



# Denmark Road High School Admissions Policy 2025

<b>Approved by:</b>	Trust Board	<b>Date:</b> 23 <sup>rd</sup> November 2023 Misprint revision 23.5.2024
<b>Signed:</b>	Trust Board	<b>Date:</b> 23 <sup>rd</sup> November 2023 Misprint revision 23.5.2024
<b>Last reviewed on:</b>	November 2023. Misprint revision 23.5.2024	

Denmark Road High School (“the School”) is designated as a selective grammar school under S.104 of the School Standards and Framework Act 1998. It is a selective grammar school for young women with a co-educational Sixth Form provision.

The School is an Academy and as such, the Governing Body of the Academy Trust is the admissions authority, operating in line with Gloucestershire County Council’s co-ordinated scheme for school admissions and the statutory School Admissions Code.

The School’s admission arrangements are set out in this policy, including details of how applications will be prioritised.

Note that wherever the term ‘parent’ is used in this document it is also deemed to include a carer or any other person who is loco parentis.

## **A. YEAR 7 ENTRY FOR SEPTEMBER 2025**

### **Admission test**

Admission to the School is on the basis of selection by reference to ability. To be considered for entry into Year 7 in the normal admissions round a child must achieve a qualifying score in an admission test. There are two types of qualifying score, the ‘Qualifying Standard’ and the ‘Priority Standard’ as described in greater detail below. ‘Admission test’ is a generic term for the purpose of this policy which includes the Main Test, Medical Test, Post Allocation Test, and Appeals Test, as defined below, organised by the School. The date of the Main Test, being the test sat each year usually in September, is the same for all Gloucestershire Grammar Schools, and will be announced several months in advance and published on the School’s website. Each child may take an Admission test on one occasion only. An Admission test consists of 2 papers, comprising multiple-choice questions on verbal ability, numerical reasoning and non-verbal reasoning.

### **Registration for the Test**

Parents should use the on-line Registration Form on the School’s website if they wish their child to sit the Main Test, or request a paper registration form from the School’s Admissions Officer. The deadline for registration is set in consultation with other Gloucestershire Grammar Schools and will be announced several months in advance and published on the School’s website. Further information about the Main Test will then be made available to the parents of all registered children.

### **Published Admissions Number**

The Published Admissions number (PAN) for Year 7 is 150. As the School has fully selective admission arrangements it does not have to admit up to this number if insufficient applicants have reached the required standard as described below.

### **Eligible applicants**

Applicants in their correct chronological cohort on the date of the test (“eligible cohort”) for entry to Year 7 will be eligible to sit an Admission test. Please see below for out of cohort applications. Full details of the selection process and the Admission test are available on the school website. Parents/carers who wish their child to be considered for entry must register for the Admission test by the published closing date.

## **Age qualification**

A child may apply to take an Admission test for entry into Year 7, whether in the normal way or as a Late Test, on one occasion only. Normally an Admission test is sat when a child is in Year 6 of primary education, during the academic year when the child reaches their 11<sup>th</sup> birthday.

## **Out of cohort applications**

Parents may seek a place for their child at the School outside of their normal age group (cohort) for example if a child is gifted or has experienced problems such as ill health. In either case, whether underage or overage, an application will be referred to the School's Admissions' Review Group. Evidence for why the child is out of cohort must be submitted. We request that parents mark any such requests for the attention of the School's Admissions' Review Group. The School's Admissions' Review Group will make its decision in the best interest of the child and will take into account the view of the Headteacher of the School. The Review Group will also take into account the parent's views; 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.

## **Out of county applications**

Applications will be accepted for candidates who live outside Gloucestershire.

## **Equality**

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 of any disabled child who wishes to attend the School for an Admission test. It is the parents' responsibility to notify the School when they register their child for an Admission test if their child will need additional support or special consideration on the day of an Admission test.

## **Taking the Test**

The Admission test is held at the School although children may also sit the Admission test at another approved venue.

## **Medical Test**

If a child who has registered for the Main Test suffers illness, accident, or sudden bereavement, or there are other exceptional circumstances that mean a child cannot take the Main Test on the appointed day, parents must contact the Admissions Officer in advance (ideally some days before, but certainly before the Test begins) to explain the circumstances.

In such circumstances, the School may be able to organise a Medical Test, often a few days later. The School will require documentary evidence of the exceptional circumstances (e.g. a medical certificate). In the absence of such evidence, the child will not be permitted to take the Test.

## **Post Allocation Test or an Appeals Test**

Only children registered for the Main Test will be permitted to sit a Medical Test, but children not registered for the Main Test may be permitted to take either a Post Allocation Test or an Appeals Test (see below).

A Post Allocation Test will be available to those who failed to register for the Main Test and have decided through the Local Authority's waiting list option process to seek a place at the School. This period in the Admissions process is known as reconsideration. Following Allocation Day (1<sup>st</sup> March annually) parents may accept or decline the place allocated to their child or ask to be added to the waiting list for a school. In order to be added to the waiting list a child must have met the Qualifying Standard. Consequently the Post Allocation Test is offered at this stage of the process.

Those wishing to take the Post Allocation Test must apply directly to the Local Authority before the deadline (usually one week after Allocation day on 1<sup>st</sup> March), application forms and specific dates can only be accessed on the Gloucestershire County Council [Admissions](#) website. Those taking a Post Allocation Test will only be eligible for a place if there are places available in Year 7 and they meet the Qualifying Standard. If there are no places available they will be placed on the waiting list.

The above reconsideration process usually concludes at the end of March (see Gloucestershire County Council [Admissions](#) website for accurate details).

After reconsideration the Appeals process starts (see Gloucestershire County Council [Admissions](#) website for accurate details). If at this stage of the Admissions process a child does not have a test score and wishes to qualify for a place on the Year 7 waiting list, or for those who are applying after the Local Authority's reconsideration process, an Appeals Test will be available. The Appeals Test will be held after the appeals deadline and before the appeals are heard.

**Elsewhere in Gloucestershire:** as all Gloucestershire Grammar Schools use the same test and testing process, a child who wishes to apply for the School will be able to sit the Test at another grammar school more local to them. On registration, parents will be able to specify that they wish to share the results with the other Grammar schools.

**Outside of Gloucestershire:** In order to safeguard the credibility of the Admission test, if a student takes the same Test on more than one occasion (i.e. in different counties on different dates) then the first sitting shall be taken as the Test score and any place offered will be on the basis of that score.

## **Qualifying Standard and oversubscription criteria**

Applicants who are deemed to meet the Qualifying Standard as a result of the testing process will be eligible for entry subject to the oversubscription criteria listed below. The Qualifying Standard is not a pre-defined pass mark, but is determined each year having regard to the standardised scores achieved in the entrance test that year. The Qualifying Standard is ultimately determined by the School's Admissions Committee. Applicants who do not meet the Qualifying Standard but who do meet the Priority Standard (see (vi) below) will also be eligible for entry subject to the oversubscription criteria.

Where the number of applications exceeds the number of places available, priority will be given as follows:

- i) Looked after or previously looked after children as defined below [a] [b] who achieve the Qualifying Standard.
- ii) 15 places (where available) to applicants who are registered for Pupil Premium (see definition below) [c] who achieve the Qualifying Standard and live in Gloucestershire (any GL postcode). Please note that evidence of eligibility for Pupil Premium will need to be sent to the test centre prior to test day. The School will make enquiries as necessary of Gloucestershire County Council or any other relevant Local Authority as to the entitlement of such applicants.
- iii) 15 places (where available) to applicants who are registered for Pupil Premium [c] who achieve the Qualifying Standard and live outside of Gloucestershire. Please note that evidence of eligibility for Pupil Premium will need to be sent to the test centre prior to test day. The School will make enquiries as necessary of Gloucestershire County Council or any other relevant Local Authority as to the entitlement of such applicants.
- iv) Applicants who have achieved the Qualifying Standard and who have a parent/carer who is employed by the school on a permanent contract and (i) where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the school is made; and/or (ii) the member of staff is recruited to fill a vacant post at the School for which there is a demonstrable skill shortage. Evidence will be sought from the school.
- v) Applicants who have met the Qualifying Standard, or have achieved the Priority Standard and live within Gloucester (Postcodes GL1, GL2, GL3, GL4). The Priority Standard is not a fixed score but is determined each year by the School's Admissions Committee. In any year the Priority Standard is lower than the Qualifying Standard but still reflecting a selective ability level. Within the category, applicants will be given priority if they are a looked after child; then if they have a sibling [d] at the School; then ranked by their distance from the school.
- vi) Applicants who have met the Qualifying Standard and have a sibling at the School [d].
- vii) All other applicants who have achieved the Qualifying Standard will be given priority by rank order of Admission test scores.

### **Fraudulent or misleading applications**

The School reserves the right to withdraw a place offered to a student in error (for example on the basis of incorrect information) or where an application has been made which contains fraudulent or intentionally misleading information.

### **Tie breaks**

In the event of oversubscription in any of the above criteria, priority will be decided by a process of random allocation by the Admissions Authority, which will be supervised by a person independent of the School.

Any issues arising from the testing process or application of tie break criteria will be considered and resolved by the School's Admissions' Review Group.

### **Test results and LA application**

Confirmation will be sent to Parents/Carers after the test indicating whether or not the Qualifying Standard has been attained [a]. However, achievement of the Qualifying Standard for entry does not constitute an offer of place. Allocation of places will be advised by the Local Authority on National Allocation Day (normally 1 March).

In order to be considered for a place at the School, Parents/Carers must complete the Local Authority Common Application Form (CAF) which should be submitted to the Local Authority by the published closing date. Full details of this process are available at [www.glos.gloucestershire.gov.uk](http://www.glos.gloucestershire.gov.uk) or telephone: +44(0)1452 425000. The form may include up to 4 schools and must be submitted before the set closing date for applications. Nb. Those not resident in Gloucestershire Local Authority area must apply to their home local authority and comply with its published dates.

### **B. IN-YEAR ADMISSIONS**

To gain admission into the School in Year 7 (after the normal September admission) and from Years 8 to 11, parents/carers do not have to consult the Local Authority but contact our **In-Year Admissions Officer, (details are available on our website under 'Admissions') in order to arrange for testing to assess their child's academic ability**. Parents/carers will be advised at this stage whether or not there are places available in the year group and when there will be opportunity to undertake testing.

Priority will be given in accordance with the published oversubscription criteria.

The tests that are used are designed to determine whether or not a prospective student is, on balance, of the similar ability to the rest of the admitted cohort for the admission year applied for. However, students can also take the tests in their current school if travel to Gloucester is impractical, if for example, the family is currently resident overseas.

Please be aware that a child who has sat the Admission test for entry to Year 7 the previous September will not be able to sit the in-year Admission test until March/April the following year for entry to Year 8.

For entry into all year groups, whenever possible, parents/carers will be informed of the results within 5 working days after the tests.

If a student is unsuccessful in obtaining a place, a further application may be made in a subsequent academic year, however the student will be only permitted to sit a test once more for a different academic year. The most recent test result will normally be used to determine eligibility.

### **C. Waiting list**

Where the School is oversubscribed during the main admissions round for entry to the School, a waiting list will be held. Waiting lists are held for the duration of the period that students are eligible for entry (i.e. though Year 7 to 11). The waiting list will be prioritised according to the School's oversubscription criteria, regardless of the date the application was made, and should any places become available at the School they will be offered to the child at the top of the waiting list.

## **Appeals**

Parents/carers whose child has not been offered a place at the School, are entitled to appeal to an Independent Appeals' Panel. Further details about the appeals' procedure are available from our Admissions' Officer at the School (contact details available on our website under 'Admissions'). Notification of an appeal must be made in writing using the form available from the Admissions' Officer at the School. The deadline date for lodging an appeal will be notified to parents/carers at the same time as offers of school places are made.

It is the School's policy to accept only one appeal application for each student in an academic year unless there is a significant change of circumstances which has led to the School accepting (and rejecting) a further application.

## **D. ADMISSIONS TO SIXTH FORM**

Year 12 admissions - please note that the School admits male and female students into the Sixth Form. Applications for Year 12 should be completed by the published deadline. Please refer to the School's website [www.denmarkroad.org](http://www.denmarkroad.org) and the online application system. Applicants will receive notification as to whether a conditional place has been allocated.

Conditional places will be confirmed after the GCSE results day in August each year. New students must submit their GCSE results within one week of GCSE results day. Please contact the Sixth Form using the contact details as set out in the school website [www.denmarkroad.org](http://www.denmarkroad.org).

### **Pupil Admission Number**

All Year 11 students currently on the roll at the School who meet the published academic entry requirements will be allocated a place in the Sixth Form, as well as a **minimum** of 35 new students. The Senior Leadership Team may admit above this figure where it believes no prejudice will ensue.

### **Academic entry requirements**

The academic entry requirements in September 2025 to the School Sixth Form will be available on our website ([www.denmarkroad.org](http://www.denmarkroad.org)). Students are also required to achieve the minimum entry requirement(s) for each subject they wish to study, to be confirmed on the School website. These entry requirements are published annually to all applicants. All applicants will be given a conditional offer based upon their projected attainment at the end of Key Stage 4. Please note a conditional offer is a conditional offer of a place in the Sixth Form not a guarantee of a course of study.

Where a student meets the overall entry criteria for the Sixth Form, but not the entry requirements for a specific subject, then an alternative subject may be offered.

The School prides itself on matching the needs of the students to the courses offered. Students' individual pathways will be discussed during their visit to the School. If a student wishes to discuss

individual pathways beforehand, then they can contact the Sixth Form Team through [sixthform@denmarkroad.org](mailto:sixthform@denmarkroad.org).

## **Requests for consideration**

Internal and new students who have missed the entry criteria may request consideration for a place by the Sixth Form Admissions' Review Group who may accept or reject applications. This may include those students who narrowly missed the sixth form or subject entry criteria. Students who have missed the published admission criteria yet meet the standard for entry in their subject areas can also have their case reconsidered. The Sixth Form Admissions' Review Group will consist of the Headteacher, a senior member of staff and two representatives from the Trust Board (see Role of the ARG, section H).

## **Students continuing from Year 11**

The School will offer all students in Year 11 a place in the Sixth Form, subject to their meeting the entry requirement.

## **Students choosing to join our Sixth Form**

We welcome applications from new students. Following submission of an application, applicants will be invited to an advisory discussion with a member of the School's Sixth Form Team. Conditional places will be offered on the basis of the predicted GCSE grades supplied by the applicant's school and students should contact the School and submit their GCSE results within one week of GCSE results day, to confirm their place. Please contact either [sixthform@denmarkroad.org](mailto:sixthform@denmarkroad.org) or +44(0)1452 543335.

## **Oversubscription criteria**

If more students meet the academic standard for entry than can be offered places, the following additional criteria in this order will be applied to external applicants:

1. Looked after and previously looked after Students [a] [b].
2. Students who are registered for Pupil Premium [c].
3. Students scoring highest in the admissions criteria.

In the event of a tie break between two or more students when applying the above criteria a process of random allocation will be followed by the Sixth Form Admissions' Review Group, which will be supervised by someone independent of the School.

## **Waiting list**

In the event that a student reaches the required academic standard but there are no places available in Year 12, the student will be placed on a Waiting List. The order of this list will conform to the oversubscription criteria as listed above and will not be ranked on the date the application was received. If the number of students falls below the maximum Year 12 cohort number those on the waiting list will be offered places, in accordance with the oversubscription criteria. The waiting list for Year 12 will be held until the end of the academic year, and then it will be disbanded.

## **Year 13 transfer**

New students who wish to transfer into Year 13 should in the first instance make contact with the Sixth Form Office.

## **Appeals**

Applicants and the parents/carers of applicants who are refused entry to the School Sixth Form have the right to appeal to an Independent Appeals Panel. The necessary forms and information may be obtained from our website. Appeals against unsuccessful applications for admission should be lodged within 21 school days of receipt of written notification of refusal. It is the School's policy to accept only one appeal application for each student in an academic year unless there is a significant change of circumstances which has resulted in the School exceptionally accepting (and refusing) a second application.

## **E. Fair access protocols**

The School has signed up to the In-Year Fair Access Protocols held by Gloucestershire County Council. Should a suitably qualified vulnerable student within these Protocols require a place at the School, they will take precedence over any student at the point of allocation or on the waiting list.

## **F. Children with Education, Health and Care Plans**

Children who have Education, Health and Care Plans (EHCP) are placed in schools according to the arrangements set out in the SEN Code of Practice and not through the usual admission process. Governing bodies are required by Section 43 of the Children and Families Act 2014 to admit a child with an EHCP that names that particular school in their plan. Children who have an EHCP which names the School will be allocated a place even if the School is full. Where a child with an EHCP is allocated a place at the School the number of available places will reduce accordingly.

## **G. The role of the School's Admissions' Review Group**

This group will consist of the Headteacher, a senior member of staff and two representatives from the Trust Board. The group will meet to consider appropriate questions regarding admissions.

Applicants to join the School at any stage from Year 7 to Year 11 should inform the School as soon as possible of any special consideration circumstances that they wish to be taken into account and usually before the outcomes of tests or examinations are known.

The School's Admissions Review Group will consider such issues as late registration, of out of cohort applications, allocation of additional time for the Test, Late Test arrangements plus health and pastoral circumstances that may impact upon academic performance.

## **H The role of the Sixth Form Admissions' Review Group**

This group will consist of the Headteacher, a senior member of staff and two representatives from the Trust Board. The group will meet to consider appropriate questions regarding admissions in the

context of Sixth Form applications.

Applicants to join the School in the Sixth Form should inform the School as soon as possible of any special consideration circumstances that they wish to be taken into account and usually before the outcomes of tests or examinations are known.

The Sixth Form Admissions' Review Group will consider such issues as late registration, admission to the Sixth Form for students who narrowly missed the entry criteria or subject specific entry criteria, plus health and pastoral circumstances that may impact upon academic performance.

## **Footnotes**

### **[a] Looked After Children/Previously Looked After Children**

Looked after children and previously 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes 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.

**[b]** In the case of a 'looked after child' or 'previously looked after child' supporting documentation must be submitted to the school at the time of application.

**[c]** 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.

The school will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The evidence/documentation needs to be sent to the school prior to sitting the test. This evidence/supporting documentation may be shared with all the grammar schools you elect to share with.

**[d]** Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

**[e]** In order to safeguard the credibility of the test, where a student (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test result and any place offered in accordance with the admission arrangements shall be offered on the basis of that result. For the avoidance of doubt where a place is offered on the basis of a fraudulent or misleading application the school may withdraw that offer.