



# Transfer to Secondary School September 2019

**Assessment for Grammar School Education**

**Register online at [wirral.gov.uk/schooladmissions](http://wirral.gov.uk/schooladmissions)**

**Closing date for Registration  
Thursday 31st May 2018**



PLEASE READ THIS  
LEAFLET CAREFULLY

## PROTECT WHEN COMPLETED

Wirral Council processes personal data in accordance with the Data Protection Act 1998. The information you provide will be used by the Council and Governing bodies of schools as Admission Authorities. They will apply the information to their published admission policies in order to allocate school places for children. Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may also be shared to ensure the efficient allocation of school places. Information about your child may also be shared with Members of Parliament or Councillors, if you ask them to act on your behalf.

Proof of address and/or benefit status may be required. We may have to share the information you have provided with other departments of the Council and relevant bodies in order to verify the information.

**The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.**

Assessment for Grammar School Education

Parents of children in Year 5 who wish their child to be assessed for grammar school education are asked to inform the Children and Young People’s Department by **31st May 2018** by completing the form attached to this leaflet or you may register online at **www.wirral.gov.uk/schooladmissions**

**You do not complete this form if you intend to give preferences only for all ability schools and/or only for the following schools:**

- Birkenhead High School Academy
- St Anselm’s College
- Upton Hall School (FCJ)

These three schools conduct their own assessments as described in their prospectus.

Arrangements for assessment

The Children and Young People’s Department co-ordinates the admissions arrangements for all the grammar schools in Wirral. It conducts the assessment arrangements for the following schools:

- Calday Grange Grammar School
- West Kirby Grammar School
- Wirral Grammar School for Boys
- Wirral Grammar School for Girls

The assessment is based on the results of two tests. The tests are standardised to take account of each child’s exact age to the day. The two test scores are then added together to provide a final score.

Tests will be held on 17 September. Parents whose children will attend a test centre will be informed of the arrangements by the end of August.

Schools have a detailed knowledge of your child. If you have additional information about your child’s ability to access the selection tests, you must contact your child’s headteacher.

After the tests are marked, an Independent Assessment Board (IAB) will meet to consider children who did not meet the standard and have been referred by their primary school headteacher. The IAB decides whether evidence clearly shows that they should be considered for a grammar school place. Parents who feel that factors may have affected their child’s performance must write to their child’s headteacher no later than 18th September 2018. The IAB only considers a child’s case if referred by the headteacher.

Meeting the grammar standard does not necessarily mean that they will go to a grammar school. If a grammar school is oversubscribed, the governors have to use other criteria to decide which children should be given places. Individual school admissions policies provide this information and can be found on the school’s website or by contacting the school.

Results to parents

At the end of this process, we will have a complete list of the children who are of grammar school standard. We will send the outcome of the grammar school tests to parents by 21st October 2018. We will write to the address provided by you on this form. If you have provided an email address on the request for assessment form, we will send your child’s results by email.

Late applications and tests

No arrangements will be made to assess children if request forms are received after 31st May 2018 unless they have moved to Wirral from another part of the country.

Children who were unable to sit a test due to illness or absence will be tested later in the Autumn term. Parents should still submit a preference form before the 31st October naming at least one grammar school. If their child does not meet the grammar standard, any grammar preferences will be withdrawn.

Completion of forms for assessment

Parents of children in Wirral primary schools should return the form to their child’s primary school no later than 31st May 2018.

Parents of children in independent schools or schools outside Wirral should return the form to the address at the bottom of the form by 31st May 2018.

Applying for places

**This is not a preference form.**

You must complete an online or paper preference form for your child by 31st October 2018. Residents in English counties outside Wirral must apply through their home authority, naming a Wirral school if they wish to do so.

Parents resident outside England can apply using the Wirral preference form.

**All parents must complete a preference form by 31st October.**

**Low income criteria**

All of the Wirral non-Catholic grammar schools have a priority criterion to allocate a number of places to children who are on Free School Meals at the time of application in Autumn 2018. Children still need to reach the standard for admission.

Please see the individual school’s admission policy for further details.

If you think your child may be considered under this criterion we will require information from you in order to validate eligibility at that time.

If your circumstances change prior to 31st October 2018 please contact the Wirral Schools Admissions Team immediately.

Further information on the arrangements for expressing preferences is contained in the information booklet “Secondary Education in Wirral” which will be available online from September 2018 onwards.

If you have any questions or queries we will be glad to help. You can email **secondaryplaces@wirral.gov.uk**, call **0151 606 2020**, or speak to your child’s headteacher.

TRANSFER TO SECONDARY EDUCATION - SEPTEMBER 2019

Request for assessment for Calday Grange Grammar School, West Kirby Grammar School, Wirral Grammar School for Boys or Wirral Grammar School for Girls only.

**Do not complete this form if you only wish your child to be assessed for a place at Birkenhead High School Academy, St Anselm’s Catholic College or Upton Hall School.**

These schools conduct their own assessments. Details are available from the school.

Last name of child \_\_\_\_\_

Forenames \_\_\_\_\_

Date of birth \_\_\_\_\_ Gender *(Boy/Girl)* \_\_\_\_\_

Child’s Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Post code \_\_\_\_\_

Tel no \_\_\_\_\_

Primary school \_\_\_\_\_

If you would like your child’s test results sent to you by email, please provide a valid email address.

**I understand that by completing this form I wish my child to be assessed for a grammar school(s). All information given by me is true and correct. In the unlikely event of a candidate sitting the same test at more than one centre, the first result only will count. 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.**

Signed \_\_\_\_\_ *(parent)* Date \_\_\_\_\_

Parent’s Full Name \_\_\_\_\_

**If you think your child may be considered under the Free School Meals criterion please provide the following information:**

Parent’s date of birth \_\_\_\_\_

Parent’s National Insurance number \_\_\_\_\_

**The Admissions Authority has the right to withdraw any place offered on the basis of fraudulent or intentionally misleading information.**

If your child attends a Wirral primary school, return this form to your child’s present school by **31st May 2018**. Forms from non Wirral applicants should be returned by **31st May 2018** directly to: **Schools Admissions Team, Wirral Council, Delivery Services, PO Box 290, Brighton street, Wallasey, CH27 9FQ.**