

Admissions Policy

Year 7 entry 2026-27



Colyton Grammar School

Whitwell Lane, Colyton, Devon EX24 6HN

DfE School Number 878-5400

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www.colytongrammar.com

Consultation Period:	20th October 2024 to 31st January 2025
Approved by:	Trustee Board
Date Approved:	10th February 2025

Admissions Policy for Year 7 entry in 2026-27
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Admissions Authority

Colyton Grammar School Academy Trust ('the School') is its own Admissions Authority and this Admissions Policy therefore complies with the Department for Education School Admissions Code (2021).

11+ Selection Tests

The Trustees will consider the admission of children who attain the required standard for selection by reference to their ability, as measured in the School's selection tests.

The School will inform parents/guardians of the outcome of selection tests before the closing date for secondary applications on 31 October 2025 to allow them time to make an informed choice of school, while making it clear that the achievement of an eligible score does not guarantee the offer of a place at the School.

A timetable for the process will be published annually.

Parents/Guardians must register with the School for testing and apply, using the Common Application Form (CAF), to their home Local Authority, where the child lives, for a place at the School.

Registration for the 11+ selection test

An online registration formⁱ must be completed via Applica^a to enable the child to sit the 11+ selection test. The online registration form will be made available via the School's website www.colytongrammar.com when registration opens in April 2025 until the published closing date. Anyone unable to complete an online application should contact the School.

Please note children may only take the selection tests once in each academic year. Entry is determined by performance in the selection tests.

Children must be registered for the selection tests before the closing date. Parents must note that the child will only be considered for a place at the School if they have taken the relevant 11+ test for the year of entry. For entry into 2026-27, these are the 11+ tests will take place in 2025/26.

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's selection tests for consideration after the first round of allocations on 1 March 2026. The final decision on whether there are exceptional circumstances will be made by the School's Admissions Committee. If the child receives a qualifying score they will be added into the waiting list for admissions.

Special circumstances for the application

Parents are encouraged to apply for the 11+ test in a timely manner. Registration for testing after the closing date will only be accepted where the School is satisfied that illness, bereavement or other circumstance beyond the control of the parent(s)/guardian(s) prevented a timely registration for the *whole* of the application period, or the child moved into the area after the closing date for test registration. Written evidence supporting the late application must be provided to the school.

Please note that the acceptance of late applications is at the School's discretion. The School will consider these applications and if successful make arrangements for testing to take place during November where the child will be considered equally in the cohort.

Late notification of the testing timetable by a child's current school or otherwise will not be accepted as a reason why timely registration was not possible.

Where the School is not satisfied that a timely registration was prevented, any preference expressed for the School on a Local Authority Common Application Form (CAF) will not be prioritised without a test score. This will mean that it will be refused on the grounds that the School's admission criteria had not been met.

Special circumstances affecting the day of testing

Where a child is unable to sit the selection tests through serious illness, bereavement or other circumstance beyond the control of the parent(s)/guardian(s). This must be notified to the School in writing or via email to admissions@colytongrammar.com, on or before test day with supporting evidence. Evidence will be required in these circumstances, in the absence of a doctor's note we will consider an absence report from the child's current school. If successful in evidencing special circumstances, a catch-up session will be offered. Children sitting the catch-up sessions will be considered alongside those children who sat the tests in September 2025.

The Common Application Form (CAF)

In addition to registering for the School's 11+ test, parents/guardians will also have to complete their home local authority (LA) Common Application Form, ranking their choice of schools in order of preference.

For Devon residents, the CAF, is available at Devon County Council [Admissions Online](#) or by requesting a copy of 'Step by Step' from MyDevon on 0345 155 1019. The School is not advised of the preference rankings.

Admissions Criteria

The Published Admission Number (PAN) is 160

Entry is determined by performance in the selection tests. Applicants achieving eligible scores are ranked based on performance in the tests, i.e. the eligible list. These children are eligible to be admitted. Children achieving eligible scores who have an Education, Health and Care Plan naming the school will be admitted.

Oversubscription Criteria

The School will prioritise all applicants with an eligible score using the following oversubscription criteria:

1. Looked After Children and previously Looked After Children, including those children who have ceased to be in state care as a result of being adopted.
2. Children on the eligible list who are entitled to Pupil Premium, including the Service Premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority.
 - (i) Children given priority under this criterion fall into the following categories:

1. Children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
2. Children whose parent(s)/guardian(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s)/guardian(s) died on active service with the UK armed forces.
3. Rank order based on the total score achieved in the tests of children on the eligible list.

Tie-breaks

In the event of a tied ranking for the last available place, proximity to the School will be used. This will be determined by measuring a straight line from the main School Reception front door to the house address of the applicant, using Devon's Geographical Information System, an electronic mapping system which can be viewed at www.devon.gov.uk/schoolareamaps. For those living equidistant from the school, an independent person will supervise random allocation.

Inclusion

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents/guardians of any child with a disability or Special Educational Need who wishes to sit the selection tests. Parents/Guardians should notify the School on the registration form if their child will need additional support in order to access the selection tests. This notification must be issued in a timely manner.

Children with special educational needs or disabilities (SEND)

Children may be given up to 25% additional time if:

- The student has an Education, Health and Care Plan (EHCP)
- The student has SEND Support with extra time being allocated for their SATs

No other allowance will be made.

Modified formats of the test papers will be provided wherever possible in the case of children with a recognised special need; for example, children with a visual impairment will be assessed in an appropriate manner that makes reasonable adjustments for their needs, in line with RNIB guidance.

All reasonable steps will be taken by the SENCO to allow access to the test materials but the standards applied in assigning the rank order will not be varied.

Age of Admission

Children for consideration for entry in 2026 will be in Year 6 at the time of taking the tests – standard age applicants for September 2025 testing will be born between September 2014 to August 2015.

Admission of children outside their normal age group

The school will not admit a child who is not in Year 6 at the time of testing.

The process for requesting an admission outside of the normal age group is as follows.

Parents/Guardians will need to submit evidence in support of the application. We require a letter from their current school confirming the child will be in Year 6 at the time of testing, and in the case of a child being younger than the age range, a supporting statement regarding their social and emotional development.

Children must be studying in Year 6 at the time of testing. Applicants, who sit the tests early and are not successful, will only be permitted to apply again the following year provided they are repeating Year 6. Written confirmation from the school will be requested. Any child who has moved on to Year 7 will **not** be accepted.

Allocation of places

The Admissions Committee will determine, by reference to performance in the tests, an appropriate eligible score and a rank order of children who should be offered a place.

The rank order of eligible students will be communicated to the Local Authority for use in the coordinated allocation process.

Parents/Guardians who apply for testing on time will receive notification if their child is placed on the eligible list at least one week before the national deadline for the submission of a Common Application Form (CAF).

Parents/Guardians will be informed of their allocation of school by their home local authority on National Offer Date, 1 March 2026.

Only applicants who name the School on their Common Application Form can be considered for a place at the School.

Waiting Lists for Prospective Year 7 Entrants

Children, who have an eligible score, will be placed on the waiting list solely in accordance with the oversubscription criteria. When a place becomes available it will be allocated to the first child on the waiting list. This list will be reordered whenever anyone is added or leaves it. The waiting list will be held by Devon County Council until 31 August 2026. From 1 September 2026 until 31 December 2026, the list will be held by the School.

If a vacancy occurs after the Autumn Term of Year 7, children who are still interested in a place at the School are required to take the School's In-Year Entrance Test. Further details can be found on the In-Year Admissions Policy.

A child may only take one set of tests per academic year.

Independent Appeals

All applicants refused a place have a right of appeal to an Independent Appeal Panel constituted and operated by Devon County Council (DCC). Appeals must be made in writing to DCC and the appellants must set out the reasons on which the appeal is based. Therefore, applicants who apply for the School on the CAF will be notified of their right by the local authority at the allocation stage. See the Devon LA website for further details or phone the Devon Clerk to the Independent School Admissions Appeals on 0345 155 1019.

<https://new.devon.gov.uk/educationandfamilies/guide/guide-to-school-admission-appeals/appeals-timetable>

Equality Impact Assessment

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

Integrity of Applications

The School reserves the right to disqualify a child where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the child if an offer has been made on that basis.

Key Dates

Deadline for application for testing	To be advised. September 2025
Test Day	To be advised. September 2025
Results Published	At least one week before the national deadline for submission of a Common Application Form
Deadline for Common Application Form to LA	31 October 2025
National Offer Date	1 March 2026

Applications for In-Year Admissions - Please see separate In-Year Admissions Policy.

Applications for Sixth Form Admissions - Please see separate Sixth Form Admissions Policy.

Online Registration Form

Initial Registration

Student Registration

Child's Forename*

Child's Surname*

Child's Gender*

Year group applied for*

Child's Date of Birth*

Child's Education

Child's Current School

☐ Tick here if you can't find the school

Login Details

Parent Email Address*

Confirm Parent Email Address*

Create a Password*

Confirm Password*

Password must be at least 8 characters long including both number, uppercase and lowercase characters.

☐ I agree to Colyton Grammar School's Privacy Policy* [↗](#)

☐ I agree to Appicaa's Privacy Policy (Appicaa is the provider of the online form)* [↗](#)

Start Child's Application