

Saint Ambrose College

State-funded Independent Catholic Grammar School

Principal: J M Keulemans BSc (Hons) NPQH



Admissions Policy September 2019 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 2019 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 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).
- "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.
- "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 2019. 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 **31st August 2018**. The Entrance Exam is due to take place on **22nd September 2018**. 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 2007** and **31 August 2008**.

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). Saint Ambrose College would need to be indicated on this form.

There will be an Open Morning held at the School on **Saturday 30th June 2018** 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 www.st-ambrosecollege.org.uk

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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.

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). 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 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 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. 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 to 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 28th September 2018**.

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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'¹.
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 Church².
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 address³ 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 and no Pupil premium status applies, 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 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).

² "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.

³ 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.





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

All boys who achieve the qualifying score for entry to the school who have an Education, Health and Care (EHC) plan⁴ 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). 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.

⁴ 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 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 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

For applicants who wish to study 3 A levels and an Extended Project Qualification (EPQ) they will require an Attainment 8 Score⁵ 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.

⁵ 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

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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. Up to 10 places will be offered to external candidates.

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.

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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.
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 Attainment 8 score. 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 Saint Ambrose College. 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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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 6th 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 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.	
30 th June 2018	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 st August 2018	Deadline for online applications. All applications will receive an acknowledgement.	
31 st August 2018	If applicable, a completed Access Arrangements form together with supporting documentation must be returned to Saint Ambrose College by this date.	
Week Commencing 10 th September 2018	You will receive a pack detailing the specific arrangements for the Entrance Examination.	
Saturday 22 nd September 2018	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 Friday 29 th September 2018.
Week Commencing 15 th October 2018	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 st October 2018	The 'Common Preference Form' (CPF) must be returned to the home Local Authority.	Saint Ambrose College must be specified as a preference.
1 st March 2019	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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