

June 2010

To Parents of Year 6 children

PLEASE READ THIS LETTER CAREFULLY AND KEEP IT SAFE FOR REFERENCE

Dear Parents,

TRANSFER TO SECONDARY EDUCATION IN SEPTEMBER 2011

What sort of school is The Crypt School?

The Crypt School is a grammar school (selective secondary) for boys, with a mixed Sixth Form. To find out more, you are warmly invited to attend our Open Day on Wednesday, 22nd September, from 10.00 a.m. – 12.30 p.m., 2.30 – 3.15 p.m. and / or 6.45 – 9.00 p.m. This will be an opportunity for you and your son to tour the school, see exhibitions and meet pupils, staff and parents.

How do I register to sit for entry for Crypt?

You must complete the attached Registration Form. (Please note, you only need to complete one registration form. Send it to the school where you wish your son to sit the test, indicating which other schools you also wish your son's score to be shared with. The school where he is sitting the test will share this information with each school.) This form is also available on line from the school website. This form must be returned to the Admissions Officer at The Crypt School by 12 noon on Friday, 1st October, 2010 at the latest. This provides the information we need to organise the Admissions Test, and to send you further information. Unless we have received this form by the deadline your child will not be able to sit the Admissions Test on Saturday 9th October 2010. Please check that you have addressed the envelope correctly. We must stress that it is the responsibility of parents to ensure that the Registration Form is received by the school before the deadline. If you wish to receive acknowledgement that your form has been received by the school please enclose a stamped addressed envelope with your completed registration form.

By 31st October, 2010 you must complete the LA's Preference Form, which is available from your child's primary school or from the LA. This form asks you to state your ranked preferences for up to 4 secondary schools. The Crypt must be included as one of those preferences if your child is to be considered for admission to The Crypt School.

How many places will be available?

There are 112 places available for children entering the school in Year 7. This is the maximum number we can accommodate in the space that we have.

Which children will qualify for entry to The Crypt?

The Crypt has been a free grammar school for the boys of Gloucester and surrounding area for over 470 years. We are very proud of that record. We want to continue to offer a particular type of academic education to very able boys, whatever their background or their circumstances. The Crypt is a selective school. Admission to the school has always been by competitive test. Places have always been offered to the boys achieving the highest scores in the Admission Test. This means boys either ranked in the top 112 places or those who have been placed on the reserve list.

How will the pupils who qualify be selected?

To qualify for consideration for admission a boy must attain a 'qualifying score', which is set by the Governing Body, in the Admissions Test. The school passes the rank order of all qualified children to the LA. The LA then takes account of the preferences made by parents on their LA application. The LA is required to offer a place at the highest ranked school for which a child has qualified.

In the first instance places will be offered at the start of March to qualified children for whom The Crypt is the highest ranked parental preference school for which they qualified. In most cases this will be to children whose parents ranked The Crypt as their first preference.

It is possible that not all 112 places at The Crypt will be filled at the beginning of March. The law requires that any unfilled places are offered to children who have attained a qualifying score on the school's waiting list. The parents of any qualified child can ask the school to place their child's name on the waiting list. Unfilled places will be offered to children who have attained a qualifying score on the waiting list strictly based on rank order position in the Admissions Test. This will happen on or soon after 1st April.

Does this mean I have to make The Crypt my first preference school?

The decision must be yours, as each family will have different circumstances. Your decision will depend upon factors such as your assessment of your son's ability, on where you live, and on the likelihood of gaining places at other schools which will feature on your list of preferences.

You will be offered one school place, and one place only, by the LA. This has to be the highest placed school on your 4 preferences for which your child has qualified. Thus being realistic, the only sure way of your son gaining a place at The Crypt will be to put The Crypt first on your list of preferences.

There are no longer any 'first preference first' arrangements allowed in any school in the country. This means that you could put Crypt as first preference and if your child did not qualify to be offered a place at Crypt then your second preference school would be elevated to be considered as your first effective preference. Under the current system this means that your choice ranks equally with families who had put your second preference school down as their first preference school.

Under the old "first preference first" system, many families living for instance in the catchment areas of over subscribed comprehensives felt they could not risk putting Crypt as first preference. Many of those families will now feel able to put Crypt first and the popular comprehensive school as second preference (or even third preference after another grammar school) without prejudicing their allocation at a local comprehensive.

When will I be notified if my son has gained a place?

All offers of school places will be made by the LA. The LA will notify you of the place offered to your child at the beginning of March. At that time they will offer your son a place at one school. This will be the highest ranked preference for which your child qualified.

Will I know how my son performed in The Crypt Admissions Test?

Yes, we think that it is only fair that you know how well your son did in the Admissions Test. We aim to write to you as soon as we can process the results. We will inform you of the qualifying score and whether your child's test score has met this score. All Gloucestershire Grammar Schools will aim to provide you with information that will be useful to you as you prepare to submit your application form by 31st October, 2010 to the LA. More guidance will be provided at the appropriate time about the information you receive and how you can use it to help your decision making.

What if my son qualifies for consideration by being in the top 112 in the Test, but is not offered a place at The Crypt by the LA at the beginning of March?

This will probably mean that the LA, in their letter at the beginning of March, has offered your child a place at a school you placed higher than The Crypt on your ranked list of school preferences.

If there are unfilled places at The Crypt at the beginning of March the law requires that the school fills those places from the waiting list. The parents of qualified children (those ranked in the top 112 in the Admission Test) can ask the school to place their child's name on the waiting list strictly according to their rank order position in the Admissions Test. Offers for any unfilled places will be made on or soon after 1st April.

Because there can be no certainty of a place becoming available after 1st April parents should in the meantime accept the school place the LA has already offered their child.

Can I make a formal appeal?

If you are dissatisfied with the way the admissions procedures were operated by the school or the LA you have the right to appeal to an Independent Appeals Panel. Further details about the appeals procedure are available from the Admissions Officer at Crypt. Notification of an appeal must be in writing to the Admissions Officer at the school. The deadline date for lodging an appeal will be notified to parents at the same time as offers of school places are made.

Taking the Admission Test in November

The Crypt Admission Test will take place, at the school, on the morning on Saturday, 9th October, 2010 beginning at 9.00 a.m. Our Entrance Test is the same as that being taken at Pate's Grammar School in Cheltenham, Sir Thomas Rich's School in Gloucester and Marling School in Stroud and is being held on the same day. Scores will then be passed to the other school(s) you have indicated on your registration form.

The Entrance Test involves two verbal reasoning tests. The answers are completed on separate sheets which are marked by computer. On the day of the test all children have some practice questions first, under the guidance of experienced staff at The Crypt School. There will be a break between the two tests.

Is it possible to obtain some practice beforehand?

Yes. You are able to purchase a practice pack of papers from Waterstones and Smiths for £9.99 GL Assessment 11+ packs – Multiple Choice Verbal Reasons Pack. This pack is produced by GL Assessment, the same organisation which designs the actual test. The packs are also available from the school at a reduced cost of £8.99.

Can anything else be taken into consideration beside the examination score?

Please let the Admissions Officer know in good time of any circumstance (for example, bereavement or serious illness) which may affect your child's performance on the day of the Entrance Test. Such notification should always be in writing and, whenever possible, be sent to the Admissions Officer before 9th October 2010. If your child is too ill to actually take the Test on the day itself please let the Admissions Officer know by 4.00pm on Friday 8th October 2010. We can arrange for a Late Test to be taken later in the term. If any special circumstances become apparent on the day of the test, the Admissions Officer must be notified by 12th October 2010 at the latest. It will NOT be possible to take into consideration any special circumstances of which the Admissions Officer has not been informed.

Whenever possible, all such pleas for special consideration should be supported by expert opinion in writing (for example, by a note from the family doctor or Primary Head teacher). In all such cases, the confidential assessments made by the Primary Heads will be automatically taken into account.

Summary of Dates and Deadlines

Wednesday, 22 nd September	Open Day at The Crypt School
Friday, 1 st October – 12 noon	Deadline for registering your child with The Crypt to take the Admission Test
Monday, 4 th October	Further details about The Crypt test day, together with familiarisation paper, sent home to parents
Saturday, 9 th October	Admission Test at The Crypt School
Friday, 15 th October	The Crypt School will send you information on your son's score.
Saturday, 31 st October	Deadline for making an application to the LA (which includes The Crypt as one of the 4 ranked school choices)
Beginning of March	Letter from LA notifying you of school place offered to your son

As soon as all the Registration forms have been received and processed, the School will be able to finalise the exact arrangements for the day. You will receive a letter giving details of timings, more information about the tests, a short familiarisation test and a label printed with your son's name, date of birth and room he will sit the test in. There will also be details of car parking and traffic flow. We will have these details ready to send out on Monday, 4th October. If you have not received them by Thursday, 7th October, please telephone the school office.

If you have any remaining queries or concerns regarding admissions generally or the test in particular then our Admissions Officer, Sue Wales, will be able to help at the address given on the first page of this letter. Of course, if you have any queries about any other matter and feel I may be able to help then please contact me at the school. I wish all the best for you and your child during this process.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. Standen'. The signature is written in a cursive style with a large, stylized initial 'P'.

Headmaster