



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

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## **Proposed Admissions Policy from September 2027 including:**

- **Admissions Guidelines**
  - **In-year Admissions**
  - **School-Led Resource Provision for  
Autistic Spectrum Disorder (ASD) and associated  
communication and interaction difficulties**
  - **Post-16 Admission Guidelines**
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# **ILKLEY GRAMMAR SCHOOL**

## **ADMISSION POLICY**

### **Rationale**

As an Academy, although Ilkley Grammar School has the ability to set its own admissions policy, we choose to follow the criteria set out by Bradford Council Children's Services who manage this process and subsequent appeals.

The admission arrangements are compliant with the School Admissions Code 2021, the School Admissions Appeals Code and relevant human rights and equalities legislation.

The Ilkley Grammar School published admission number (PAN) is 300.

Any complaints about admission arrangements are dealt with by the School's Adjudicator.

### **Objectives**

1. To ensure the criteria for allocation of school places are fair, clear and objective.
2. To review admission arrangements annually

### **Ilkley Grammar School Admission Arrangements**

The Academy will admit up to 300 students in Year 7 if sufficient applications are received. All applicants will be admitted if 300 or fewer apply.

### **Students with an Education, Health and Care Plan**

The admission of students with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the oversubscription criteria below.

### **Multiple Births**

Where a family of multiple births (twins, triplets etc.) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

### **Tie Break**

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

**Where the number of preferences exceeds the number of places available, priority will be given to:**

1. Looked after children or children who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1).

2. Children who have exceptional social or medical needs, supported by a written recommendation from an independent medical professional such as the child's paediatrician/consultant or an independent professional from Children's Services. The letter must explain why Ilkley Grammar School is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.
3. Children resident in the school's priority admission area\* who have an older brother or sister, residing at the same home address, who are at present in Year 7-10 and who will still be attending the school at the time of admission (in-area siblings) (see Notes 2 and 3).
4. Other children whose home address is in the school's priority admission area\* (see Note 3).
5. Children resident outside the school's priority admission area who have an older brother or sister, attending from the same home address, who are at present in Years 7-10 and who will still be attending the school at the time of admission (out-of-area siblings) (see Notes 2 and 3).
6. Children whose home address is outside of the school's priority admission area who are currently on roll at a Trust school in priority one catchment area: Ashlands Primary School and Burley Oaks Primary School
7. Children whose home address is outside of the school's priority admission area who are currently on roll at a Trust school in priority two catchment area: Menston Primary School
8. Children of staff employed at Ilkley Grammar School, who have been in post for two or more years at the time at which the application for admission to the school is made and/or who have been recently appointed to a post for which there is a demonstrable skill shortage. A skill shortage for teachers is a subject area with a national or local shortage of appropriately qualified teachers, and for associate staff a post which has remained vacant over a prolonged period resulting in multiple advertisements.
9. All other applicants whose home address is outside the school's priority admission area\* (see Note 3).

\*As the school has more than one school priority admission area, **criteria 3 and then 4 will apply for the whole of priority one and then for the whole of priority two**; if there are remaining unallocated places, after criteria 3 and 4 have then been applied, criterion 5 will then be considered before criterion 6.

## Notes

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. In line with the 2021 Admissions Code, all references to previously looked after children mean such children who were adopted or became subject to child arrangements orders or special guardianship orders) immediately following having been looked after **and** those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

2. The terms 'sisters' and 'brothers' refer to children who reside with the same family at the same address. Children living with the same family e.g. foster children and stepsisters and brothers are also included.
3. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

### **Waiting Lists**

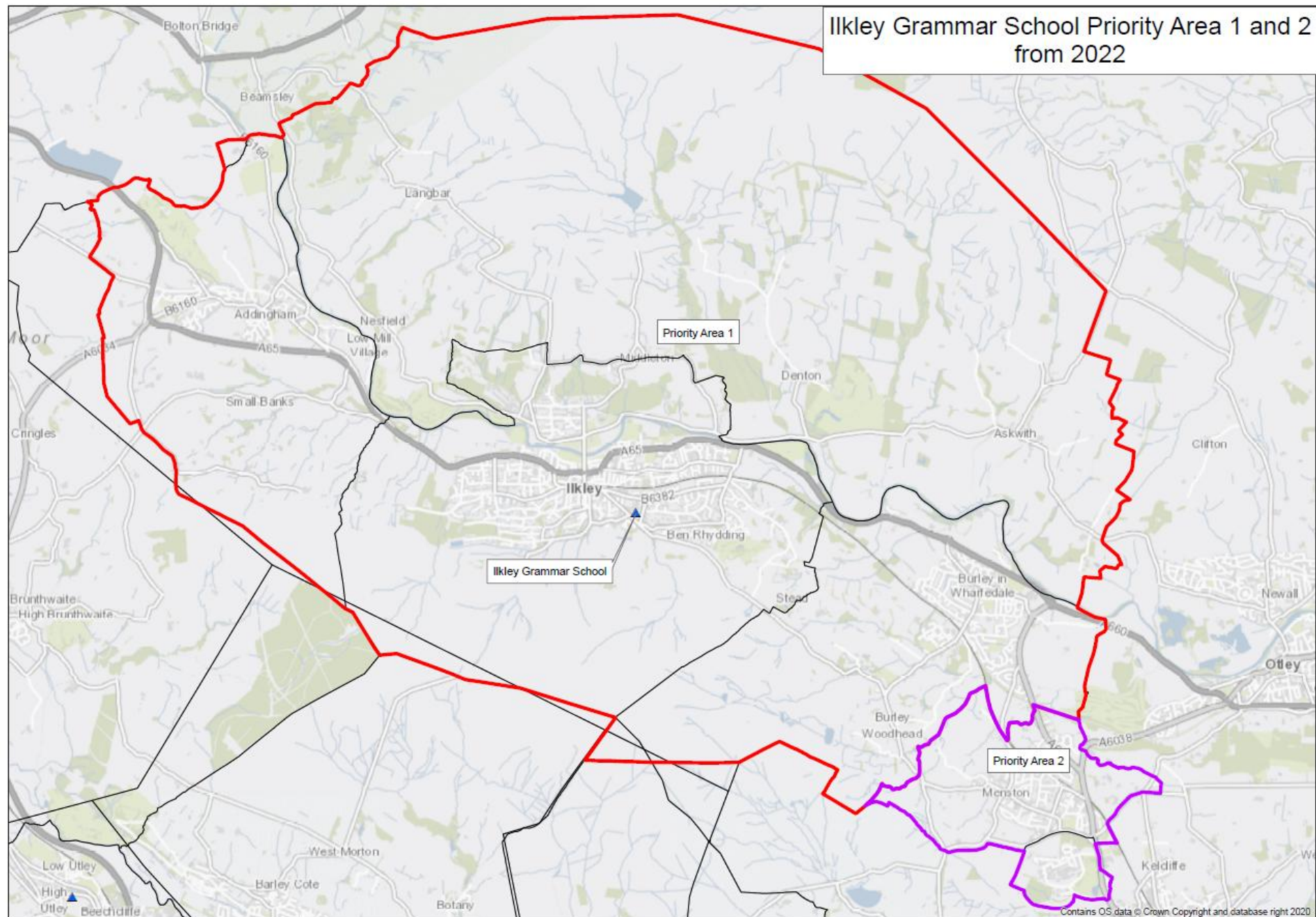
The Local Authority maintains a waiting list in line with the School Admissions Code, until December 31st of the admissions year. Where an application has been unsuccessful, families may request the child's name be added to the list. The Local Authority will administer the waiting list, and further guidance may be sought from the admissions team at 01274 439200.

### **Admission Policy for Entry to the School Led Resource Provision (SRP) for Autistic Spectrum Disorder and associated communication and interaction difficulties**

The total number of places is 24 across all year groups. Referrals for the Resource Provision come via the Special Educational Needs Inclusion Panel which meets weekly at Bradford Council Children's Services. Parents or professionals who are considering a Resource Provision placement should first consult with their SEN Officer who will then make the necessary arrangements. SEN Bradford will consult with the Resource Provision regarding the suitability of potential candidates for SRP places at the initial stages of the admissions process in accordance with the SEN Code of Practice.

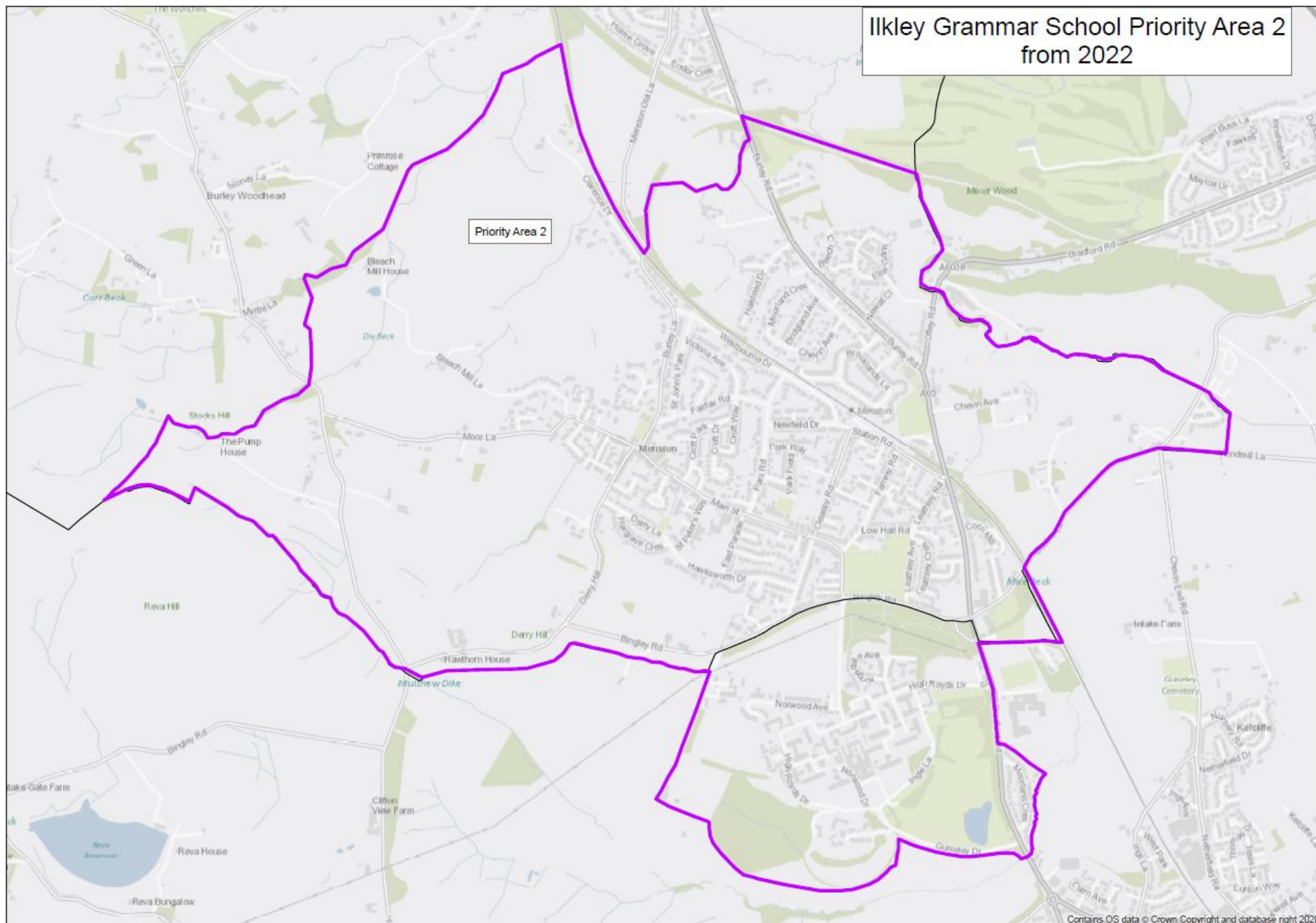
### **Admission Policy for Entry into Post-16 at Ilkley Grammar School**

The minimum entry requirement for admission to Post-16 is a minimum of 5 grade 4s or equivalent and above at GCSE, including English Language and mathematics, at grade 4 as well as meeting any subject specific entry requirements outlined in the prospectus. Details of the application process can be found in the post-16 prospectus and on the school website.





Ilkley Grammar School Priority Area 2  
from 2022



## **ADMISSION GUIDELINES**

### **I. How admissions work** (from the School Admissions Code)

- a) All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.
- b) Admission authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least every 7 years. Consultation **must** be for a minimum of 6 weeks and **must** take place between **1 October** and **31<sup>st</sup> January** of the year before those arrangements are to apply. For example: for arrangements which are to apply to applications in 2027 (entry in September 2028), consultation **must** be completed by 31st January 2027. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- c) Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by **15 May**. Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.
- d) In the normal admissions round parents apply to Ilkley Grammar School via the local authority in which they live for places at their preferred schools. Ilkley Grammar School admissions are administered by Bradford Council Children's Services. Parents are able to express a preference for five schools via the [online applications system](#) or by requesting a paper form from the admissions team. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements **must** make clear to parents that a separate application must be made for any transfer from nursery to primary school, and from infant to junior school.
- e) All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about **1 March** (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about **16 April**, in the year in which the child will be admitted.
- f) Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority **must** set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

**2. Applications** are made on an online common application form (CAF) that enables parents to express their preference for a place at any state funded school, with a minimum of 3 preferences in rank order, allowing them to give reasons for their preferences. The link is available

here: [Citizen Portal - Sign in](#). Alternatively, a paper form can be requested from the admissions team. While parents may express a preference for any state funded school – regardless of whether it is in the local authority area in which they live - admission authorities **must not** give any guarantees that a preference will be met.

**3. A Waiting List** is maintained for the first term of the academic year of admissions with each added child ranked in line with the published oversubscription criteria. Priority **must not** be given to children based on the date their application was received, or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list

#### **4. Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**:

- allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

**5. Children from overseas** - Admission authorities **must** treat applications for children coming from overseas in accordance with Home Office rules. Non-statutory guidance on this is available on the website of the Department for Education.

**6. Right to Appeal** - When the local authority on behalf of Ilkley Grammar School informs a parent of a decision to refuse their child a place at the school, it **will** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **will** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing.

#### **7. Fair Access Protocol**

The Academy Trust participates in the Fair Access Protocol operated by Bradford, in order to ensure unplaced children, especially the most vulnerable, are allocated a school place quickly. It cannot refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

**8. Secretary of State's power of direction (Academies)** - Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene.

#### **9. Equality Act 2010**

a. This Act consolidates the law prohibiting discrimination, harassment and victimisation and expands the list of protected characteristics. All schools must have due regard to their obligations under the Act and review their policies and practices to make sure these meet the requirements of the Act, even if they believe that they are already operating in a non-discriminatory way.



- b. An admission authority must not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a student.
- c. An admission authority must not harass a person who has applied for admission as a student, in relation to their disability; race; or sex.
- d. An admission authority must not victimise a person in relation to a protected act either done, or believed to have been done by that person (e.g. bringing proceedings under the Equality Act 2010) in the arrangements and decisions it makes as to who is offered admission as a student.
- e. Admission authorities are also subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.
- f. The protected characteristics for these purposes are: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
- g. Further guidance on the Public Sector Equality Duty is available on the website of the Government Equalities Office and from the Equality and Human Rights Commission.

## IN-YEAR ADMISSIONS

Since September 2013, there has no longer been a statutory duty on local authorities to co-ordinate in year admissions. However, at Ilkley Grammar School all in-year admissions continue to be processed and dealt with by the admissions team at the local authority. This is part of the in-year coordinated admissions scheme which operates in line with the revisions to the School Admissions Code 2021 (paragraphs 2.23 to 2.3)

An application is an in-year application if it is for the admission of a child to a relevant age group, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group. All preferences for in-year admissions must be included on one common application form. The co-ordination of these applications and the offer of a place is the responsibility of the local authority.

The scheme does not apply to nursery schools, special schools or sixth form applications.

### A. Application Forms

All Bradford Metropolitan District Council (BMDC) residents who wish to apply for an in-year admission must use the Bradford Local Authority common application form, unless they are applying to a school who coordinates their own in-year admissions who can be contacted directly, or the child has an Education Health & Care Plan (EHCP). Online applications for in-year admissions should be submitted using the following link: [Citizen Portal - Sign in](#). This form, known as the '**In-Year Common Application Form**' (ICAF) is also available from the admissions team, Britannia House, 3<sup>rd</sup> Floor, Hall Ings, Bradford BD1 1HX. A copy of the form can also be downloaded from the Council's website: <https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications/>

For children with an EHCP, the ICAF form should not be completed. Please call the SEND Specialist Assessment and Support Service on 01274 435750 for further guidance.

- i. The in-year application form will ask parents to:
  - list up to five preferences for any type of school (including those in other local authorities) in rank order ;
  - give details of the child for whom the application is being made (address, date of birth, current school, relevant medical or special needs information or other social circumstances);
  - give details of siblings who currently attend the preferred schools;
  - give reasons for their preference; and
  - give details of the parent/carers completing the application and sign a declaration that they have parental responsibility.
  - provide additional details

Parents/carers will be asked to give reasons why they wish their child to transfer. Parents will also need to ask the child's current school to complete Part 2 of the form which asks for further information on the child to establish whether the transfer request should be dealt with through the Fair Access Protocol.

- ii. Parents must return the completed application form to the admissions team. If Ilkley Grammar School receives an application or a request for a place direct from the parent, whether the school has places or not, the application **must** be forwarded to the admissions team and/or inform parents of the application process and provide contact details for the admissions team or the website where they can download an application form. Schools may download application forms from the website and give them to parents to complete if they wish.
- iii. Parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application.

## **B Numbers on Roll**

Local authorities must, on request, provide information to prospective parents about the places still available in all schools within their area. Therefore, all schools are required to communicate the availability of places to the LA when requested to do so, ensuring that the information is provided no later than two school days following receipt of a request from the local authority.

## **C Application Procedures**

### **Applications for voluntary-aided, foundation, trust schools and academies**

- i. Where any schools listed on the in-year application form is a school where the governing body is the admission authority, the admissions team will forward details of the application, to the relevant school.
- ii. The governing body (or delegated persons to determine the application), as the admission authority for VA, foundation, trust schools or academies, will determine whether the applicant can be offered a place at their school. If, at any one time, there are more applicants than there are places in the year group, the school's oversubscription criteria must be used to determine who will be offered the place.
- iii. Following receipt of the application details, the governing body (or delegated persons) must inform the admissions team whether the applicant can be offered a place. The decision must be made as quickly as possible and communicated to the local authority in order to allow

them to notify parents within **10 days of receipt of the application**. If the year group is full, the school should inform the admissions team immediately. The applicant's details may be kept on the school's waiting list if one is maintained.

- iv. With the exception of designated grammar schools, all maintained schools and academies, that have places available must offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria, **unless admitting the child would prejudice the efficient provision of education or use of resources**. Admission authorities must not refuse to admit a child solely because:
  - they have applied later than other applicants;
  - they are not of the faith of the school in the case of a school designated with a religious character;
  - they have followed a different curriculum at their previous school;
  - information has not been received from their previous school.
- v. Where an admission authority is dealing with multiple in-year admissions and do not have sufficient places for every child who has applied for one, they must allocate places on the basis of the oversubscription criteria in their determined admission arrangement. If a waiting list is maintained, it must be in line with paragraph 2.15 of the 2021 Admissions Code.
- vi. Following receipt of the governing body's decision, the admissions team will write to the parent informing them of the outcome of their application. This should aim to be within 10 school days of receipt of the application, but statutorily must be **within a maximum of 15 school days**.
- vii. Where an application is refused, the admission authority must also set out the reason for refusal and information about the right to appeal in accordance with paragraph 2.32 of the Admissions Code 2021. This information will be communicated by the admissions team on behalf of the school in line with the above timescales.

#### **D. Offers of School Places**

- i. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.
- ii. If an offer is made, parents will be sent an acceptance slip which must be returned to the school within **seven** school days of the decision letter being sent. If a parent refuses the offer or declines to accept the place offered within **ten** school days this may result in the place being withdrawn unless the parent has submitted an appeal. In this case, wherever possible, the offer will remain until the outcome of the appeal is known.

#### **E Admission to School**

Once a school place has been determined and the allocated school informed, the student should be admitted to the school within the following timescales:

- i) **Students new to the district or who have moved house**  
Students new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within **ten** school days of the offer being made.
- ii) **Students transferring from another local school**  
The authority's 'Mid Term Transfer Policy' states that students who are transferring from one local school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between

the school, parent and the admissions team. Year group numbers will be amended to take into account the allocation and the reserved place.

## **Exceptions**

Mid-term transfer of a student may only take place sooner than the start of the next term, if:

- the Headteachers of the current and receiving schools agree that it is in the best interests of the student that transfer should take place sooner;
- the student has moved house to live more than three miles from the present school (if the student is aged over eight years) or over two miles (if the student is aged under eight years);
- the student has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term;
- it has been determined that the admission of the student comes under the 'Fair Access Protocol' or other significant circumstances apply making the child vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

## **F Waiting Lists**

Parents are required to request that their child is placed on a waiting list for their preferred school(s). Schools which are their own admission authority may choose to keep a waiting list or not. All waiting lists must be maintained in the order of the oversubscription criteria unless a place is requested through the Fair Access Protocol. If places become available, schools must contact the admissions team who will write to the relevant parent to offer the place.

## **G Children with an EHCP**

Applications for children with an EHCP will be dealt with by the SEND Specialist Assessment and Support Service (01274 435750) who will liaise with parents and schools to determine which schools can meet the child's needs.

## **H Fair Access Protocols (FAP)**

Each LA must have a Fair Access Protocols (FAP), agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol ensures that outside the normal admissions round, all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may admit above their PAN. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and may only be used to place the groups of vulnerable and/or hard to place children (as defined at 3.17 of the 2021 Admissions code), where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' views should be taken into account. Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school within 10 days of the Panel meeting.

## **ADMISSIONS FOR SCHOOL LED RESOURCED PROVISION (SRP)** **Previously known as a Designated Specialist Provision (DSP)**

### **School Led Resourced Provision for Autistic Spectrum Disorder (ASD) and Associated Communication and Interaction Difficulties**

The School Led Resourced Provision (SRP) for ASD and associated communication and interaction difficulties offers an enriched, individually orientated curriculum within an integrated setting where students can learn alongside their peers at a pace and with the support that suits their needs. The aim of the provision is to support pupils to gain independence in both their learning and their personal and social skills whilst encouraging them to achieve their academic potential and all-round personal best

#### **Framework for Inclusion**

The aim of the Resourced Provision is to provide an education appropriate to each students' needs within the mainstream curriculum. We provide students with a range of supported and suitable provision in order to access the full national curriculum. This includes access to extra -curricular activities, educational visits and social events as appropriate.

#### **Type and range of Provision**

The Resourced Provision promotes the development of students with a diagnosis of ASD or associated communication and interaction needs by providing an additionally resourced special educational service within a mainstream school. All students placed in the SRP for ASD or associated communication and interaction difficulties will have complex ASD or associated communication and interaction needs within a broad spectrum and will require specialist provision beyond that which is normally available within a mainstream school. As such, they must have a diagnosis of ASD or associated communication and interaction difficulties and an EHCP (Statement of Special Educational Needs) to be accepted into the unit.

#### **Student admission number**

The total number of places is 24 and our aim is to maintain a balance of student numbers across the year groups.

The resource is staffed by the Head of the SRP and support staff who are allocated to classes with SRP students as needed. They are trained and experienced in working with students with ASD and associated communication and interaction difficulties and undergo ongoing training in order to fulfil their roles and provide appropriate and effective support. The provision is housed in a separate building at the front of school (previously known as 'the bungalow') with its own separate entrance. It has a suite of rooms and is self-contained with facilities providing a quieter environment. All students who are enrolled with the SRP have access to this suite either on an individual or small group basis for parts of their school day as appropriate. This includes breaks and lunchtimes when they are encouraged to bring their friends into the SRP with them.

Support and advice from the Educational Psychology service is ongoing. Other professionals including CAMHS, occupational therapy, social services and ACST are involved as necessary.



Home School Liaison is vital in order to maximise communication and for students to be able to achieve their Personal Best. Staff are available throughout the day if parents have concerns. Regular liaison also takes place through Edulink, by email and telephone as necessary.

Transition from primary school to secondary, or from another secondary, can be a stressful process for students and their parents. Transitions are managed by the Resourced Provision in consultation with the existing provision. Transition visits are made to the SRP by all new students with staff from the existing provision and visits to the existing provision are made by the SRP staff. The number and nature of the visits is individually tailored depending on needs.

Within 6 weeks of placement in the Resourced Provision an initial planning meeting is held. The purpose of the meeting is to discuss the settling in process and to plan the first year's educational arrangements. Parents meet with the Head of the SRP on this occasion. A review of the student's EHCP takes place at least annually, in accordance with guidelines and the SEN Code of Practice. These are held with parents and all relevant professionals are invited.

### **Admission Procedure**

Referrals for the Resourced Provision come via the Special Educational Needs Inclusion Panel which meets weekly at Bradford Council Children's Services. Parents or professionals who are considering a SRP placement should first consult with their SEN Officer who will then make the necessary arrangements. SEN Bradford will consult with the SRP regarding the suitability of potential candidates for Resourced Provision places at the initial stages of the admissions process in accordance with the SEN Code of Practice.

# **ADMISSIONS: POST-16 GUIDELINES**

## **Introduction**

Students are at the heart of all we do and we are committed to helping our young people find appropriate courses of study at Post-16. The post-16 provision at Ilkley Grammar School forms part of a wider authority 16-19 provision and we are continually improving our links with other schools and providers to enable this.

Ilkley Grammar school has a largely academic Post-16; we offer over 40 level 3 programmes of study, predominantly A level courses, alongside BTEC and AAQ provision, the EPQ, Core Maths and Sports Leaders Award.

We expect all of our students to study at least 3 A level/Level 3 qualifications supplemented by a programme of enrichment or study of an additional qualification such as Work Experience, EPQ or Core Maths. Many of our students select to study 4 AS/A levels.

## **Entry Requirements to Sixth Form**

There are 565 places in Post-16:

The minimum entry requirement for admission to Post-16 is a minimum of 5 grade 4s or equivalent and above at GCSE, including English Language and mathematics at grade 4, as well as meeting any subject specific entry requirements outlined in the prospectus. Other qualifications may be accepted but are treated on an individual basis and if they allow access to appropriate courses.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the entry requirement if it is clear that they are capable of A-Level/Level 3 study and there is an appropriate programme of study available. These exceptional circumstances are dealt with on an individual basis and only in consultation with our Post-16 Team. Examples of exceptional circumstances include long term illness, immediate family bereavement in the examination season etc.

## **Application Procedure**

- a) An open evening is held in November each year for prospective students and parents.
- b) All interested students will then be invited to a "Taster Day" where students can experience lessons in a range of subjects they are considering.
- c) Students are then asked to apply formally on the school's application system. Prospective new starters to IGS from other schools should attach evidence of their predicted grades at GCSE.
- d) All applicants will be invited to an interview during which students will be provided advice and guidance on particular courses; guidance will be personalised in line with the student's predicted grades and Year 11 mock examination scores.
- e) All applications must be submitted before the relevant year's closing date. The closing date for receipt of applications for the academic year will be published in advance each year and students notified.

## **Oversubscription Criteria**

All students who are currently on roll in Year 11 at Ilkley Grammar School will be offered places first if they achieve the entry requirements. It is anticipated that the number of external applicants the school can admit each year is approximately 85.

Where there are more applications than places, students will be offered places (subject to meeting the entry requirements above), in the order of priority listed below:

1. Looked after children and all previously looked after children (children who have been adopted or subject to child arrangements or special guardianship orders), 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. Students on roll in Year 11 at IGS.
3. Students on roll in Year 11 at other schools who live within the school's priority admission area\* and who have siblings who reside at the same address, who are at present in Year 7-10 at IGS and who will still be attending IGS at the time of admission. (in-area siblings)
4. Other year 11 students who are on roll at other schools who live in the school's priority admission area\*
5. Students on roll in Year 11 at The Skipton Academy
6. Students in Year 11 at other schools, living outside the priority admission area\* with siblings residing at the same address, who are at present in Year 7-10 at IGS and who will still be attending the school at the time of admission. (out of area siblings)
7. Students in Year 11 at other schools, living outside the priority admission area\* who live closest to the school as measured by a straight-line distance.

\*As the school has more than one school priority admission area, criteria 3 and 4 above will apply for the whole of priority one and then for the whole of priority two; if there are remaining unallocated places, criterion 5 will then be considered before criterion 6 and 7.

## **Late Applications**

Applications received after the closing date will be placed on a waiting list and will be considered after those received on time.

## **Offer of Places**

Students will receive a conditional offer in March/April. Applicants will be required to formally accept their place on GCSE results day in August. Any applicant who cannot be offered a place will also be notified.

## **Allocation to Courses**

This will be done on the basis of GCSE results achieved and subject specific criteria. Class sizes will be set appropriately for the nature of the subject.

## **Waiting Lists**

If there are more applicants than places, those applicants who have been unsuccessful may request to be placed on a waiting list which will be kept until December of that year. Places may become available, for example if students do not achieve the results they need or applicants decide to take up an offer of a place elsewhere. Any available places will be offered in accordance with the oversubscription criteria above.

**Appeals**

Any unsuccessful applicant may appeal to an independent appeals panel. In the first instance, contact should be made to the school.