Admissions Policy for September 2026 Intake – For consultation

Lead Person: **Headmaster**
Governing Body Committee: **Admissions**

The Crypt School (the "School") is a selective, co-educational academy for 11 – 18-year-olds. The Governing Body is the School's admissions authority and as such is responsible for determining its admissions arrangements. This policy has been drawn up in accordance with the School Admissions Code 2021 (the "Code") and the School operates in line with Gloucestershire County Council's (GCC) co-ordinated scheme for school admissions.

As outlined in the Code, during the normal admissions round, parents must apply to the Local Authority in which they live for places at their preferred schools. All preferences are collated and parents then receive an offer from their Local Authority at the highest preference school at which a place is available.

In this policy, references to "parents" means an applicant's natural parents, holder(s) of parental responsibility, or a person with care of the applicant.

Admissions criteria for entry into Year 7 in September 2026

Key Dates:

Open Day & Evening:	October 2025*
Open Mornings:	March & June 2026*
Online registration for Grammar School Test:	Noon on Monday 19th May to Noon on Friday 27th June 2025
Grammar School Test date:	Saturday 13th September 2025
Grammar School Test results sent to parents:	Mid October 2025
Closing date for School applications to the Local Authority:	31st October 2025
Offers of places made by the Local Authority:	1st March 2026
Appeals:	The appeals process takes place from April 2026 onwards. Further information is available on the School's website or from the School office from 28th February, 2026

Published Admissions Number ("PAN")
The School's PAN for Year 7 2026 Entry is 155

The Grammar School Test
The School administers its own admission test (the "Grammar School Test"). Those wishing to register for the Grammar School Test must complete the Grammar School Test application form by the deadline given above. It is possible to complete and submit a registration form online via the School's website (www.cryptschool.org) or via a paper form available from the School office.

Testing will take place on a Saturday in the Autumn Term. Parents must provide details of any special educational needs ("SEN") on the Grammar School Test registration form to allow the School to consider appropriate access arrangements. Only applicants who attain the "**Qualifying Standard**" in the Grammar School Test will be eligible to be considered for admission to the School (see below).

In extremis, for candidates who are prevented from attending any testing at the school due to, for example, if a candidate is in hospital, the School will consider whether it is possible to test at the candidate's home or another safe venue.

In order to safeguard the credibility of the Grammar School Test, where an applicant (whether or not registered in two or more authorities including Gloucestershire) undertakes the same Grammar School Test on more than one occasion, then the first sitting shall be taken as the applicant's test score and any place offered in accordance with the admission arrangements must be on the basis of that score. For the avoidance of doubt, where a place is offered on the basis of a fraudulent or misleading application, the School may withdraw that offer. There is no opportunity to re-sit the Grammar School Test.

For admission into Year 7 during the normal admissions round, parents must also submit the Local Authority's Common Application Form (CAF) by the published deadline. The form can be submitted online via Gloucester County Council's website, or a paper form can be requested from the Council. Out of area applicants should apply through their own Local Authority.

The Qualifying Standard
The "Qualifying Standard" is not a pre-defined pass mark, but is a term used to describe the minimum standardised score an applicant must achieve in the Grammar School Test in order to be considered for entry to the School. Prior to the closing date for submission of the CAF, confirmation will be sent to parents indicating whether or not their child has achieved the Qualifying Standard.

The Local Authority allocates places to those children who have met the Qualifying Standard and whose parents have expressed a preference for the School in the CAF, in the order set out in the School's oversubscription criteria outlined below. **Parents should note that meeting the Qualifying Standard and being eligible to be considered for admission to the School is not a guarantee of an offer of a place.**

The qualifying standard for children who are PP / LAC / PLAC (see notes below) will be lower than that of children who are not PP/LAC / PLAC.

Oversubscription criteria
Where applications from candidates **who have met the qualifying standard** exceed the number of places available, the following criteria will be applied, in the order set out below:

1. Looked After Children / Previously Looked After Children **who have met the qualifying standard** (see Note 1 below in the Annex);
2. Candidates in receipt of Pupil Premium **who have met the qualifying standard** (see Note 2 below in the Annex);
3. Candidates **who have met the qualifying standard** who have a parent who is, at the time the application is made, a member of School staff, provided the parent has either been employed for minimum of two years, or has been recruited to fill a vacant post for which there was a demonstrable skills shortage at the time of their appointment;
4. All other candidates **who have met the qualifying standard** in test rank order.

Ordering within the same criteria
For the purposes of oversubscription categories 1, 2 and 3, the higher ranking will be given to the applicant who lives closest to the School, as measured in a straight line from their usual place of residence (see below). The distance is measured from the Ordnance Survey point of the applicant's usual place of residence (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system. For the purposes of oversubscription category 4, the higher ranking will be given to the applicant with the highest score in the Grammar School Test.

Tiebreaker
In the event that two or more applicants in oversubscription categories 1, 2 or 3 live the same distance from the School, priority will be given to the applicant with the higher Grammar School Test score. In the event two or more applicants in oversubscription category 4 have the same Grammar School Test score, priority will be given to the applicant living closest to the School (using the calculation method outlined above). In the event two or more applicants in any category have the same score and live the same distance away from the School, a process of random allocation – the drawing of lots, will be followed by the Governing Body, witnessed by an independent person.

Home address
An applicant's home address is their usual place of residence. Where there are shared custody arrangements, then the home address is where the applicant spends the majority of school nights. For the avoidance of doubt, 'schools nights' in this context means Sunday night through to Thursday night inclusive.

Year 7 waiting list
A Year 7 waiting list is initially maintained by the Local Authority before being passed to the School in September 2026. The waiting list is prioritised in line with the oversubscription criteria set out above, with each added child requiring the list to be ranked again. This means the position of a child on the waiting list may change to be higher or lower over time. The tie break procedure set out above will apply if necessary. The waiting list is held in this form until 28th February 2027, after which point a place on the list will be conditional on sitting baseline tests as set out below.

From 28th February 2027, those wishing to remain on the list will be required to sit baseline tests administered by the School. From this point baseline test scores will take the place of Grammar School Test scores for the purposes of applying the oversubscription criteria to the waiting list. This is because the Grammar School Test is no longer an age-appropriate assessment for applicants. All those on the waiting list at 28th February 2027 will be invited to sit these baseline tests in February 2027 at a time and date set by the School and must do so if they wish to remain on the waiting list. The waiting list is then revamped on the basis of the baseline test result and maintained until the end of the academic year.

Late applications to Year 7 during the Autumn Term: During the Autumn Term, late applicants without a Grammar School Test score will be offered the opportunity to sit this test on two dates during the Autumn Term. Testing will generally take place in October and December at times and dates set by the School. The details can be requested at any time from the School. If no place is available, the applicant may join the waiting list. For applications to Year 7 made after the December test date, the procedure outlined below will apply.

Late applications to Year 7 after the Autumn Term: As set out above, after the Autumn Term, late applicants will be required to sit baseline tests administered by the School. Testing will generally take place in February, May or June. The details of forthcoming test dates can be requested at any time from the School Office. If an application is refused on the grounds no place is available, in addition to a right of appeal the applicant may join the waiting list.

Admissions criteria for late entry to years 8-11

Application process: Any application for a place made outside a normal year of entry to the School should be made directly to the School. Applicants will be invited to sit age-appropriate baseline tests administered by the School. Where there are more applicants than places in a particular year group, the published oversubscription criteria will be applied save for the use of baseline test scores in place of Grammar School Test scores. Applicants will be offered the opportunity to sit these tests at times and dates set by the School. Testing will generally take place in October, February or March and May or June each year. The details of forthcoming test dates can be requested at any time from the School Office.

Where an applicant's test results are borderline, the School may take other performance indicators into account, for example formal assessment results and end of year examinations from an applicant's current school. Final assessment of the suitability for a grammar school style of education is delegated to the Headmaster and a senior member of the teaching staff. An admission committee will then consider whether a place at the School may be offered.

Waiting lists: Where an application is refused by the School on the grounds no place is available, in addition to a right of appeal, applicants are able to join a waiting list for the relevant year group, which is ranked in line with the published oversubscription criteria. Waiting lists are maintained until the end of the academic year. If parents wish their children to remain on the waiting list for the following academic year, further in year tests will need to be sat.

General Information

Please see Annex to the Admissions Policy for information on important issues including Educational Health and Care Plans, Applications outside of Normal Age Group, Appeals, Transport, Fraudulent Applications

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Admissions criteria for entry to the Sixth Form – Year 12

The Sixth Form at The Crypt School is co-educational. Admission to the Sixth Form is open to both internal and new candidates. Applications for Year 12 should be completed by the published deadline on the application form.

Application process
Application forms and details of entry requirements are available as follows:

- At the School's Sixth Form open evening;
- From the School office by request; and
- On the School's website : https://www.cryptschool.org/sixth-form/welcome-to-the-sixth-form

Deadlines for applications will be on the application form.

Published Admissions Number ("PAN")
The School's Year 12 capacity is a minimum of 175. All Year 11 students enrolled at The Crypt School who meet the academic entry requirements set out below are eligible for a place in the School's Sixth Form and priority is given to these students. In addition to those students who continue from the current Year 11 of the School, the School will admit a minimum of 25 new candidates.

Academic Entry criteria
For entry into the School's Sixth Form, all students must achieve the following:

To Study 3 A Levels

- Minimum points score of 48 across a student's best eight GCSE results
  The points value for each of the eight grades is derived from the numerical results of the GCSE. For example, 9+9, 8+8, etc. (please note short course GCSEs DO NOT count towards GCSE point scores.
- Grade 5 or above in Mathematics and English Language GCSE

Although not a condition of entry (which is always based on 48 points from best eight GCSE results as set out above), where a student wishes to study an additional A level, in order to do so they will be required to have achieved a minimum 58 points from their best eight GCSE results.

Students who have taken BTEC qualifications, please note the following : D2*: equivalent to a GCSE grade 8.5. D2: equivalent to a GCSE grade 7. M2: equivalent to a GCSE grade 5.5. P2: equivalent to a GCSE grade 4. These will be considered as part of a student's best 8 grades.

If a student is not studying GCSE, iGCSE or BTEC then equivalency must be sought by the applicant. If ECCTIS cannot provide a GCSE equivalency then we will be unable to consider the application further.

Applicants wishing to study a particular A Level course must have achieved a minimum of Grade 6 at GCSE in that subject. Access to certain courses may require a higher minimum level of entry, as determined by the Headmaster and the Director of Post-16 Education and Personal Development. Any

such additional course-specific standards are clearly set out within the Sixth Form Information Booklet, which is available on the School's website or by request from the School office.

We welcome applications from new candidates. Conditional places will be offered on the basis of the predicted GCSE grades supplied by the applicant. Applicants should be aware that an offer of a place in the Sixth Form does not guarantee access to a particular course or subject.

Where a course, subject or year group is oversubscribed, places will be allocated according to best performance in relevant GCSEs, and if places still exist in the Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas.

Where new applicants have an Education, Health and Care plan (EHCP), they are required to meet the minimum academic entry requirements in order to be admitted and for The Crypt School to be named on the plan. In that event, they will have priority over all new applicants and the admissions number will be reduced accordingly. For internal applicants with an EHCP, in order for them to continue their students at The Crypt School they will be required to meet the minimum academic entry requirements.

Internal and new applicants who narrowly miss the entry criteria and who still wish to be considered for a place in the Sixth Form may request to have their application reviewed by an Admissions Panel, which includes the Headmaster, Director of Post-16 Education and Personal Development and Deputy Head - Academic. The Admissions Panel will also consider applications from students with exceptional circumstances. All applicants in receipt of the Pupil Premium who miss the entry grades set out above will automatically have their applications reviewed by the Admissions Panel.

Year 12 waiting list:

In the event there are more new applicants who have met the entry criteria than available Sixth Form places, the School maintains a waiting list, prioritised in line with the oversubscription criteria set out below. For each added applicant, the list will be ranked again. This means the position of an applicant on the waiting list may change to be higher or lower over time. The oversubscription procedure set out below will apply if necessary. The waiting list is held until the end of the first term. , after which point it falls away.

Should an applicant receive a remark, which then gives them the entry criteria for the Sixth Form, they will be added to the waiting list in rank order. Internal applicants who receive a remark which would entitle them to a place in the Sixth Form will be offered a place, however it would not guarantee them to sit the course of subjects they may want. Places will be offered as they become available, taking into account total numbers in the Sixth Form and course / subject numbers.

Oversubscription criteria

All those Year 11 students already enrolled at the School who meet the entry criteria will be eligible to continue into Year 12. Where there are more external applicants **who have met the entry criteria** than available places, the following criteria will be applied, in the order set out below:

1. Looked After Children / Previously Looked After Children **who have met the entry criteria** (see Annex to Admissions Policy);

2. Applicants in receipt of Pupil Premium **who have met the entry criteria** (see Note 2 below);
3. Applicants **who have met the entry criteria** who have a parent who is, at the time the application is made, a member of School staff provided the parent has either been employed for minimum of two years, or has been recruited to fill a vacant post for which there was a demonstrable skills shortage at the time of their appointment;
4. All other applicants **who have met the entry criteria, ranked by** their point score (from best eight GCSE grades)

Ordering within the same criteria

For the purposes of oversubscription categories 1, 2 and 3, the higher ranking will be given to the applicant who lives closest to the School, as measured in a straight line from their usual place of residence (see below). The distance is measured from the Ordnance Survey point of the applicant's usual place of residence (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system. For the purposes of oversubscription category 4, the higher ranking will be given to the applicant with the highest score in the Grammar School Test.

Tiebreaker:

In the event that two or more external applicants live the same distance (using the calculation method outlined above) from the School, a process of random allocation, the drawing of lots, will be followed by the Governing Body, witnessed by an independent person.

Home address:

An external applicant's home address is their usual place of residence. Where there are shared custody arrangements, then the home address is where the applicant spends the majority of school nights. For the avoidance of doubt, 'school nights' in this context means Sunday night through to Thursday night inclusive.

Annex to Admissions Policy

Applicants with Special Educational Needs

The School admits students with SEN who meet the entry requirements determined by this policy. Any student who meets the entry requirements and who has an Education Health and Care Plan that names the School will be admitted and the number of available places under the PAN will reduce accordingly. Students must be able to be taught in mainstream classes and able to follow a grammar school curriculum, including the National Curriculum. The School is committed to Equality of Opportunity.

When registering for selective testing, parents are asked to specify any special educational needs, which might require reasonable adjustments to the testing process, in accordance with the procedure available from the Local Authority's website. The School will then consult with appropriate professionals to determine the most appropriate adjustments to make (if any) to ensure that testing arrangements are accessible.

Admission out of Chronological Age Group

Early admission to Year 7: The School will consider an application for early admission to Year 7 of an exceptionally gifted and talented candidate provided it is supported by a recommendation from the child's current Headteacher. In order to make an application for early admission to Year 7 parents must contact the school with information about why their child is out of their chronological age group, including a letter from their primary headteacher with confirmation of the year group the child is currently in The Governors Admissions Panel will consider each application on a case by case basis.

Any applicant must meet the relevant entry criteria. As outlined above, in order to safeguard the credibility of the Grammar School Test, where an applicant (whether or not registered in two or more authorities including Gloucestershire) undertakes the same Grammar School Test on more than one occasion, then the first sitting shall be taken as the applicant's test score and any place offered in accordance with the admission arrangements must be on the basis of that score. Parents of early Year 7 applicants must therefore agree that if their child is unsuccessful in obtaining a place at the School, they will not be able to take the Grammar School Test a second time the following (normal) year of entry.

All other out of chronological age group admissions: In relation to early and all other out of chronological age group cases, the School will make its decision on the basis of the circumstances of each case and in the best interests of the child concerned. In order to make an out of age group application you must complete a Register of Interest Form, which can be found on the School website under Admissions / Join Us.

The decision to admit will be taken by the Admissions Committee which will review all the evidence available to it. This will include taking into account parental views; information about the child's academic, social, and emotional development; where relevant, the child's medical history and the view of medical professionals; whether the child has previously been educated out of their normal age group; and whether the child might naturally have fallen into a lower year group were it not for their premature birth. There is no obligation to provide any supporting evidence for the application but it will strengthen the application where such evidence is provided. In addition, the views of the Headteacher of the School will be taken into account. In addition, any applicant must meet the relevant entry criteria.

Appeals

A decision by the School to refuse a place carries with it a right of appeal to an independent appeals panel. For applicants to the Sixth Form, both the parent and the student applicant have a right of appeal. Appeals against non-admission will be held in accordance with the School Admission Appeals Code and regulations that are in force at the time. The School remains responsible for the formal appeals process. The School publishes its admission appeal timetable on its website by February 28th each school year.

Transport

Where children are not entitled to free transport provided by the Local Authority (as identified in the Gloucestershire County Council School / Academy *Admissions Guidance Booklet*) it is the parents' responsibility to ensure that their child can attend the School.

Fraudulent Applications

The School reserves the right to withdraw the offer of a place where it has been offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Notes

Note 1: *A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4) including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.*

1. *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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*
2. *This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).*
3. *Under the provisions of s.12 of the Children and Families Act 2014.*
4. *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*
5. *A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

Note 2: *Children attracting Pupil Premium are those who have been registered for free school meals at any point in the six years prior to the closing date for registration for the Test. The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The School will make such enquiries as are necessary of GCC (or the relevant Local Authority) as to the entitlement of any children who have qualified when notifying GCC of the test results.*

Reviewed by Governors' Admissions Committee – November 2024
Consulted on
Approved by Full Governors
Determined