

Saint Ambrose College

State-funded Independent Catholic Grammar School

Principal: J M Keulemans BSc (Hons) NPQH



St Ambrose College Admissions Policy September 2017 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 2017 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 2017. 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 on-line First Year application on the website. The online application will be available from mid-April with a deadline for completion of **31st August 2016**. The Entrance Exam is due to take place on **Saturday 24th September 2016**. 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 2005** and **31 August 2006**.

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 2nd July 2016** where advice and help with the admissions procedure will be offered to prospective parents/carers.

Determined arrangements - revised 071216 in light of the findings of the Office of the Schools Adjudicator)

Hale Barns, Altrincham, WA15 0HE.

t: 0161 980 2711 f: 0161 980 2323 e: office@st-ambrosecollege.org.uk www.st-ambrosecollege.org.uk

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

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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 is submitted to the College. You should also arrange for the Access Arrangements Request Form (which is available on the School Website) to be completed by your son's primary school which will confirm that any requested arrangements are the candidate's normal way of working. This should then be returned to the College accompanied by the candidate's Local Authority Statement of Educational Needs, Education Health and Care Plan or a SEND Support Statement from the applicant's primary school by no later than **31st August 2016**. All SEND reports must be current and dated no more than 2 years prior to the date of testing.

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 30th September 2016**.

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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 all previously looked after children¹.
2. Baptised Roman Catholic boys who have a brother attending the school.
3. Baptised Roman Catholic boys who live in a nominated Local Pastoral Areas.
4. Baptised Roman Catholic boys.
5. Other Boys who are designated 'looked after children' or all previously looked after children.
6. Baptised Christian boys who have a brother attending the school.
7. Other Baptised Christian boys whose application is supported by a letter from a minister of Christian religion.
8. Other boys whose application is supported by a minister of Christian religion.
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 for First Year, 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 closest distance from home to St Ambrose will be applied². 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 selection would take place by a random draw witnessed by all concerned parties.

¹ 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).

² 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

- | | |
|-----------------------|-------------------------|
| St. Ambrose Deanery | (Diocese of Shrewsbury) |
| St. Hugh and St John | West Timperley |
| St. Vincent de Paul's | Altrincham |
| All Saints | Ashton-on-Mersey |
| St. Margaret Ward | Sale |
| St. Joseph's | Sale |
| Holy Angels | Hale Barns |
| Our Lady of Lourdes | Partington |
| Holy Family | Sale Moor |

- | | |
|-----------------------------------|----------------------|
| Our Lady's Deanery | (Diocese of Salford) |
| St. Alphonsus | Old Trafford |
| St. Ann's | Stretford |
| English Martyrs | Urmston |
| St. Hugh of Lincoln | Stretford |
| Our Lady and the English Martyrs' | Davyhulme/Urmston |
| St. Monica's | Flixton |
| St. John's and St Teresa's | Firwood / 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) plan³ 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).

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. 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.

³ 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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Appeal Process for First Year – Fifth Year (Years 7 – 11)

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.

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 28th 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.	
2 nd July 2016	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 st August 2016	Deadline for online applications. All applications will receive an acknowledgement.	
31 st August 2016	If applicable, a completed Access Arrangements Request Form must be returned to St Ambrose College by this date.	
By Friday 9 th September 2016	You will receive a pack detailing the specific arrangements for the Entrance Examination.	
Saturday 24 th September 2016	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 30 th September 2016.
By Friday 14 th October 2016	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 st October 2016	The 'Common Preference Form' (CPF) must be returned to the home Local Authority.	St Ambrose College must be specified as a preference.
1 st March 2017	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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