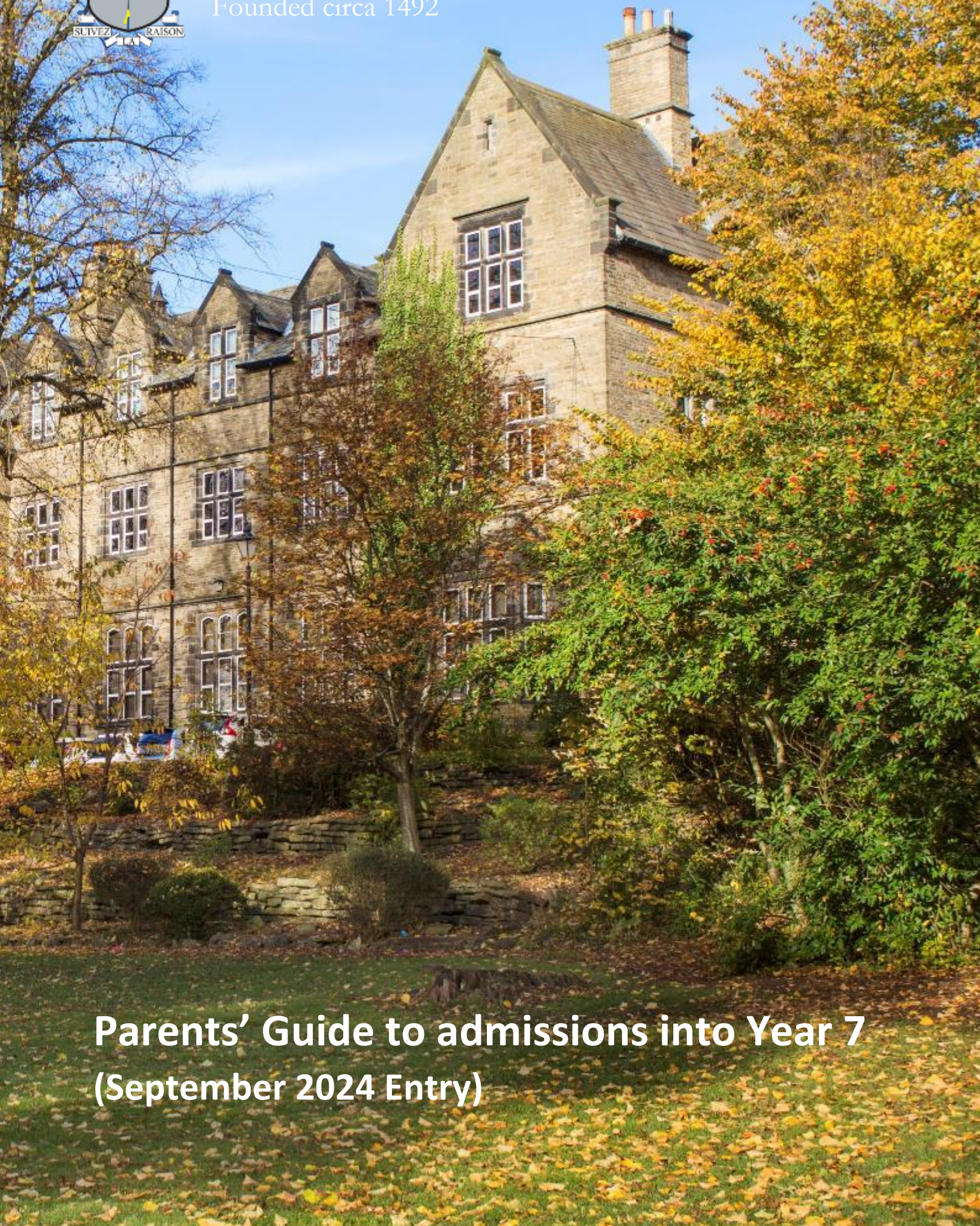




Ermysted's Grammar School

Founded circa 1492



**Parents' Guide to admissions into Year 7
(September 2024 Entry)**

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Welcome from the Headteacher

Thank you for your interest in Ermysted's Grammar School. This booklet has been created to support parents and carers in applying for a place for their child at the School for entry into Year 7 in September 2024.

The main testing session for this cohort will take place on the morning of **Saturday, 23 September 2023**.

The *School* is responsible for organising testing arrangements rather than the Local Authority (as happened historically). This means that there are several important changes to the process, such as the need for **all** applicants to register to be tested. No-one will be entered automatically as has happened in the past.

Test registration opens at 12:00 pm (noon) on **24 April 2023** and closes at 12:00 pm (noon) on **4 September 2023**. Any registrations received after this date will be considered as **late applications** (see the [2024-25 Admissions Policy](#) for details).

Parents are advised to read all documents carefully.

- Aside from this document, parents should read the **2024-25 Admissions Policy** as this contains important information and all the necessary definitions (see the school website, www.ermysteds.uk).
- Parents should also make themselves familiar with the advice on and processes relating to secondary admissions from their home **Local Authority**. For those residing in North Yorkshire the relevant website is www.northyorks.gov.uk/school-admissions.
- Parents can access 10 hours of **test familiarisation materials** free-of-charge on the GL website (www.gl-assessment.co.uk/free-familiarisation). Additional familiarisation support is available for applicants in receipt of the **Pupil Premium**¹ - please contact the school for further details.
- Parents are also pointed to the **school website**, which provides information on the School's curriculum and many other related activities.

The School intends² to hold an Open Evening from 6:00 pm to 8:00 pm on **Tuesday, 4 July 2023** to which all parents and applicants are warmly invited. The closing date for test registrations is **4 September 2023**, which should allow everyone the chance to look around the School before registering for the test.

In creating the booklet, we have tried to anticipate the most frequently asked questions about testing and the admissions process. If you have a query not covered in this booklet, please do not hesitate to contact the School via the details given below.

Admissions Officer

Ermysted's Grammar School
Gargrave Road
Skipton
BD23 1PL

Tel: 01756 792186 | admissions@ermysteds.uk | 8.30am – 4.30pm, Monday to Friday

Thank you again for considering Ermysted's for your son.



M J Evans
Headteacher

¹ The **pupil premium** is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. See www.gov.uk for full definitions and eligibility criteria.

² Subject to public health guidance in force at the time.

Overview of key dates

The following dates include our Open Evening, the main testing session for the Entrance Test Day, and the deadlines by which certain information needs to be supplied.

12:00 pm (noon) on 24 April 2023	Entrance Test Registration Opens Forms must be submitted via the link on the school website or submitted in hardcopy to the School Office.
6:00 pm to 8:00 pm on Tuesday, 4 July 2023	Ermysted's Open Evening No appointment is necessary. The Headteacher's presentation is at 6:30 pm (repeated at 7:30 pm).
12:00 pm (noon) on 4 September 2023	Entrance Test Registration Closes Deadline to register for the Entrance Test, including applications for Special Arrangements.
Early September 2023	Parents advised of arrangements for Entrance Test and provided with further documentation to complete for use on the day.
By 20 September 2023	Special Arrangements Notification Parents to be informed whether their application for Special Arrangements has been successful.
The morning of Saturday, 23 September 2023	Entrance Test Day Main testing session to be held at the School.
Week commencing 9 October 2023	Notification of Entrance Test Outcome Parents informed by letter of the required standard and whether their child has reached it.
31 October 2023	Common Application Form (CAF) Deadline Deadline ³ for submitting the CAF to child's home local authority for 2024 entry.
30 November 2023	Supplementary Information Form (SIF) Deadline The SIF needs only to be completed by parents who believe their child qualifies for priority under one of the oversubscription criteria.
1 March 2024	National Offer Day Local Authorities to send out secondary school offers to parents.

³ The closing date for submitting the CAF is usually 31 October each year but it is the parent's responsibility to contact their home local authority directly for further details.

Overview of the Entrance Test

The format of the test papers

The Entrance Test consists of two multiple-choice papers, each of approximately 50 minutes in length. The papers are provided by GL Assessment. The papers assess a candidate's aptitude in English and Mathematics and their ability in verbal and non-verbal reasoning. One paper contains a mixture of questions on Mathematics and non-verbal reasoning; the other, a mixture of questions on verbal reasoning and English. Both papers contain timed sections.

Familiarisation materials

Familiarisation materials are available free-of-charge on the GL Assessment website (www.gl-assessment.co.uk/free-familiarisation).

These materials include exemplar questions on English, Mathematics, verbal, and non-verbal reasoning. They will allow candidates to become familiar with the type of questions likely to be asked in the Entrance Test, the layout of the test booklets and answer sheet, and provide information about how to write their answers on the answer sheet. For candidates without access to the internet, paper copies can be supplied on request from the School Office.

Additional familiarisation support is available for applicants in receipt of the **Pupil Premium** - please contact the Admissions Officer (admissions@ermysteds.uk) at the school for further details.

Registration

Parents will be able to submit the **Entrance Test Registrations Form** from **24 April 2023**.

The deadline for registrations for the main testing session, including requests for special arrangements, is 12:00 pm (noon) on **4 September 2023**. Any registrations received after this date will be considered as late applications.

Date of test

The main test session for applicants will be on the morning of **Saturday, 23 September 2023**.

If a registered candidate is unable to attend the main testing session due to illness or one of the reasons set out below, an alternative test date will be arranged if the necessary conditions are met.

Religious observance

Parents of candidates who are unable to sit the Entrance Test on Saturdays for religious reasons must indicate this when registering for the test and supply a supporting letter from their religious leader by the registration deadline.

Illness or disability

For registered candidates who are unable to attend the main testing session due to illness or disability, parents must notify the School of the reason for absence as soon as possible and no later than **12:00 pm** (noon) on **Monday, 25 September 2023**. Supporting evidence, such as a medical note, must be submitted to the School Office by **12:00 pm** (noon) on **Wednesday, 27 September 2023**.

Bereavement

For registered candidates who are unable to attend the main testing session due to bereavement, parents must notify the School of the reason for absence as soon as possible and no later than **12:00 pm** (noon) on **Monday, 25 September 2023**.

Public health measures

For registered candidates who are unable to attend the main testing session due public health measures – for example, they are self-isolating at the time of the main testing session – parents must notify the School of the reason for absence as soon as possible and no later than **12:00 pm** (noon) on **Monday, 25 September 2023**. Supporting evidence must be submitted to the School Office by **12:00 pm** (noon) on **Wednesday, 27 September 2023**.

In *extremis*, for registered candidates who are prevented from attending *any* testing at the School due to their health status or that of their family, the School will consider whether it is possible to test at the candidate's home or another safe venue.

Special arrangements

For candidates who have a disability and/or require special resources to complete the Entrance Test, parents may request special arrangements be made by completing the relevant section of the Entrance Test Registration Form.

- Parents will be asked to outline their child's disability and/or describe the special resources needed to enable them to sit the test. Parents will be required to supply detailed medical evidence to support their request, which will allow the Admissions Committee to consider the matter in full.
- Parents must complete the relevant sections of the Entrance Test Registration Form and provide all the necessary evidence to the School by the deadline of **12:00 pm** (noon) on **4 September 2023**.
- Parents making such an application will be informed in writing by **20 September 2023** whether their request has been agreed.

(See further below for details on applying for [Special Arrangements](#))

Late or incomplete applications

Late applications are those received after the registration deadline of **12:00 pm** (noon) on **Monday, 4 September 2023**.

For late applications received before **Thursday, 30 November 2023**, if there are exceptional circumstances for the late arrival of the application, such as the applicant moving into the area or a serious illness, parents should contact the School. Governors will normally expect such applications to be accompanied by appropriate evidence. Consideration of whether the circumstances are deemed 'exceptional' will be delegated to the Admissions Committee and its decision will be final. If the circumstances are exceptional, the application will be treated as being in time. The School will arrange to test the candidate at an appropriate time, after which they will be placed in the order of merit.

Otherwise, all applications where parents

- fail to register for the Entrance Test by the deadline, or
- fail to complete the Entrance Test Registration Form properly, or
- wish to request special arrangements but fail to complete the relevant section of the Entrance Test Registration Form and/or submit the necessary supporting evidence by the deadline, or
- fail to report an absence due to bereavement, illness, disability, or public health measures, or fail to provide supporting evidence by the relevant deadline, or
- fail to submit the CAF by the deadline,

will **not** be considered in the first round of offers.

Any subsequent testing will take place in the summer term preceding the September of admission. Registration for this round of testing will open on **Monday, 8 April 2024**.

Frequently asked questions about the Entrance Test

How old should my son be when he takes the test?

To be eligible to sit the Entrance Test and be considered for a place at the School in Year 7 in September 2024, an applicant must have been born between **1 September 2012** and **31 August 2013**.

For admissions outside of a child's normal age group, parents should refer to the relevant section of the Admissions Policy. Please note that an applicant may only sit the Entrance Test once.

Where and when does the test take place?

The main testing session will take place at the School on the morning of **Saturday, 23 September 2023**.

What happens if something serious occurs near (or on) the day of the test which prevents my son performing to his best?

When you present your son for the Entrance Test it is expected that you are satisfied that there are no other circumstances that will prevent him from performing to his best.

If anything serious has occurred that you believe will affect his performance, such as an illness or bereavement, you must advise the **Admissions Officer** via the School Office (01756 792186) **as soon as possible** and no later than the relevant deadline (outlined above).

What if we miss the test?

If your child does not attend the test day and the **Admissions Officer** has not been notified of a valid reason by the relevant deadline, they will be withdrawn from testing.

What documentation should my son bring to the test?

Your son should bring his registration letter and completed registration card. Both documents will be posted to you in early September. Please note that your son may not be permitted to take the test without the registration card.

What equipment should my son bring to the test?

None. The School will supply candidates with the necessary stationery.

Can my child bring drinks and a snack to the test?

Drinks and snacks are not permitted during the Entrance Test. The School will supply candidates with tap water and a plain biscuit during the break between papers, they will also be able to visit the toilet at this time.

If your child has special dietary requirements and you would like to supply him with an alternative, please ensure that any additional snacks are placed in a clear plastic bag, and it is labelled with his name.

Are there any items that my son must not bring to the test?

A clock will be clearly visible to candidates in each room. The use of electronic timers, dictionaries, calculators of any description (including calculator watches), or any potential internet enabled source of information is not permitted. Mobile phones, iPads, MP3/4 players, smart watches or any other electronic aids must not be brought to the test. Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in disqualification from the examination.

Does my son need to wear school uniform to the test?

No.

Overview of Special Arrangements for the Entrance Test

Special Arrangements allow candidates with special educational needs, disabilities, or temporary injuries to access the assessment without changing the demands of the assessment.

Ermysted's Grammar School is committed to ensuring fair access for candidates of suitable ability and reasonable adjustments will be made in accordance with the requirements of the Equality Act (2010) and regulations governing School Admissions.

Introduction

Parents may request special arrangements be made by completing the relevant section of the **Entrance Test Registration Form**. Supporting evidence must be provided at the point of submitting the request. Appropriate evidence will normally take the form of an Education, Health and Care Plan, or a recent letter from the family doctor, hospital consultant or specialist, confirming the candidate's condition and evidencing the need for special arrangements.

The Admissions Officer may want to discuss the special arrangements with parents before the test date. Parents must submit their request and supply all supporting evidence by the deadline date of **12:00 pm** (noon) on **4 September 2023**.

The Admissions Committee, supported by specialists, will consider each case on its individual merits, and carefully weigh the supporting evidence. The evidence of need will vary depending on the disability and the access arrangement(s) being applied for. Parents will be informed in writing by **20 September 2023** whether their request has been agreed.

Examples of candidates' special circumstances for which Ermysted's Grammar School has provided additional arrangements in past years include visual impairment, hearing impairment, dyslexia, epilepsy, chronic asthma, cerebral palsy, and diabetes.

Where an application has been agreed by the Governing Body, special arrangements, such as those listed below, may be made as appropriate to the condition.

- Providing the question papers in large print or on a different colour paper.
- Providing extra time for those with qualifying special educational needs or disabilities.
- Providing a scribe to write down the candidate's answers.
- Wheelchair access to the test room and other facilities.
- Access to food and drink during the tests.
- Providing a particular seat in the test room, according to the needs of the candidate.
- Providing a separate room with the candidate's own invigilator.

Special Arrangements that are not provided for the Entrance Test.

Some access arrangements, which schools provide for GCSE and A-Level candidates, are not considered appropriate for the Entrance Test. This is due to the shortness of each test, the structuring of the elements within each paper, the time dependent nature of the tests, and the limited amount of writing required by the candidates (names are pre-printed on the answer sheets and all questions are multiple choice).

The following arrangements are **not** made by Ermysted's Grammar School:

- Allowing time for rest breaks within any one of the two tests.
- Scheduling an extended rest break between the two tests.
- Allowing a candidate to submit his answers on a computer.

All applicants are assessed on what they can do in the time allocated for each test.

Overview of the allocation of places

How the required standard is determined

For each paper, the applicants will be given a question booklet and a separate answer sheet on which to mark their answers. The answer sheets will be processed electronically and scanned to make a record of each candidate's answers. The scores for each paper will be standardised and adjusted for differences in the age of the candidates, before being added together to produce a candidate's overall score. The 'required standard' is defined as the score achieved by the 140th candidate when the scores of all candidates in the main Entrance Test cohort are placed in descending rank order.

If the School is subsequently oversubscribed by candidates who have reached the required standard, it will apply its oversubscription criteria (stated [below](#)) until the PAN of **128** has been achieved. Only applicants who achieve the required standard will be considered for admission to Year 7 in September 2024. Please note that attaining the required standard does **not** guarantee admission to the School.

How parents find out whether their son has reached the required standard

Following the completion of the test, parents will be informed of the required standard and whether their child has reached it in the week commencing **9 October 2023**.

Our policy is only to issue letters by post. Please ensure therefore that you have entered your postal address correctly at the time of registration.

How parents apply for a place at the School

Registering for and sitting the Entrance Test is **not** an application for a place at the School. The parent **must** name the School on the **Common Application Form** ('CAF') and submit the CAF on time to their home local authority. The closing date for submitting the CAF is usually **31 October 2023** but it is the parent's responsibility to contact their home local authority directly for further details. (See further below for additional comments on the CAF and the equal preference system).

How parents let the School know that their child is eligible for priority under the oversubscription criteria

If more applicants to the School reach the required standard than there are places available, then the places will be allocated according to the Year 7 Entry oversubscription criteria (see FAQ below).

To be able to apply the oversubscription criteria, the School must be informed of applicants who qualify for priority. This is achieved by the parents concerned submitting a **Supplementary Information Form** (SIF) and including the necessary information and supporting evidence. The SIF needs only to be completed by applicants who wish to provide information intended to demonstrate that their child has priority under one of the oversubscription criteria.

On the SIF parents may indicate and evidence:

- Whether the applicant is a **Looked-After Child** or a **Previously Looked-After Child**
- Whether the applicant is in receipt of the **Pupil Premium** at the time of application
- Whether the applicant has a **brother** at the School in September of the year of entry
- Whether the applicant's **home address** is in the catchment area at the time of application

The deadline for the submission of the SIF to the School, including all necessary supporting evidence, is **12:00 pm** (noon) on **30 November 2023**. Where a parent fails to submit a completed SIF and/or does not provide the necessary supporting evidence by the deadline, the School will rank the applicant from category (iii) of subsection (3) of the oversubscription criteria for Year 7 Entry (as defined the Admissions Policy).

Frequently asked questions about the allocation of places

If my child has reached the required standard, does that guarantee admission to the School?

No.

Attaining the required standard does **not** guarantee admission to the School. If the School is oversubscribed by applicants who have reached the required standard, it will apply its oversubscription criteria until the PAN of **128** has been achieved. It will form a waiting list, ranked by the oversubscription criteria, from those remaining and maintain this list until 31 December of the year of admission.

Can I find out my child's score in the Entrance Test?

Entrance Tests scores will be released *on request* to parents of candidates who have **not reached** the required standard. If parents of these candidates would like to know their child's score, they are asked to send a request by email to admissions@ermysteds.uk by the deadline of **12:00 pm** (noon) on **Friday, 20 October 2023**. A response from the School will follow in due course. Please do not call the School Office as responses will only be given by email.

The School will **not** release the scores achieved by candidates who have reached the required standard to ensure all potential pupils start at the School on an equal footing.

Can I see my son's test papers?

No.

It is not possible to see a candidate's test papers as they are commercially sensitive and the property of GL Assessment.

Do I need to apply for a place at the School?

Yes.

Registering for and sitting the Entrance Test is **not** an application for a place at the School. The parent **must** name the School on the Common Application Form ('CAF') and submit the CAF on time to the home local authority. The closing date for submitting the CAF is usually **31 October 2023** but it is the parent's responsibility to contact their home local authority directly for confirmation.

How does the equal preference system work?

Instructions for completing the CAF vary from one local authority to the next, so parents are advised to contact their home local authority for more information. For parents living in North Yorkshire, the relevant webpage is www.northyorks.gov.uk/filling-common-application-form.

Local authorities are required to operate an 'equal preference system'. This means that places are allocated according to each school's admissions criteria, rather than where the school was listed on the parent's common application form. Therefore, even if a parent put a school as a second choice, their child could still be offered a place ahead of another child whose parents had put the school down as a first choice. It is all about the extent to which the child meets the oversubscription criteria.

Some parents have asked for guidance on where to rank Ermysted's on the CAF. Our advice is that you should put **your preferred school** first. If a parent's first choice cannot be accommodated, their child will be considered equally with other applications for a place at their second preference.

This is best explained via a few examples:

- **A parent ranks Ermysted's first and School B second.** Their child achieves the required standard for Ermysted's. If Ermysted's is oversubscribed, the oversubscription criteria will be applied to all qualifying candidates until the available places have been allocated. The child, therefore, may or may not be offered a place at Ermysted's. If they are not offered a place at Ermysted's, they will be placed

on the waiting list and then considered for a place at School B, equally and at the same time as all other applicants for School B.

- **A parent ranks Ermysted's first and School B second.** Their child does not achieve the required standard for Ermysted's and so is considered for a place at School B, equally and at the same time as all other applicants for School B.
- **A parent ranks School A first and Ermysted's second.** Their child achieves the required standard for Ermysted's. However, if School A can accommodate the child, they will be placed with School A, the parent's highest ranked preference, and not offered a place at Ermysted's, even though the child reached the required standard in the Entrance Test.

If your preference is for Ermysted's over other schools, therefore, you should rank Ermysted's first.

What are the oversubscription criteria? (highlighted terms are defined in the Admissions Policy)

Children with an **Education, Health and Care Plan** (EHCP) naming the School will be admitted. Should this occur, it will reduce the number of places available. For other applicants achieving the required standard, there is no guarantee of a place at the School being available. If more applicants reach the required standard than there are places available, the following oversubscription criteria will apply:

1. First to children who have achieved the required standard and who are a **looked after child** or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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, then
2. To children who have achieved the required standard and whose **home address** lies **within the catchment area** at the **time of application**, then
3. To children who have achieved the required standard and whose home address lies **outside the catchment area** at the time of application.

Preference to children in the second and third priority will be applied in the following order:

- (i) To children who are registered as in receipt of the **Pupil Premium** at the time of application, then
- (ii) To children who have a **brother** at the School in September of the year of entry, then
- (iii) To children who live **closest** to the School.

If two or more applicants fulfil the relevant criteria and live equidistant to the School but there are not enough spaces remaining to accommodate them all, the available place(s) will be allocated at random. The process will be conducted in the presence of a witness who is independent of the School and its admissions process.

When will I know if my child has been allocated a place at the School?

The Local Authority will notify the parents whether their child has been allocated a place at the School on **1 March 2024** and provide instructions on how parents can confirm whether they wish to accept the place or not. Failure to confirm the place within the indicated time frame may lead to the offer being withdrawn.

Can I appeal my son not being offered a place?

Your offer letter from your Local Authority on 1 March 2023 will contain details of how to appeal if you have not been offered a place at your preferred school. Appeals for entry into Year 7 will be organised by the Local Authority, North Yorkshire County Council. Appeals should be submitted to the Local Authority therefore and not the School. Further details on how to appeal, including all forms, deadlines, and documentation, can be found at www.northyorks.gov.uk/appeal-school-place.

How to apply

1. All who are considering applying for a place at the School must complete and submit the School's **Entrance Test Registration Form**, which is accessible via the School's website (www.ermysteds.uk) or available in hard copy on request from the School Office (01756 792186) or via admissions@ermysteds.uk

Parents will be able to submit Entrance Test Registrations Forms from **Monday, 24 April 2023**. Forms **must** be submitted online or handed in to the School Office. The deadline for registrations is **12:00 pm** (noon) on **Monday, 4 September 2023**. All registrations received after this deadline will be considered as late and will not be considered in the first round of offers.

2. Parents requesting **special arrangements** be made for their child must complete the relevant section of the Entrance Test Registration Form and provide all of the necessary evidence to the School by the deadline of **12:00 pm** (noon) on **Monday, 4 September 2023**. Applications from parents requesting special arrangements received after this deadline will only be considered after the date in March when school places are allocated. Parents requesting special arrangements will be informed in writing by **Wednesday, 20 September 2023** whether their request has been agreed.
3. The main test session for applicants will be on **Saturday, 23 September 2023**. Following the completion of the test, parents will be informed whether or not their child has reached the required standard. Please note that this does **NOT** equate to the offer of a place at the School.

Scores will be released on request to parents of candidates who have not reached the required standard. The School will **not** release the scores achieved by candidates who have achieved the required standard to ensure all potential pupils start at the School on an equal footing.

4. Parents must complete and submit the CAF by the deadline advertised by their home Local Authority (usually this is the **Tuesday, 31 October 2023** but it is the parent's responsibility to check), placing their chosen schools in order of preference. If they wish their child to be considered for a place at Ermysted's Grammar School, they should express a preference for the School on the CAF.
5. If relevant, parents must complete and submit the SIF to the school, including all necessary supporting evidence, by **Thursday, 30 November 2023**. Please note only parents of children who qualify for priority under one or more of the oversubscription criteria need to complete the SIF.
6. If the School is oversubscribed with pupils who have met the required standard for entry, the School will apply the oversubscription criteria (detailed above) to produce an ordered list identifying which pupils can be offered places and which of the oversubscription criteria applies. It will pass this list to the Local Authority.
7. Having received this information from the School, the Local Authority will try to meet parents' highest ranked preference as stated on their CAF.
8. The Local Authority will notify the parents whether or not their child has been allocated a place at the School and provide instructions on how parents can confirm whether they wish to accept the place or not. Failure to confirm the place within the indicated timeframe may lead to the offer being withdrawn.



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