

# St Olave's Grammar School



## ADMISSIONS POLICY 2016/2017 ENTRY

### 1. General

The Governing Body is responsible for admissions. Admission is on the basis of academic ability. It is intended that the School will continue to offer an education particularly suited to the more academic child; it will also continue to offer the opportunity for the development of high standards in co-curricular activities such as music, drama and games. In accepting a place parents/carers undertake to ensure their child's full commitment to both the curricular and co-curricular life of the School. Parents/carers should be aware that St Olave's is a Church of England School. The values which inform the life of the School are those of the Christian faith. These values include respect for members of other faith communities or none. We wish to ensure that all pupils benefit from membership of an Anglican Foundation serving a multi-cultural community

### 2. Year 7 Entry

Only boys who attain the required standard in the prescribed arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to Year 7. Those whose parents/carers wish them to be considered for a place must first sit the School's Selective Eligibility Test (SET), comprising Logic, Mathematics and English questions, designed to determine whether or not candidates are of the School's required standard for a selective education. This will take place in September and parents/carers will be notified of the outcome of the SET in October, prior to submission of the Common Application Form (CAF). The result of this test does not guarantee a place at St Olave's Grammar School.

Pupils passing the SET will then be invited to sit second stage tests in English and Mathematics. These will take place before the end of the Autumn term. Scores will be standardised and then aggregated, together with the SET marks, to allow a ranking of candidates. The testing will be competitive and the first one hundred and twenty four in rank order will be offered places. In the event of aggregate standardised scores being tied for two or more candidates the final rank order will be determined using performance in the Mathematics paper, then, if required, the creative writing, then the English multiple choice, then the SET.

In the event of withdrawals the rank order will continue to be followed until all places are filled. Boys may sit the entrance test if their eleventh birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August (inclusive) of the academic year in which the September test is set. If their tenth birthday falls within this period, boys may take the test for entry into the School one academic year early provided they are in Year 6 at primary school and a letter of recommendation is received from their Head Teacher. Entry for these boys would be at the discretion of the Governors. Boys may sit the Entrance test once only. Boys in any age range other than those mentioned above will not be allowed to sit the test.

Applications for places in Year 7 should be made by the due date in the Autumn Term prior to the September of admission on the CAF provided by the relevant home authority. Completion of a Supplementary Information Form (SIF) – the test registration form available from the School - will also be required and must be returned by the closing date set out in the School's published timetable. Please note that this date is earlier than the date set for completion of the CAF. Late applications will be dealt with as outlined in the co-ordinated scheme.

### **3. 'In-Year' Applications for Years 7-11**

When a vacancy occurs, those on the waiting list will be invited to take another written test at the School. The results will be placed in rank order and the place offered to the highest ranked candidate who attains the required standard.

### **4. Fair Access**

Children directed via the Fair Access Protocol will take precedence over any child already on the School waiting list provided they demonstrate, in a written test, ability commensurate with other students in the year group. This includes admitting children over the published admission number.

### **5. Entry to Year 12**

This will be done on the basis of academic ability and achievement at GCSE level. The usual requirement for Advanced level courses is the achievement of a minimum of six GCSEs at grade A and three at grade B, with A\* or A grades in subjects to be followed to Advanced level (or related subjects) and at least a grade B in English and Mathematics. A grade B or better on AS courses will be considered the equivalent of a GCSE A grade for these purposes. Year 11 pupils who meet this requirement may proceed into the Sixth Form. Each year a number of places is available for students from other schools. External candidates whose predicted grades meet the above requirements will be asked to take written tests at the School. Entry is open to both boys and girls and a standard number of one hundred and ten external candidates may receive conditional offers. In the event of oversubscription from external candidates, places will be allocated on the basis of: assessment of predicted or known GCSE

grades and academic information from an applicant's current school; performance in the written tests; the availability of places in the A level subject options. Applications from external candidates for places in the Sixth Form should be made on forms available from the School. The dates for applications will be published as outlined under: Admissions Procedure. Boys or girls may sit the entrance test if their sixteenth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August (inclusive) of the academic year in which the February test is set. If their fifteenth birthday falls within this period, boys or girls may take the test for entry into the School one academic year early provided they are in Year 11 at secondary school and a letter of recommendation is received from the Head Teacher. Entry for these boys or girls would be at the discretion of the Governors.

Boys and girls may sit the test once only. Boys and girls in any age range other than those mentioned above will not be allowed to sit the test. N.B. Applicants must have the legal right to be resident in the United Kingdom at the start of and for the duration of their A-Level programme.

#### **6. Choristerships**

Each year up to four places in Year 7 may be offered, in addition to the School's standard admission number, on the basis of academic ability and tenure of a Choristership at the Queen's Chapel of the Savoy. Details of this scheme are advertised in December/January each year and may be obtained from the School Office. Voice trials and academic tests may be taken by boys whose tenth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August (inclusive) of the academic year two years ahead of their entry to the School.

#### **7. Appeal Process**

Should a parent/carer wish to appeal against the Governors' decision not to admit their child, they should write to the Clerk to the Independent Appeal Panel, via the School, requesting an appeal form.

#### **8. Waiting List**

A list will be maintained in accordance with the admissions criteria.

#### **9. Admissions Procedure**

A timetable will be published for each admissions round giving dates for Open Day, return of Supplementary Information Form (test registration form), and Entrance Test days. Tests may only be taken at the School on the appointed dates. Following the Tests, parents/carers will be informed whether or not their child could be considered for a place at the School. Please note that this does not equate to a guarantee of a place at the School. The timetable for Sixth Form admissions will be published for Open Day. The School will comply with the locally agreed co-ordinated application procedures and timetables.