

**Procedure for Admissions into Year 7
For the Academic Year 2007-2008**

- Admission is through application to the Local Authority on a Common Application Form (CAF), and is subject to evidence of ability.
- Churston Ferrers Grammar School requires that a supplementary application form is completed and returned directly to the school.
- Ability is determined through a series of tests administered at the school on two Saturday mornings during the Autumn Term.
- Children living outside Devon may be permitted to take the tests in their own locality, subject to Governors being satisfied that rigorous testing conditions are used.
- Governors will adhere strictly to their published Planned Admission Number.
- Early in the Autumn Term Headteachers of Primary Schools are invited to meet Senior Staff of Churston Ferrers Grammar School to share information regarding selection procedures for the current academic year.
- In July and September, open days take place at the school. Parents are given information regarding admission procedures to the school.
- Parents are welcome to make an appointment to view the school at times other than open days.
- Application forms must be received by the Local Authority by 19 October 2007. The supplementary application form must be received by the school by the same date.
- The internal marking of test papers will comply with the School's Equal Opportunities Policy.
- Evidence of suitability for selective education for Category B candidates will be sought from Primary Schools Headteachers on a pro-forma issued by the school.
- Places will be offered to
 - (A) candidates who are successful in all three elements of the tests;
 - (B) those who are successful in two of the three elements taking into account evidence of academic suitability in relation to the test scores achieved;
 - (i) sibling attending the school (Years 7-13) at the time of admission;
 - (ii) distance from home to school at the time of application, measured in a straight line,in the order stated above.
- The Admissions Panel will consist of the Headmaster, the Admissions Officer and two governors.
- Churston Ferrers Grammar School will forward the ranked list to the Local Education Authority by the agreed date.
- Allocation of places will be advised to Primary Heads before the end of February 2007
- Allocation of places will be advised to parents on 1 March 2007 (National Allocation Day) in line with other admission authorities.
- Test scores will not be revealed to successful candidates or their families.

- At the time of advising parents of places allocated, information will be given regarding Appeal Procedures.
- Requests to meet the Review Panel must be notified to the school by Wednesday 12 March 2008.
- Parents will be advised of appointments to meet the Review Panel by Friday 21 March 2008.
- Appeals to an independent appeal panel will be heard during the second half of the summer term 2008.