BURY
GRAMMAR SCHOOL

Admissions Policy

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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 Pre-School (age 3) 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/Docusign Parent 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 Pre-School 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 and prospective pupils kindly do the same and work together with the School in a respectful and reasonable manner.

Entry into our Pre-School and Reception

Pupils can join our Pre-school from the age of three. Parents are invited to join us with their children in Pre-School 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 Pre-school, are invited to a short assessment visit with their parents.

Before admission into either Pre-School or Reception, where a prospective pupil currently attends a registered childcare setting, we will make contact with the provider to ensure we can meet the child's needs and to support a smooth transition.

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 only allow new starters into Year 6 at the start of the academic year; after this point pupils will 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 before interview/assessments and any offer of a place will be conditional on receiving satisfactory references.

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. Following satisfactory performance in the entrance exam, pupils and parents would usually be invited to interview.

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 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.~~

Bursaries are awarded to pupils entering the Senior School either in Year 7 or those remaining in the Sixth Form at Year 12. Bursaries are not provided to pupils in the Primary Division, or those who wish to enter the Senior School at any other point than Year 7. All Year 7 Bursary applicants must sit the 11+ Entrance Examination even if they are an existing pupil.

Bursaries are always reassessed on an annual basis. All bursary awards may be varied downwards or withdrawn altogether if parental circumstances improve but there is no obligation on the School to increase a bursary if parental finances worsen.

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

Our bursary policy can be viewed on our website. The deadline for bursary applications will be stated on the Bursary Application form and can be found on our website.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

Fees

For pupils transferring to Bury Grammar School from another Independent School, we require applicant parents to be transparent about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees. We ask for proof that there are no fees outstanding to the pupil's former school in our reference. 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 before interview/assessments.

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

Internal 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 on an exceptional basis. Additionally, a small number of students elect to study more than 3 A Levels where we agree this is in their best interests.

We do not normally have a large intake of external students into our Sixth Form, but welcome applicants who would be required to meet our academic criteria stated above and an offer would be conditional on receiving a satisfactory reference or report, following an interview. New pupils would not be admitted after October half-term or into Year 13.

Re-applying to any area of School

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

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

Sibling Policy

Most siblings join us at Bury Grammar School. However, admission is not automatic and the School has no sibling preference policy.

Special Education Needs and/or Disabilities

The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) or equivalents. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared

promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

Equal Treatment

The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world.

We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Information Sharing

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

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.

Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted). As noted above, we expect applicant parents to be transparent with the School in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

Overseas Applicants

We welcome overseas pupils, who can study at BGS provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK with whom they can stay, more details of which are contained in the School's Parent Contract. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

Fluency in English

In order to cope with the high academic and social demands of BGS, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for at least 3 years before coming to the School.

School's Terms & Conditions (Parent Contract)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process.

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

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. Further information can be found on our school website which is frequently updated. Follow us on 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
August 2025	3	Update to name of pre-school, removal of X social media account
November 2025	4	External legal review carried out. Substantive changes made throughout the policy.
June 2026	5	Some minor changes to wording; change to Sixth Form applicants; change to Year 6 admission; further clarity re. bursary support.
November 2026	6	Minor change to EYFS admissions