



## Bexley Grammar School Admissions Policy 2025-2026

### 1. Aims

This policy aims to:

- Explain how to apply for a place at Bexley Grammar School
- Set out the school's arrangements for allocating places to the children who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#), [School Admission Appeals Code](#)

As an academy, Bexley Grammar school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### 4. How to apply

Bexley Grammar School participates in the Bexley Coordinated Secondary School Admission Scheme and the application process dates will be those set out in that scheme. The School also participates in the local Fair Access Protocol.

All parents / carers complete a **Local Authority Common Application Form (CAF)** which is returned to their home Local Authority. On the CAF, all schools applied to are listed in order of preference. This order is used by the Local Authority when allocating children to schools.

### 5. Admission of Children outside of their normal age group

Parents / carers may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. The School will consider applications

outside of the child's normal age group on an individual basis taking into account any information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents/carers wishing to apply for a place outside of the normal age group should contact the Head Teacher in writing in the first instance.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of 210 for entry into year 7 in September 2025.

### **6.2 Selection**

As an academy, Bexley Grammar School is its own admissions authority and as such is responsible for its own admission arrangements. Bexley Grammar School has chosen to use the same standard for selection as that used across Bexley for admission to all grammar schools within the LA. The use of the Bexley LA standard for selection, by Bexley Grammar School, is part of a coordinated approach for admissions to grammar schools in Bexley.

Children who gain an age standardised test score, in the Bexley Selection Test, which is above the standard prescribed by Bexley LA for admittance to selective schools in Bexley (these pupils are 'deemed selective') will be eligible to be considered for entry to Bexley Grammar School.

The Bexley Selection Test consists of two papers containing a mixture of questions on verbal reasoning and comprehension, non-verbal reasoning and mathematical reasoning. Each paper is divided into timed sections, most questions are multiple-choice, and all answers are marked on a separate machine-readable answer sheet.

Test sessions take place in September annually on weekdays only (Monday to Friday). All children registered for the Bexley Selection Test will be invited to a test session, either in their own school or at a test centre. This invite will be shared with parents / carers in early September.

It is the responsibility of parents / carers to ensure that registration for the Bexley Selection Test has been completed between 1st and 31st May, if parents / carers would like their child to sit the test in September. All parents / carers who register their child for the test will be sent a link to familiarisation materials. Parents / carers who miss the deadline of 31 May will need to contact Bexley LA School Admissions Team on 020 8303 7777 or via [selectiontests@bexley.gov.uk](mailto:selectiontests@bexley.gov.uk) to request a late registration for the Bexley Selection Test. However, these will only be accepted for exceptional and extenuating circumstances.

We recommend that parents / carers read the information outlined in the links [About the test | London Borough of Bexley](#) and [Information for parents | London Borough of Bexley](#). These links provide information regarding the content, difficulty and format of the test.

The decision about whether a child is deemed selective is based on the standardised test results in the Bexley Selection Test. However, the child's primary school Headteacher may request a review of the decisions they disagree with. In such cases, the Bexley 'Headteacher Review Panel' considers all the relevant information before making a decision. This can include the child's test scores, recent school work and comments from the child's primary school Headteacher.

In the event of a child being home-schooled, and the parent / carer of the child disagreeing with the decision, the parent / carer should make contact with the school via [enquiries@bexleygs.co.uk](mailto:enquiries@bexleygs.co.uk) to request similar consideration for a review by the 'Bexley Headteacher Review Panel'. In this

case, the school will request that a Bexley primary school Headteacher considers sponsoring the requested review.

### **6.3 Oversubscription criteria**

All children with an education, health and care (EHC) plan, who have been deemed selective and have named the school on their EHC plan will be admitted before any other places are allocated.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

#### **1. Looked After Children and Previously Looked After Children**

Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.

#### **2. Pupil Premium**

Up to 12 places are reserved for children who are eligible for receipt of Pupil Premium Grant funding at the time of application, and who are deemed selective, in rank order of distance from the school.

Documentary supporting evidence will need to be provided to support an application under this criteria and an additional supplementary form will need to be completed. Looked After Children and Previously Looked After Children are also eligible for Pupil Premium Grant funding but these children are prioritised in the relevant criteria above.

Parents wishing to apply under this criterion must ensure they complete the attached [Supplementary Form for Pupil Premium Information \(Appendix 1\)](#) and return it to the school by 31 October in the year of application. Parents must also complete the Common Application Form naming the school, otherwise their child cannot be considered for a place. Completing the Supplementary Form for Pupil Premium Information alone does not constitute an application to the school.

#### **3. Guaranteed Grammar School Place**

Those children identified as achieving one of the highest 180 standardised scores in the Bexley selection test.

All children who take the Bexley selection test, that is all children who take the test for entrance to any of the grammar schools within the Bexley LA area, are ranked in order of their standardised scores. From this ranking exercise, the 180 children with the highest scores are guaranteed a place at their preferred grammar school within Bexley LA.

#### **4. Sibling**

Those children with a brother, sister or step/half brother or sister living at the same address who are currently attending Bexley Grammar School in Years 7 – 11 at the time of application.

#### **5. Staff Children**

Bexley Grammar gives priority to children of staff where the member of staff has been employed at the school for two or more years at the time at which the application was made.

#### **6. Distance**

Children will be admitted on the basis of proximity to the school measured in a straight line from the home address, with priority given to children living nearest to the school. Distance will be measured by the Local Authority's computerised measuring system from the gate of the home

address to the middle gate entrance approved by the Governors as the official entrance to the school.

Home will be taken as the child's permanent home address at the time of allocation, (National Offers Day) that is the address at which the child lives with the parent or legal guardian who is also the main carer defined as the parent eligible to receive Child Benefit and Child Tax Credit.

Proof of residency will be required. The offer of a place may be withdrawn if proof of main residency is not met or where a temporary address has been used to obtain a place.

Distance from home to school will not be revised if parents/carers re-locate after National Offers Day.

#### **6.4 Tie Break**

Where distance is identical to an accuracy of 0.001 of a mile then the scores in the selection tests will be used as a tie-breaker with priority given to the higher score.

#### **6.5 Waiting List**

Where applications exceed places, a waiting list will operate and is maintained by Bexley Grammar School until at least 31 December of each school year of admission. Names will be listed according to the oversubscription criteria above and the waiting list will be updated to include late and in-year applications. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Only children deemed to be selective can be included on the school's waiting list.

#### **6.6 Fair Access Protocol**

Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list provided they demonstrate, in written tests, ability commensurate with other students in the year group. This includes admitting children over the published admission number.

### **7. In-year admissions and late admissions**

Children wishing to join Bexley Grammar School, except at the normal point of admission, must be deemed selective under testing arrangements for selection, similar to those required at the age of 11. Children may not undertake more than one test in an academic year and children that take the test at the usual time in year 6 and who are not deemed selective may not undertake a retest before the summer term of year 7. Where applications for admissions exceed the number of places available the oversubscription criteria 1 and 3 to 6 above apply. The second criterion only applies to students applying to join the school for the start of Year 7.

Please see our website [Bexley Grammar School - In Year Transfer \(bexleygs.co.uk\)](https://www.bexleygs.co.uk) and the Bexley website [Applying for school in-year | London Borough of Bexley](#) for more information about in-year admissions.

Where parents/carers move into the area, whilst their child is in year 6, arrangements may be made for a late selection test to be taken, in exceptional and extenuating circumstances. Children deemed selective after a late test will be placed on the waiting list for their preferred school.

### **8. Appeals**

Where parents/carers are not offered a Bexley Grammar School place for their child they will be informed of their statutory right of appeal to an independent School Appeals Panel.

Should a parent/carer wish to appeal against the Governors' decision not to admit their child, they should contact the school's Admissions Officer, Miss Houghton, via email at [houghton\\_r@bexleygs.co.uk](mailto:houghton_r@bexleygs.co.uk) to request an Appeal Form. Parents / carers should do this as soon as possible after the National Offers Day in early March to appeal for a September place.

The Appeal Form must be completed and returned to Miss Houghton with any supporting evidence, before the deadline at the end of March. The school will acknowledge receipt of all Appeal Forms received.

Further information on the appeal process is available at [Appeals | London Borough of Bexley](#) and at [Bexley Grammar School - Appeals \(bexleygs.co.uk\)](#).

**Supplementary Form for Pupil Premium Information**  
**for Year 7 Entry September 2025**



***Please only complete this form if your child is deemed selective, according to the Bexley Test, and your child has been entitled to Free School Meals during Key Stage 2. Completed Supplementary Forms should be returned to Bexley Grammar School by 31<sup>st</sup> October 2024.***

Forename (s) of the child	
Surname of the child	
Permanent Home Address	
Child's Date of Birth	
Parent / Carer Name	
Parent / Carer Email Address	
Child's Primary School Name and Address	
Has the child named above ever been entitled to Free School Meals during Key Stage 2 (years 3-6)?	Yes or No  (Please circle or delete as appropriate)
If yes, state the dates between which your child was entitled to Free School Meals.	
Please confirm that you have provided a letter from your Local Authority or your child's primary school confirming that our child has been entitled to Free School Meals, as outlined above.	

I understand that if I do not name Bexley Grammar School on the CAF (Common Application Form), this Supplementary Form will be invalid and will not register as an application.

I declare that the above information is correct and understand that any false information given may result in my child's place (if offered) being withdrawn.

Signature: ..... Date: .....

Print name in full: .....

Relationship to child: .....