



**Carre's Grammar School**  
**Part of the Robert Carre Trust**  
**Admissions Policy 2024-2025**

### **Admission at 11+**

Carre's Grammar School is a selective academy and the Local Governance Tier is an Admissions Authority in its own right. The Local Governance Tier determines all decisions about admissions, including this policy, although arrangements for applications for places in Year 7 will be made in accordance with Lincolnshire County Council's coordinated admission arrangements. Parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions); they can also apply by telephone or ask for a paper application form by telephoning 01522 782030.

Parents resident in other areas must apply through their home Local Authority. Carre's Grammar School will adhere to the timescales outlined in the Lincolnshire County Council coordinated admissions scheme available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code (2021).

Carre's Grammar School cannot take account of your order of preference. This information is held by the School Admissions Team at Lincolnshire County Council and is used to identify the place to be offered when more than one school can make an offer of a place. If this happens, Lincolnshire County Council offers the highest preference possible.

Students seeking admission to Carre's Grammar School in Year 7 must firstly have qualified under the school's selection arrangements by attaining a score of at least the school's agreed minimum standard in the 11+ selection tests. These are set and standardised by GL Assessment on behalf of the Lincolnshire Consortium of Grammar Schools. Sitting the 11+ test at Carre's Grammar School or at any other venue does not constitute an application for admission.

There are rights to appeal against non-qualification but exceptional circumstances are required for the independent appeal committee to consider. The arrangements for making such an appeal are outlined in the offer letter sent to parents from the Local Authority. The Admissions Authority expects appeals to be made by parents within 20 school days after the refusal of a place.

The school's Published Admission Number is **120** students.

Qualification does not in itself guarantee admission to the school. The Admissions Authority must, by law, consider all parents who have sent in a common application form naming the school. In the event of the school being oversubscribed with applicants who have reached the required standard, places will be allocated in accordance with the following criteria in the order stated. In accordance with legislation, the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

1. The child is, or has been in the past, in the care of the Local Authority (a looked after or previously looked after child), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. The child is registered for Pupil Premium, that is those registered for Free School Meals at any point in the previous six years (not including Key Stage 1 statutory Free School Meals).
3. Students who, at the time of admission, have siblings at one of the schools within the Robert Carre Trust.
4. Students living closest to the school.

If it is not possible to distinguish between one or more applicants within the admissions criteria, places will be allocated to those living nearest the school first, measured by straight line distance. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

Please see page 4 of this policy for definitions of the above.

### **Entry into Carre's Grammar School as a member of the Sleaford Joint Sixth Form**

Please see separate Robert Carre Trust Sixth Form Admissions Policy.

### **Reserve List**

For admission into the intake year the Admissions Authority will keep a waiting list which is called a Reserve List. In this school we will only add to the Reserve List children who have achieved the required standard in the selection tests or have been deemed qualified by the independent appeal panel.

If we have to refuse a place at our school a qualified child is automatically put on the Reserve List, unless a higher preference school has offered a place. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. Children can move up or down the list depending on where the other children are ranked against the oversubscription criteria. The Admissions Authority must not take account of the time on the list when allocating places.

For the intake year the list is kept by the School Admissions Team until the end of August. After this the School Admissions Code requires that schools keep the Reserve List until the end of the autumn term.

### **Admission of students at other times**

Students must demonstrate that they would benefit from selective education through the school's in-year admission selection process. The school will accept admissions from qualified students up to the Published Admission Number of the respective year group at the point of entry.

The school will assess an applicant for his academic ability and potential, using a Cognitive Ability Test (CAT). The assessment will evidence whether the candidate's ability falls within the top 25% of the ability range in the academic year. If there are no places available, the candidate's name will be placed on a confidential reserve list, ranked according to admissions criteria for entry to Year 7. Parents may appeal to an independent panel against a decision not to admit.

Carre's Grammar School has an independent appeal system which is entirely separate from the admission system. Appeals are held in accordance with legislation and the School Admission Appeals Code. You can only appeal for a school place once in a school year unless there is a major change in circumstances, and the decision of the independent appeal panel is binding on all parties. Details of how to apply for an in-year test or how to appeal are available from the Executive Headteacher's PA.

### **Children of UK service personnel (UK Armed Forces) posted to the area or Crown Servants returning from overseas**

For families of UK service personnel with a confirmed posting to the area, or Crown Servants returning to live in the area from overseas, the Admissions Authority will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.

The Admissions Authority will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

It may be that we still cannot admit because of organisational or curriculum difficulties within the school, in which case the appeals process may have to be followed.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home Local Authority for advice and guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Carre's Grammar School will make decisions 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;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

Consideration needs to be given not only to academic standards, but the social maturity of the child concerned.

If a child has been educated out of cohort at primary school, they will be permitted to sit the 11+ test at the same time as the cohort in which they are currently placed. Parents will need to make a formal request to the school's Local Governance Tier, the Admission Authority, to request their child is educated out of cohort once they have reached the standard required in the tests.

### **Fair Access**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the Published Admissions Number to schools that are already full. Carre's Grammar School will participate in Lincolnshire County Council's Fair Access Protocol. For admission to this school the child must meet the required admission standard.

### **Important note**

*As an Admissions Authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.*

This policy has been drawn up by the Admissions Authority of Carre's Grammar School. It was determined at the meeting of the Local Governance Tier on 15 November 2022 after full consultation in accordance with the School Admissions Code.

## **Admissions Policy – Standard Definitions**

### **A looked after child or previously looked after child**

Previously looked after children are 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). 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Pupil Premium**

The school will write to the parents of all children who have passed the 11+ tests, asking them to inform the school if their child has been in receipt of Free School Meals within the previous six years (not including Key Stage 1 statutory Free School Meals). We will also ask for permission to carry out the necessary work to verify this.

### **Sibling**

The definition of sibling is 'a full brother or sister, whether or not living in the same household. Another child normally living for the majority of the term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996'. If qualified twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its Published Admission Number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

### **Distance from school**

This will be as calculated electronically to three figures after the decimal point (e.g., 1.543 miles) by Lincolnshire Council School Admissions Team as a straight-line distance from the Post Office Address Point of the home to the Post Office Address Point of the school. The home address is where the child lives for the majority of the school term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989).

Where a child lives at different addresses through shared custody arrangements, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address they would like to use on their application.

If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term as the home address.