



# Torquay Girls' Grammar School

## Admissions Policy

(for entry September 2027)

Policy Information	
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Approving Committee	Board of Trustees
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## Introduction

Welcome to our Admissions Policy.

Torquay Girls' Grammar School is a selective girls school with Academy status. As an Academy the Trustee Body has responsibility for admission to the school. For the academic year 2027-2028 Trustees have a Planned Admission Number (PAN) of 192 in Year 7.

***Our school aim is to equip students for a future in which they have the academic qualifications, character skills and self-esteem to make decisions that lead to a long, happy and content life.***

## Admissions

Admission to the school is based on academic ability and requires the pupil to have demonstrated suitability for a selective education through a number of tests.

### Timetable for admission for Year 7 in September 2027

Tuesday 23 <sup>rd</sup> June 2026 October (date to be confirmed)	Open Day and Evening at the School Open Evening at the School.
MIDDAY: Wednesday 15 <sup>th</sup> July (preferable) MIDDAY: Friday 4 <sup>th</sup> September 2026	Deadline for receipt of the Registration Form by the School.
Saturday 19 <sup>th</sup> September 2026	11+ test AM and PM Session.
Friday 25 <sup>th</sup> September 2026	Test arranged for children unable to take the examination on 19 <sup>th</sup> September – prior arrangement must be made with the school.
On, or as soon as possible after 12 <sup>th</sup> October 2026 (TBC)	Guidance letters emailed to parents.
<b>Saturday 31<sup>st</sup> October 2026</b>	<b>Deadline for receipt of the Common Application Form by the Local Authority.</b>
January 2027	Admissions Panel meets to determine the rank order of candidates.
<b>Monday 1<sup>st</sup> March 2027</b>	<b>Local Authority advises parents of the school allocation.</b>  <b>National Allocation Day.</b>
April 2027	Deadline for parents to submit an Appeal Request to Torbay LA Democratic Services.
Summer Term 2027	Independent Appeals Panel meets to discuss Parental Appeals.

## Open Days & School Tours

We invite parents, carers and children to our Open Days and School Tours during which the admissions procedures will be explained, and families will have the opportunity to tour the school and to ask for further information.

Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school.

## Registration to take the 11+ Tests

Applicants wishing their child to take the test at Torquay Girls' Grammar School on Saturday 19<sup>th</sup> September 2026 must complete the Registration Form which is available on the school website via a secure page and return it by midday on 15<sup>th</sup> July 2026 (preferable) or the final date of midday on Friday 4<sup>th</sup> September 2026. Anyone unable to complete an online application should contact the school.

The registration is made with just one school which will be the school where your child will sit the test. This part of the process is not an application for a place – see APPLICATION FOR SCHOOL PLACES.

## Applicants

Candidates will be female.

Candidates will be in Year 6 at the time of taking the test:  
*(Applicants for September 2027 will be born between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016).*

Candidates qualify to take the tests by virtue of their chronological age not the year of their school placement.

The process for requesting an admission outside of the normal age group is as follows.

Parents/Carers will need to submit evidence in support of the application. We require a letter from their current school confirming the child will be in Year 6 at the time of testing, and in the case of a child being younger than the age range, a supporting statement regarding their social and emotional development.

Should it be agreed that the tests can be taken a year early it needs to be clearly understood that a second attempt cannot be made the following year. No child can take the tests twice for whatever reason.

## Testing Arrangements

Applicants **must** complete the Test Registration Form issued by the School and this form must be returned by **midday on Wednesday 15<sup>th</sup> July 2026** (preferable) or the final date of **midday on Friday 4<sup>th</sup> September 2026**. The form can be accessed from the school website on the Admissions page (electronically submitted) or by contacting the school office. The school will send all details of the test arrangements via e-mail in early September 2026.

Torquay Girls' Grammar School tests on English and Maths.

Children who are unable to take the tests on Saturday 19<sup>th</sup> September, due to illness or other significant acceptable reasons, (eg. religious observance) will be offered the opportunity to take the tests on the pre-arranged catch-up date which this year will be Friday 25<sup>th</sup> September 2026. However, this must be discussed with the school at the earliest opportunity. Children

sitting these tests will be considered alongside those children who sat the tests on Saturday 19<sup>th</sup> September 2026.

Requests to take the 11+ tests, received beyond this time, will only be considered when parents can demonstrate a genuine reason why the tests could not be taken according to the above schedule. For example, bereavement, or other circumstance beyond the control of the parent(s)/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 will take place in December. Children sitting these tests will be considered alongside those children who sat the tests in September 2026. These students will be considered in the first round of applications.

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 will be an opportunity to sit the school entrance tests for consideration after the first round of allocations on National Allocation Day. Such cases might be if illness prevented a single parent/carers 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). 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 possible. These students will be able to sit the tests in March and considered in the second round of applications following National Allocation Day.

## SEND Candidates

Access arrangements, including Extra Time (up to 25%), will be applied only in exceptional circumstances. This is to ensure that no candidate has an unfair advantage and also to reflect the JCQ regulations on Access Arrangements which are applied at GCSE and A Level. Access Arrangements will be considered only where we have received evidence from primary school that this is the student's normal way of working and **at least one piece** of additional evidence from our approved list of evidence (see Appendix 1). If a parent believes that their child qualifies for Access Arrangements, this should be stated when registering for the 11+ and evidence provided as soon as possible. In situations where it only becomes clear following registration for the 11+ that the child qualifies for Access Arrangements, parents must make contact with the Admissions Officer as soon as they become aware and provide evidence as soon as it is available. Failure to provide evidence in a timely manner may lead to Access Arrangements not being applied.

## Notification of potential extenuating circumstances

A parent may submit a case that there were exceptional circumstances that may have affected a child's performance prior to or on the day of a test. This information must be submitted to the school in writing or via email, within 14 days of the test even if the test has been taken at a different school. The Admissions Panel will consider each written case received when the marks are received and prior to the guidance letters being issued.

There will be no opportunity to resit the selection test for admission in the same academic year.

## Notification of Guidance – Testing before Preference

To help parents make an informed decision about whether an application for a place in a grammar school may be successful, children sit the selection test before the closing date for applications for a school place with the Local Authority.

Guidance letters will be issued on, or as soon as possible after Monday 12<sup>th</sup> October 2026 indicating whether, based on the child's performance in the 11+ examinations, a selective education is appropriate to his or her academic ability. This will not be the actual scores but a Yes or No to whether your child's performance has met the eligible score for our school, as determined by the Admissions Panel. Guidance will be given whether the scores achieved would be likely to gain a place at each of the selective schools in Torbay.

At this stage of the process this will not be an offer of a place at a selective school – it will simply give an indication of whether an application is likely to be successful.

Scores for successful candidates will not be disclosed even when places are formally offered in March. The rationale for this is that when students start in Year 7 that they all begin their academic journey at Torquay Girls' Grammar School from the same starting point.

## Application for School Places

The normal round of admissions is when children can join our school for the first time. To enable all parents who wish to apply for a place for their child in Year 7, each Local Authority (LA) across the country is required by law to co-ordinate applications for the schools in its area. This means parents will receive one offer of a school place at the same time as other parents. For us, Torbay is the LA which co-ordinates applications which have been made either direct to them or passed on by Devon and other LAs.

Parents must apply for a school place using a Common Application Form from the Local Authority in which they live (deadline Saturday 31st October 2026). They can make up to three choices ranked in order of their preference. For children who live in Torbay, this is called the CAF1 and is available online at [www.torbay.gov.uk/secondarieschooladmissions.htm](http://www.torbay.gov.uk/secondarieschooladmissions.htm). In Devon it is called the D-CAF3 and is available at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or within the Step-by-Step booklet. You can request a copy by calling Torbay on 01803 208908 or My Devon on 0345 115 1019. If your child lives in another LA, you must apply by contacting that LA, even though you are requesting a place here.

There is a national closing date for applications for secondary transfer, and this is 31<sup>st</sup> October. You can apply after this date, but your application may not be considered until after all of the applications that were made on time. If you could not apply before, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time, if this is still possible.

If you know that you are going to move into the area during the Year 6 for your child, you can apply from where you are (providing your child has sat the 11+ examination) and provide evidence of the new address where possible. You do not need to wait until you have actually moved, even if this is after the offer of places on Monday 1<sup>st</sup> March 2027.

Shortly afterwards, we will also contact successful parents to welcome them and their child to the school and to make arrangements for admission itself. The LA will offer a school place to every parent who makes an application for admission, either at a school they have named or an alternative.

Where parents have applied for a place on the Common Application Form without having taken the 11+ examination, there will be no score to rank and therefore a place will not be offered. The child will be deemed not to have met the entry criteria.

## Standardised Score for Age

Standardisation is a statistical process that is designed to take account of the fact that older children are at an advantage when taking the entrance test. Standardising the raw score makes it a level playing field for all the children in the year.

The test scores are adjusted to take account of the age of the children at the time they take the entrance test. One taking the test might be born on the first day of the school year (1<sup>st</sup> September), while another might be born on the last day (31<sup>st</sup> August). With what amounts to a whole year's difference in their ages, the older child is clearly at an advantage; for example, the older child will have an additional year's worth of vocabulary. As children are exposed to new vocabulary at the rate of more than 1,000 words per year, the difference can be very significant for the entrance tests. To remove this unfairness, the marks are adjusted to make them 'standard' for all children, regardless of their age.

## ADMISSIONS CRITERIA

### **The Published Admission Number (PAN) is 192**

Entry is determined by performance in the selection tests. Applicants achieving eligible scores are ranked based on performance in the tests, ie. the eligible list. These children are eligible to be admitted. Children achieving eligible scores who have an Education, Health and Care Plan naming the school will be admitted.

### **Oversubscription Criteria**

The School will prioritise all applicants with an eligible score using the following oversubscription criteria:

1. Looked After Children and previously Looked After Children, including those children who have ceased to be in state care as a result of being adopted.
2. Children on the eligible list who are entitled to Pupil Premium, including the Service Premium. Parents/Carers will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority.
  - i. Children given priority under this criterion fall into the following categories:
    1. Children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years.
    2. Children whose parent(s)/Carer(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s)/carer(s) died on active service with the UK armed forces.
3. Rank order based on the total score achieved in the tests of children on the eligible list.

### **Tie-breaks**

In the event of a tied ranking for the last available place, proximity to the School will be used. This will be determined by measuring a straight line from the main School Reception front door to the house address of the applicant, using Devon's Geographical Information System, an

electronic mapping system which can be viewed at: [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps). For those living equidistant from the school, an independent person will supervise random allocation.

### **Inclusion**

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents/carers of any child with a disability or Special Educational Need who wishes to sit the selection tests. Parents/Carers should notify the School on the registration form if their child will need additional support in order to access the selection tests. This notification must be issued in a timely manner.

## **Post Allocation – Admission Appeals**

Parents have a statutory right to appeal against an unsuccessful admission application to an Independent Panel, (independent of the school) whose decision is binding on the parents and the school.

The Appeals Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full or that your child was not of the required academic standard. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

Application should be made to the Clerk to the Appeals Panel, Pupil Services Department of Torbay Local Authority. Parents then have no more than 20 school days to return the papers, together with any supporting evidence parents wish to include. Parents do not have to wait for this period of time before submission.

The Clerk to the Appeals Panel will give parents at least 10 days' notice of the date when the appeal will be held. Parents will also be told when they should submit any further information they would like to be considered. Parents will receive evidence on behalf of the school before the appeal hearing.

After appeals are heard, decision letters will be sent within five school days; parents will be able to find out the outcome by telephone before then.

For further information on the appeals process, parents can contact the Clerk to the Appeals Panel for this school. Please see details at end of policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Secondary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

## **Waiting Lists**

There will be a second allocation of places, end of March/beginning April 2027. Following allocation of Year 7 places, the LA will retain a waiting list until the first day of the Autumn term 2027 as per the secondary co-ordinated admissions scheme. After that, places in the secondary transfer intake will be offered to new eligible candidates and to the waiting list as vacancies arise.

Following that, the school will retain the waiting list in partnership with the School Admissions Team. They are held in rank order score with the oversubscription criteria being used to

distinguish children with the same score. Waiting lists will be kept so long as there is at least one name on it. New tests will need to be taken in the Spring Term of 2028 by children to join a waiting list for Year 7.

Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

## School Fees and Charges

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school or Charitable Trust following admission are entirely voluntary.

## Equality Impact Assessment

It is essential that admissions tests, arrangements and all other aspects of this Admissions policy are operated with no reference to protected characteristics.

## Admissions at other times – In-Year Admissions

You can make a request for admission after the normal round of admissions – after 31 August 2027. All In-Year admissions to the school will be made in line with Torbay's In-Year Co-ordinated Admissions Scheme. All girls seeking admission after the beginning of Year 7 must provide evidence of their academic ability. This will normally be by sitting entrance tests, except where evidence of a girl's ability from another selective school is accepted. In Year testing takes place termly when required.

### **1. For Year 7 from 'National Allocation Day' to the end of the Autumn term of that year**

After places have been allocated the 11+ results will form the waiting list until end of the Autumn term of the admission year. If places become available during this time the next girl on the list will be contacted and offered a place.

After this time girls who have satisfied the following criteria can apply for any places that become available.

### **2. Key Stage 3 (Years 7-9):**

Opportunities for in-year admissions are dependent upon there being a place available in the relevant year group (7-9) and your child showing that they have reached the required academic standard.

From Autumn 2025 the tests will consist of one English paper and one Maths paper, both of which are taken online. The results will be placed in rank order. The rankings will be used to determine the rank order of candidates.

The highest scoring student(s) who passes this exam suite will be offered a place.

## Admissions to Sixth Form

Please refer to the Sixth Form Admissions Policy which can be found on our website.

## Contacts and Further Information

Mrs Louise Rumbelow  
11+ and In-Year Admissions Officer  
Torquay Girls' Grammar School  
30 Shiphay Lane  
Torquay  
Devon  
TQ2 7DY

01803 613215

[https://www.tggsacademy.org/  
lrumbelow@tggsacademy.org](https://www.tggsacademy.org/lrumbelow@tggsacademy.org)

### **SCHOOL ADMISSIONS TEAM**

Telephone – 01803 208908  
[pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk)

### **TORBAY COUNCIL POLICIES**

Available at [www.torbay.gov.uk/schooladmissions.htm](http://www.torbay.gov.uk/schooladmissions.htm)

### **SCHOOL APPEALS**

Governance Support Team  
Town Hall  
Castle Circus  
Torquay  
Devon  
TQ1 3DR

Telephone – 01803 207026  
[Governance.support@torbay.gov.uk](mailto:Governance.support@torbay.gov.uk)

### **EDUCATION TRANSPORT TEAM**

Telephone – 01803 207688  
[www.torbay.gov.uk/schools-and-learning/school-transport/](http://www.torbay.gov.uk/schools-and-learning/school-transport/)

## Appendix 1

### Entrance Test Arrangements

Guidance for families on evidence required to support a request for access arrangements for the tests

Access arrangements are special arrangements that are in place for examinations for some candidates with individual needs, such as:

- Learning difficulties e.g. Dyslexia or Dyscalculia;
- Medical conditions e.g. Autism, ADHD, mental health, or speech, language and communication needs;
- Physical disability or sensory impairment;
- English as an Additional Language.

Access arrangements can include additional time, modified (enlarged papers), a reader, or a scribe. They are based on how the student currently works day-to-day in school.

In order to be approved for access arrangements, you must submit at least one piece of professional evidence (BLUE) and one piece of supporting evidence from the primary school (GREEN), in a timely fashion so that arrangements can be approved and implemented.

Professional evidence			
Learning difficulties:	Medical conditions:	Physical disability or sensory impairment:	English as an additional language:
<p>A report/assessment completed by a Level 7 qualified Learning Assessor or Educational Psychologist</p> <p>The report will give information on the needs of the student and recommendations for arrangements. TGGs will liaise with the Primary School to determine if it a student's normal way of working.</p> <p>To enable additional time the report must show the student has at least two below-average standardised scores in tests that measure their speed of working (e.g. speed of reading, comprehension, phonological processing). *</p> <p>NB the tests do not require a student to handwrite, but mark onto an OMR sheet; therefore,</p>	<p>A letter confirming the diagnosis/need from e.g., CAMHS, a HCPC registered psychologist, medical consultant*, psychiatrist, Speech and Language Therapist (SaLT); OR a letter/report from the Local Authority Specialist Service, Local Authority Sensory Impairment Service or Occupational Health Service.</p> <p>This evidence will confirm that the student has a medical condition/mental health condition/speech and language need that has a substantial and long-term adverse effect on their speed of working.</p>	<p>A letter confirming the diagnosis from e.g., a medical consultant; OR a letter/report from the Local Authority Specialist Service (e.g., Visual or Hearing Impairment Advisory Service), Local Authority Sensory Impairment Service or Occupational Health Service.</p> <p>This evidence will confirm that the student has a disability or sensory impairment that has a substantial and long-term adverse effect on their speed of working,</p>	<p>Additional time and/or access to a bi-lingual dictionary can be provided for EAL students under the following circumstances:</p> <ul style="list-style-type: none"> <li>• The candidate's first language is not English, Irish or Welsh;</li> <li>• The candidate entered the United Kingdom within 3 years of the tests, is new to learning in English and does not have sufficient prior and current knowledge of academic English. The candidate may have been assessed on arrival as being new to English.</li> <li>• English is not one of the languages spoken in the</li> </ul>

speed of handwriting is not considered a test we can use in support of additional time. * Other combinations of below average and low average can be considered on production of evidence.			family home There are some other rules around this dispensation which can be given on request.
Evidence from primary school			
An individual education plan/ learning plan from within the last year that makes reference to specific needs AND the need for a specific access arrangement OR a letter from a class teacher/ SENDCo acknowledging learning needs/differences AND the normal way of working for this student in class/assessments.			

Please note, 1:1 invigilation in a separate room would only apply where the candidate has a serious medical condition such as frequent seizures, diabetes, Tourette's or significant behavioural issues which would disturb other candidates in the examination room. Alternative rooming arrangements must also reflect the candidate's normal and current way of working in internal school tests. Nervousness, low level anxiety or being worried about examinations is not sufficient grounds; however, a pre-visit with a member of the SEND team to visit a typical examination room can be provided. With respects to supervised rest and movement breaks there must adequate evidence to support this, for example a medical condition like Tourette's or Diabetes. The tests themselves are about 1 hour each.