

# Saint Ambrose College

State-funded Independent Catholic Grammar School

Principal: J M Keulemans BSc (Hons) NPQH



## Admissions Policy September 2018 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 2018 for First Year (Year 7) will be **140** and for external applicants at Lower Sixth (Year 12) will be **10**. 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 case 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).
- "the School" means St 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 St Ambrose College at the time of the proposed admissions.
- "Entrance Exam" means the entrance examination taken by boys in year for entry into Year 7.
- "Roman Catholic boy" is a boy who has received the Roman Catholic sacraments of Baptism, Confession (Reconciliation) and Holy Communion. All applicants claiming to be Roman Catholics will be required to produce documentary evidence of reception of baptism when they complete the registration form to sit the entrance examination.

### 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 2018. Parents of children wishing to apply for a place at St Ambrose must:

Register a request directly with St 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 2017**. The Entrance Exam is due to take place on **23<sup>rd</sup> September 2017**. It is the parents' responsibility to ensure the necessary supporting documentation is returned to the correct address, with the required postage.

The applicant's date of birth must be between **1 September 2006** and **31 August 2007**.

Parents must complete their Local Authority's Common Preference Form which, in Trafford, must be returned to the Local Authority as indicated in the timetable (CPF Date). St Ambrose College would need to be indicated on this form.

There will be an Open Morning held at the School on **Saturday 1st July 2017** where advice and help with the admissions procedure will be offered to prospective parents/carers.

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)

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## The Entrance Exam

The Entrance Exam will consist of three elements, Verbal Reasoning, Arithmetic 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.

## Special Arrangements

The School Entrance Examination will take place at St Ambrose College; details of the arrangements for the examination will be sent to all parents who have completed the School's application form. Special arrangements for the Testing can only be based on support a child regularly receives in school (normal way of working). For example, 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 special arrangements should be made at the same time as an application form is submitted to the School and should be accompanied by a current Statement of Special Educational Needs or a current School Action Plus Report (an assessment by a specialist teacher). A letter advising the candidates' 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. Special 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".

Special Arrangements must not provide an unfair advantage over others. If you think your child is eligible to Special 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 Special 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 29<sup>th</sup> September 2017**.

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

*The definition of a Roman Catholic boy is a boy who has received the Roman Catholic sacraments of Baptism, Confession (Reconciliation) and Holy Communion. All applicants claiming to be Roman Catholics will be required to produce documentary evidence of reception of baptism when they complete the registration form.*

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 then any Pupil Premium status will take priority in any category followed by the closest distance from the boy's home address<sup>3</sup> to St Ambrose. The distance from home to St Ambrose 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 and no Pupil premium status applies, selection would take place by a random draw witnessed by all concerned parties.

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<sup>1</sup> A looked after child is a child who is (a) in the case 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).

<sup>2</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>3</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 St. 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. St 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

All boys who achieve the qualifying score for entry to the school who have a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan<sup>4</sup> who name the school will be admitted.

## 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).

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<sup>4</sup> A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

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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 St Ambrose College Sixth Form 2018**

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 four 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**

Entry to 6th form is subject to a minimum requirement of 5 full GCSE passes at Grade 6/Grade B and at least a Grade 5 in Mathematics and English Language.

From 2018, all subjects with the exception of Design and Technology will be graded on a 9-1 scale.

A minimum of a Grade B/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.

## **External Applicants**

After all applicants from St 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. Up to 10 places will be offered to external candidates.

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3. Baptised Roman Catholic boys whose home postcode falls within a nominated Local Pastoral Area. Details are provided in the list of Nominated Local Pastoral Areas.
4. Baptised Roman Catholic boys.
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6. Baptised Christian boys who have a brother attending the school.
7. Baptised 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.
8. Other boys practising in other Christian denominations supported by a minister's reference confirming that they are a full and active member of the Church.
9. 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 mean average points score at GCSE using the scale for Design & Technology of A\*(8), A(7), B(6) etc. For all other subjects the scale used will be for Grade 9(9), 8(8), 7(7), 6(6) etc. Where more than one boy has the same score then any Pupil Premium status will take priority in any category followed by the closest distance from home to St Ambrose will be applied. If distance is tied and no Pupil premium status applies, selection would take place by a random draw witnessed by all concerned parties.

## Nominated Local Pastoral Areas

- 2 St. Ambrose Deanery (Diocese of Shrewsbury)

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Holy Angels  
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Ashton-On-Mersey  
Sale  
Sale  
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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  
Firwood / 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:

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

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Key Date	Stage of Process	Additional Notes
April	Online Applications open.	
1 <sup>st</sup> July 2017	St 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 2017	Deadline for online applications. All applications will receive an acknowledgement.	
31 <sup>st</sup> August 2017	If applicable, a completed Special Educational Needs form <b>must</b> be returned to St Ambrose College by this date.	
Week Commencing 11 <sup>th</sup> September 2017	You will receive a pack detailing the specific arrangements for the Entrance Examination.	
Saturday 23 <sup>rd</sup> September 2017	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 St 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 Friday 29 <sup>th</sup> September 2017.
Week Commencing 16 <sup>th</sup> October 2017	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 St 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 2017	The 'Common Preference Form' (CPF) must be returned to the home Local Authority.	St Ambrose College must be specified as a preference.
1 <sup>st</sup> March 2018	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 St Ambrose College.

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