



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

## Policy: Admissions 2021/2022

**Member of Staff Responsible**

**T Milburn**

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**Approved On:**

**30.04.20**

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**Review date:**

**2021**

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## **Introduction**

Red Kite Learning Trust (RKLТ) is a Multi - Academy Trust (MAT) providing education and services for young people in the Harrogate and Leeds areas.

The Red Kite Learning Trust is the admission authority for the schools within the Trust and as such is responsible for setting fair, clear and objective arrangements and criteria for each constituent school. In doing so the trust has complied with the School Admission Code (December 2014) Equality Act 2010, Human Rights Act 1998 and the Schools Standards and Framework Act 1998. The Secretary of State does have the power to vary this requirement where there is demonstrable need.

The arrangements and criteria used to allocate places for each school are set out in the individual school's policy.

It is the responsibility of the Local Governing Bodies of each school to work with the Trusts agents, North Yorkshire County Council and Leeds City Council, to ensure that the policies agreed by the Trust are correctly administered for each school.

Trust schools who wish to make alterations to their admissions arrangements, including the admission number, must seek approval from the Trustees as part of the consultation process. At all times schools must be aware of the current school Admissions Code and ensure they work to this at all times.

Whilst the Red Kite Learning Trust is the admission authority for each of the schools, North Yorkshire County Council and Leeds City Council will provide the Common Application Form for families making applications and will also notify families of allocated places on National Offer Day.

Please refer to the Red Kite Learning Trust Policy on the website: [www.rklт.co.uk](http://www.rklт.co.uk)

## Harrogate Grammar School 11-16 Admission Arrangements

Parents wishing to visit Harrogate Grammar School prior to submitting an application are welcome to do so. There will be opportunity to do this in the form of an Open Morning which takes place in the 3<sup>rd</sup> week of the Autumn Term as well as 2 Open Evenings which take place in the 6<sup>th</sup> week of the Autumn Term. Details of these events can be found on the school website, [www.harrogategrammar.co.uk](http://www.harrogategrammar.co.uk).

### Applying for a place at Harrogate Grammar School

The application process for admissions into Year 7 is co-ordinated by North Yorkshire County Council. They provide a Common Application Form (CAF) which enables families to express their preference for a place at any state funded school.

Parents should apply online at <http://www.northyorks.gov.uk/article/23545/Apply-for-a-secondary-or-selective-school-place>.

If you require help completing the common application form or cannot complete it online and need a paper copy, please contact the admissions team by telephone on (01609) 533679 or in writing at Children and Young People's Service, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE.

The closing date for applications is **31 October**.

### Published Admission Number

260

### Admission criteria

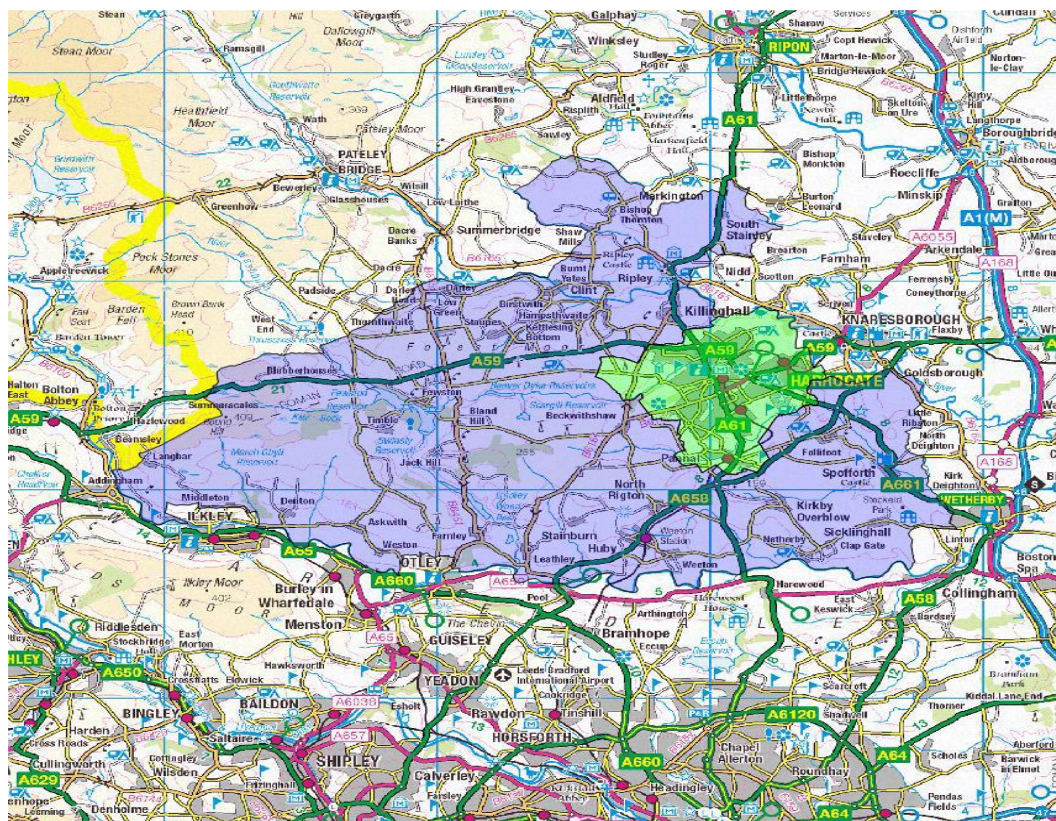
Children with a Statement of Educational Needs (SEN) or Educational Health and Care Plan (EHCP) that names the school will be allocated a place.

If the school is not oversubscribed all applicants will be offered a place. Where there are more applications than places the following criteria will be used:

<b>Priority 1</b>	Looked after children or previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order).
<b>Priority 2</b>	Children the Red Kite Learning Trust believes have special social or medical reasons for admission. We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why Harrogate Grammar School is the most suitable school and difficulties that would be caused if the child had to attend another school. A panel of professionally qualified people will consider applications made under priority 2.
<b>Priority 3</b>	Children of current staff employed by Red Kite Learning Trust to work at Harrogate Grammar School staff <sub>1</sub> living <sub>2</sub> in the Harrogate rural zone <sub>4</sub> and Harrogate town zone <sub>4</sub> . Staff must have been employed by RLKT to work at Harrogate Grammar School for at least two years at the time when the application for admission is made.
<b>Priority 4</b>	Children living in the Harrogate rural zone <sub>4</sub> and Harrogate town zone <sub>4</sub> . If there are not enough remaining places for all children in priority 4, places will be allocated on the following basis:

	<p>21% of places will be allocated to children living in the rural zones and 79% of places will be allocated to children living in the Harrogate town zone.          Unallocated places in either of these zones would be assigned to the other zone before giving priority to the children from outside the Harrogate zones.          A map showing the town and rural zones is shown below.</p>
<b>Priority 5</b>	Children living outside the Harrogate rural zone and Harrogate town zones. <sup>2</sup>
<b>Tie break</b>	<p>If there are not enough places for all of the children in any of these priority groups we will give priority first to those with sibling(s) at the school in September 2020 and then to those living nearest to the school. If there are not enough places for all those with a sibling at the school in September, we will give priority to those children living nearest the schools.</p> <p>Within priority 4, town children with a sibling will have highest priority for town places and rural children with a sibling will have highest priority for rural places.</p>
<b>Random Allocation</b>	<p>Random allocations are necessary where:</p> <ol style="list-style-type: none"> <li>1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants</li> <li>2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.</li> </ol> <p>For details of this process please see <b>Appendix 2</b>.</p>

1. Staff refers to all members of staff employed by Red Kite Learning Trust to work at Harrogate Grammar School for a minimum of two years.
2. A home address means the place where the child lives permanently for most of the time. If the residency is split between two parents, we consider the home address to be one where the child lives for the majority of the week. When a child lives equally with both parents, with both parents' agreement, they can elect one of their two addresses to be used for allocating a school place.
3. All distances are based on the nearest route recognised by the County Councils Electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by the Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.
4. Harrogate rural and town areas



**Offering a place**

If there are more applications than places, we will use the oversubscription criteria to rank applications in accordance with these determined arrangements.  
Families will be notified of an offer by North Yorkshire County Council on the 1<sup>st</sup> March, Secondary National Offer Day.

**Appeals**

Parents will be informed about the appeals process if their application has been unsuccessful. If parents wish to appeal they must set out their grounds for appeal in writing. Appeals will take place between April and July.

**Waiting List**

A waiting list will be in place until 31 December. Each child added to this list will be ranked in accordance with the oversubscription criteria.

**In-Year Admission**

Applications for a place after the start of the school year or for any other year group are organised by the North Yorkshire County Council.

If you live in North Yorkshire, you must complete the in-year preference form. This can be found at <https://www.northyorks.gov.uk/apply-year-school-place>

If you are not currently living in North Yorkshire, but are requesting a place at a North Yorkshire school, you should contact your home authority and complete their in-year preference form.

## Harrogate Grammar School Post 16 Admission Arrangements

### Applying for a place at Harrogate Grammar School Post 16

At Harrogate Grammar School we offer a range of academic and vocational qualifications which require certain minimum grades at GCSE. Our policy is to ensure that all students accepted into the Sixth Form are placed on appropriate courses where they are likely to succeed. For this reason, we ask all applicants to attend a consultation meeting to discuss the most suitable courses of study.

Students in year 11 of Harrogate Grammar School will be considered for Sixth Form and we will also accept applications from students wishing to transfer from another school. In all cases the same admissions criteria will apply. We have a Published Admission Number (PAN) of 130 external admissions.

### Transfer from Year 11

Existing Year 11 pupils at Harrogate Grammar School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the minimum entry qualifications as set out below.

The school expects students to achieve certain results at GCSE/BTEC if they are to have a reasonable chance of success on any given programme and each course carries a specified entry requirement which is included in the Sixth Form Prospectus.

### Published Admission Number

130

### Admission criteria

#### Academic requirements-

For entry on to level 3 courses, we require a minimum of:

- 24 points in the 6 best full GCSE/BTEC courses, including English Language and Mathematics at grade 4 or higher. BTEC qualifications will only count as 1 GCSE. If more than 1 is studied, only the best will count towards the overall points score. GCSE short courses will not be included.
- Only grades at 4 or above will be included.
- GCSE points 4 – 9 will be used to calculate the overall point requirement.:
- All our courses have subject-specific entry requirements, details of which may be found in our prospectus on our website.
- To maximise both performance and progression, the following recommendations will be followed:

36 points	Students have full choice of any course, subject to course requirements
30 - 35 points	Students select 1-2 project-based qualifications
24 - 29 points	Students select all project-based qualifications
Special consideration- 20 - 23	We will discuss individual students' situations, based on exceptional evidenced circumstances outside the control of the student or institution

### Year 12 entry

Pupils attending other schools in Year 11 are able to apply for places in Year 12 at Harrogate Grammar School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing pupils.

### SEND

The Local Governing Body of the school will, under section 324 (5) (b) of the Education Act 1996 and Part 3 Section 19 of the Children and Families Act 2014 (Special Educational Needs and Disability Regulations 2014) admit to the school a young person with a statement of special needs or an Education Health Care Plan that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEND) or an Education Health Care Plan that names the school, has been issued and which has taken account of the Year 12 entry requirements.

### Oversubscription Criteria

If the sixth form is not oversubscribed all applicants who meet our entry requirement will be offered a place. Where there are more applications than places the following criteria will be used:

<b>Order of Priority:</b>	Notes:
<b>Priority Group 1:</b> Looked after children or previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order).	This applies to all looked-after young people, including those who are in the care of another local authority.
<b>Priority Group 2:</b> Young people who will have a sibling on the school roll who are anticipated to meet the academic requirements.	Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
<b>Priority Group 3:</b> Applicants from internal candidates who are anticipated to meet the academic entry requirements.	
<b>Priority Group 4:</b> Applications from students who have a parent who is employed by the school and has been so for two years or more at the time of application.	

<p><b>Priority Group 5:</b></p> <p>Remaining offers will be allocated in rank order to those students who have the better performance predicted/actual at GCSE for their subject specific requirements.</p>	<p>Overall performance at GCSE will be assessed from:</p> <p>Actual GCSE results obtained</p> <p>Predicted grades defined as the likely grade to be achieved if current study habits continue. This grade is to be provided by the applicant's current school.</p>
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Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.

**Tie break:**

If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school.

**Offering a place**

**Year 12 Admission Process**

Students who are interested in entering the Sixth Form at Harrogate Grammar School, should firstly, if new to the school, attend either the Open Evening, Open Afternoon or at an alternative date.

Applications are made online where students indicate the subjects which they intend to study. External students will be asked to provide a copy of their latest predicated grades. Applications are accepted up to early February, and beyond if there are surplus places. Conditional places are offered subject to a consultation meeting to discuss options, career aspirations and give general advice on appropriate learning routes. Conditional places will be offered, in accordance with the oversubscription criteria if applicable, to applicants who are likely to meet the academic entry requirements based upon an assessment of their actual GCSE results obtained/predicted grades provided by their school defined as the likely grade to be achieved if current study habits continue. Students who are holding conditional offers and who have met the entry requirements will be eligible to take up their place in September. Those students who have not met the conditions of their offer, but who have met the overall entry requirements will be seen individually and may be offered an alternative pathway suited to their particular strengths. If applicable, the oversubscription criteria will be applied for these courses and also for those students who applied to the school after the application deadline.

**Year 13 Admissions Process**

Entry into Year 13 for this group of students will depend on the courses required and the availability of a place within that group. We require evidence that the applicant will go on to complete the course successfully. Students must seek an appointment with the Director of Sixth Form.

Applications should comply with the date given in the sixth form prospectus for the year into which they wish to be admitted to enable us to plan courses effectively. Any late applications will be considered once places have been confirmed in August following publication of GCSE results.



Students are required to make a formal online application for Sixth Form courses before the date set below for the year in which they wish to be admitted. There will be a full programme of mentoring and discussion to ensure that all students are aware of the opportunities available to them with guidance as to the most appropriate courses.

### **Key Dates**

<b>November 2021</b>	Open Evening. Online applications open.
<b>January 2022</b>	Open Afternoon.
<b>February 2022</b>	Final deadline for applications.
<b>March 2022 onwards</b>	Offer letters sent to students.
<b>May 2022</b>	Acceptance of the offer from students to be received by this date

### **Appeals**

If an application is refused there is a statutory right of appeal first to the Local Governors Appeal Panel and then to the school's Independent Appeal Panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carer or the student.

### **Waiting List**

If applicable, a waiting list will be in place after results are published in August 2022 until the end of the first half term. Each student added to this list will be ranked in accordance with the oversubscription criteria.

### **In-Year Admission**

In year applications: applications for in-year places during the academic year will depend on the course required and the availability of a place within that group and meeting the academic entry requirements.

## **Appendix 1 – Determining the admission arrangements for your school**

Admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes in that year.

When changes are proposed to admission arrangements, the admission authority **must** consult on their admission arrangements. Consultation must last for a minimum of 6 weeks and must take place between 1st October and 31st January in the determination year. This is the school year preceding the offer year. For example, any proposed changes to admissions for entry in September 2022 consultation **must** take place between 1<sup>st</sup> October 2021-31<sup>st</sup> January 2021.

### **Consultation**

The admission authority **must** consult with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) the local authority

During the consultation period, the admission authority must publish a copy of the full proposed admission arrangements (including the PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comment are not sought.

**Failure to consult effectively may be grounds for subsequent complaints and appeals.**

### **Determination**

**Determination Year** - *This is the school year immediately preceding the offer year in which admission authorities determine their admission arrangements.*

All admission authorities must determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required.

Admission authorities must determine admission arrangements for entry, by **28th February** in the determination year. They must publish a copy of the determined arrangements on their website displaying them for the whole year.

Appropriate bodies must be notified of full determined arrangements as soon as possible before **15<sup>th</sup> March** in the determination year.

Where an admission authority has determined a PAN that is higher than previous years, they must notify the local authority that they have done so and make specific reference to the change on the website.

Objections to admission arrangements must be referred to the Adjudicator in the determination year.

## **Appendix 2 – Random Allocation Process**

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

### **DEFINITION OF ROLES**

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school for which the allocation is to be made and also must be independent of the Council's Admissions and Transport team.

Admissions Officer (AO) – this is an officer from the Council's Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council's Admissions and Transport team.

### **PROCESS TO BE FOLLOWED – N.B. This entire process is to be carried out in sight of, and under the scrutiny of the IS.**

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross

reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.

8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.