



ADMISSIONS POLICY

<p>Date Approved: September 2019 Review Date: August 2021 This policy is for Bury Grammar Schools Author: C Lynskey</p>

This policy has been written to meet the standards as set out in the Education (Independent Schools Standards) Regulations 2014 (ISSR) as amended under section 94 of the Education and Skills Act 2008 and has particular regard for the interpretation of these as set out in paragraphs 301 to 311 of the Commentary on the Regulatory Standards September 2019.

Bury Grammar School is an academically selective, independent day school for children aged from 3 years to 18 years. The school admits pupils from Kindergarten up to and including National Curriculum Year 9 and Year 12. All admissions are based upon assessments and tests appropriate to the age of each applicant, together with satisfactory references from applicants' current schools.

Offers will be made on academic merit alongside any other indicators of potential. All admissions are subject to the availability of places. The Principal's decision in accepting or refusing a candidate into Bury Grammar School is final. In order to ensure fairness and to protect the integrity of the system, results of assessments, including the Entrance Examination and interviews, are not discussed with parents or made public.

Any offer of a place is accepted by returning a completed Acceptance Form accompanied by the payment of a deposit. By accepting a place, parents are entering into a contract with Bury Grammar School. If parents subsequently decide that their child will not be enrolling at Bury Grammar School, a term's notice or fees in lieu of notice are required under the terms of that contract.

The School requires a completed application form and a copy of an applicant's birth certificate before pupils are invited into School for an assessment visit or, in the case of entry into Year 7, before being registered for the Entrance Examination. There is a non-refundable fee for applications to Years 7 to 12.

Entry into our Kindergarten and Reception

Pupils can join our Kindergarten from the beginning of the term in which they celebrate their third birthday. Parents are invited to join us with their children in Kindergarten for an assessment visit. Our youngest pupils are known as Fledglings during their first academic year with us, and they become Cygnets in the following September. At the end of their year as Cygnets, pupils join the Reception class of our Infant School.

Cygnets normally transition seamlessly into Reception, unless there is reason to believe that any individual may not thrive with us. In these circumstances, discussions will have already taken place with parents.

Those children who wish to join our Reception class at the beginning of the academic year who are not already attending our Kindergarten are invited to a short assessment visit with their parents.

Mid-Stream Entry into our Co-Educational Infant School, Girls Junior School and Boys Junior School

We welcome applications from pupils in every year group at any point in the academic year or term. Pupils are invited to spend a day with their current cohort during which time they will take papers in English and Mathematics as well as joining in with normal lessons and activities.

Entry into Year 7

Applicants sit our Entrance Examination in the January prior to the September in which they will become a Year 7 pupil. The Entrance Examination consists of papers in English, Mathematics and Verbal Reasoning. Scores in all areas are combined and candidates are placed in a final order of merit. There is no set 'pass mark' for the Entrance Examination. As pupils are placed in rank order, the pass mark changes depending on the ability of the cohort and the difficulty of the Examination. Applicants who have reached a satisfactory standard or who are close to it are invited for interview. Those who are successful in the Entrance Examination and at interview will be offered a place in Year 7.

Pupils from our Junior Schools are not required to sit the Entrance Examination, provided assessment data shows that they are working at the appropriate standard. Transfer to our Senior School is therefore not automatic, but it is the norm. Our Junior pupils are required to sit the Entrance Examination if they wish to apply for a bursary, to ensure that all bursary applications are judged on an equal basis.

Financial Assistance

The School has always regarded it as important to maintain as broad a social mix as possible by means of Governors' Awards (Bursaries). These are funded from the School's Bursary Fund and the number who can be assisted each year depends upon the level of assistance required. The award varies on a sliding scale according to individual financial circumstances. Bursaries are also available for Year 12 applicants, to fund up to 50% of fees. Bursary application forms must be completed by all

applicants seeking financial assistance. The deadline for bursary applications is printed on our application form.

Mid-Stream Entry into National Curriculum Years 7 to 9

Applicants for a place in Year 7 after the academic year has started, and applicants for places in Year 8 and Year 9, are invited to sit papers in English and Mathematics and they will have an interview with the Head of Admissions or a member of our academic staff. Applications are accepted at any point in the academic year or term. No bursaries are available for these applicants.

Entry into our Sixth Form

Both internal and external applicants are expected to achieve a minimum of 7 GCSEs at grade 7 or above, with at least a Grade 7 in those subjects which they are considering studying at A level. Places are normally offered to those whom the School believes capable of successfully undertaking a course leading to 3 full A levels although a slightly reduced curriculum may be arranged in a few special cases.

Candidates will be invited to interview during which their predicted grades will be discussed along with their aspirations for A level studies and beyond. Offers will be conditional upon obtaining GCSE grades in accordance with this policy.

Re-applying to any area of School

Applicants who are unsuccessful may re-apply at the discretion of the Principal, after a period of 6 months has elapsed.

Special Needs

The School welcomes pupils with special educational needs, provided that our Special Educational Needs and Disabilities (SEND) Department can offer the support required. We welcome pupils with disabilities provided that our site can accommodate the necessary requirements. We advise parents of children with special educational needs or physical or mental disabilities to discuss the needs of their children before assessment so that any reasonable adjustments can be made. Parents must provide a copy of a medical report or an educational psychologist's report in support of requests for adjustments such as extra time in assessments or in the Entrance Examination.

Equal Treatment

All applicants for admission will be treated equally, irrespective of their or their parents' race, culture, language, religion, national or social origin, association with a minority, disability, sexual orientation, political or other opinion, property, birth, or other status.

Exclusion

Parents sign the Acceptance Form when they accept a place at Bury Grammar School and this document contains specific contractual information about misbehaviour and exclusions, with reference to our Behaviour Policy which is given to parents with the Acceptance Form.

Further Information

Our Admissions Team are always happy to speak to prospective parents and pupils and to arrange tours of any area of our School. Please contact them on 0161 696 8600 or at admissions@burygrammar.com. Further information can be found on our school [website](#) which is frequently updated. Follow us on [Twitter](#), [Facebook](#) and [Instagram](#) to find out more about life at Bury Grammar School.