

CHURSTON FERRERS GRAMMAR SCHOOL
Admissions Policy for Admission to Year 7 in September 2026

INTRODUCTION

Churston Ferrers Grammar School is a co-educational grammar school with Academy Status. As an Academy, the Governing Body has responsibility for admission to the school. For the academic year 2026-2027, Governors have a Planned Admission Number (PAN) of 150 in Year 7.

This admissions policy has been written with the school's value of Social Justice at its heart. Churston Ferrers is an academically selective school that serves its local community. Our aim is to ensure that academically able children in south Devon, most specifically in the Paignton and Brixham areas, have the opportunity to benefit from a grammar school education.

ADMISSIONS

Admission to the school is based on academic ability and requires the pupil to have demonstrated suitability for a selective education through sitting externally set tests.

TIMETABLE FOR ADMISSION FOR YEAR 7 IN SEPTEMBER 2026

Monday 11 th – Friday 15 th November 2024 (AM)	Open week at the school - mornings only – please see website for further information
Monday 10 th – Friday 14 th March 2025 (AM)	Open week at the school – mornings only – please see website for further information
Thursday 26 th June 2025	Open Day and Evening at the School
MIDDAY: Wednesday 16 th July 2025 (preferable) MIDDAY: Tuesday 2 nd September 2025 (final)	Deadline for receipt of the Registration Form by the School.
Saturday 20 th September 2025	11+ test AM and PM Session
Friday 26 th September 2025	Test arranged for children unable to take the examination on 20 th September – prior arrangement must be made with the school
On, or as soon as possible after 13 th October 2025 (TBC)	Guidance letters emailed to parents
Thursday 31st October 2025	Deadline for receipt of the Common Application Form by the Local Authority.
December 2025	Admissions Panel meets to determine the rank order of candidates

Monday 2nd March 2026	Local Authority advises parents of the school allocation. National Allocation Day
April 2026	Deadline for parents to submit an Appeal Request to Torbay LA Democratic Services
Summer Term 2026	Independent Appeals Panel meets to discuss Parental Appeals

OPEN WEEKS AND OPEN DAY

We invite parents, carers and children to our Open Weeks (one week in November and one week in March) and our Open Day and Evening which is held in the last week of June (26th June 2025) during which the admissions procedure will be explained and parents will have the opportunity to tour the school and to ask for further information.

Visits are not a compulsory part of the admissions process, and will not affect decisions on whether a place can be offered at our school.

REGISTRATION TO TAKE THE 11+ TESTS

Parents wishing their child to take the test at Churston Ferrers Grammar School on Saturday 20th September 2025 **must** complete the Registration Form which is available on the school website from the end of March 2025 via a secure page and return it by **midday** on 16th July 2025 (preferable) or the final date of **midday** on Tuesday 2nd September 2025. Anyone unable to complete an online application should contact the school.

The registration is made with **just one school** which will be the school where your child will sit the test. This part of the process is not an application for a place – see APPLICATION FOR SCHOOL PLACES.

Proof of the home address of the child taking the test will be required to be provided at the time of registration. This will only be used as part of the admission process if your child achieves a qualifying score in the 11+ test and does not meet the criteria set out in Categories A, B or C in the allocation of places process described below. Documents accepted as proof of address are: Council Tax bill; registered Child Benefit payment letter. If you are unable to provide either of these documents, please contact the 11+ and In-Year Admissions Manager at the school.

The child's home address is where the parent or legal carer of the child live together, unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor. 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

AGE OF APPLICANTS:

Candidates will be in Year 6 at the time of taking the test.

(Applicants for September 2026 will be born between 1 September 2014 and 31 August 2015)

Candidates qualify to take the tests by virtue of their chronological age, not the year of their school placement.

Applications to take the tests outside of the chronological year should be submitted at the same time as the registration form and be supported by a letter from the Head Teacher of the candidate's Primary School backing this request. These requests will be reviewed by the Governors' Admission Panel and must outline the reasons for the request. Each request will be considered on its own merits.

The final decision rests with the Governors' Admission Panel who will need to be assured that the out of year application is in the best educational interests of the child and justified academically. Permission will normally be given if the child is being tested with the cohort with whom they are being taught in primary school. Should permission be refused, clear reasons will be given in writing.

Should it be agreed that the tests can be taken a year early it needs to be clearly understood that a second attempt cannot be made the following year. No child can take the tests twice for whatever reason.

TESTING ARRANGEMENTS

The test is taken on **Saturday 20th September 2025** and is supervised by staff from the school.

Applicants **must** complete the Test Registration Form issued by the School and this form **must** be returned **by midday on 16th July 2025** (preferable) or the final date of **midday on 2nd September 2025**. The form can be accessed from the school website on the Admissions page (electronically submitted) or by contacting the school office. The school will send all details of the test arrangements to you via email in early September 2025.

Churston Ferrers Grammar School uses papers designed by an external assessment authority (GL) in English and Maths.

When the external paper scores have been standardised the Admission Panel (the Headteacher, the Admissions Manager and a representative of the Governing Body) will meet to discuss the results which will be placed in one of three categories.

Children who are unable to take the tests on Saturday 20th September, due to illness or other significant acceptable reasons, (e.g. religious observance) will be offered the opportunity to take the tests on the pre-arranged catch up date which this year will be 26th September 2025. However, this **must be** discussed with the school at the earliest opportunity. Children taking the tests on this date will be evaluated on an equal basis with those who sat the main session in September 2025.

Requests to take the 11+ tests received beyond this time will only be considered when parents can demonstrate a genuine reason why the tests could not be taken according to the above schedule. For example, bereavement, or other circumstance beyond the control of the parent(s)/guardian(s) prevented a timely registration, or the child moved into the area after the closing date for test registration. Evidence will be required to justify this delay. Testing will take place in December. Children taking the tests on this date will be evaluated on an equal basis with those who sat in September 2025.

Late notification of the testing timetable by a child's current school, making a late registration or otherwise will not be accepted as a reason why timely registration was not possible. These children will be able to sit the exam in March 2026.

For children whose registration or common application form (or both) were submitted after the closing dates and where they were not considered to be timely, there will be an opportunity to sit the school entrance tests for consideration after the first round of allocations on 1st March 2026. Such cases might be if illness prevented a single parent/carer from returning the form on time, if the reason for lateness is supported in writing by a medical professional involved in the case, or if the applicant has moved into the area after the deadline (evidence will be required). The final decision on whether there are exceptional circumstances will be made by the Admissions Committee.

SEND Candidates

We welcome applications from candidates with special needs. Special test arrangements will reflect the child's regular support methods in primary school. For example, large-print test papers for visually impaired pupils, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the child's answers. Special arrangement requests, including additional time to a maximum of 25%, (e.g. for those students who have been diagnosed with dyslexia) will only be approved if supported by relevant paperwork (e.g. Educational Psychologists Report). Requests for special arrangements **must** be made at the same time as a registration form is submitted and should be accompanied by a Current Education, Health and Care Plan, or other supporting evidence e.g. Consultant letter or an Educational Psychologist report. Each case will be considered on its own merit and current Primary Schools may be consulted. Eligible children with an EHCP, *where Churston Ferrers Grammar School is named on the statement*, will be **considered** for admittance and a decision on this will be reached with the SENDCo and the Local Authority. An eligible candidate is one who has established he/she is of academic ability to benefit from a selective education, by selection test.

Notification of potential extenuating circumstances

A parent may submit a case that there were exceptional circumstances that may have affected a child's performance prior to or on the day of a test. This information must be submitted to the school in writing or via email, **within 14 days of the test even if the test has been taken at a different school**. The Governors' Admissions Panel will consider each written case received when the marks are received and prior to the guidance letters being issued.

There will be no opportunity to resit the selection test for admission in the same academic year.

NOTIFICATION OF GUIDANCE – TESTING BEFORE PREFERENCE

To help parents make an informed decision about whether an application for a place in a grammar school may be successful, children sit the selection test before the closing date for applications for a school place with the Local Authority.

Guidance letters will be sent on or shortly after 13th October 2025, indicating whether the child's 11+ exam performance suggests suitability for selective education. The letter will not give the actual scores but a Yes or No to indicate whether your child's performance has made them eligible for admission to our school, as determined by the Admissions Panel.

At this stage of the process this will **not be an offer of a place at a selective school** – it will simply act as a notification as to whether or not a child is eligible for a place at a selective school. You cannot appeal against a guidance letter.

Scores for **eligible** candidates will not be disclosed, even when places are formally offered in March.

APPLICATION FOR SCHOOL PLACES

The normal round of admissions is when children can join our school for the first time. To enable all parents who wish to apply for a place for their child in Year 7, each Local Authority (LA) across the country is required by law to coordinate applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Torbay is the LA which coordinates applications which have been made either direct to them or passed on by Devon and other LAs.

Parents must apply for a school place using a Common Application Form from the Local Authority in which they live (deadline 31st October 2025). They can make up to three choices ranked in order of their preference. For children who live in Torbay, this is called the CAF1 and is available online at www.torbay.gov.uk/secondaryschooladmissions.htm. In Devon it is called the D-CAF3, and is available at www.devon.gov.uk/admissionsonline or within the Step by Step booklet. You can request a copy by calling Torbay on 01803 208908 or *My Devon* on 0345 115 1019. If your child lives in another LA, you must apply by contacting that LA, even though you are requesting a place here.

There is a national closing date for applications for secondary transfer, and this is **31st October 2025**. You can apply after this date, but your application may not be considered until after all of the applications that were made on time. If you **could not** apply before, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time, if this is still possible.

If you know that you are going to move into the area during the Year 6 for your child, you can apply from where you are (providing your child has sat the 11+ examination), providing evidence of the new address at the time the exam is taken.

Shortly afterwards, we will also contact successful parents to welcome them and their child to the school and to make arrangements for admission itself. The LA will offer a school place to every parent who makes an application for admission, either at a school they have named or an alternative.

Where parents have applied for a place on the Common Application Form without having taken the 11+ examination, there will be no score to rank and therefore a place will not be offered. The child will be deemed not to have met the entry criteria.

INFORMATION PROVIDED IN AN APPLICATION

Applications must be completed fully and honestly. It is important that where we offer places to some and refuse others, we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and disadvantages another child. If necessary, we may ask for evidence of a child's home address before admission.

STANDARDISED SCORE

Standardisation is a statistical process that is designed to take account of the fact that older children are at an advantage when taking the entrance test. Standardising the raw score makes it a level playing field for all the children in the year.

The test scores are adjusted to take account of the age of the children at the time they take the entrance test. One taking the test might be born on the first day of the school year (September 1st), while another might be born on the last day (August 31st). With what amounts to a whole year's difference in their ages, the older child is clearly at an advantage; for example, the older child will have an additional year's worth of vocabulary. As children are exposed to new vocabulary at the rate of more than 1,000 words per year, the difference can be very significant for the entrance tests. To remove this unfairness, the marks are adjusted to make them 'standard' for all children, regardless of their age.

PLANNED ADMISSION NUMBER AND ALLOCATION OF PLACES

Words in **bold** in this section of the document are important terms that have a significant bearing on the allocation of places. These terms are all clearly defined in a glossary at the end of this section of the admissions policy.

The score of the 180th child, by rank order of scores of students taking the 11+ test at Churston Ferrers Grammar School, will be deemed to be the **Qualifying Score**. Children who have a score equal to or greater than this **Qualifying Score** will be deemed **eligible** for a place at Churston Ferrers Grammar School.

The school has 150 places available for entry in September 2026; this is the **Planned Admission Number (PAN)**. **Eligible** applicants will be allocated using the following criteria in sequential descending order from 1 to 5:

Category A - Children with an EHCP, Looked After and Previously Looked After Children

1. **Eligible** children who have an Education, Health and Care Plan (EHCP) that (following consultation with the school and the Local Authority) formally names Churston Ferrers Grammar School.
2. **Eligible** children who are in care, or who were in care but ceased to be in care because they were adopted or made the subject of a child arrangements order or a special guardianship order. These children were looked after until they were adopted (please refer to the Adoption and Children Act 2002 §46) or made the subject of a child arrangements order or a special guardianship order (Children Act §14A. Child arrangements orders are defined in §8 of the Children Act 1989, as amended by §12 of the Children and Families Act 2014. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.) This priority applies to all children who were formerly in care, regardless of the date they ceased to be in care.

Category B - Highest Qualifying Children

3. **Eligible** children with a **qualifying score** equal to or higher than the score of the 50th ranked child.

Category C - Social Justice Priority Children

4. **Eligible** children meeting any of the following criteria. In the event of oversubscription, these criteria are applied sequentially, until either the **Planned Admission Number (PAN)** is met or there are no further **eligible** children in this category.
 - a. Children who qualify for **Free School Meals** or **Pupil Premium** or **Service Pupil Premium** at the time of the test;
 - b. Children with a **sibling** who was already on roll at Churston Ferrers Grammar School when the 11+ test was taken, and who is due to still be on roll at the school in the September when the child is due to commence in Year 7;

- c. Children of staff working at the school at the time of the 11+ test. Staff members must be employed on a permanent contract for at least two years and/or recruited to fill a vacant post for which there is a demonstrable skill shortage
- d. Children on the roll of one of the 15 named feeder primary schools in Churston Ferrers Grammar School's **Priority Admission School Group** at the time of the 11+ test. In the event of oversubscription in this final category, a tie would be broken by:
 - i. rank order of 11+ score;
 - ii. straight line distance between the school and the child's home address;
 - iii. the drawing of lots

Category D - Other Eligible Children

- 5. **Eligible** children who do not meet any of the criteria listed in Categories A, B or C by rank order of 11+ score. In the event of a tie between two candidates, the straight line distance between the school and the child's home address (or, if this does not break the tie, the drawing of lots) will determine their place in the rank order.

Glossary of key terms used

Qualifying Score - each year, following the completion of the 11+ tests, the results of the children who took the test are put into rank order of score. The score of the 180th student, by rank order of scores, will be deemed to be the **Qualifying Score**. Children who have a score equal to or greater than this **Qualifying Score** will be deemed **eligible** for a place at Churston Ferrers Grammar School.

Eligible - means a child who has shown, by means of the externally set 11+ test, the level of academic ability necessary to qualify for a place in an academically-selective school. Children are deemed **eligible** if they achieve a score equal to or greater than the **Qualifying Score** in the 11+ assessment. Children who are not **eligible** cannot be considered for a place at Churston Ferrers Grammar School; being an **eligible** child does not mean you are guaranteed a place at Churston Ferrers Grammar School.

Planned Admission Number (PAN) - the number of places that Churston Ferrers Grammar School has in Year 7 in the year of entry (September 2026).

Priority Admission School Group - this is a group of 15 Torbay primary schools in proximity to Churston Ferrers Grammar School named as feeder schools. Churston Ferrers Grammar School is committed to social justice and to playing a sustainable part in the future of our community in Torbay. Qualification for the **Priority Admission School Group** is defined by the state of being on the roll of one of the following primary schools at the time of the 11+ assessment being sat: Brixham CofE Primary School; Collaton St Mary CofE Primary School; Curledge Street Academy, Paignton; Eden Park Primary School, Brixham; Furzeham Primary School, Brixham; Galmpton Primary School; Hayes Primary School, Paignton; Kings Ash Academy, Paignton; Oldway Primary School, Paignton; Preston Primary School, Torquay; Roselands Primary School, Paignton; Sacred Heart Roman Catholic Primary School, Paignton; St Margaret Clitherow Primary School, Brixham; St Michaels CofE

Academy, Paignton; White Rock Primary School, Paignton.

Free School Meals - Free school meals are available to children whose parents or carers are in receipt of one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Pupil Premium - The pupil premium grant is funding to improve educational outcomes for disadvantaged pupils in state-funded schools in England. Pupil premium funding is allocated to schools based on the number of:

- pupils who are recorded as entitled to free school meals, or have been recorded as entitled to free school meals in the past 6 years (referred to as Ever 6 FSM. Please note, this does not include the universal meals scheme in Reception, Year 1 and Year 2).
- children previously looked after by a local authority or other state care, including children adopted from state care or equivalent from outside England and Wales

Service Pupil Premium - The Department for Education (DfE) introduced the Service Pupil Premium in April 2011 in recognition of the specific challenges children from service families face, and as part of the commitment to delivering the Armed Forces Covenant. Pupils are eligible for SPP if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service)
- they have been registered as a 'service child' on a school census in the past 6 years
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
- one of their parents is in the armed forces of another nation and is stationed in England

For children of UK service personnel and other Crown Servants, we will consider the unit address to be the home address for a family posted to the area until a residential address is identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters).

Home address - The child's home address is where the parent or legal carer of the child live together, unless it is proved that the child is resident elsewhere with someone who has legal care

and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor. 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

Sibling - A sibling is your child's brother or sister. For the purpose of this policy, this includes half-brothers and sisters, stepchildren and adopted or fostered children, living permanently at the same address.

ALLOCATION AND NOTIFICATION OF PLACES

At the conclusion of the allocation process the Local Authority will be sent a ranked list of the children. The top 150 students on the final ranked list will be offered a place providing they have achieved the eligible score determined by the Admissions Panel. Parents of successful candidates will be informed in the first instance by the Local Authority on National Allocation Day (2nd March 2026) and this will be followed with a letter from the school. The scores of the successful candidates will not be revealed.

POST ALLOCATION (March 2026) – ADMISSION APPEALS

Parents have a statutory right to appeal against an unsuccessful admission application to an Independent Panel, (independent of the school) whose decision is binding on the parents and the school.

The Appeals Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full or that your child was not of the required academic standard. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

Application should be made to the Clerk to the Appeals Panel, Pupil Services Department of Torbay Local Authority. Parents then have no more than 20 school days to return the papers, together with any supporting evidence parents wish to include. Parents do not have to wait for this period of time before submission.

The Clerk to the Appeals Panel will give parents at least 10 days' notice of the date when the appeal will be held. Parents will also be told when they should submit any further information they would like to be considered. Parents will receive evidence on behalf of the school before the appeal hearing.

After appeals are heard, decision letters will be sent within five school days; parents will be able to find out the outcome by telephone before then.

For further information on the appeals process, parents can contact the Clerk to the Appeals Panel for this school. Please see details at end of policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Secondary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

WAITING LISTS

There will be a second allocation of places at the end of March 2026 if allocated places have not been accepted. Following allocation of Year 7 places, the LA will retain a waiting list until the first day of the autumn term **2026** as per the secondary co-ordinated admissions scheme. After that, places in the secondary transfer intake will be offered to candidates on the waiting list, if vacancies arise.

Following that, the school will retain the waiting list in partnership with the School Admissions Team. They are held in rank order score with the oversubscription criteria being used to distinguish children with the same score. Waiting lists will be kept so long as there is at least one name on it. New tests will need to be taken in the Spring Term of 2027 by children wishing to join a waiting list for Year 7.

Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

TRANSPORT

All parents should consider how their child will get to school for the duration of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. AB Coaches operate services to school from the Totnes and surrounding areas but early contact with them is advisable as a waiting list may be in operation. Services from Torquay and Paignton are the normal Stagecoach number 12 buses.

SCHOOL FEES AND CHARGES

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school or Charitable Trust following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request and can be viewed on the school website. We have a remissions policy which can help to support vulnerable families.

EQUALITY IMPACT ASSESSMENT

It is essential that admissions tests, arrangements and all other aspects of this Admissions policy are operated with no reference to protected characteristics.

ADMISSIONS AT OTHER TIMES – IN-YEAR ADMISSIONS

Please refer to the In-year Admissions Policy which can be located at www.churstongrammar.com/information/policies

ADMISSIONS TO SIXTH FORM

Please refer to the Sixth Form Admissions Policy which can be located at www.churstongrammar.com/information/policies

CONTACTS AND FURTHER INFORMATION

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SCHOOL ADMISSIONS TEAM

Telephone – 01803 208908
pupil.services@torbay.gov.uk

TORBAY COUNCIL POLICIES

Available at www.torbay.gov.uk/schooladmissions.htm

SCHOOL APPEALS

Governance Support Team
Town Hall
Castle Circus
Torquay
TQ1 3DR

Telephone – 01803 207026
Governance.support@torbay.gov.uk

EDUCATION TRANSPORT TEAM

Telephone – 01803 207688

www.torbay.gov.uk/schools-and-learning/school-transport/

Appendix 1

So that parents can have a good idea whether an application for a selective school place would be successful, candidates are able to sit the selection tests before the closing date for applications. This is called Testing Before Preference. It means you must register your child to sit the tests by midday on **2nd September 2025**.

Registrations after this deadline will only be accepted for testing for the first round of allocations in exceptional circumstances, which must be evidenced, such as a bereavement of an immediate family member or a move to the area from outside of Torbay or Devon.

The tests themselves will take place on **20th September 2025**. **Registration for the tests does not count as an application. A Common Application Form must also be submitted to the local authority where the child lives by 31st October 2025.**

However, where a parent names the School on a Common Application Form but the child has not been registered on time, (midday on 2nd September) and there are no exceptional circumstances for this, there can be no offer of a place as there will not be a test score.

All registrations received after midday on 2nd September 2025, where there are no exceptional circumstances, will be considered for testing in March 2026 after the initial round of allocations; it is likely that such testing will be for a place on the waiting list; late tested candidates will not be considered before any who applied and were tested on time.

For children taking the 11+ exam at any other grammar school outside of Torbay, they will also need to take the Torbay 11+ exam on 20th September 2025. Results from 11+ exams taken outside of Torbay will not be considered by ourselves.

Ratified and adopted by the Full Governing Body January 2025, next review due December 2025.