

Admission Arrangements for September 2025

School name	Sutton Coldfield Grammar School for Girls		
School address	Jockey Road, Sutton Coldfield, B73 5PT		
Headteacher	Dr B. Minards	Tel No:	0121 354 1479
Admission Number	180		

Admissions statement	<p>Sutton Coldfield Grammar School for Girls (“the School”) is a school with converter academy status for girls aged 11-18 years. It is designated as a selective grammar school under S104 of the School Standards and Framework Act 1998 and is part of the ‘West Midlands Grammar Schools’ Consortium.</p> <p>Admission to the School is on the basis of selection by reference to ability. Only girls who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the School. These arrangements require that prospective pupils are considered for admission on the basis of a combined score, standardised according to the age of the pupil, on standardised tests of verbal, numerical and non-verbal reasoning ability (“the Entrance Test”).</p> <p>Girls born between 1 September 2013 and 31 August 2014 are eligible to apply for admission in Year 7 in September 2025.</p>
Admission Criteria	<p>The School does not have a residence requirement and entry to the School is solely as a result of scores gained in the Entrance Test, whether or not candidates live in Birmingham.</p> <p>The School’s hours are 8.50am to 3.30pm and pupils are required to attend daily during term time. In order to be eligible for admission to the School, candidates must achieve a minimum standardised score in the selection test (“the qualifying score”). For September 2025, the qualifying score is 205. Where the number of applications for admission exceeds the number of places available at the School, places are offered to children as follows:</p> <ol style="list-style-type: none"> 1. Children who are Looked After/Previously Looked After or internationally Looked After/Previously Looked After who achieve the qualifying score by rank order of standardised score; 2. Children attracting the Pupil Premium who achieve the qualifying score by rank order of standardised score but limited to no more than 36 in this category; 3. Children who achieve the qualifying score by rank order of standardised score; <p>Where children are equal on standardised score, places will be offered to those who live closest to the School (according to the straight-line distance between home and the main reception of the School).</p>

Definitions

A child who is looked after or previously looked after

A child who is looked after is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A child previously looked after is a child who, immediately after being looked after, became subject to an adoption, child arrangement order, or special guardianship order.

Internationally Looked After/Previously Looked After children are those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

In the case of children previously looked after, admission authorities may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that she was looked after immediately prior to that order being made.

Children eligible for the Pupil Premium

Children attracting the Pupil Premium are those who have been registered for free school meals (not universal infant free school meals) at any point in the 6 years prior to the entrance test. Parents/Carers must submit a completed Pupil Premium eligibility form before the day of the entrance test. Any evidence received after this date will be considered as late and will be considered after the main round of allocations has been made in March 2025. The School reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

'Closest to the School'

For this purpose, distances are calculated on the basis of a straight-line measurement between the applicant's home address and the nodal point (the main reception) of the School. Birmingham Local Authority uses a computerised system called Cartology, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, the child's main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

Offers of places

Local Authorities consider all offers in conjunction with the ranking of schools on the Local Authority preference form. Where a child meets the criteria for two or more schools, a place will be allocated at the school listed highest on the Local Authority preference form.

Separating "final qualifier" applications (twins, blocks of flats etc)

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria as set out above. For example, this may occur when

children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all of the children, would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. The random allocation will be independently supervised.

Waiting list

A Waiting List of those girls who sat the test for admission in September 2025, and who did not receive an offer from the School, or a preferred school, will be held in strict oversubscription criteria order, as detailed above (including obtaining the qualifying score of 205), until the end of the first term of the academic year. This will be administered by the School and offers will be made through consultation with the Local Authority. From 1st September 2025, the school fully administers both the waiting list and offers are made directly to the next child on the waiting list when places become available. Each child added to the waiting list will require the list to be ranked again in line with the oversubscription criteria.

Children out of chronological age group

The School believes that children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children.

If parents/carers believe their daughter should be educated in a different year group they should, at the time of application, submit supporting evidence to the School from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort.

The School will decide whether the application will be accepted on the basis of the evidence submitted and the guidance in the School Admissions Code. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent appeal.

The School will inform parents of the decision on the request and provide reasons for that decision. Where the School agrees to a parent's request for their daughter to be admitted out of their normal age group, the School will process the application as part of the main admissions round, following the over-subscription criteria above. This means a new application will need to be made at the appropriate time. Places cannot be held and the new application will be considered with other applications at the appropriate time, therefore a place is not guaranteed.

Procedural arrangements

The arrangements for the Entrance Test are co-ordinated by 'The West Midlands Grammar Schools' consortium.

Information explaining the arrangement for admission in September 2025 will be available online and from the School from May 2024 onwards (specific date to be published). This information will include details of relevant Open Mornings / Open Evenings to which prospective pupils and parents are invited.

Completed test registration forms must be submitted electronically online via the relevant website by the published deadline. All registration forms received will be acknowledged by 'The West Midlands Grammar Schools' Consortium. Pupils registered for the Entrance Test will be issued with a candidate number and allocated to a test centre by the Consortium Office.

Local candidates who have not registered for the Entrance Test by the published deadline may only be tested in exceptional circumstances and consideration after the main round of applications has been made.

Children who move into the area between the Published Entrance Test registration deadline and the Entrance Test date will be tested and considered in the main round of admissions. Applications received after this date will be considered after initial applications have been made.

Parents or carers also have to complete their home Local Authority application form ranking their choice of schools in order of preference. These forms must be completed and returned to the Local Authority by 31 October 2024.

In accordance with the Equality Act 2010, requests for adjustments to the Entrance Test from parents / carers of a disabled child who wishes to attend the School will be considered. A pro-forma needs to be completed and returned to the 'West Midlands Grammar Schools' Consortium, accompanied by a supporting letter from the child's current school and any detailed medical evidence. The deadline for the return of this form will be published in advance. A specialist panel will consider the information submitted to decide whether reasonable adjustments should be made for the candidate.

Where the School has been named on a child's Education, Health & Care Plan, the child will be admitted. The naming of the School is undertaken after a statutory consultation with the School in order to consider whether the School is suitable for the child's age, ability, aptitude or special educational needs or that their attendance would be incompatible with provision of efficient education or the efficient use of resources. The School would require and expects to be made available evidence that the child's ability is of the requisite academic standard as part of the process. Usually this will be evidenced by the pupil having achieved the qualifying score in the Entrance Test. This is not an oversubscription criterion but the Admission Number (otherwise 180) will reduce accordingly for all other applicants.

The Entrance Test will take place on a Saturday in early September 2024.

	<p>For girls unable to sit the Entrance Test on a Saturday for religious reasons, an alternative date will be arranged. Details are provided on 'The request for Optional Test' Form.</p> <p>Places at the School will be awarded in accordance with the Admissions Criteria outlined above. Parents / Carers will be notified in writing on 1 March 2025 of the school to which their child has been allocated, based on the application and ranking order that they submitted to their Local Authority.</p>
<p>Appeals</p>	<p>If a parent / carer is refused a place at a school for their child, they have the right to appeal to an independent Appeal Panel set up under the School Standards and Framework Act 1998. Appeals for Sutton Coldfield Grammar School for Girls with regards to Years 7-11 are administered by the School Admissions and Pupil Placements Service on behalf of the School.</p>
<p>In Year Admissions and Waiting Lists (Years 7-11)</p>	<p>Year 7 (first term) If a vacancy arises in the first term of Year 7, the waiting list for that cohort will be used and a place offered to the highest scoring girl on that list. This is a list of those who sat the test for admission in September 2025 and who did not receive an offer from this school or a higher ranked school.</p> <p>January of Year 7 –Year 11 From January of Year 7 onwards, applications made outside the normal admissions round (in-year admissions) should be made directly to the School. All applications for a place at the School will be responded to within 15 working days. If students are refused a place at the School, they will be placed on a waiting list to be informed of the next testing opportunity for the appropriate year group. Where applications have been refused, the reason for the refusal will be given along with the right to appeal.</p> <p>Places will be offered to students in accordance with the published Admissions Criteria. Being added to the School's waiting list does not mean that a place will become available, as in-year places normally only become available if a current student leaves the School.</p> <p>On receipt of an in-year application, the School will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of school places in Birmingham. This will be completed within two working days of the outcome being communicated to parents.</p> <p>If a place becomes available, candidates on the waiting list in the appropriate year group will be invited to take an admissions test and the place will be awarded to the highest scoring candidate above a minimum standard. Where students achieve the same score in the in-year testing, the place will be offered to the student living closest to the School, using the criteria listed above.</p>

**Policy and
Procedural
Arrangements for
Sixth Form
Admissions**

Entry to Year 12 is on the basis of academic ability demonstrated by achievement at GCSE.

All applicants will complete an application form to nominate their A Level subject selection. For entry into Year 12 in September 2025, our Published Admission Number. (PAN) for external students, i.e. those who have not up to that point studied at Sutton Coldfield Grammar School for Girls, is 20. The Sixth Form is open to girls only.

Places in the Sixth Form are offered on the basis of the following criteria:

- A minimum of Grade 5 in either English Language or Literature and in Mathematics;
- A minimum of five different subjects graded 7-9;
- Where students have studied alternatives to GCSE, equivalent qualifications (such as an international qualification) may be considered at the discretion of the School;
- Where an A-level subject needs to have been studied at GCSE, a grade 7-9 is required (for Biology, Chemistry, French, Spanish, Mathematics and Physics);
- The availability of places, bearing in mind the total efficiency of the School;
- Meeting the required criteria for three or more subjects to be studied at A-Level.

Where Sixth Form places are over-subscribed, the following criteria will be applied to the allocation of places, in the order given below. Within each of the criteria, there will be rank ordering, based on academic ability demonstrated by GCSE grades:

- 1) Children who are looked after or previously looked-after children (CLA)
- 2) Students in receipt of Pupil Premium funding (ie eligible for free school meals at any point in the 6 years prior to the application closing date). The School will require proof of eligibility for Pupil Premium funding with the students' GCSE results and reserves the right to withdraw the offer of a place if it has been made on the basis of an incorrect or misleading application)
- 3) All other students.

Places will be offered following the publication of GCSE results. Applicants need to provide proof of their GCSE results to the School before 1.00pm on GCSE Results Day. Students due to be away on Results Day must make arrangements for their results to be sent to the School. If proof of results is not received by 1.00pm, a place may not be offered. Students also need to bring proof of eligibility for Pupil Premium funding or that they are CLA.