



Crossley Heath School

# Admissions Policy

For entry September 2026

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# Admissions Policy

For entry September 2026

<b>Responsibility:</b>	<b>Academy Trust</b>
<b>Date approved by the Governance Board:</b>	<b>February 2025</b>
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## 1.0 Introduction

1.1 Crossley Heath School (CHS) is a state supported, mixed, selective 11-18 grammar school providing a free education. As an Academy, the CHS governance board is the school's Admission Authority.

1.2 For entry to Year 7, the school operates a joint admissions process with The North Halifax Grammar School (NHGS). In common with all state schools throughout the country, parents must apply through their Local Authority (LA) which is responsible for the co-ordinated arrangements to secondary schools. Parents must consult their LA to confirm the arrangements for such applications.

1.3 In order to preserve the established character of the school, only children who attain the required standard in the prescribed arrangements for selection by reference to academic ability and attainment will be eligible to be considered for admission to the school.

1.4 In accordance with the Admissions Code, the admissions arrangements for The Halifax Grammar Schools are fair, clear and objective. Crossley Heath does not have a defined catchment area and parents with children in any UK Local Authority may. Anyone wishing to apply from outside the UK should contact the school's admissions team.

1.5 All tests for admission into any year group will take place in the two schools (CHS and NHGS) unless there are special circumstances, in which case the tests will be conducted under the supervision of an invigilator from the schools.

1.6 The test is designed to be fair and ensure that all children have an equal opportunity to achieve a grammar school place. Children are not tested beyond the Year 5 curriculum or on non-verbal reasoning, as these subjects are not taught in school. This means that all children who take the test in the autumn term of Year 6 will have learnt the content covered in the exam.

1.7 Children who have a statement of special educational needs or EHC plan which names the school, will be admitted, if the required standard is met.

1.8 The Published Admission Number (PAN) for Crossley Heath School is 180 (the PAN for NHGS is 180).

1.9 The date of birth of all applicants must be between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015. If an applicant's date of birth is outside their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or is currently taught outside of their chronological age group in their primary school, then an application will be considered under the policy's Exceptional Circumstances section, 9.0. Please contact the admissions team at the school for further information.

## **2.0 The Tests**

2.1 Entry to the two schools will be determined by academic ability and attainment as identified by admissions tests which will be a test of ability irrespective of sex, race or disability. The tests will be accessible to children with special educational needs and disabilities and appropriate, reasonable adjustments will be made based upon evidence provided by parents and/or primary school (see Appendix 1). Children sitting the tests will be required to submit a photo during the registration process for the sole purpose of verifying their identity on the day of the examination and prior to sitting the tests.

The admissions test will consist of:

- a) Paper 1 - a test in English
- b) Paper 2 - a test in Mathematics
- c) Paper 3 - a test in Creative Writing

2.2 After the tests are completed, papers are marked, age-standardised and awarded a score. A qualifying standard will then be agreed by The Halifax Grammar Schools for all three papers. (See 4.0 below)

Your child will be required to meet the qualifying Standard in English, Mathematics and Creative Writing to be considered for a place at the Crossley Heath School. This information will be uploaded to parents' accounts by mid-October and will indicate whether your child has achieved an eligible score. Achieving the qualifying standard in all 3 subjects does not guarantee your child a place.

2.3 A candidate may only sit the admissions test once. Supplementary tests will be available to children who are unable to sit the original test for a valid reason. Valid reasons are as set out in Appendix 2.

2.4 The tests will be conducted at the schools. The main admissions tests will usually be held on a Saturday in September or early October preceding the September of entry. For admission in September 2026 the test will be held on Saturday 20<sup>th</sup> September 2025. Registration for admissions will open on Friday 21<sup>st</sup> March 2025. Parents who wish their child to take the admissions test must self-register via the CHS or NHGS or school website to create a new Parent Account and submit their application by Friday 27<sup>th</sup> June 2025.

2.5 Parents of children registered for Pupil Premium (Free School Meals) must indicate this when registering for the test and provide evidence via email to [admissions@nhgs.org.uk](mailto:admissions@nhgs.org.uk). Failure to provide the evidence could result in a child not being awarded a place at their preferred grammar school.

2.6 No late applications will be considered without extenuating circumstances (see Appendix 3).

## **3.0 Allocation of places**

3.1 Calderdale Local Authority is responsible for the co-ordinated scheme for admission to secondary schools in the LA area. Under its scheme, Parents may express up to five preferences for admission to all maintained schools. Only one offer of a place will be made by Calderdale for admission to any secondary school, including CHS. The priority in which parents express their preferences will be used to determine which school offer is made.

3.2 In accordance with the details outlined in the Calderdale Admissions to Secondary Schools Booklet, the school will send a list to Calderdale LA of the children to be offered a place at one of the grammar schools as determined in section 4 of this policy.

3.3 The system by which the LA allocates school places means that if, after applying the admissions criteria, a child appears on the eligible list of their first preference school, then this is the place that will be offered. A child with CHS as a 2<sup>nd</sup> or lower preference, even if they are eligible for a grammar school place because of their position in the order of merit, will not be offered a place if they are eligible for a school which they have placed at a higher preference on the initial application.

3.4 The LA will distribute the formal offer of a place on 1<sup>st</sup> March 2026. A single offer of a secondary place will be made by Calderdale LA for admission to a secondary school, including CHS, to parents of children resident in Calderdale. For those children living outside Calderdale, the offer will be made by their home LA.

3.5 Parents whose child has not been offered a place at CHS at the allocation date but were deemed suitable by the grammar schools must notify Calderdale LA if they wish to be placed on the reallocation list to be considered for a place should one become available. The responsibility for the waiting list transfers from Calderdale LA to CHS Academy Trust in the first term of Year 7. At the start of the Autumn Term CHS will receive a list from the LA of children who have requested reallocation to CHS. The reallocation list will be maintained until the last school day of December. Should a vacancy arise in Year 7 prior to the end of Autumn Term, children on the waiting list who sat the entrance examination in the previous year and who were next in the order of merit will be contacted to see if they wish to be considered for a place. From the start of Spring Term the arrangements detailed in section 6 will apply. The school will check with parents if they wish their child(ren) to remain on the waiting list from January 2027.

#### **4.0 Allocation of places and oversubscription criteria**

4.1 If more children reach the required standard in the test than there are places at the school, children in the following categories who reach that standard will be offered a place according to the following oversubscription criteria, which will be applied in the following order:

- a) *Children looked after and children previously looked after \* (see definition below)*
- b) *Children attracting the Pupil Premium (PP) \*\* (see definition below) and children whose parent/carer is a current serving UK Armed Forces personnel will be treated as a child who has attracted Pupil Premium. Parents will need to provide evidence of their position within the armed forces to the schools no later than the end of the September in the year of application. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.*
- c) *Up to 10% of children living within our Priority Admissions Area where appropriate:*
  - i. *NHGS - see Appendix 4.*
  - ii. *CHS - no Priority Admissions Area.*
- d) *Once these places have been allocated the remaining places at CHS will be offered according to their combined order of merit for English and Mathematics until the school reaches its PAN.*

Where two or more children achieve the same score as the child in the last place to be offered at CHS the following oversubscription criteria will apply as a tie breaker:

- i. *Siblings (to include step siblings, foster siblings, and adopted siblings living permanently in the same address) of children presently attending the school.*
- ii. *Proximity of the child's home to the school, with those living nearer accorded the highest priority. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate. Distances will be calculated using the LA's Geographical Information System (GIS). To ensure consistency, all measurements will be carried out by the LA's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from. If there is a shared responsibility between parents, the home that is registered for child benefit will be used or information from the courts showing which home the child resides in for most of the time.*

*For families that are not eligible to claim child benefit, the address that was entered onto the application form at the time of applying for a place, will be the address used as the child's predominant address.*

\* A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) 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).

\*\*Children attracting Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration and 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. Parents of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Parents will need to provide evidence of Pupil Premium registration to the schools no later than the end of the September in the year of application. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.

## **5.0 Appeals**

5.1 A parent may appeal against the decision not to admit a child to the school. When the LA informs the parents of the place at a secondary school allocated to them they will be informed of the reasons the admission to other schools was not allowed. They will also be informed about the right to appeal, the deadline for lodging the appeal and the contact details for making an appeal.

5.2 Parents will be informed that if they wish to appeal they must set out their grounds for appeal in writing to the Admissions Authority. Admission Authorities cannot prescribe the grounds on which appeals can be made. Appeals should be made as detailed on the notification letter.

## **6.0 In Year Transfers in Years 7-11**

6.1 Governors must retain and protect the character of the school and are obliged to honour the criteria of ability and attainment which have formed the basis of selection at 11+. Thus, Governors will ensure that any child who is admitted to the school into Year 7 (after the first term) or Years 8-11, other than by the selection procedure at 11+, has taken a selection test and has performed at a level that meets the qualifying standard for entry into Crossley Heath School.

6.2 In the first term of Year 7, any places becoming available will be filled using the LA allocation list. Any Year 7 students who wish to be considered for a place at CHS after the first term of Year 7 should contact [admin@crossleyheath.org.uk](mailto:admin@crossleyheath.org.uk) in early November 2026 to request addition to the In Year Vacancy Waiting List for the next available test.

Parents who wish their child to be considered for entry to the school in Years 7-11 other than by the selection procedure at 11+ should contact the Crossley Heath School ([admin@crossleyheath.org](mailto:admin@crossleyheath.org).)

6.3 Upon receipt of an in-year application, Crossley Heath School will notify the applicants in writing within 15 days of the next available test date. Tests for potential in-year admissions will be held no more than once during each term. If no applications have been received, the tests will not be held. Any application received

after invitations to sit the tests have been sent out may still be invited to sit the test but will be given the option to defer to the next available test date. Details of the tests will be communicated to parents / candidates in advance of the tests

6.4 Achievement of the qualifying standard does not guarantee an offer of a place. Following the tests, a place or places will only be offered if there is a vacancy in the relevant year group. If there is a vacancy or vacancies, the place(s) will be offered in rank order of merit provided that ability meets the qualifying standard for the school. In the case of an apparent equality of attainment, the criteria established under section 4.0 will be invoked. If the relevant year group is full at the time of the tests, any applicants who achieve a sufficiently high standard will be placed on the waiting list for the year group. The waiting list will form an order of merit. At such time that a vacancy arises, places will be offered to applicants in accordance with the order of merit.

6.5 Parents of applicants who have sat a test and achieved the required standard but who are not offered a place because the relevant year group is full have the right to appeal the decision of the admissions authority not to offer a place in accordance with 5.0. However, they still have the right of appeal if the child hasn't met the required standard but there is evidence to support that the child is of the required standard. Whenever a child is refused a place a right of appeal will be provided.

6.6 Students will not automatically be left on the list and will be taken off at the end of each academic year unless a request is made to remain on the list, whereby they will be required to sit the next In Year Transfer test relevant to their year group in the following academic year. Students will be allowed only one attempt at the tests in any given academic year.

## **7.0 Fair Access Protocol**

7.1 Secondary schools in Calderdale operate a Fair Access Protocol which applies to certain students who fall within its terms. On an occasion that a child is deemed suitable by the Fair Access Panel for a place at CHS, (i.e they meet the academic standards), then they may be given a place in preference to children on the waiting list, even if this takes the school above its capacity.

## **8.0 Withdrawal of Place**

8.1 False or intentionally misleading information supplied to the school will result in the offer of a place being withdrawn.

## **9.0 Exceptional Circumstances**

9.1 In exceptional circumstances (for example, a candidate is entirely unable to sit any admissions tests because of disability, serious illness etc) the school will convene an admissions panel consisting of the two Headteachers plus one impartial person. The panel will determine firstly whether exceptional circumstances do apply and will then consider a range of evidence about the candidate's academic ability to determine whether or not the candidate meets the academic standard to qualify for a place. If the candidate does meet the qualifying standard they will then be ranked in accordance with the published oversubscription criteria to determine whether an offer of a place should be made. If an assessment of existing academic materials is to be used, then parents / carers will be notified in advance of the specific items of evidence to be submitted.

9.2 If parents apply for a place for their child outside of their normal age group they should first contact the school's admission team. An admissions panel will be convened (see 9.1 above) and will consider the circumstances of the case and determine the best route forward, following the guidance of sections 2.18, 2.19 and 2.20 of the School Admissions Code. Usually this will include asking the candidate to sit an admissions test to establish whether they meet the qualifying standard to be considered for a place.

## Appendix 1

### Children with a recognised Special Educational Need, Medical Need or Disability

Children with a recognised SEND may be given special consideration for the entrance tests if:

The primary school can provide evidence that the child has SEND support with a history of at least 2 terms of extra time being routinely made available to access formal assessments. Modified (WU1) formats of the test papers will be provided where possible in the case of children with a recognised special need. Additional time may also be provided if there is evidence to suggest that this is necessary and the child currently works with additional time in primary school. Evidence which would be considered may include diagnostic tests administered by an appropriately qualified professional.

The arrangement(s) put in place must reflect the support given to the applicant in his/her current school, *e.g.* in the classroom or in internal school tests. This is commonly referred to as “normal way of working”. The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment.

Children with disabilities, learning difficulties and/or temporary conditions are likely to have a number of the needs and may require a range of access arrangements, and may include:

- supervised rest breaks
- a prompter
- separate invigilation
- alternative accommodation arrangements
- extra time
- a reader
- a scribe
- coloured overlays
- coloured/enlarged papers

(Note that the examples given are illustrative only and not exhaustive)

All evidence provided will be reviewed jointly by SENDCo’s at both Halifax Grammar Schools and parents will be informed of access arrangements prior to the test.



## **Appendix 2**

### **Supplementary Test**

A candidate may only sit the supplementary test for the following reasons:

- i) Due to medical reasons\*
- ii) Where a student has moved into the area after the admissions test has taken place\*\*
- iii) Other extenuating circumstances\*\*\* (see Appendix 3)

\*Where a child is unable to sit the original admissions test due to being unwell immediately before or on the day of the test and is unable to attend, the school should be informed as soon as possible and evidence sent to the school to inform the Admissions Panel no less than 5 days following the admissions test.

\*\*Evidence must be provided of the date a student has moved into the area after the admissions test has taken place.

\*\*\*The Admissions Panel will sit after 31<sup>st</sup> October and before the supplementary test so that consideration can be given to pupils wishing to sit the test who have applied for a place from out of the area.

## **Appendix 3**

### **Extenuating Circumstances**

Candidates where extenuating circumstances apply should submit all evidence to the Halifax Grammar Schools for consideration by an Admissions Panel consisting of the two Headteachers plus one impartial person who will review and consider all candidates' evidence.

An example of extenuating circumstances would be Immediate family bereavement.

Evidence of extenuating circumstances for late applications must be submitted no less than 5 days following the closing date.

## **Appendix 4 – Does not apply to Crossley Heath School**

### **Priority Admissions Area**

Up to 10% of children whose permanent home address lies within the school's priority Admissions Area and have met the qualifying standard in all three subjects. (*Where numbers exceed 10%, selection will be made based on rank order for both English and Mathematics*).

The NHGS priority admissions areas are available in the NHGS Admission Policy.