



14 December 2018

Dear Parent(s)/Carer(s)

St Olave's Grammar School's Proposed Admissions Policy 2020/2021

I am writing to make you aware of proposed changes to our admissions arrangements for entry in September 2020. In accordance with the School Admissions Code, Bromley Local Authority, our Admissions Authority, will be consulting on our behalf. The proposed changes are:

- **Year 7 Entry**, specifically:
 - Boys with Statements of Special Educational Need or Education, Health and Care Plans
 - Boys who are Children Looked After
 - Boys in receipt of Pupil Premium
 - Applications where the Supplementary Information Form is not submitted by the publicised date

- **Year 12 Entry**, specifically:
 - Students with Statements of Special Educational Need or Education, Health and Care Plans
 - Students who are Children Looked After

The proposed policy is available via the following link to our school website: <http://www.saintolaves.net/admissions> or can be found in the appendix below.

The consultation period will run from 17 December 2018 to 31 January 2019 inclusive. Please send any comments and feedback by email to consultation@saintolaves.net during this period.

Alternatively, responses can be sent by post to:

FAO: Admissions Manager
St Olave's Grammar School
Goddington Lane
Orpington
Kent BR6 9SH

Yours sincerely

Andrew Rees
Headteacher



St Olave's Grammar School



ADMISSIONS POLICY 2020/2021 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

The published admission number is 124 boys, to include any boys with Statements of Special Educational Need or Education, Health and Care Plans (EHCP) who meet the School's Admission Standard and for whom St. Olave's Grammar School is the named school on their statement. As a result of this, the published admission number will be reduced accordingly.

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 Online Application Form, available from your Local Authority. The result of this test does not guarantee a place at St. Olave's Grammar School.

Boys 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.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order of priority set out below:

- Boys who are Children Looked After (registered in public care) or who were Looked After but ceased to be so because they were adopted or became subject to a residence order or special guardianship order by rank order;
- A maximum of 10 places will be available for boys in receipt of Pupil Premium by rank order;
- Should there be insufficient applicants eligible for a place as outline above, the remaining places will be allocated according to rank order.

Boys in receipt of Pupil Premium are those who have been registered for free school meals at any point in the six years prior to the closing date for test registration. Documentary evidence to support such an application will be required from the current primary school as evidence of Pupil Premium at the point when a boy is registered to sit the Selective Eligibility Test. It is the parents' responsibility to ensure this documentary evidence is available. The School reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

The testing will be competitive and places will be offered in accordance with parental preference under the Coordinated Admissions Scheme. 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 1st September and 31st 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 Online Application Form provided by your Local 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 Local Authority's form. Late applications will be dealt with as outlined in the co-ordinated scheme.

If the SIF is not filled in, and not submitted to the School by the publicised date, it will mean that your son will not be able to take the SET. Any candidate who does not take the test will continue to be ranked, but missing the test will affect his priority, and he will be ranked after those who have sat the test. If places continue to be available after the normal admission allocation, and if there are no ranked candidates who have sat the test, the School will administer a further test.

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

When a vacancy occurs, those on the waiting list will be invited to take written tests 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 written tests, ability commensurate with other students in the year group. This includes admitting children over the published admission number.

5. Entry to Year 12

Highest priority in oversubscription for entry to Year 12 will be given to those with a formal Statement of Special Educational Needs (Statement) or Education, Health & Care Plan (EHCP) naming the school, and to Looked After Children (registered in public care) or who were Looked After but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, subject to meeting the academic admissions criteria below.

Entry to Year 12 will be on the basis of academic ability and achievement using a total points score in the best nine GCSEs. Points will be allocated as the number of the grade. Grades at 4 or lower will not be counted. The usual requirement for Advanced Level courses is the achievement of a minimum of 63 points, to include grade 7s or higher in subjects to be followed to Advanced Level (or related subjects) and at least a grade 6 in English and Mathematics. Year 11 pupils who meet this requirement may proceed into the Sixth Form. For any student who took GCSEs early in unreformed subjects with the old letter grades, the system A*=8, A=7, B=6 will apply; C grades or lower will not count.

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 110 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 online via the School's website. 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 1st September and 31st 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.

Please note that 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. Academic and voice tests may be taken by boys whose tenth birthday falls between 1st September and 31st August (inclusive) of the academic year two years ahead of their entry to the School.

7. Admission of Children outside of their normal age group

Parents/carers may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

The School will consider applications outside of the child's normal age group on an individual basis taking into account any 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents/carers wishing to apply for a place outside of the normal age group should contact the Head Teacher in writing in the first instance.

8. 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.

9. Waiting List

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

10. Admissions Procedure

A timetable will be published for each admissions round giving dates for Open Day, submission of the online Supplementary Information Form (test registration form), and Entrance Test days. Tests may only be taken at the School on the appointed dates. Following the SET, 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.