



Admissions Policy

September 2011

LANCASTER GIRLS' GRAMMAR SCHOOL

ADMISSIONS POLICY : SEPTEMBER 2011

1. Size of School

112 girls will be admitted at 11+. Pupils will continue to be admitted to other age groups if they fulfil the criteria listed below and provided their admission does not prejudice the efficient education and use of resources.

2. Admission of Pupils

In order to preserve the established character and high academic reputation of the school, the aim shall be to provide places for girls selected according to ability and aptitude. The Governors will admit girls who fall within the upper quartile of ability selected by means of entrance tests. A review system may be used to consider whether girls who have marginally failed to reach the required standard in the entrance tests are of high enough ability to be offered a place.

3. Catchment Area

Traditionally the school has drawn its pupils not only from Lancaster but from places further afield within travelling distances.

a) *Priority Areas*

In allocating places the Governors will first give priority to Looked after Girls who reside within the City of Lancaster at the time of the application.

Girls who reside within the boundaries of the City of Lancaster at the time of application will then be given priority. (See map)

b) *"Residual" Places*

In allocating residual places the Governors will give priority to Looked after Girls.

Places may then be offered to those residing outside the City of Lancaster but within reasonable travelling distance after the needs of those residing in the City have been met. Distance will be measured using a computerised measuring system from the address point of the school to the address point of the child's home.

In considering requests in respect of children with otherwise equal claims, the distance of their home from the school and the scores achieved in the entrance tests will be taken into account.

Where a pupil lives with one parent for part of the week and the rest of the week with the second parent, only one address can be used for application. This will normally be the address to which Child Benefit is paid.

To establish residential status in the school's catchment area requires that the family permanently reside within the designated area shown in the map before the closing date for applications. Permanent residency is defined as owner occupancy or long-term letting contract of a residential property where child benefit and occupied community charge is paid (evidence may be required). In the case of a recent change of address, additional evidence will be required in the form of evidence of exchange of contracts or a signed tenancy agreement. This is in addition to the child benefit statement and evidence of occupied community charge. Families whose first home is outside the catchment area and/or who are only living in short-term rented property or temporarily with friends or relatives in the area will be deemed to live outside the catchment area.

Proof of residence may be requested at any time throughout the admissions process. If it is subsequently discovered that an application contains a falsely claimed or dated address, then any offer of a place will be withdrawn.

4. Waiting Lists

The waiting list gives priority to children in accordance with the school's published oversubscription criteria and not on any other basis. The waiting list will be maintained for the full autumn term in the academic year of admission. Priority will not be given to children based on the date either their application was received or their name was added to the list.

5. Late applications

Parents or guardians of pupils for year 7 who move into the area after the closure date for submission of the Common Application Form must complete a LA Common Application Form before applying to the school for them to be assessed. If the child reaches a level comparable to pupils who have already been admitted and no places are available, the candidate's name will be placed on the waiting list.

6. Appeals

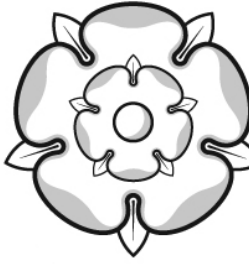
A parent or guardian may appeal against the decision of the Governors to an Appeal Committee appointed under the prevailing Government legislation. The decision of the Appeal Committee shall be binding on the Governors and on the parents.

Co-ordinated Admissions Policy

All parents must list Lancaster Girls' Grammar School as one of their three preferences on the LA form. All preferences will be considered equally by all admission authorities and if places at more than one school could be offered the LA will allocate the school ranked highest by parents on their application. In addition, parents must complete a Lancaster Girls' Grammar School entrance tests registration form which must be returned to LGGS no later than noon on Wednesday 15th September. The Entrance examination for this school takes place on Saturday 25th September 2010.

Entry to the Sixth Form

Each year the school welcomes 50 or more students to the Sixth Form from other schools. There is no catchment area for Sixth Form entrants, but there is a minimum requirement of five GCSE passes at grades A-C including 3 at grade B or higher and to include English Language. There are also specific subject requirements.



LANCASTER GIRLS' GRAMMAR SCHOOL

A FOUNDATION SCHOOL

Registration form for LGGS Entrance tests September 2011 intake

Please complete the form below and return to:

The Headteacher
Lancaster Girls' Grammar School
Regent Street, LANCASTER, LA1 1SF

Closing date for Registration: 12 noon Wednesday 15th September 2010

The entrance test will be at 9.30am on Saturday 25th September 2010 at Lancaster Girls' Grammar School. Further information will be sent to you within 5 days of the school receiving this form. If you do not hear from us within 5 working days please contact the school.

1. **NAME of CHILD:** Surname: _____ Forename: _____
(Block letters)

2. **DATE of BIRTH:** _____

3. **AGE on 31st AUGUST 2011:** _____ years _____ months

4. **NAME of PARENT(S) or GUARDIAN(S)** _____

5. **HOME ADDRESS:** _____

POSTCODE: _____ **EMAIL:** _____

Home Telephone: _____ **Mobile:** _____

6. **SCHOOL ATTENDED at PRESENT:** _____

ADDRESS of SCHOOL: _____

I understand that if I wish to apply for a place for my daughter at LGGS, I will need to complete the relevant Local Authority Common Application Form by Friday October 15th 2010.

Signature: _____ **Date:** _____

I agree to the Headteacher of my daughter's primary school being contacted and asked for details of KS1 results and other relevant primary test results if she has marginally failed to reach the required standard in the entrance tests

YES NO

LANCASTER GIRLS' GRAMMAR SCHOOL

Girls who reside in this area will be given priority of entry

