false, incorrect or misleading information has been provided to school where this has led to a place being offered or has advantaged the applicant in the priority order for oversubscription.

1.13 Entrance examination papers are working documents and, as such, remain confidential to the school.

2. In-Year Admissions for pupils applying to enter Years 7 to 11

All applications must be made via the Local Authority portal: www.trafford.gov.uk/admissions.

2.1 Applicants who have previously applied and sat an Assessment Exam and who have not achieved the qualifying score for entry must leave a minimum of 12 months before reapplying. Candidates who have been unsuccessful in the School's Entrance Exam cannot be reassessed until the summer term of 2029. A successful outcome does not guarantee a place at the School.

Applicants applying for entry into Year 9 and above who have previously been assessed as suitable are required to be reassessed using recent internal School examinations relative to the academic year of application.

2.2 Applicants applying to enter Years 7 to 11 will be assessed for their suitability for a grammar school place using selection tests which will be detailed on the school website.

2.3 In the event of oversubscription, the provisions of paragraph 4 will apply.

3. Admission to the Sixth Form

3.1 The minimum academic requirements for entry of applicants into the Sixth Form are four GCSE grades of 7 and above, plus two GCSE grades of 6. In order to study a particular subject at A level, a grade 7, 8 or 9 is required in the relevant GCSE subject (subject to the exception in 3.2 below). Applicants are requested to look carefully at the Sixth Form Admissions webpage for details of the relevant GCSE subject requirements for each A level.

All students entering the Sixth Form will also be required to have a minimum of a GCSE grade 6 in both GCSE mathematics and English language (or an equivalent qualification recognised for tertiary education in the UK which will allow them to communicate effectively in spoken and written English and to understand spoken and written English without difficulty).

3.2 Special consideration will be given to applications from children who are looked after, or in receipt of pupil premium, regarding failure to meet an entry requirement. This consideration will extend to allowing a student entry with one grade lower on any one of the above criteria.

3.3 Applicants from schools where GCSEs are not taken should have equivalent qualifications and be able to demonstrate that they are working at a level comparable to the above qualification.

3.4 Applicants from other schools should complete the on-line application form by the deadline published on the school website in the preceding academic year of entry. On receipt of the completed application form and a reference including predicted grades from their current Headteacher, applicants may be invited to the school to discuss their option choices.

3.5 Priority for entry to the Sixth Form shall be given to those who are existing pupils of the school.

3.6 A minimum of five places will be made available for admission to the Sixth Form for applicants from other schools. Further places may be made available subject to availability of places on individual courses.

4. Oversubscription

Where **eligible** applications for admissions at any age exceed the number of places available, and after students who have a statement of SEN or an Educational Health and Care Plan which names the school have been admitted, places will be awarded in accordance with the following order of priority:

4.1 Children who are Looked After or who have been previously Looked After, regardless of their place of residence (please see definitions on the front page of the policy);

4.2 Applicants residing within the school's catchment area who are in receipt of pupil premium;

4.3 Applicants residing within the school's catchment area who have a sister who will be a pupil of the school at the time of the applicant's proposed admission;

4.4 Applicants attending one of the designated 'feeder schools' at the time of application and remaining on the admissions register at the end of February 2028. The designated feeder schools are: Acre Hall Primary School, Barton Clough Primary School, Elmridge Primary School and Lime Tree Primary Academy.

4.5 Applicants residing within the school's catchment area. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);

4.6 Applicants residing outside the school's catchment area who are in receipt of pupil premium. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);

4.7 Applicants residing outside the school's catchment area who have a sister who will be a pupil of the school at the time of the applicant's proposed admission. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);

4.8 Applicants residing outside the school's catchment area. Where the number of applicants qualifying for admission under this category exceeds the number of places available, then priority shall be given to those applicants residing closer to the school (see 'distance' in the definitions);

4.9 In the unlikely event of a tie-breaker situation, the applicant will be chosen by random allocation. A representative of the applicant will be invited to observe the procedure which would be supervised by a person independent of the school.

4.10 Waiting List

a) A waiting list for Year 7 admissions will be maintained until 31 December, at the end of the autumn term of Year 7, following the completion of the allocation appeals process, provided the applicant has qualified through the entrance exam.

b) Applicants for in-year admissions, Years 7 to 11, may join the waiting list for one year if a place is not available within the year group, providing they have qualified through the assessment exam.

c) Should a place become available, the oversubscription criteria will be applied to those on the waiting list. The waiting list is therefore reordered whenever anyone joins or leaves it.

5. Appeals

5.1 Under the terms of the Education Act 1998 there is a right of appeal to an Independent Appeals Panel against the decision made by the school;

For Entry into Year 7:
Parents will be offered their right to appeal via their Local Authority on or after 'National Offer Day' (1 March).
For Appeals relating to decisions sent on National Offer Day (1 March): the appeals timetable will be published on the website by 28 February each year.

For entry into other years:
Appeals information is available from the School on request.

5.2 The decision of the Independent Appeals Panel is final and binding on all parties.

Appellants considering making a complaint regarding an appeal may contact:
Education and Skills Funding Agency
St Paul's Place
Sheffield
S1 2FJ

Any person or body who considers that our policy arrangements are unlawful, or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator by 15 May 2028.

Website: https://www.gov.uk/guidance/school-admissions-arrangements
E-mail **osa.team@osa.gsi.gov.uk**

Office of the Schools Adjudicator
Bishopsgate House
Feethams
Darlington
DL1 5QE