



Calday Grange Grammar School

Title of Policy:	ADMISSIONS POLICY		
Policy reference:	CGGS/Statutory007/Admissions2026		
Previous Version:	CGGS/Statutory007/Admissions2025		
Summary	This policy defines the policy and procedure for the admission of students for the school year commencing September 2026.		
Author:	Mr Philip Douglass, Assistant Headteacher		
Reason for re-draft: (tick most applicable)	First Draft		
	Scheduled Review	✓	
	Minor changes		
	A number of changes		
Approved by:	Full Governing Body	Date:	January 2025
Consultation details (<i>where appropriate</i>):	To be circulated for consultation as per Schools Admissions Code (September 2021) section 1.45, 1.46, 1.47. Next statutory consultation due no later than 1 st October 2029 for completion by 31 st January 2030.		
Notes:			
Date of next review:	January 2026 (for the admission of students for the school year commencing September 2027)		

CONTENTS

1. Admission of students at start of Year 7 in September 2026
 - Selection arrangements
 - a. Principles
 - b. The Process
2. Admission into the Sixth Form
3. Admission during Years 7 – 11
4. Admission outside of normal age group
5. Reassessment
6. Appeals against Admission decisions

1. Admission of students at start of Year 7 in September 2026

The planned admissions number for Year 7 for the year commencing 1st September 2026 will be 210. Students who attain the qualifying score in the arrangements for selection by reference to ability will be eligible to be considered for admission to the school. The school will create an efficient curriculum timetable with the student numbers confirmed for September.

The Governors have agreed with Wirral Local Authority that the officers of the Local Authority will administer the process of selection in accordance with the procedures described in this policy.

Preference forms for admission to secondary schools will be made available to all parents of students in the final year of their primary school. The forms will need to be returned to Wirral Local Authority. If you need help please ring 0151 666 4600 and ask for School Admissions or email schooladmissions@wirral.gov.uk.

If you have any difficulties or wish to receive help, do not hesitate to contact the school –
Tel: 0151 625 2727 Email: theschool@calday.co.uk

Selection Arrangements

A. Principles

The Governors' arrangements for selection are based upon the following principles:

- (1) Children of parents who have placed Calday Grange Grammar School as a preference on any Local Authority preference form will be considered if their child has reached the required qualifying score.
- (2) Students from all schools will be considered equally in accordance with the published procedures described in this policy.

B. The Process

The assessment is based upon the results of two tests set around work that is part of the national curriculum. They have been designed to evaluate a student's suitability for a selective education and to minimise the impact of practice on performance. Wirral's Children and Young People Department (CYPD) will provide a familiarisation leaflet and further information can be found on the Local Authority website.

Students take two tests in the final year of primary education. So that children are not disadvantaged because of their date of birth, in each case the score is adjusted to take account of each child's exact age in years and months to determine a Standardised Age Score (SAS). The two test scores are then added together.

Children who reach the qualifying score will be deemed to have reached the grammar school standard.

If the school is oversubscribed - priority will be determined in the following order:

1. Looked After Children (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 (under section 22(1) of the Children Act 1989)). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship order.
2. To those children with a valid medical or social reason supported in writing by a doctor, social worker or appropriate professional person.
3. Up to 15 places for children on Free School Meals at the time of application who achieve the qualifying score in rank order of the shortest walking distance from the school. Details must be provided to Wirral's Children & Young People's Department and this information will be verified.

4. To those children who will have a sibling at the school at the time of admission. A sibling is defined as:-
 - a brother or sister by the same parents
 - a half brother or sister
 - a step-brother or sister
 - adopted child/children living in the same household.
5. By reference to geographical factors, preference will be given to children with the shortest walking distance from the school as measured by the Local Authority computer mapping system.

Should the case arise where it is not possible to distinguish priority using the criteria above, a random allocation process will be followed in accordance with the School Admissions Code (September 2021) 1.35.

Late applications will be considered in accordance with the Local Authority's Co-ordinated Scheme of Admissions.

The Local Authority will inform all parents of school allocations on the nationally agreed date, currently 1st March or next working day.

Should the school be oversubscribed for places in Year 7, in accordance with the School Admissions Code (September 2021) 2.15, the School will maintain a waiting list for students who have achieved the standard but have not been offered a place. The list will be re-ranked for each additional child added in line with the oversubscription criteria.

2. Admission into the Sixth Form

Students wishing to continue their post 16 education at Calday Grange Grammar School must meet the minimum requirements set out below:

- Gain a minimum of five GCSEs at Grade 5, including English Language **or** Literature and Mathematics.
- Meet the published entry requirements in the subjects that they wish to continue at Advanced Level.

Priority for entry is given to existing students in the school. However, each year the school also welcomes a number of students from other schools. External students can apply for a place by using our admissions platform, Applica (link available on the Sixth Form section of school website). There is no limit upon entry, as long as admissions do not prejudice efficient education.

Our prime concern is for students to embark on courses that are appropriate to their ability.

All requests for admission into the Sixth Form are considered on an individual basis.

Oversubscription

The school cannot guarantee a students' choice of subjects even where the entry requirements are met. Where a subject is oversubscribed, our oversubscription criteria protocol is applied.

Students repeating a year in the Sixth Form

Students having studied the first year of A Level at another centre cannot, as a matter of course, register to start A Level study again at Calday. This can only happen in exceptional circumstances (e.g. ill health, international relocation or students from a warzone). In most circumstance, the school will not support the repeating of a year. If you require more information regarding this please contact the school.

3. Admission during Years 7 - 11

Students wishing to be admitted outside the normal round, whether in-year or at the start of a school year which is not a normal point of entry to the school, should contact the Local Authority in the first instance; an assessment process will then be initiated. These candidates have their suitability for selective education evaluated via a computerised test. This provides an age adjusted score directly comparable with that generated by in round tests. The entry criteria will then be applied to the scores. Those candidates meeting the qualifying score threshold will be offered a place if a vacancy exists. If no vacancy exists, then students who meet the entry requirements will be placed on a waiting list. The list will be re-ranked for each additional candidate in line with the published oversubscription criteria.

4. Admission outside of normal age group

If a parent is seeking a place for their child outside of their normal age group they should contact the Local Authority in the first instance. All cases will be reviewed on an individual basis.

5. Reassessment

Students can be re-assessed for entry into Calday at the request of a parent if more than a year has passed since any previous test. Where a student meets the required standard, they will be offered a place if spaces are available, or placed on the waiting list if requested.

Students wishing to transfer into Calday from local schools will be reassessed if more than 1 year has passed since their previous successful assessment.

6. Appeals against Admission decisions

Arrangements will be made for parents who are dissatisfied with an admission decision to appeal against it. Appeals will be heard by an Independent Admissions Appeals Panel constituted under the Education Act 1998, providing that they are lodged within the prescribed period. This process is explained in the Local Authority guidance. Further information regarding the appeals process can be found at <https://calday.co.uk/admissions/appeals/>