



**BURY**  
GRAMMAR SCHOOL

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## **Admissions Policy**

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**Author:** Director of Communications  
**This policy is for Bury Grammar School**

## **Introduction**

Bury Grammar School is an academically selective, independent day school for children aged from 3 years to 18 years. The School admits pupils from Kindergarten/Nursery up to National Curriculum Year 9 and in Year 12. All admissions are based upon assessments and tests appropriate to the age of each applicant, together with satisfactory references / reports from applicants' current schools, and an interview.

Prospective pupils will join the National Curriculum year group relevant to their age. It is not normal practice for pupils to be accelerated through their schooling at Bury Grammar School and join a cohort ahead of their age-appropriate year group, or to stay behind a year.

Offers will be made on academic merit alongside any other indicators of potential, behaviour, and attitude to learning. All admissions are subject to the availability of places. The Principal's decision in accepting or refusing a candidate into Bury Grammar School is final. To ensure fairness and to protect the integrity of the system, results of assessments, including the Entrance Examination/Assessment and interviews, are not discussed with parents, or made public.

Any offer of a place is accepted by returning a completed online E-Sign Contract accompanied by the payment of a deposit. By accepting a place, parents are entering into a contract with Bury Grammar School. If parents subsequently decide that their child will not be enrolling at Bury Grammar School, a term's notice, or four weeks' notice for Kindergarten pupils, or fees in lieu of notice, are required under the terms of that contract.

The School requires a completed application form and a copy of an applicant's birth certificate before pupils are invited into school for an assessment visit or, in the case of entry into Year 7, before being registered for the Entrance Examination/Assessment.

Bury Grammar School pupils thrive thanks to the excellent partnership between pupil, home, and school. For us, good communication is vital, and we will always seek to communicate positively, honestly, and openly with pupils and parents and ask that parents kindly do the same and work together with the School.

## **Entry into our Kindergarten/Nursery and Reception**

Pupils can join our Kindergarten/Nursery from the age of three. Parents are invited to join us with their children in Kindergarten/nursery for an assessment visit. Our youngest pupils are known as Fledglings during their first academic year with us, and they become Cygnets in the following September. At the end of their year as Cygnets, pupils join the Reception class in our Primary Division.

Cygnets usually transition seamlessly into Reception unless there is reason to believe that an individual may not thrive with us. In these circumstances, discussions will take place with parents. Those children who wish to join our Reception class at the beginning of the academic year who are not already attending our Kindergarten are invited to a short assessment visit with their parents.

## **Mid-Stream Entry into our Co-Educational Primary Division (Y1 to Y6)**

We welcome applications from pupils in Years 1 to 5 at any point in the academic year or term. We welcome applications from pupils in Year 6 until the end of the Autumn Term, after this point pupils may be asked to sit the Senior School Entrance Exam. Pupils are usually invited to sit assessments in Mathematics and English and the pupil and parent(s) will be invited to an interview with a senior leader. A reference / school report from the pupil's current primary school will also be requested.

## **Entry into Year 7**

Applicants sit our Entrance Examination in the January prior to the September in which they will become a Year 7 pupil. The Entrance Examination consists of papers in English, Mathematics and Verbal Reasoning. Scores in all areas are combined and candidates are placed in a final order of merit. There is no fixed 'pass mark' for the Entrance Examination as this varies year on year depending on the ability of the cohort and the difficulty of the examination. Those who are successful in the full assessment process, including behaviour and attitude to learning, will be offered a place in Year 7, numbers permitting.

Year 6 pupils from our Primary Division are not required to sit the Entrance Examination, provided assessment data shows that they are working at the appropriate standard. Transfer to our Senior School is therefore not automatic, but it is the norm.

## **Financial assistance with school fees: bursaries**

The Governors of Bury Grammar School are committed to broadening access to our School by offering to eligible parents/guardians means-tested financial support towards school fees. This support is known as a bursary and bursaries may cover up to 100% of school fees payable, depending on the financial circumstances of applicants. The aim of the bursary scheme is to provide fee assistance, as far as is possible, to ensure that academically gifted pupils are able to attend Bury Grammar School regardless of their financial circumstances. A bursary is an award based on academic merit and financial need. These are funded from the School's Bursary Fund and the number of pupils who can be assisted each year depends upon the level of assistance required. The award varies on a sliding scale according to individual financial circumstances. Bursaries are also available for Year 12 applicants, to fund up to 50% of fees.

A Bursary Application Form must be completed by the deadline provided for anyone seeking financial assistance. More details can be found on our school website here: [Bursaries - Bury Grammar School](#)

Note: this application is in addition to an Admission Application Form which must also be completed and submitted online: <https://www.burygrammar.com/admissions/application-form>

The deadline for bursary applications is on our Bursary Application form and website.

## **Fees**

For pupils transferring to Bury Grammar School from another Independent School, we reserve the right to ask the parents or guardians to provide proof that there are no fees outstanding to the pupil's former school by way of a letter/email from the previous school. If there are fee arrears or no proof is provided, the transferring pupil may not be accepted into our school.

## **Mid-Stream Entry into our Senior Schools**

Applicants for a place in Year 7 or Year 8 after the academic year has started, are invited to sit papers in English and Mathematics, sit a MidYIS test, and have an interview with a member of our Academic Team. References will be sought from the applicant's current school.

These applications are accepted at any point in the academic year, although bursaries are not available for these applicants.

Owing to our 3-year GCSE course pupils are required to join our Senior School in Years 7, 8 or at the beginning of the academic year of Year 9.

## **Entry into our Sixth Form**

Both internal and external applicants are expected to achieve six Grade 6s across their GCSEs, with at least a Grade 7 in those subjects which they are considering studying at A Level. In particular, a Grade 7 will be required in Mathematics, Biology, Chemistry, Physics and Languages, owing to the need for a solid GCSE foundation to achieve success at A Level in these subjects. Places are usually offered to those whom the School believes capable of successfully undertaking a course leading to 3 full A Levels although a slightly reduced curriculum may be arranged in a few special cases.

Candidates will be invited to interview during which their predicted grades will be discussed along with their aspirations for A Level study and beyond. Offers will be conditional upon obtaining GCSE grades in accordance with this policy.

## **Mid-Stream Entry into our Sixth Form**

Entry into Sixth Form is at the beginning of Year 12, school does not accept new pupils into Year 12 after October Half Term, and do not usually accept mid-stream entries or Year 13 entries.

## **Re-applying to any area of School**

Applicants who are unsuccessful may re-apply at the discretion of the Principal, after a period of 6 months has elapsed.

Applicants from previous pupils are welcome at the discretion of the Principal.

## **Special Needs**

The School welcomes pupils with special educational needs, provided that our Special Educational Needs and Disabilities (SEND) Department can offer the support required and all SEND must be declared in an application form. We welcome pupils with disabilities provided that our site can accommodate the necessary requirements. We advise parents of children with special educational needs or physical or mental disabilities to discuss the needs of their children before assessment so that any reasonable adjustments can be made. Parents must provide a copy of a medical report or an educational psychologist's report in support of requests for adjustments such as extra time in assessments or in the Entrance Examination. We will ask the current school to specify any special access arrangements, which have been confirmed and authorised by that school, that apply to this child's current normal way of working e.g., laptop, extra-time, overlay, etc.

## **Fairness**

We are committed to ensuring that our admissions decisions are made by processes that are free from direct or indirect discrimination. No applicant will suffer a detriment on the basis of gender, race, culture, language, religion, national or social origin, association with a minority, disability, sexual orientation, political or other opinion, property, or other status.

## **Exclusion**

Parents sign the Acceptance Form when they accept a place at Bury Grammar School and this document contains specific contractual information about misbehaviour and exclusions, with reference to our Behaviour Policy which is emailed to parents along with the Acceptance Form.

## **Further Information**

Our Admissions Team is always happy to speak to prospective parents and pupils and to arrange tours for any area of our School. Please contact them on 0161 696 8600 (1) or at [admissions@burygrammar.com](mailto:admissions@burygrammar.com). Further information can be found on our school [website](#) which is frequently updated. Follow us on [X](#), [Facebook](#) and [Instagram](#) to find out more about life at Bury Grammar School.

## Admissions Policy Issues and Updates

Date	Policy version	Summary of key change(s)
Sept 2023	1	Updated to reflect current staff and practices (e.g. e sign). Amended Primary process to reflect entrance examination will be required for entrants to Year 6 post Autumn Term. Covid adjustments removed from policy.
June 2024	2	Minor amendments to admissions criteria