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THE LATYMER SCHOOL

Founded 1624

CONSULTATION PAPER

THE LATYMER SCHOOL ADMISSION PROCEDURES FOR ENTRY TO THE ACADEMIC YEAR 2019 ADMISSIONS TO YEAR 7 IN THE NORMAL ANNUAL ADMISSIONS ROUND

The Latymer School Edmonton is a Voluntary Aided Selective Grammar School for boys and girls aged 11-18, providing an education to girls and boys who are capable of following an education leading to the higher grades of GCSE in a full range of National Curriculum subjects.

The published admission number for Year 7 is 192 places for children living within the school's published Inner Area. Each year the school receives a substantial number of applications from children living outside of the Inner Area. These children are unlikely to be admitted to the school due to our oversubscription criteria.

Admission Criteria

The School will determine whether an applicant is capable of following the education offered by Latymer by reference to the results of compulsory assessment tests to be taken at the school. The school will determine the top 650 candidates after the standardised results of the Mathematics and Verbal Reasoning test. **Only** candidates ranked within the top 650 after the results of the Mathematics and Verbal Reasoning tests are known will have their English paper marked. The **final** ranking within this 650 cohort will be based on the re-standardised results of the Mathematics and Verbal Reasoning test together with the English test; 192 places will be offered.

Headteacher's talk and school tours

The school will be open for tours on **Wednesday 27 June and Thursday 28 June 2018**. The Headteacher and other senior staff will give talks. Further details regarding this and school tours will be published on our website when final arrangements have been determined. We will be operating an online booking system which will be accessible from our website.

Application process

In order for an application to be considered, parents need to complete **both** the school's online registration form (also known as 'the supplementary form') **and** the local authority common application form (CAF) by the published deadline.

- **The Latymer School Registration Form (also known as The Supplementary Information Form SIF)**
In order for candidates to be able to sit the assessment tests, you **MUST** complete our online registration form which will be available on the school website from **Monday 18 June until our deadline of Tuesday 3 July 2018 at 4.00pm**.
Parents wishing to apply under the Music criterion (see category 2 over-subscription criteria below) will also need to complete a separate music form which will be available on our open evenings and on our website.
- **The Local Authority Common Application Form (CAF)**
Parents **must** also name The Latymer School on the CAF for secondary school places if they wish their child to be considered for a place at Latymer. You will receive the common application form from either your primary school or local authority. **If you do not name The Latymer School on your CAF the local authority will be unable to process your application further and your child's name will be withdrawn from the process.**
Parents will be notified of the outcome of the assessment tests before the Local Authority closing date for the return of CAFs. A copy of these admission arrangements have also been sent to our local authority (The London Borough of Enfield) for their records.



"Latymer is an **outstanding** school that provides an excellent all-round education for all of its students."

Results for the top 650

Following the results of all three tests, the Governors will select the 192 applicants to whom they wish to offer places, in accordance with the over-subscription criteria and will notify the London Borough of Enfield who will be co-ordinating the process with all other Boroughs. The next 50 ranked applicants will be held on a waiting list. The final results of the Secondary Transfer Procedure will be communicated to parents by their own Local Authority on National Offers day early in March 2019.

We must emphasise that meeting the criteria required by the Governors is not a guarantee that a place at the School will be offered. It is intended that 192 students will be admitted into year seven, but likely that more than this number will meet the criteria required to be eligible for a place should they choose to apply.

Over-subscription

The School will be oversubscribed when there are more applications than places available. Each year the number of applications far outweigh availability. The school will therefore apply the over-subscription criteria shown below to candidates living in the Inner Area (see Note 1). Those applicants wishing to apply from outside of our published criterion (Inner Area) can do so and will be invited to sit the assessment tests. However, when determining the final ranking of the top 650 candidates, priority will be given to those applicants who are resident in the Inner Area as **of 12 January 2019**; thereafter the application will be withdrawn.

Oversubscription criteria

If the school is oversubscribed, priority for admission will be given to those applicants who reside in the Inner Area and who are ranked within the top 650 candidates after taking both the Mathematics, Verbal Reasoning and English tests, in the following order:

1. Pupils with an Education Health & Care Plan who reside within the Inner Area and are ranked within the Top 650 candidates following the outcome of the Mathematics, Verbal Reasoning and English tests and where the school is named in the Education Health & Care Plan.
2. A looked after child: a child who is looked after under the provision of The Children's Act 1989 or who has been previously looked after and who resides within the Inner Area and is ranked within the top 650 candidates following the outcome of the Mathematics, Verbal Reasoning and English tests.
3. Up to 20 applicants from the Inner Area (see note 1) who are eligible for Pupil Premium (see note 2) will be promoted for a place in the 192 intake with ranking based on highest aggregate age-standardised score in the tests amongst this group. Applicants will be considered for a Pupil Premium place if they provide written confirmation, directly from their primary school that they are **currently** in receipt of free school meals. In the event of a Pupil Premium candidate withdrawing from the process, the next highest ranked child under this criterion will be considered for the place. Candidates under this criterion must reside within the Inner Area and be ranked within the Top 650 candidates following the outcome of the Mathematics, Verbal Reasoning and English tests.
4. Up to 20 applicants from the Inner Area (see note 1) who show exceptional musical talent will be considered for a place in the 192 intake with ranking based on assessment of musical ability with a recognised board such as ABRSM and Trinity. Exceptional musical talent can be shown on any instrument/s (including voice). As a **guideline** an applicant should usually have achieved at least Grade 5 distinction level, but this will depend on the instrument as well as previous opportunity and experience. The school recognises that some candidates may not have reached grade 5 distinction as a result of their starting point but this should not prohibit candidates from applying under the music criterion. Confirmation of this level may be tested by an audition. In the event of a Music candidate withdrawing from the process, the next highest ranked child under this criterion will be considered for the place. Due to the high volume of applicants expected to apply under this criterion, we will only be able to contact those candidates required to audition. A separate music application form will need to be completed under this criterion. Candidates applying under this criterion must reside within the Inner Area and be ranked within the Top 650 candidates following the outcome of the mathematics, Verbal Reasoning and English tests.
5. The remaining places (namely our Published Admission Number of 192 less any admissions under Categories 1, 2, 3 and 4 as above) are offered to applicants from the Inner Area with the highest aggregate age-standardised scores in the tests.
6. If after all of the above oversubscription criteria has been applied to candidates living in the Inner Area, the school finds that it has vacancies to fill, those candidates living outside of the Inner Area, who are ranked within the top 650 candidates after the results of the Mathematics, Verbal Reasoning and English test will then

be considered for any vacancies in rank order.

Notes

1. All supporting evidence in relation to the above over-subscription criteria (1-4) will need to be provided by **18 June 2018**.
2. The “Inner Area” means applicants whose main address is in the following postcode areas; E2, E4, E5, E8, E9, E17, EN1, EN2, EN3, EN4, EN5 (Sectors 1, 2, 4, 5 only), EN8 (Sectors 7, 8, 9 only), N1 (not N1C), N2, N3, N4, N5, N6, N7, N8, N9, N10, N11, N12, N13, N14, N15, N16, N17, N18, N19, N20, N21, N22. There is no preference within this list. “Main address” means the place at which the applicant spends the week day nights in the ordinary course of events.
3. In the event of a ‘tie’ situation for the last available place, due to applicants achieving the identical aggregate age-standardised test score within a category, preference will first be given to students who are on pupil premium but haven't been offered a place under this category, then to students who show exceptional musical talent but haven't been offered a place under this category and then those who live closest to the school by straight line measurement from the school to the permanent residence address.
4. The school reserves the right to withdraw offers and, where appropriate, places if it transpires that any untrue statement has been made in support of an application, or there has been a failure to notify a change which has a material impact on the outcome of the application.

The Assessment Tests Procedure

All applicants will be invited to sit tests in Mathematics, Verbal Reasoning and a written English paper.

The Mathematics and Verbal Reasoning test will be provided by GL Assessment, will be one hour in duration and of multiple choice format. The School will have no advanced knowledge of the content of this paper.

The English paper will be set by the school and will include both reading and writing sections, it will be 45 minutes in duration. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics.

On receipt of the standardised results for the Mathematics and Verbal Reasoning Paper, parents will be informed in writing if their child has a ranking position within the top 650 candidates who attempted this paper. **Only candidates ranked within the top 650 of the Mathematics and Verbal Reasoning test will have their written English paper marked.** Candidates who fall below the 650 threshold in the Verbal Reasoning and Mathematics paper will not be considered for admission to the school.

Please note we will not be able to offer re-marks. All tests will take place at The Latymer School and can only be taken once.

Test Date

Sunday 2 September 2018

NOTE:

In the event of the school not having capacity to test all candidates on Sunday 2 September 2018, the school will use Monday 3 September 2018 to fulfil capacity.

Requests to alter the day allocated cannot be considered.

All candidates will receive an invitation letter in order of surname detailing the date and time of the test. Photographic ID will be required on the day of the test. Further instructions will be included in the invitation letter.

The final ranking for the top 650 candidates is determined by the aggregate of the age standardised scores of both the Mathematics, Verbal Reasoning and English papers. The results for Top 650 candidates will be made known to parents indicating the likelihood of receiving a firm offer of a place based on previous year's figures. You will receive this notification before you have to complete your Common Application Form (CAF) for your local authority.

Test clashes – unfortunately, clashes with other selective schools that also have assessment tests is sometimes

unavoidable. The school will be unable to offer alternative test dates.

Late Testing

For applicants who followed our published procedures but were unable to attend the test session offered due to illness, religious reasons or other exceptional circumstance, a late test will be arranged.

Practice material

For Mathematics and Verbal Reasoning papers, please refer to the test provider's website (GL Assessment), there is a lot of useful information published regarding the tests. A specimen English paper will be available on our website.

Adjustments for candidates on Test Day

If your child has an Education Health & Care Plan, is on the Learning Support Register, or has a known medical need, you should indicate this on Registration Form. We will then contact you prior to your child sitting the Entrance Test. Candidates with an EH&CP should liaise with their local authority.

APPEALS PROCEDURE

Where a child has been refused admission to any school named on the Common Application Form, parents have the right to appeal against that decision.

In the case of applications at the secondary transfer stage (year 6 to year 7) parents should appeal within 20 days of notification by their Local Authority that their child has not been offered a school place. Appeals for Latymer will take place in April or May at the school and heard by an Independent Appeals Panel.

At other times parents should appeal within 30 days of receipt of the letter refusing a place at the school.

IN YEAR ADMISSIONS (KS3/KS4) YEAR 8 TO YEAR 10

Parents wishing their child to be considered for any vacancies that may arise in Years 8 to 10 should write directly to the school. For those applicants who took the entrance tests in year 6, the ranking list is maintained until the end of the first half term. Therefore, if a vacancy arises between the start of the academic year in September and the October half term, the next applicant on our initial waiting list of 50 will be offered the place. If further vacancies arise after this, the remaining applicants on our initial waiting list will be tested in June or July, along with all new applicants on the list. The Governors will base their decisions on the results of tests in English, Maths, French, German, Latin or Russian. Any successful applicant will be resident in the Inner Area and begin at Latymer at the start of the new academic year.

For Year 10 we would only seek to fill a vacancy if we were able to offer subject compatibility. We would then follow the same procedures as for other in year vacancies, with additional testing in the Sciences. Parents interested in Year 11 vacancies should call the school for further information. External Year 11 students are welcome to apply for Year 12.

The governors will admit applicants up to the number of vacancies, but will only admit applicants who demonstrate through the tests that s/he is capable of following the Latymer education. If there are more qualified candidates than vacancies, the governors will apply the order of priority listed in the oversubscription criteria.

All lists are open from 1 September to 1 June each year.

WITHDRAWALS OF OFFERS AND PLACES (Year 7 to Year 10)

The school reserves the right to withdraw offers and, where appropriate, places if it transpires that any untrue statement has been made in support of an application, or there has been a failure to notify a change which has a material impact on the outcome of the application.

SIXTH FORM

EXTERNAL ADMISSIONS TO YEAR 12

The Governors offer places each September to approximately 50 pupils from other schools. On-line registration forms and prospectus are available on the school website, www.latymer.co.uk normally from October. The Open Evening for sixth form entry will take place in November, with the closing date for receipt of registration forms early December and the assessment tests take place in January. The assessment test is **compulsory** for applicants wishing to study any of **Mathematics, Biology, Chemistry or Physics**. These tests will be held at Latymer and are used to check potential, rather than to test knowledge. Photographic ID is required for those who come to sit the test. No practice papers are available for the Year 12 tests.

Admission Criteria for Year 12

Latymer is a selective grammar school. For those applicants for Year 12 who are tested the school admits those with the highest test scores and who meet the minimum GCSE requirements. The minimum GCSE requirements are: (1) at least a grade 7 (equivalent to a grade A) in the subjects they wish to study at AS-level; and (2) at least 6 grade 7s overall at GCSE. Students should also have a minimum of a grade 5 (equivalent to grade C – strong pass) in English and Maths.

Tests are administered in the Spring Term for applicants wishing to study any of Mathematics, Biology, Chemistry or Physics. Provisional offers are made to applicants with the highest score in the test (except that subject choices may mean that some subjects become full and further places cannot be offered to applicants seeking to study those subjects). If you do not sit the test you will not be allowed to study these subjects at Latymer and therefore if an applicant is considering them as possible options they should sit the test. The offer is provisional and becomes a full offer only if the applicant's GCSE grades meet the minimum GCSE requirements. (6 grade 7s in full GCSEs and a grade 7 in each subject offered, where applicable. In addition they will need a minimum of a grade 5 (strong pass) in Maths and English. Students wishing to study Further Maths will need a minimum of a grade 8, but places will be allocated first to students with a grade 9).

Any applicant wishing to study subjects that do not include any of the subjects above does not have to sit the test to get a conditional offer. If there is capacity in the subjects requested the decision to make a conditional offer will be based on mock exam results and predicted grades from an applicant's current school. An applicant will not be allowed to switch to the subjects requiring the test if they have not sat the test on the date advertised for entry in that year. There will not be an opportunity to sit the test at a later date. The offer is provisional and becomes a full offer only if the applicant's GCSE grades meet the minimum GCSE requirements outlined above.

Oversubscription

If there are more applications than places in certain subjects, priority for admission will be given to those applicants who live in the Inner Area and meet the criteria set out below, in the following order:

7. Pupils with an Education Health & Care Plan who reside within the Inner Area.
8. A looked after child: a child who is looked after under the provision of The Children's Act 1989 or who has been previously looked after and who resides within the Inner Area.
9. Applicants from the Inner Area who are eligible for the Pupil Premium and provide written confirmation, directly from their current school, of their Pupil Premium eligibility.
10. The remaining places are offered to applicants from the Inner Area with the highest aggregate scores in the tests

Adjustments for candidates on Test Day

Applicants with an Education Health & Care Plan or known medical need should indicate this on Registration Form. We will then contact you prior to sitting the Tests.

Resolution of a tie situation

In the event of a 'tie' situation for the last available place, due to applicants achieving identical test scores and GCSE achievement, preference will first of all be given to any applicants who have an EHCP, are 'looked after' or have previously been looked after by a local authority, then applicants with proven Pupil Premium eligibility. Following this, preference will be given to students who live closest to the school by straight line measurement from the school to the permanent residence address.

Further Requirements

1. Students must be able to show to the school's satisfaction that they have a right to reside in the United Kingdom and is entitled to State Education. Overseas applicants must hold a full British or EU passport, or have documentation that confirms their status to remain in the UK.
2. Students will not be admitted to the school until they have provided authentic, valid and bona fide documentation in support of their application, including documentation to confirm their GCSE results.

APPEALS PROCEDURE

Where an applicant has been refused admission to the school the applicant or parent(s) have the right to appeal the decision.

Appeals for year 12 are held at the school during September/October by an Independent Appeal Panel.

WITHDRAWALS OF OFFERS AND PLACES (Year 12)

The school reserves the right to withdraw offers and, where appropriate, places if it transpires that any untrue statement has been made in support of an application, or there has been a failure to notify a change which has a material impact on the outcome of the application.