

# Saint Ambrose College

State-funded Independent Catholic Grammar School

Acting Principal: Mr D. Rainey B.Ed (Hons)



## Admissions Policy

### September 2020 Entry

#### Policy and Numbers

Saint Ambrose College is a state funded Independent Roman Catholic Grammar School for boys aged 11 – 18. The normal admission years are for pupils aged 11 and 16. The number of intended admissions for the year commencing 1st September 2020 for First Year (Year 7) will be **140** and for external applicants at Lower Sixth (Year 12) is **20**. A copy of the School prospectus is available to download from the School website or available in hard copy on request.

#### Definitions

- “looked after children” and all 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 (as defined in Section 22(1) of the Children Act 1989). Previously looked after 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 (as defined in Section 14A of the Children Act 1989). This also includes children who have been in a state of care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in a state of care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- “the School” means Saint Ambrose College.
- “brother” means any boy (full, half, step, adopted or foster brother) of admissions age who is residing permanently at the same address as the candidate and will be in attendance at Saint Ambrose College at the time of the proposed admissions.
- “Entrance Exam” means the entrance examination taken by boys in year 6 for entry into Year 7.
- “Pupil Premium” For the purposes of this Policy, Pupil Premium refers to Pupil Premium and Service Premium. 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 Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services Personnel.
- “Roman Catholic boy” is a boy who has received the Roman Catholic sacraments of Baptism, Confession (Reconciliation) and Holy Communion. All Roman Catholic boys will be required to produce a copy of their Baptism Certificate or Certificate of Reception into the Catholic Church when they complete the registration form to sit the entrance examination. **The Certificate must be dated prior to the date of application.**

Hale Barns, Altrincham, WA15 0HE.

t: 0161 980 2711 f: 0161 980 2323 e: [office@st-ambrosecollege.org.uk](mailto:office@st-ambrosecollege.org.uk) [www.st-ambrosecollege.org.uk](http://www.st-ambrosecollege.org.uk)

Saint Ambrose College Edmund Rice Academy Trust, Company incorporated in England & Wales.

Registered number 07827963 Registered Office as above. An exempt charity.



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## Application process for First Year (Year 7)

The Governors of the School will implement the admissions policy with regards to pupils wishing to join the School in first year in September 2020.

Parents of children wishing to apply for a place at Saint Ambrose College must register a request directly with Saint Ambrose College for their son to sit the Entrance Exam by completing the online First Year application on the website. The online application will be available from mid-April with a deadline for completion of **31<sup>st</sup> August 2019**. Applications received after the deadline will only be considered following 1<sup>st</sup> March 2020.

The Entrance Exam is due to take place on **Friday 20<sup>th</sup> September 2019**.

The applicant's date of birth must be between **1 September 2008** and **31 August 2009**.

Parents must also include Saint Ambrose College in the ranked order of preference on their Local Authority's Common Application Form (CAF).

There will be an Open Morning held at the School on **Saturday 29th June 2019** where advice and help with the admissions procedure will be offered to prospective parents/carers.

## The Entrance Exam

The Entrance Exam will consist of three elements, Verbal Reasoning, Maths and English. These tests will be marked and age standardised. Standardisation means that each candidate's score can be compared to those achieved by other children of the same age. A successful outcome will be achieved by those applicants who score 320 or above in the entrance exam "the qualifying score".

Boys who achieve a score within 10 marks of the qualifying score will automatically qualify for an internal review.

## Internal Review

Applicants who achieve a score within 10 marks of the qualifying score will automatically have their result reviewed by an Internal Review Panel, which will consist of the Principal, the Admissions Officer and a member of the Governing Body. The Panel will take into account:

- The results of the entrance examination
- The invigilators report
- Any Special Circumstances form, if submitted
- Any supporting documentation requested by the School

Those candidates who are deemed to have qualified for admission under the Internal Review will have their score amended to 320R.

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## Access Arrangements

The Entrance Exam will take place at Saint Ambrose College; details of the arrangements for the examination will be sent to all parents who have completed the School's application form. Access arrangements for the testing can only be based on support a child regularly receives in school (normal way of working) such as 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. Requests for access arrangements should be made at the same time as an application form is submitted to the School and should be accompanied by a current Education, Health and Care (EHC) or relevant official Assessment Report detailing educational needs. A letter advising of the candidate's normal way of working should be provided by the primary school and sent with the official Report. ALL Reports must be current and be dated no more than 2 years before the testing date. Access Arrangement requests for additional time, to a maximum of 25%, will only be approved in exceptional circumstances. Upon receipt of a request for extra time the School may contact the candidate's current primary school to obtain confirmation of the candidate's "normal way of working".

Access Arrangements must not provide an unfair advantage over others. If you think your child is eligible for Access Arrangements, you should contact the School and each case will be considered on its own merit by the School SENCO and Admissions Officer.

**All paperwork/requests for Access Arrangements and/or extra time must be received by the closing date for applications.**

## Special Circumstance Criteria

A Special Circumstance Form is available for the purpose of reporting long-term illness affecting an applicant which can be supported by medical documentation or to report serious issues within the immediate family which may have affected the applicant prior to or on the day of the examination. A written explanation of the circumstances must be provided on or with the form.

If your child is ill on the day of the exam, please do not bring him. You should obtain a doctor's note and return this along with the Special Circumstance Form by no later than **Friday 27th September 2019**.

For applicants who score within 10 marks of the qualifying score, Special Circumstances will be taken into account during the Internal Review process. This does not remove the right for the Special Circumstances to be taken into account at any Independent Statutory Appeal hearing should the Internal Review be unsuccessful.

For applicants who score below 310 Special Circumstances reported may be taken into account during any Independent Statutory Appeal hearing after 1<sup>st</sup> March.

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## Oversubscription Criteria

If the number of applicants achieving the required standard for entry exceeds the Published Admissions Number, then the following over-subscription criteria will apply in the following order to decide which pupils to admit.

1. Baptised Roman Catholic boys who are designated 'looked after children' or 'previously looked after children'.
2. Baptised Roman Catholic Boys who are in receipt of Pupil Premium whose home postcode falls within a nominated Local Pastoral Area. Details are provided in the list of Nominated Local Pastoral Areas.
3. Baptised Roman Catholic boys who have a brother attending the school.
4. Baptised Roman Catholic boys whose home postcode falls within a nominated Local Pastoral Area.
5. Baptised Roman Catholic Boys who are in receipt of Pupil Premium.
6. Other Baptised Roman Catholic boys.
7. Other Boys who are designated 'looked after children' or 'previously looked after children'.
8. Baptised Christian boys who have a brother attending the school.
9. Other boys who are in receipt of Pupil Premium.
10. Christian boys practising in other Christian denominations supported by a minister's reference confirming that they are a full and active member of the Church<sup>1</sup>.
11. Other boys

In the event of over-subscription within any one of the categories, priority will be given to those boys who achieved the highest marks in the Entrance Examination. Where more than one boy has the same score in any category then priority will be given to boy living the closest distance from the boy's home address<sup>2</sup> to St Ambrose College. The distance from home to St Ambrose College will be calculated in a direct straight line from the child's permanent place of residence using co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666) and are available, on request, from Trafford's School Admissions Team. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats the coordinates for all flats in that block will be the same. If distance is tied selection would take place by a random draw witnessed by all concerned parties.

<sup>1</sup> "Full and active" means a regular churchgoer who attends more than once a month, is known to the parish priest / minister and is involved in church activities.

<sup>2</sup> Home address means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or any other relative. If parents are separated and child-care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to determine priority for admission.



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## Nominated Local Pastoral Areas

### 1 Saint Ambrose Deanery

(Diocese of Shrewsbury)

The following Local Pastoral Areas include the following postcodes: All WA14, WA15, M31 and M33 postcodes.

St. Hugh and St John  
St. Vincent de Paul's  
All Saints  
St. Margaret Ward  
St. Joseph's  
Holy Angels  
Our Lady of Lourdes  
Holy Family

West Timperley  
Altrincham  
Ashton-on-Mersey  
Sale  
Sale  
Hale Barns  
Partington  
Sale Moor

### 2. Saint Ambrose Barlow Deanery

(Diocese of Salford)

The following Local Pastoral Areas include the following postcodes: All M16, M21, M32 and M41 postcodes.

Our Lady's & St. Alphonsus  
St. Ann's  
St. Hugh of Lincoln  
Our Lady and the English Martyrs'  
St. Monica's  
St. John's and St Teresa's

Moss Side/Old Trafford  
Stretford  
Stretford  
Davyhulme/Urmston  
Flixton  
Firswood / Chorlton

## Waiting List

A waiting list for Year 7 admissions will be maintained until the end of the Autumn term of Year 7 for those boys who have qualified through the entrance examination but have not been allocated a place initially due to over-subscription. The placing of a boy's name on the waiting list does not remove the right of appeal.

## Admission outside normal age Group

Consideration will be given to applications for admission outside of a boy's normal age group on an individual basis. This will take into account the child's academic, social and emotional development and factors outlined in Section 2.17 of the Schools Admissions Code (2014). Younger applicants may be considered for entry providing they are currently in a class one year ahead of their correct cohort and they achieve the qualifying score in the Entrance Examination. Older applicants may be considered for entry providing they are currently in a class one year behind their current cohort and where a Local Authority deferral has been granted.

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## In-Year Admissions for Year 7 - 11

All In-Year applications should be made direct to the school.

Only one In-Year assessment process can be undertaken each academic year.

Saint Ambrose College will operate a waiting list for each full year group and will maintain a waiting list until the end of the academic year. If a place becomes available in a year group, then parents will be contacted and an entrance examination will be set to determine Grammar School suitability. Pupils who are successful in the examination will be placed in order of the over-subscription criteria and then in rank order of examination marks.

In-year transfers may cause considerable disruption to your son's academic progress especially once option choices have been made.

## Admission to Saint Ambrose College Sixth Form 2019

A copy of the School prospectus will be available to download from the School website or available in hard copy on request.

An Open Evening will be held in November of the determination year, the year immediately before the offer year, details of which will be published in a local newspaper and further information will be on the School website.

All applicants (both internal and external) will be asked to complete an online Application Form listing in order of preference the subjects they wish to study at A level. The closing date for applications will be clearly stated on the application form. Applications after this time will only be considered after the GCSE results day in August.

## Admission Criteria

For applicants who wish to study 3 A levels and a supplementary subject they will require an Attainment 8 Score<sup>3</sup> of **60pts** to include at least a Grade 5 in Mathematics and English Language. A minimum of a Grade 6 is required in the subject to be studied at A level.

For applicants who wish to study 4 A levels they will require an Attainment 8 Score of **68pts** to include at least a Grade 5 in Mathematics and English Language. A minimum of a Grade 6 is required in the subject to be studied at A level.

## Applicants from the School

Eligible applicants from the School will be offered a Sixth Form place if they meet the entry criteria on GCSE Results Day.

<sup>3</sup> Details of how an Attainment 8 score is calculated can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/651158/Secondary\\_accountability\\_measures-Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/651158/Secondary_accountability_measures-Guide.pdf)

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## External Applicants



After all applicants from Saint Ambrose College who have qualified for entry into the Sixth Form have been accommodated, places will be offered to students from other schools. External applicants should inform the College by 12 noon on GCSE Results Day of their grades.

## Oversubscription Criteria

Where eligible applications from external applicants exceed the number of places available, then the following over-subscription criteria will apply in the following order to decide which pupils to admit.

1. Baptised Roman Catholic boys who are designated 'looked after children' or 'previously looked after children'.
2. Baptised Roman Catholic Boys who are in receipt of Pupil Premium whose home postcode falls within a nominated Local Pastoral Area. Details are provided in the list of Nominated Local Pastoral Areas.
3. Baptised Roman Catholic boys who have a brother attending the school.
4. Baptised Roman Catholic boys whose home postcode falls within a nominated Local Pastoral Area.
5. Baptised Roman Catholic Boys who are in receipt of Pupil Premium.
6. Other Baptised Roman Catholic boys.
7. Other Boys who are designated 'looked after children' or 'previously looked after children'.
8. Baptised Christian boys who have a brother attending the school.
9. Other boys who are in receipt of Pupil Premium.
10. Christian boys practising in other Christian denominations supported by a minister's reference confirming that they are a full and active member of the Church<sup>4</sup>.
11. Other boys

In the event of over-subscription within any one of the categories for Lower Sixth, priority will be given to those boys with the highest Attainment 8 score. Where more than one boy has the same score then priority in any category will be given to boy living the closest distance from home to Saint Ambrose College. If distance is tied selection would take place by a random draw witnessed by all concerned parties.

<sup>4</sup> "Full and active" means a regular churchgoer who attends more than once a month, is known to the parish priest / minister and is involved in church activities.





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Holy Angels  
Our Lady of Lourdes  
Holy Family

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Altrincham  
Ashton-On-Mersey  
Sale  
Sale  
Hale Barns  
Partington  
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St. Monica's  
St. John's and St Teresa's

Moss Side/Old Trafford  
Stretford  
Stretford  
Davyhulme/Urmston  
Flixton  
Firswood / Chorlton

## Appeal Process

Parents of boys who are not successful in the offer of places for First Year (Year 7) following the Entrance Examination have the right of appeal to an Independent Appeals Panel.

Parents of boys who wish to enter the school after First year (Year 7) may be informed that the School has no places. Parents have the right to appeal against this decision to an Independent Appeals Panel.

Parents of boys who are not successful in the offer of places for 6<sup>th</sup> Form following the GCSE Results Day have the right of appeal to an Independent Appeals Panel.

The decision of the Appeals Panel will be final and binding on all parties. Being granted an appeal hearing is no guarantee of a place being offered.

If you wish to exercise your right to appeal, please contact the school directly.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be available on the School website by 28<sup>th</sup> February each year.

'In Year' admission appeals will be heard within 30 school days of the appeal being lodged.

Appellants considering making a complaint regarding an appeal may contact:

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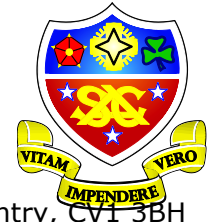


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EFA Complaints, Chief Executive's Office, 53-55 Butts Road, Earlsdon Park, Coventry, CV1 3BH



Key Date	Stage of Process	Additional Notes
April	Online Applications open.	
29th June 2019	Saint Ambrose College Open Morning	This is an opportunity for you to look around the school, meet staff and pupils and ask any questions regarding the admissions process.
31 <sup>st</sup> August 2019	Deadline for online applications. All applications will receive an acknowledgement.	
31 <sup>st</sup> August 2019	If applicable, a completed Access Arrangements form together with supporting documentation <b>must</b> be returned to Saint Ambrose College by this date.	
Week Commencing 9 <sup>th</sup> September 2019	You will receive a pack detailing the specific arrangements for the Entrance Examination.	
Friday 20 <sup>th</sup> September 2019	Entrance Examination Day	We need to be informed of any reasons that may affect your child's performance in the examinations. Complete the Special Circumstances Form and hand it in on the day of the test. If your child is ill on the day of the exam, please do not bring him. Please contact Saint Ambrose College by 9.00am. You should obtain a doctor's note and return this along with the Special Circumstance Form by no later than 27 <sup>th</sup> September.
Week Commencing 14 <sup>th</sup> October 2019	Outcomes of the Entrance Exam will be posted to parents/carers of all candidates.	A successful result in the examination is not a guarantee that a place at Saint Ambrose College will be offered. If more candidates pass than there are places available, then the oversubscription criteria will be applied.
31 <sup>st</sup> October 2019	The 'Common Application Form' (CAF) must be returned to the home Local Authority.	Saint Ambrose College must be specified as a preference.
1 <sup>st</sup> March 2020	All candidates will be informed by their Home Authority which secondary school they have been allocated.	Information regarding the induction process will be sent to parents upon confirmation of the acceptance of the offered place at Saint Ambrose College.

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