



West Kirby
Grammar School

Admissions Policy 2027/2028

Administration Use:	
Statutory/Non-Statutory:	Statutory
Review:	Annually
Date Reviewed by Committee:	Spring 2026
Due for review:	Spring 2027

Admissions Policy and Procedure

West Kirby Grammar School is a selective grammar school, with Academy status, for girls from Years 7 – 11 with co-educational status in the Sixth Form (Years 12 – 13). Admission to the school is determined by the Governors. The school's assessment arrangements will be conducted by Wirral Local Authority and the school will participate in Wirral Local Authority's co-ordinated admission arrangements.

Admission of Students at the Start of Year 7

The published admission number for Year 7 is 180 in September 2026. Only girls who attain the required standard in the arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school.

The assessment is based upon the results of two tests. They have been designed to predict students' potential performance at secondary school.

Students take two tests during the Autumn Term of the final year of primary education (year 6). In order to ensure that children are not disadvantaged because of their date of birth, in each case the score is adjusted by the use of conversion tables to take account of each child's exact age in years and months. The two test scores are then added together.

Students who achieve a score higher than the required score will be deemed to have achieved the grammar school standard.

Oversubscription Criteria

Places will be offered to students who have been deemed to be of suitable ability according to the Local Authority Assessment Procedures. When the school is oversubscribed by girls who have met the qualifying standard, priority for admission will be given in accordance with the oversubscription criteria below.

- 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 the Local Authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989).
- To those students with a valid medical reason supported by a doctor's letter. Details must be given on the preference form and will be verified by a medical officer of the Area Health Authority.
- Up to 18 places for children on Free School Meals at the time of application who achieve the qualifying score in rank order of distance from the School. Details must be given on the preference form and will be verified.
- To those students who have a sibling^{1*} at the School at the time of application.

¹ *siblings are defined as either i. a child by the same parents, or ii. A half, adopted or step-child living in the same household

- Children of staff at the school. Priority will be given where the student, having achieved the required pass mark, is the daughter of a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Once the above criteria has been applied, 60% of the remaining places will be allocated to students who live closest to the school, that is distance from the home address to West Kirby Grammar School. Distances will be measured from the home to the School gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which is considered by the school to be a safe walking route.
- The remainder of the places will be allocated to students based on their standardised score with students ranked from highest to lowest. The standardised score is the score after the adjustments made using conversion tables to take account of each child's exact age in years and months with the two test scores added together.

N.B. The School is fully accessible for students with a disability.

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

Late Applications

Candidates making an application to their home local authority after the deadline of 31 October 2025 but before the first day of the following Autumn Term will be considered a late applicant. Late applications will be dealt with in accordance with the arrangements applied by Wirral LA.

Waiting List

A waiting list for Year 7 will be maintained until 31 December 2026. This will be maintained by Wirral Local Authority. A student's place on the waiting list will be determined solely in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Applicants for in-year admissions, Years 7 to 11, may join the waiting list for one year if a place is not available within the year group, providing they have qualified through the assessment examination.

Admission Into the Sixth Form

Priority for entry is given to existing students in the School. Each year the School welcomes a number of students from other schools. Places are offered after a meeting with a member of the Senior Leadership Team or Sixth Form Team. All places are conditional on GCSE results awarded in the August, prior to entry. The required minimum standard for all students wishing to obtain a place in the Sixth Form is five GCSE passes at grade 5 or above, including English and Mathematics. In addition, students must meet the published entry requirements in all subjects that they wish to study at Advanced Level with most subjects requiring a grade 6 at GCSE level. The total admission number for the Sixth Form is **no more than 200**. This is to ensure that the educational provision is not prejudiced.

Admission During Years 7 – 11

Students will continue to be admitted to other age groups provided they have reached the required standard as determined by the School's assessment procedures, which in most cases includes a general

cognitive test and written tests in English and Mathematics and that their admission does not prejudice efficient education and efficient use of resources.

The results of the 11+ assessment will be final until September in Year 7 when parents may apply to the School for a re-assessment. The re-assessment will be conducted by the School.

Where the school is at capacity, but the child is assessed to be of the academic standard, they will be placed on the waiting list.

Admission of students outside the normal age group

Parents/Carers may request that their child is admitted outside their normal age group. Students can only be admitted to other age groups provided they have reached the entry standard. If a parent/carer wishes to make such an application, they must contact the Clerk to Governors with a written request including the following information:

- The normal age group that the student would be admitted to and the year group which they are requesting the child be admitted to;
- The reason(s) for the request;
- The parent/carer's view on why admission outside of the normal year group should be made;
- Information and evidence about the student's academic, social and emotional development as supported by professionals;
- Confirmation as to whether the student has been educated outside of the normal age group previously, and
- If relevant to the request, a medical history and the views of medical professionals about the request for being in education outside of the normal age group.

The Headteacher will be given the opportunity to consider the parent/carer's written representations and write their written response. The Headteacher shall submit all written representations and accompanying information to the Governing Body who will decide if the child should be admitted outside their normal age group.

If the request for a deferred entry is not made within the normal admissions round and is refused by the Governing Body, whereby parents/carers are not offered a place for their child in the normal age group, then parents/carers will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and the Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to the school's oversubscription criteria. Approval of the application does not receive any priority over the school's oversubscription criteria. If the application is rejected by the Governors during the normal admissions round, then the application for a place at the school will still be subject to the school's oversubscription criteria but for admission into the normal age group.

Appeals Against Admission Decisions

Arrangements will be made for parents/carers who are dissatisfied with an admission decision to lodge an appeal. Appeals will be heard by an Independent Appeals Panel as required by law, providing they are lodged within the prescribed period.

Further details of the appeals procedure can be obtained from the School – 0151 632 3449.