Saint Ambrose College
State-funded Independent Catholic Grammar School
Head Master: M.D. Thompson MA FRSA

**Admissions Policy**
**September 2016 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 Planned Admission Number (PAN) for First Year (Year 7) and for Lower Sixth (Year 12) is **140**. 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 2016. 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 15th August 2015. The Entrance Exam will take place on Saturday 19th September 2015. 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 2004 and 31 August 2005.

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 4th July 2015 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
Saint Ambrose College Edmund Rice Academy Trust, Company incorporated in England & Wales.
Registered number 07827963 Registered Office as above. An exempt charity.

**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 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 25th September 2015.

**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.

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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

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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| Key Date | Stage of Process | Additional Notes |
|---|---|---|
| Mid-April | Online Applications open. | |
| 4th July 2015 | 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. |
| 1st September 2015 | Deadline for online applications. All applications will receive an acknowledgement. | |
| 1st September 2015 | If applicable, a completed Special Educational Needs form **must** be returned to St Ambrose College by this date. | |
| By Friday 11th September 2015 | You will receive a pack detailing the specific arrangements for the Entrance Examination. | |
| Saturday 19th September 2015 | 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 25th September 2015. |
| By Friday 16th October 2015 | 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. |
| 31st October 2015 | The 'Common Preference Form' (CPF) must be returned to the home Local Authority. | St Ambrose College must be specified as a preference. |
| 1st March 2016 | 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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