

# Admissions Policy

## For entry from 1 September 2026



### **Background**

The Spires College, as a Foundation School, operates its own Admissions Policy as set out below. This policy is the responsibility of the Governing Body of the College. It is hoped that the policy will be operated without significant year-on-year change to ensure stability in the admissions to the College. The School Admissions process is published and formulated by the Local Authority and includes common dates and application form. This is agreed by all admission authorities and is published on the LA and College websites.

As a Bilateral School, The Spires College has two distinct populations at the time of entry. These are recognised as selective students who have passed the selection test to enter the College and non-selective students who have not passed the test, or who have chosen not to take it.

### **Purpose**

The purpose of this policy is to ensure that all prospective students are treated fairly and that the College continues to provide an educational facility to serve the local community in which it is situated. To achieve this, it will work in co-operation with other Admitting Authorities within Torbay under Torbay Council's co-ordinated scheme.

### **Admissions Committee**

The Admissions Committee consists of five members, including the College's Principal and three Governors. A minimum of three members are required to make decisions regarding admissions.

### **Designated Area**

The Spires College wishes to serve as a community school and, as such, seeks to service a specific designated area. A map showing this area is included at the end of this document; however, children from both inside and outside of this area may be admitted.

### **Published Admission Number (PAN)**

The published admission number into Year 7 each year is 210 students. The College reserves the right to exceed the planned admission number as detailed in the Department for Education code on School Admissions. The operational capacity of the year group will be reviewed in Year 10 due to students transferring to educational settings dedicated to KS4 provision.

## **Ratio of Selective and Non-Selective places**

There are up to 60 selective places available in each year group. If any of these places remain unfilled following the allocation process they will be used to increase the number of non-selective places in the College. For example, if only 30 of the maximum of 60 selective places per year are awarded, the balance of 180 places will be allocated to students with applications for a non-selective place.

## **Children with Education, Health and Care Plans**

Section 324 of the Education Act 1996 requires the Governing Body to admit a child with an Education, Health and Care Plan that names their school. This is not an oversubscription criterion and schools must admit such children whether they have vacancies or not. Therefore, places will be allocated to these students before other applications are considered.

## **Local Authority ASC Enhanced Resource Provision (ERP)**

The College hosts a Local Authority Enhanced Resource Provision for students with an autism diagnosis. Places in this provision require an EHCP and are allocated via a consultation process with Torbay Council's SEN Team. The ASC provision has a capacity of 15, with no more than 3 students per year group.

The Local Authority ERP for hearing impaired children closed at the end of the 2024-2025 academic year. The students who previously held a place in the HI ERP were not included in the College's PAN. Despite the closure, most of those students remain at the College. Their places remain outside of the PAN and will do for the duration of each student's time at the College. This is to ensure no student's place at the College is place at risk by the closure of the ERP. The College retains its specialism in supporting children with HI but, from 1 September 2025, students who are admitted with EHCPs for HI will be included in the PAN.

## **Oversubscription Criteria**

The following criteria apply for all non-selective places. If there are more applications than available places the applications will be prioritised in the order of the following categories:

1. Cared for Children or children who were previously cared for.
2. Children of members of staff in either or both of the circumstances defined on page 10 of this document.
3. Children with a sibling already on roll at the College at the time when the application is received (for Primary to Secondary Transfer this will normally be the closing date for applications).
4. Other children whose home address is inside the designated area.
5. Other children whose home address is outside of the designated area.

When there are more applications than available places, categories 2, 3, 4 and 5 above will be prioritised in straight line distance order from the home address. Distance is measured in the following ways:

- ▲ When the home address is within the designated area - furthest from Torquay Academy first. Distance is measured in this way to ensure that children who live in the west of the catchment area (between The Spires College and Torquay Academy) are not ranked higher than those living to the east (between The Spires College and the sea).
- ▲ When the home address is outside of the designated area - closest to The Spires College first.

In the event of applications being received for two or more children living exactly the same distance from the school, the allocation will be made by lot undertaken by the LA Admissions team on behalf of the College by the operation of an electronic list randomiser. This may be in the presence of a College representative.

### **Selective Entry from Primary School**

\*dates will be confirmed and published by Torbay Council and Torbay Selective Schools

The Spires College can offer up to 60 selective places in each year. Places will be offered to those students who meet the eligible score in the 11+ selection test as determined by the Admissions Panel. The pass rate may vary from one year to another, depending on the range of scores achieved across Torbay each year.

Applications for selective places are ranked by 11+ score. If more than 60 applicants reach the eligible score and test scores are identical for the final place, the oversubscription criteria detailed above will apply for the final place.

To help parents/carers make an informed decision about whether an application for a place in a selective school may be successful, children sit the selection test before the date by which applications for a school place must be received by the local authority. This is referred to as **testing before preference**.

Parents/carers who intend to apply for a selective place must register their child to take the test at one of the selective schools in Torbay by midday on 16 July 2025 (preferable) or the final date of midday on 2 September 2025. An **11+ registration form** is included at the end of this document and is on the college website. Candidates can take only one test within Torbay and, if an application is made to more than one selective school in Torbay, the selective schools will share the results.

**Special arrangements** for the tests will only be based on support an applicant regularly receives in school. For example, large-print test papers for visually impaired candidates, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the child's answers. Special arrangement requests, including additional time to a maximum of 25%, will only be approved in exceptional circumstances. Special arrangements must not provide an unfair advantage over others. Requests for special arrangements should be made at the same time as an 11+ registration form is submitted and should be accompanied by a current Education, Health and Care Plan or Primary School SEND Support information. Each case will be considered on its own merit and the current school may be consulted. Allocation of places for children with The Spires College named on their EHCP, for whom the results of the 11+ test establish they are of an academic ability that would benefit from a selective education, will be decided following consultation with the College's SENDCo and the Local Authority SEN team. The College will email details of the **selective testing arrangements** to parents/carers who have registered their child to take the test. The test date is Saturday 20 September 2025 and is supervised by staff from the College.

Within fourteen days of the test, a parent/carer may submit a case that there were **exceptional circumstances** that may have affected their child's performance prior to or on the day of the test. This information must be submitted to The Spires College in writing or via email, within fourteen days of the test even if the test has been taken at a different school. The Admissions Panel will consider each written case before the end of November, obtaining information from the current primary school, such as assessment results, school reports and a letter of support indicating why it is considered that the child is of the appropriate academic ability and, where appropriate, other agencies such as the educational psychologist service. By submitting a case to be considered, the parent/carer consents to The Spires College contacting the primary school and other agencies for relevant information. Cases based upon illness must be supported by a medical certificate or letter from a relevant medical practitioner. After considering the case, the panel may decide that the child could have reached the standard required to gain a selective place and that there is sufficient evidence to demonstrate that the candidate is of the required academic standard to be awarded a selective place. An example of an exceptional circumstance would be the death of a parent.

The **test papers** are designed by an external assessment authority, Granada Learning (GL), in English and mathematics. Papers completed at The Spires College will be marked by another Torbay Grammar School in accordance with local arrangements.

The test scores are adjusted to take account of the age of the children at the time they take the test. This is referred to as **standardisation**, a statistical process designed to take account of the fact that older children are at an advantage when taking the test. Standardising the raw score makes it a level playing field for all the children in the year group. One child taking the test might be born on the first day of the school year (1 September), while another might be born on the last day (31 August). Up to a whole year's difference in ages means that older children are at an advantage; for example, they will have up to an additional year's worth of vocabulary. As children are exposed to new vocabulary at the rate of more than 1000 words per year, the difference can be very significant for the tests. To remove this unfairness, the marks are adjusted to make them 'standard' for all children, regardless of their age.

When the scores have been standardised, the Admission Panel (the Principal, the Admissions Officer and a representative from the Governing Body) will meet to discuss the results.

Children who are unable to take the test on Saturday 20 September 2025, due to illness or other significant acceptable reasons, (e.g. religious observance) will be offered the opportunity to take the test on the pre-arranged catch up date of 26 September 2025. However, this must be discussed with the College at the earliest opportunity. Requests to take the test received beyond this time will only be considered when parents/carers can demonstrate a genuine reason why the test could not be taken according to the above schedule. For example, bereavement, or other circumstances beyond the control of the parent/carer(s) prevented a timely registration, or the child moved into the area after the closing date for test registration. Evidence will be required to justify this delay. Testing under these circumstances will take place in December 2025. Children sitting the test at either of these later dates will be considered alongside those who sat the test on 20 September 2025. It is the responsibility of parents/carers to become aware of this process and register their child to take the test.

Late notification of the testing timetable by a child's current school, or otherwise, will not be accepted as a reason why timely registration was not achieved. Children not registered in time for the test on 20 September 2025 who do not meet the circumstances explained above may sit the test in March 2026.

For children whose registration or common application form (or both) were submitted after the closing dates and where they were not considered to be timely, there may be an opportunity to sit the test for consideration after the first round of allocations on 2 March 2026. Such cases might be if illness prevented a lone parent/carer from returning the form on time if the reason for

lateness is supported in writing by a medical professional involved in the case, or if the applicant has moved into the area after the deadline (evidence will be required). The final decision regarding whether there are exceptional circumstances will be made by the Admissions Panel.

Pass marks will be adjusted for children testing after September to ensure that they are not unfairly advantaged.

**Guidance letters** will be issued on or as soon as possible after 13 October 2025. The guidance letter does not provide an offer of a place at a selective school: it will give an indication of whether, a selective education is appropriate to the child's academic ability based upon their performance in the 11+ test, and therefore if an application to a selective school in Torbay may be successful. The letter will indicate this by way of a 'yes' or 'no' to indicate if the child has met the required score for each of the selective schools in Torbay. The letter will not provide the actual scores and scores for successful candidates will not be disclosed at any time.

Parents/carers must submit an application for a school place using a Common Application Form from the Local Authority in which they live by the deadline of 31 October 2025. They can submit up to three ranked preferences. Applications for selective places at The Spires College where candidates do not reach the required standard to qualify for a selective place will automatically be considered for a non-selective place, alongside all other applications for non-selective places. Therefore, there is no need to state a separate preference for a selective and/or non-selective place at The Spires College. Parents/carers wishing to apply for a selective place should ensure that they have clearly indicated this on the application to their local authority. Information and an online application facility for residents of Torbay are available at: <https://www.torbay.gov.uk/schools-and-learning/admissions/> or by contacting 01803 208908.

### **Late applications for Entry from Primary School (main round) and Waiting Lists**

Late applications will be considered after those received by the closing date.

If the college is oversubscribed, applications that have not resulted in a place being offered will be kept on a waiting list ranked in accordance with the oversubscription criteria.

For main round applications, two waiting lists will be kept until the last day of the academic year:

- A. A waiting list for selective applications, ranked by 11+ score
- B. A waiting list for all applications ranked by the oversubscription criteria

Where a place becomes available, it will be offered to the child whose application is at the top of the relevant waiting list (i.e., if a selective space becomes available it will be offered to the child on the top of the selective waiting list (A) and if a non-selective place becomes available, it will be offered to the child at the top of the waiting list for all applications (B).

If a place becomes available and the waiting list for the stream where the vacancy arises is empty, the place will be offered to the child at the top of the other waiting list. To ensure that selective applicants are not at a disadvantage with regard to the oversubscription criteria, waiting list B includes all applicants. Places offered via list B are non-selective.

As of the first day of the next academic year, all new and existing main round applications are considered as in-year admissions. The selective waiting list (A) is discarded and only waiting list (B) remains, becoming the waiting list for a place in Year 7. Waiting lists for in-year transfer applications will be kept for each year group that is oversubscribed.

## **In-Year Admissions (Years 7 – 11)**

In-year admissions are those when a student enters the College at any time other than normal transfer from primary secondary school. Applications are made to Torbay Council's School Admissions team. Information and an online application facility are available at: <https://www.torbay.gov.uk/schools-and-learning/admissions/> or by contacting 01803 208908 for a TIPS 4 booklet.

Offered places must be accepted by returning the registration form within ten school days of the written offer and the student will begin attending on the first day of the next half term or within four school weeks from the date a written offer is made, whichever is latest. If a student does not begin attending on the date arranged, the place will be held open for ten school days. Exceptions to this are only made if a medical certificate for sickness is supplied.

After a place has been accepted, students will be assessed to determine the appropriate teaching group and an admission meeting will take place.

### **In-Year Admissions - Selective Places in Years 7 & 8**

Once a place has been offered the following criteria will apply for placement to the selective groups:

- ▲ A score in the 11+ tests taken in Year 6 within Torbay that would have secured a selective place during the primary transfer process.  
OR
- ▲ Key stage 2 test scores of at least two 'greater depth' and one 'working at' in English, Mathematics and Science, in any combination. Where an applicant has not taken these tests, due allowance will be made, however, academic evidence will be sought.  
OR
- ▲ Secondary CATs scores of 114 average (three test minimum score of 110) administered by The Spires College as part of the admission process.

### **In-Year Admissions - Selective Places in Years 9, 10 & 11**

Once a place has been offered the following criteria will apply for placement to the selective groups:

- ▲ A score in the 11+ tests taken in Year 6 within Torbay that would have secured a selective place during the primary transfer process.  
OR
- ▲ Secondary CATs scores of 114 average (three test minimum score of 110), administered by The Spires College as part of the admission process.

If the selective class/classes in a year group is/are full at the time of admission, students transferring in-year will be admitted to non-selective places.

## **Fair Access Protocols**

Children who are the subject of a direction by a local authority to admit, or who are allocated to a school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list. The Protocol aims to ensure that the needs of children are fully considered before admission to school and that they are admitted to school without undue delay. Torbay Council's Fair Access Protocol can be found at <http://www.torbay.gov.uk/council/policies/cs/admission-policies/>.

## **Sixth Form Admissions**

All students seeking admission to the Sixth Form are invited to have a discussion with senior staff prior to their being offered a place. The purpose of this meeting is to review the applicant's intended subject choices against the courses available at the College and to consider the contribution of subjects to future career profiles. The meeting does not form part of the decision-making process whether to offer a place.

All Level 3 programmes are two-year, full-time programmes.

Offers of places will be made subject to courses running. The College reserves the right to withdraw courses that have insufficient student numbers or if financial implications make them unviable. In addition, entry may be refused to courses where the practical maximum of students will be exceeded. Negotiations for alternative courses will take place with students who are affected by such situations.

Offers of places on Level 3 study programmes will be conditional on meeting academic entry requirements.

## **Academic Entry Requirements**

There are academic entry requirements for admission onto Level 3 study programmes. This is to ensure that we accept students onto programmes on which they will have a reasonable chance of success.

- ▲ For admission onto a Level 3 Academic study programme, students will need to have achieved a minimum of five GCSEs at Grade 5 or above, including English and Mathematics. Course specific entry requirements, as described in the Sixth Form Course Guide, will also apply.
- ▲ For admission onto a Level 3 Applied study programme, students will need to have achieved a minimum of five GCSEs at Grade 4 or above, including English and Mathematics. Course specific entry requirements, as described in the Sixth Form Course Guide, will also apply.

Any student admitted to the Sixth Form who has not achieved, at least, a Grade 4 in GCSE English and/or GCSE Mathematics, will be required to continue to study these subjects as part of their Sixth Form study programme.

## **Educational Progression Requirements**

Students' Sixth Form study programmes must demonstrate educational progression. Students will be admitted onto programmes which do not demonstrate educational progression only in

exceptional circumstances. For instance, students who have completed a Level 2 course should next begin a Level 3 course.

### **Age Requirements**

The Spires College Sixth Form is a school-based Sixth Form. As such, admission to the Sixth Form will be to the year group which is usual for a child's age:

- ▲ For admission to Year 12 – aged 16 years on 31 August 2026
- ▲ For admission to Year 13 – aged 17 years on 31 August 2026

Admission into a year group other than that which is usual for a child's age is not typical but applications of this kind will be considered by our Sixth Form management team where there are exceptional circumstances that demonstrate this is in the best interests of the young person.

### **Funding Eligibility Requirements**

Students seeking admission to The Spires College Sixth Form must meet the funding eligibility requirements as set out in the relevant *ESFA Funding guidance for young people*.

### **The Application Process**

We welcome both students transferring from the College's Year 11 population, and those external to the College. Applications can be made by students or their parents/carers.

The College holds a Sixth Form Open Evening in November, attendance at which is recommended for all applicants. The date is available from College and advertised on the College website.

Applications should be received by the advertised deadline. In order for the college to plan effectively, applications should be received by the advertised deadline wherever possible.

### **Capacity**

Internal students who meet the Conditions of Admission and apply will be offered a place. The number of external admissions is limited so that the total number of students entering Year 12 does not exceed 250.

Where there are more applications from external students with the grades required to access their chosen course than places available, the oversubscription criteria detailed on page 2 of this document will apply to those external applications.

### **Emergency Arrangements**

In the event that a local, regional or national public health lockdown is imposed, school admission and appeal arrangements may operate to amended timescales or under emergency regulations. Wherever possible, in-year admission applications will continue to be processed and places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available, as for existing students, if it is not possible for this to continue with the child's current school. On-site provision may be available for vulnerable and key worker children, according to circumstances at that time.

## Definitions

### Residential/Home Address

The residential/home address used to prioritise applications is the one where the child lives at the time of application (for Primary to Secondary Transfer this will normally be the closing date for applications). Where a child lives under the care of separated parents, the address of either parent may be used as long as it can be proved that the child lives at that address for part of the school week. Torbay Local Authority, as co-ordinators of the scheme, will make the final decision about the address to be used.

In the event of oversubscription, the College uses the address checking facility provided by Torbay Council to ensure that the given address is correct. Checks are made usually by requesting documents, such as council tax statements, utility bills, benefit statements or tax / universal credit statements. Telephone bills and bank statements will not be accepted. Should there be a concern that an address may be fraudulent or misleading, additional information may be requested or a visit made to the address to check that it is genuine. In these instances, the college will adopt Torbay Council's Address of Convenience Protocol, available to view on Torbay Council's website (<https://www.torbay.gov.uk/council/policies/cs/admission-policies/address-of-convenience/>). If the address is found to be fraudulent, the offer of a place may be withdrawn. If the child concerned has already begun attending the College, the amount of time that they have been attending will be taken into consideration.

Where an applicant is a member of the UK forces or a crown servant returning from overseas, but where there is not yet a residential address, official proof of a posting to the area will be required as stated in the Schools Admissions Code.

If a family seeking a place as part of the Primary to Secondary Transfer moves home on or before 30 January 2026, or if they have exchanged contracts on a residential property purchase by that date, the new address will be used as the residential address for the purposes of the application. If a family moves on or before 30 January 2026 but does not declare this change to Torbay Council and the child is allocated a place at the college that, based upon the new address, they should not have been, this place may be withdrawn if the college is oversubscribed.

### Distance

Distance will be calculated using the website [www.doogal.co.uk](http://www.doogal.co.uk), using the 'crow flies' facility on the 'measuring distances' page or using the same distance measuring tool as Torbay Council.

The distance is measured in the following ways:

- ▲ When the home address is within the designated area - furthest from Torquay Academy first. Distance is measured in this way to ensure that children who live in the west of the catchment area (between The Spires College and Torquay Academy) are not ranked higher than those living to the east (between The Spires College and the sea).
- ▲ When the home address is outside of the designated area - closest to The Spires College first.
- ▲ The coordinates used are:
  - for Torquay Academy: 50.478144,-3.543165
  - for The Spires College: 50.475477,-3.523842

## **Sibling**

For the purposes of this policy the definition of "siblings" is children who live as brother or sister at the same home address, including natural brothers or sisters, adopted brothers or sisters, step brothers or sisters and foster brothers or sisters. This does not include extended family e.g. cousins or friends sharing a house.

## **Multiple Birth or Same Year Siblings**

Where non-selective applications are received for multiple birth or same-year siblings, each sibling within the same year group will be offered a place, where this does not disadvantage other children on the ranked list, i.e. where the siblings are placed sequentially on the ranked list, even if this exceeds the published admission number. Therefore, this does not apply if a sibling has been allocated a place as their Education, Health and Care Plan names the school and may not apply if a sibling has a selective offer. This is because this would disadvantage other children who are ranked between the siblings.

## **Cared for Children**

A cared for 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. Previously cared for children are children who were cared for but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## **Applications from members of staff**

This oversubscription criteria regarding children of members of staff applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or they were recruited to fill a vacant post for which there is a demonstrable skill shortage. This would be a post that the school has had difficulty in filling indicated for instance by a nationwide or international recruitment drive and/or where the post was not filled at the first attempt. Should the employment end prior to national allocation day, the application will be re-ranked accordingly.

## **Out of year applications**

Admission into a year group other than that which is usual for a child's age are not typical but applications of this kind will be considered on individual merits. Applications for out of year admission of a child will normally only be accepted when the child has been out of year since the start of their education, for instance, 'summer born' children whose entry to primary school was deferred.

- **Main-round Deferred**

**Non-selective** applications for a place should be made to Torbay Council's Admissions Team in the year that the child's age group peers are in Year 6 (when the child is in Year 5), clearly stating the year of entry in which a Year 7 place is sought and the reasons why. Applicants must give specific consent for this information to be shared with the college.

Applicants who wish for a deferred **selective** application to be considered should write to the college by 30 June of the year when the child's age group peers are in Year 5 (when the child is in Year 4), clearly stating the year of entry in which a selective place is sought and the reasons why. This will allow time for consideration and for the 11+ registration to be submitted by the relevant deadline for the test to be taken with the child's age group peers if the request is rejected.

- **Main-round Early**

**Non-selective** applications for a place should be made when the child is in Year 6 (when their age group peers are in Year 5), clearly stating the year of entry in which a Year 7 place is sought and the reasons why. Applicants must give specific consent for this information to be shared with the college.

Applicants who wish for an **early selective** application to be considered should write to the college by 30<sup>th</sup> June of the year when the child's is in Year 5 (when their age group peers are in Year 4), clearly stating the year of entry in which a selective place is sought and the reasons why. This will allow time for consideration and for the 11+ registration to be submitted by the relevant deadline for the test to be taken with the child's year group peers if the request is agreed.

- **In-year**

**In-year transfer** out of year requests must be submitted via Torbay Council's Admissions Team clearly stating the year group in which place is sought and the reasons why. Applicants will need to give specific consent for this information to be shared with the college.

Information and an online application facility for residents of Torbay are available at: <https://www.torbay.gov.uk/schools-and-learning/admissions/> or by contacting 01803 208908. The normal deadline for main round applications (31 October) applies. The College will respond to main round out of year requests that are received by the deadline, prior to national allocations day.

There is no right of appeal if the application for an out of year place is refused but one in the correct year group is offered.

## **Appeals Process**

The process of school admissions must remain objective in order to be fair and equitable. Every school has an Admissions Policy that must be published for a period of consultation before being adopted. These policies must not deviate from legislation set out in the School Admissions Code which is issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). It is important to remember that children are not 'accepted' or 'rejected' by schools when places are allocated. Notwithstanding, applicants have the right of appeal if they are not satisfied with the outcome of the application process. The College uses the Torbay Independent Appeals Panel, organised by the Governance Support team at Torbay Council. Costs for appeals are met by the College and the cost per appeal lodged is currently £225\*. If an appeal is withdrawn over two weeks before the appeal hearing date the cost is reduced to £160\*. Appeals withdrawn within two weeks of the appeal hearing date are charged at the full amount.

More information regarding the appeals process is available on the college website: [tbc] and Torbay Council's website: <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>, by contacting Governance Support by email to [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk) or by telephone on 01803 207013. The Governance Support team is based at Torquay Town Hall, Castle Circus, Torquay, TQ1 3DR.

\*correct at time of publication. The cost per appeal is likely to increase year on year.



# REGISTRATION FORM FOR 11+ TESTS

September 2026 Entry

## TORBAY SELECTIVE SCHOOLS

**CHURSTON FERRERS GRAMMAR SCHOOL**  
**TORQUAY GIRLS' GRAMMAR SCHOOL**

**TORQUAY BOYS' GRAMMAR SCHOOL**  
**THE SPIRES COLLEGE**

Please indicate at which selective school you would like your child to take the tests. It would be logical to take the examinations at the school you expect to be your first preference.

Name of School \_\_\_\_\_

Please complete this form and return it to the school where you propose sitting the tests by midday on **Wednesday 16 July 2025 where possible or midday on Tuesday 2 September 2025**. You must also complete the Common Application Form for your Local Authority by **31 October 2025**. A school place cannot be offered unless the Common Application Form has been completed.

Surname of Child \_\_\_\_\_

Forename(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full Address, including Postcode \_\_\_\_\_

\_\_\_\_\_ Male / Female

Parent / Guardian's Email Address \_\_\_\_\_

Contact Telephone Number(s) \_\_\_\_\_

Primary School Attended \_\_\_\_\_

Does your child need any special requirements to enable them to take the tests? YES / NO  
If yes, please specify what requirements are necessary

\_\_\_\_\_  
\_\_\_\_\_

Is your child in receipt of Pupil Premium YES / NO

Name of Parent or Carer:  
Mr/Mrs/Miss/Ms/Dr (please print) \_\_\_\_\_

I / We grant permission for the personal data we have supplied to be shared with approved Data Processors, Test Providers and other Admission Authorities performing similar testing for any reason deemed necessary in order to ensure the integrity of the process and the tests. At all times Data Processors, Test Providers and other Admission Authorities agree to treat all personal data strictly in accordance with the Data Protection regulations currently in force.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If at the time of the tests you become aware of any circumstances which you feel may affect your child's performance, please contact each of the selective schools you are applying to in writing within 14 days of the tests in order that this may be considered by the Admissions Panel.**

All school addresses can be located on their websites.