

# In Year Admission to a Secondary Grammar School in Bexley

## Guidance Notes for Parents and Carers

This leaflet explains how to apply for an In Year transfer to a secondary grammar school within the London Borough of Bexley and how to complete the 'In Year Secondary School Application Form for Grammar Schools'.

You should also read the current edition of the 'Admission to Secondary Schools' booklet from the London Borough of Bexley for more information about each school and/or view each school's website for admission arrangements.

### What is an In Year Admission?

An In Year admission is entry to secondary school after Year 7, the time when your child would normally have started. For example:-

- you have just moved into the area;
- or because you would like your child to transfer to another school.

### How to apply for an 'In Year Admission to a Secondary Grammar School'

If you wish to apply for an In Year admission to a Bexley grammar school, you must complete the 'In Year Secondary School Application Form for Grammar Schools'. You can download a copy from any of the grammar school websites.

Or by completing the London Borough of Bexley 'In Year Secondary School Application Form'. You can obtain a copy of the London Borough of Bexley Form from the Civic Offices in Bexleyheath or from the council's website:

[www.bexley.gov.uk/services/education/school-admissions](http://www.bexley.gov.uk/services/education/school-admissions)

### The application process for grammar schools

When you complete the 'In Year Application Form for Grammar Schools' you will be asked for information about your child and any previous schools he/she has attended and details of where you live.

You can apply for up to three grammar schools in Bexley (alphabetically, Beths Grammar School (Boys), Bexley Grammar School (mixed), Chislehurst & Sidcup Grammar School (mixed) and Townley Grammar School (Girls). Entrance to a Bexley grammar school is by selection test only; these tests are held at intervals throughout the academic year.

\* If your child has never sat the selection test then he/she will be invited to sit the next available test.

\* However, if your child has already sat the test and was unsuccessful, the school would first establish that your child is reaching the required levels for entry to the tests.

**Please note, if your child was deemed non-selective in the Year 6 11+ selection test you cannot apply to re-sit the In Year test until the summer term of Year 7.**

### The Selection Tests

The tests will be held at intervals throughout the academic year. You will receive a letter inviting your child to attend the test, and this will be held at one of the grammar schools. Full details will be on your letter. Results will be in writing within 14 days of sitting the test.

Most grammar schools in Bexley are full. However, if there is a vacancy at a grammar school and there is more than one applicant for the place then the school's published over-subscription criteria will be applied to determine which child the place should be offered to.

Priority will be given to Looked After Children, then to children with siblings already attending the school. After that the school will offer to children living closest to the school. The over-subscription criteria for each grammar school can be viewed on their website.

### Waiting Lists

All grammar schools keep a waiting list.

- If your child was successful in the test but **cannot be offered a place** at any of the grammar schools, you can ask for your child to be placed on the waiting list for all the grammar schools you have listed on your application form.
- If you have been offered a place at a lower preference grammar school you can remain on the waiting list of the higher preference grammar school(s).
- Waiting lists are kept in order of the school's over-subscription criteria, not on a 'first come first served' basis. New applicants deemed selective are considered alongside children already on the waiting list, using the school's oversubscription criteria.
- Please note that at the end of the academic year, you will need to re-affirm that you wish for your child to remain on the waiting list for the next academic year.

**Please refer to each school's Admissions Policy regarding In Year Admission for Year 10 & 11.**

### Appeals

You will be told how you can appeal against any decision not to offer your child a place when you are informed the outcome of your application and test.

### Fair Access Protocol

If your child has previously been excluded from another school or is 'hard to place' for another reason, the secondary Fair Access Protocol may be applied in order to consider your child for a school place.

### How to complete the Grammar In Year Secondary School Application Form

The Grammar In Year Secondary School Application Form should be completed **only** if you are applying to one or more of the grammar schools within the London Borough of Bexley.

You only need to complete **one** application form for all your preferred grammar schools (up to three preferences). If you wish to apply for a non selective school you will need to complete a separate form available from the London Borough of Bexley Civic Offices in Bexleyheath or from their website

[www.bexley.gov.uk/services/education/school-admissions](http://www.bexley.gov.uk/services/education/school-admissions)

You are advised to complete and return your application form only after reading each school's over-subscription criteria and being sure about your order of preference.

Please read carefully the notes on the 'In Year Application Form for Grammar Schools' and the guidance in this leaflet.

There may be a delay in processing your application if the form is not correctly completed.

If you have a question not covered by this guidance leaflet, please contact your **first** preference school. (contact details are listed below)

Completed application forms should be returned to your **first preference grammar school** at the address shown below.

### Completing the form

Please write clearly using capital letters and black or blue ink.

### Section 1 — Child's details

Please provide details of your child's name, date of birth and home address in full. You should enclose with the form a copy of your **Council Tax bill** or **Tenancy Agreement**. Please note: Utility bills will not be accepted as proof of address. As well as a copy of your **child's birth certificate or passport**.

Address details may be checked to ensure the information is correct. The school may ask to see confirmation that you have moved out of any previous home and proof of your right to reside in the UK if applicable.

### Section 2 — Parent/Carer details

Please provide details of the parent's or carer's full details, including daytime telephone numbers and email address so that you can be contacted in the event of a query.

If you do not have parental responsibility for the child for whom you are making the application, or if the child lives at a different address, you should explain why you are making the application on a separate sheet of paper.

### Section 3 — Reason for application

Please give the reason why you are applying for a school place in this section. If your child is already attending a local school, you should contact your child's current Headteacher before you apply to discuss the reasons for the transfer request. You should not withdraw your child from school until you have secured another place.

Grammar schools within the London Borough of Bexley are usually full and you should not assume that a place will be available.

### Section 4 — School History

Please list the schools that your child is attending now and has attended in the past. Include the starting date(s) and leaving date(s) and the reason for leaving, if applicable.

You should start with the current or most recent school.

### Section 5 — Education Health Care Plan (EHCP) or Looked After Children. children

If your child has an Education Health Care Plan (EHCP) or other SEND issues, you should give the school currently named on the statement, the name of the local authority that issued the statement and the name of your case officer.

A child in public care (Looked After Child) means a person under the age of 18 years for whom a local authority provides accommodation by agreement with their parent/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) do not receive priority under this criterion.

If your child is Looked After, please give the name of the social worker, and attach to your application form a letter of confirmation from the social worker.

### Section 6 — Preferences

You should check the over-subscription criteria for each school for which you are applying to.

You may list up to three grammar schools in order of preference - Preference 1/ Preference 2/ Preference 3. The order of preference is very important, as only one offer of a place will be made. In the unusual event that more than one school on your list of preferences is able to offer you a place, the offer you receive will be from the highest ranking on your form.

Each school(s) over-subscription criteria are used to decide which applicants will be offered places, if there are more applicants than places, the over-subscription criteria are applied as shown on each school's website and the current edition of the 'Admission to Secondary Schools' booklet from the London Borough of Bexley.

If there is a sibling at one of your preferred school(s), enter the name and date of birth of that sibling. If there is no sibling attending or about to attend any of your preferences, leave the sibling box blank.

## Social of Medical Reasons for Preferences

You should check the over-subscription criteria for each school you list as a preference. If medical or social circumstances are included in the school's criteria and you think your child's circumstances meet the particular criterion, you must state this on the Grammar Schools In Year Application Form and you must provide supporting evidence from a doctor, social worker or similar professional person who is qualified to comment, at the time you apply.

## Section 7 – Declaration and Signature

Remember to sign and date the form and attach any relevant supporting evidence.

Your signature means you are declaring that the information given on the 'In Year Secondary School Application Form for Grammar Schools' is correct. If incorrect information is given, the grammar school(s) reserves the right to take away any place offered at that stage of the process.

## CEM – Test Providers

CEM (Centre for Evaluation & Monitoring) are the providers of the in year tests. By completing the 'In Year Secondary School Application Form for Grammar Schools' you are agreeing to and granting permission for your information to be shared between the four grammar school in Bexley and CEM.

**PLEASE READ** CEM's Retention Schedule and Privacy Notice, available from :-

<https://www.cem.org/privacy-notice>

## Returning your form

When completed, the 'In Year Secondary School Application Form for Grammar Schools' should be returned to your **first preference school**.

If you have applied to more than one grammar school your first choice school will share your details and application form with the other grammar schools listed.

## Checklist

- Read the guidance notes again to make sure you have understood everything.
- Read each grammar school(s) over-subscription criteria.
- Complete **all sections** of the In Year Secondary School Application Form for Grammar Schools.
- **Sign** and **date** the application form.
- Attach a copy of your child's **Birth Certificate** or **Passport**.
- Attach a copy of the **Council Tax bill** for your current home address or **Tenancy Agreement**.
- If the child is Looked After, attach a letter from the child's social worker.
- Attach any other information requested on the form.
- Keep a copy of the completed form for your records.

## Who makes the decisions?

Admissions decisions are made by the admission authority for each grammar school.

## Contact details for each Grammar School

### Beths Grammar School

Hartford Road, Bexley, Kent, DA5 1NE

Telephone: 01322 55658

Contact: Mrs F Cartwright

Email: [MsCartwright@beths.bexley.sch.uk](mailto:MsCartwright@beths.bexley.sch.uk)

### Bexley Grammar School

Danson Lane, Welling, Kent, DA16 2BL

Telephone: 020 8304 8538

Contact: Miss R Houghton

Email: [houghton\\_r@bexleygs.co.uk](mailto:houghton_r@bexleygs.co.uk)

### Chislehurst & Sidcup Grammar School

Hurst Road, Sidcup, Kent, DA15 9AG

Telephone: 020 8302 6511

Contact: In Year Admission Team

Email: [inyearadmission@csgrammar.com](mailto:inyearadmission@csgrammar.com)

### Townley Grammar School

Townley Road, Bexleyheath, Kent, DA6 7AB

Telephone: 020 8304 8311

Contact: Mrs G Bradshaw-Smith

Email: [gbradshawsmith1.303@townleygrammar.org.uk](mailto:gbradshawsmith1.303@townleygrammar.org.uk)