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# THE LATYMER SCHOOL

Founded 1624

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## THE LATYMER SCHOOL ADMISSION PROCEDURES FOR ACADEMIC YEAR COMMENCING SEPTEMBER 2025

The Latymer School, Edmonton is a Voluntary Aided Selective Grammar School for boys and girls aged 11-18.

Admission to The Latymer School will be awarded based on academic ability determined by performance in the school's selection tests which are compulsory for all applicants. In normal terms the top 700 applicants will be deemed selective and only applicants deemed selective will be admitted. However, adjustments will be made in relation to our oversubscription criterion (see pages 4 & 5).

There is one round of tests after which applicants will be ranked in order of their age standardised test score and places allocated according to the Oversubscription Criteria.

### Inner Area

The school will **only** admit students from the published Inner Area as shown below:

The Inner Area means applicants whose Main Address is in the following postcode areas; E2, E4, E5, E8, E9, E17, EN1, EN2, EN3, EN4, EN5 (Sectors 1, 2, 4, 5 only), EN8 (Sectors 7, 8, 9 only), N1 (not N1C), N2, N3, N4, N5, N6, N7, N8, N9, N10, N11, N12, N13, N14, N15, N16, N17, N18, N19, N20, N21, N22. There is no preference within this list. Only children residing in one of these postcodes will be admitted to the school.

Main Address means the place at which the applicant spends the weekday nights in the ordinary course of events.

Priority is given to those applicants who are resident in the Inner Area as of **8 January 2025**. **Therefore, applicants living outside of our published Inner Area at the time of registering for the assessment tests, must provide evidence of their new Inner Area address by the 8 January 2025 if they wish to be considered for admission to the school.**

### Shared Care

When parents live separately the application must be based on the address at which the child usually lives and from which he or she attends primary school. When parents live separately but the child lives equally with both parents at different addresses, the child's home address must be mainly within our Published Inner Area. For example, if one parent resides within the postcode area N22 and the other parent resides within the postcode area HA3, the school will consider the application if the main address is the in N22 postcode area.

### Open Evening

The school will be open for tours for prospective pupils on **25 April 2024**. The Headteacher, senior staff and pupils will give talks on life at Latymer and the admissions procedure. Further details regarding this and school tours will be published on our website when final arrangements have been determined. We will be operating an online booking system which will be accessible from our website.

## ADMISSION TO YEAR 7 IN THE NORMAL ANNUAL ADMISSIONS ROUND

The Published Admission Number (PAN) is 192.

The school is part of the Pan-London Co-ordinated Admissions Scheme. To make an application to The Latymer School, parents **must** name The Latymer School on the Common Application Form (CAF) issued by the applicant's Local Authority (the Home Local Authority). You will receive the common application form from

either your primary school or local authority. If you do not name, The Latymer School on your CAF the local authority will be unable to process your application further and your child's name will be withdrawn from the process.

### **Registering for the Assessment Tests**

The school's Supplementary Information Form (SIF) **must** be completed for candidates to sit the compulsory assessment tests.

The online SIF will be available on the school website **only**, from **16 March 2024 to 14 June 2024** (as the 16<sup>th</sup> March falls on a Saturday, the SIF form will be published online from 18 March 2024). We are unable to accept registrations after this date, or registrations made via tutoring group websites. Please ensure that the information you provide on the SIF is accurate, especially your child's date of birth, as the school cannot be responsible for parental errors once the testing materials have been printed.

Please note that the school cannot be held responsible for technical breakdowns/errors when completing our on-line registration form on electronic devices.

Applicants wishing to apply for one of the 20 available music places (see Oversubscription Criteria 3 on page 5) will need to complete a separate music form which will be available on our website.

### **The Test**

All registered applicants will receive an invitation to the tests detailing the date and time of their test before the end of July. Candidates will be required to produce photographic ID on the day of the test. Further instructions will be included in the invitation correspondence.

### **Test Dates**

#### **Wednesday 4 September, Saturday 7 and Sunday 8 September 2024**

Applicants will be invited to attend on **one** of these days only. All tests are taken on the same day. Unfortunately, date clashes with other selective schools that also have assessment tests are sometimes unavoidable.

For registered applicants unable to attend the test session offered due to illness, a late test will be arranged. For any other circumstance(s) please contact the school for further advice.

### **Testing Procedure**

All tests will take place at The Latymer School, Haselbury Road, Edmonton, N9 9TN and can only be taken once at the beginning of Year 6.

Registered applicants will be invited to sit tests in Mathematics, Verbal Reasoning and English. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics.

The Mathematics and Verbal Reasoning test will consist of a Mathematics questions booklet and a Verbal Reasoning questions booklet; both will be multiple-choice format set by GL Assessment. It will be 60 minutes in duration (30 minutes Mathematics & 30 minutes Verbal Reasoning) and the school will have no advanced knowledge of the content of this paper. The English paper will be set by the school and will include both reading and writing sections; it will be 60 minutes in duration (30 minutes reading an extract and answering questions & 30 minutes creative writing).

The Verbal Reasoning and Mathematics papers will be scored first by the test provider using Optical Marking Recognition (OMR) scanning technology. These results will be combined to give an age-standardised result for each applicant in rank order (rank 1 being the highest position).

**Applicants with a ranking position between 1 and 700** will have their English papers marked by staff at the school and the raw score will be added to the Verbal Reasoning and Mathematics raw scores by the test provider to produce re-standardised age-related results for the top 700 cohort (rank 1 being the highest position). Please note that once the re-standardisation process has been applied, there will be variance to the original ranking positions. Applicants can move up or down the new ranking.

Please note that due to several applicants sharing the same ranking position, it is likely that there will be more than 700 applicants in the top cohort.

**Applicants with a ranking position below 700** in the Maths and Verbal Reasoning test will be deemed by the school Governors as not eligible for consideration to the school under academic ability and will therefore not have their English papers marked. The exception to this rule is applicants applying under our Oversubscription Criteria (1, 2 & 3) as mentioned on pages 3 & 4 of this document.

The school will not be able to consider requests for re-marks.

**Special Educational Needs and Disability** - Applicants holding a current Education Health & Care Plan (EHCP) should tick the SEND box on the online registration form.

By law, the secondary transfer process is different for children with EHCPs. Parents may express a preference for a school in the maintained sector (i.e., a school funded by a local authority) in the home or neighbouring boroughs. Once parental preferences have been expressed, the local Borough SEN team will begin the consultation process with schools to explore if needs can be met in line with the provision laid out in the EHCP.

Code of practice states:

9.80 The local authority must consult the governing body, principal or proprietor of the school or college concerned and consider their comments very carefully before deciding whether to name it in the child or young person's EHC plan, sending the school or college a copy of the draft plan. If another local authority maintains the school, they too must be consulted.

Once the consultation responses have been received, the Borough SEN Secondary Transfer Panel will meet to consider each application. The Panel will have available the most recent annual review and the responses from consultation with schools to assist in making the most appropriate school choice.

Pupils holding an Education Health & Care Plan (EHCP) at the time of registering for our assessment tests will be deemed selective if they are ranked within the top 700 applicants and reside within the Inner Area. Those applicants ranked within the top 700 will have their English paper marked. Only applicants deemed selective will be admitted subject to consultation. The school must be named in the EHCP. There is no limit to the number of applicants admitted for EHCP.

Supporting evidence must be provided to the school by **14 June 2024**. Please note that we may not be able consider late submissions received during school closures and once the tests have taken place the school will not be able to consider late evidence of a special need.

Applicants on the SEND register at Primary School will be considered according to need and should tick the SEND box on the online registration form.

### **Test Results**

Results of the Maths and Verbal Reasoning tests will be emailed to parents before the end of September. For those in the top 700, the re-standardised results, including the English score will be emailed to parents before the end of October.

## Offers

The Governors will select the 192 applicants to whom they wish to offer places and intend 50 ranked applicants will be held on a waiting list. A list of the top 700 applicants will be sent to the London Borough of Enfield who will be coordinating the process with all other Boroughs. Parents are advised to view the admission arrangements for their home local authority so that they are aware of procedures.

Parents will be notified, usually in October before the CAF deadline, of the likelihood of receiving a firm offer of a place based on their ranking after all tests have been marked and age standardised. The outcome of the Secondary Transfer Procedure will be communicated to parents by their own Local Authority on National Offers Day early in March.

We must emphasise that meeting the criteria required by the Governors is not a guarantee that a place at the school will be offered. It is likely that many more candidates than PAN will meet the criteria required to be eligible for a place should they choose to apply.

In the event of there being more than 192 applications (including children with EHCPs naming the school), places will be allocated in accordance with the oversubscription criteria below in number order 1 to 4.

### Oversubscription Criteria for Year 7 entry

**Applicants applying under our Oversubscription Criteria will be considered if they reside in the Inner Area and provide supporting evidence (at the time of registration for criteria 1 & 3)) for the category for which they are applying in the following priority order:**

#### 1. Looked after children (Threshold top 900)

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. 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 registration.

A **previously looked after child** is a child who was looked after, but ceased to be so because they were **adopted** or became subject to a **child arrangement order** (formerly known as a residence order) or a **special guardianship order** immediately following having been looked after, including those who appear to the school to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be in state care as a result of being adopted. The school will request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority/care provider that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

An **adoption order** is an order under Section 46 of the Adoption and Children Act 2002.

A **child arrangement order** settles the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

Section 14A of the Children Act 1989 defines a **special guardianship order** as an order which appoints one or more individuals to be a child's special guardian(s).

These children will be deemed selective if they are ranked within the top 900 applicants in the Maths and Verbal Reasoning test and only applicants deemed selective will be admitted. Those applicants ranked within the top 900 will have their English paper marked. There is no limit to the number of children admitted under this criterion. Documents to confirm an applicants looked after status should be submitted to the school at the time of registration. The school must be named on the CAF. There is no requirement for qualifying applicants to reside in our published Inner Area.

## **2. Universal Credit/Free School Meals (Threshold top 900)**

Up to 20 applicants will be considered for a place provided they can submit supporting evidence showing receipt of Universal Credit, or Free School Meals. Confirmation from the primary school of Free School Meals being awarded will be accepted.

Applicants will be deemed selective if they are ranked within the top 900 applicants in the Maths and Verbal Reasoning test. Qualifying applicants in this category will have their English papers marked, as there are limited places available under this criterion. The number of applicants admitted under this criterion can vary for each academic year, but is capped at 20. Offers will be made in rank order of the tests. The school's name must be named on the CAF. In the event of a Pupil Premium applicant withdrawing from the process, the next highest ranked child under this criterion will be considered for the place.

## **3. Music places (Threshold top 700)**

Up to 20 applicants will be considered for a music place if they are ranked within the top 700 applicants in the Mathematics and Verbal Reasoning test. Qualifying applicants applying under this category will have their written English papers marked, as places are limited under this criterion. A separate music form will need to be completed for this criterion, supported by evidence showing the musical standard the applicant has reached. Musicality can be demonstrated on any instrument/s, including voice.

There is no music test for Latymer, but the school may audition up to 32 applicants, selected at the discretion of the school, to gauge their musicality. The number of applicants admitted under this criterion can vary for each academic year but is capped at 20. An applicant may not necessarily be required to audition to be admitted under this category. However, the decision to audition or not is at the school's discretion.

Several applicants applying under the music criterion may be academically able, so would not require a music place. Auditioned applicants should be able to demonstrate a good level of musicality, but this will depend on the instrument as well as previous opportunity and experience, but this should not prohibit applicants from applying under the music criterion. It may be that a pupil has studied a number of instruments to a high level or has made very rapid progress.

Auditions are held at the school in October each year and are assessed in relation to the performance at the audition. Auditions will be conducted by Latymer staff and applicants will be given an individual audition conducted separately to other applicants.

- Applicants must use the school accompanist if required, including a run-through beforehand.
- Each audition lasts 20 minutes and comprises:
  - one piece (or two contrasting pieces) performed on main instrument; second instrument (optional) – maximum 8 minutes of music in total.
  - sight-reading on first instrument
  - aural tests:
    - singing back a given pitch
    - singing back a note from a chord
    - singing back a melody
    - clapping back a rhythm and identifying the time signature
    - a short sight-singing exercise

After audition, applicants will be ranked up to the top 20 for allocated music places. Our music staff will complete a report sheet for each auditioned applicant and this report will be sent to parents after the second-round of results have been reported to parents.

Parents have the right to appeal the school's decision to not offer a music place to their child. However, an appeal panel is not able to require the school to repeat music selection, or to offer an audition, or to substitute its own method of assessing suitability for a music place.

**4.** Applicant's resident in the Inner Area in rank order.

**5.** Applicant's resident outside of the published criteria will not be considered until resident within the Inner Area.

**It is the responsibility of the parent(s)/carer(s) to supply supporting evidence in relation to our oversubscription criteria; evidence should be provided by 14 June 2024 and can be emailed to: admissions@latymer.co.uk or posted to the school address.**

In the event of a 'tie' situation for the last available place, due to applicants achieving the identical aggregate age-standardised test score within a category, preference will first be given to students who are on pupil premium (ranked within the top 900) but haven't been offered a place under this category, then to students who show musical ability (ranked within the top 700) but haven't been offered a place under this category and then those who live closest to the school using local authority measurement calculations.

### **Fair Access Protocol**

We work in accordance with the **Fair Access Protocol** held by the Local Authority (The London Borough of Enfield); should a vulnerable child within the protocol require a place at the school, they should contact their local authority in the first instance. Consideration of grammar school standard will be based on the results of the assessment tests in Maths and English and after consultation with the local authority.

### **Waiting List**

Once the local authority can confirm offers to the school, the waiting list of up to 50 applicants can be established. Those on the waiting list will be held in rank order of the assessment tests. You will receive written notification from the school informing you if your child is on the waiting list and at what position. Movement on the waiting list is dependent on applicants withdrawing their offer.

However, please be aware that the waiting list positions can change for the following reasons:

- A. Parents with a child who sat the assessment tests but did not name the school as an original preference, can name the school as a late preference, and have their child reinstated onto the waiting list in rank order.
- B. Parents with a child who sat the assessment tests but are currently residing in the Outer Area - if families relocate, their child may be reconsidered for a place on the waiting list in rank order.

The waiting list will remain open until the 31st of December.

### **Siblings**

Designated grammar schools must not give priority to siblings or former pupils.

### **Practice Material**

Please refer to the school's website for example papers. There are no papers available to purchase from the school.

## **ADMISSION OF APPLICANTS OUTSIDE OF THEIR NORMAL CURRICULUM AGE GROUP (over/underage applicants)**

Requests to admit applicants outside of their normal age group will be considered upon written confirmation from the current primary school/provider stating that the applicant can follow the academic curriculum offered by the school. These applicants will be ranked alongside all others in accordance with the school's oversubscription criteria.

## **APPLICANTS WHO HAVE TAKEN EARLY GCSE EXAMINATIONS (YEAR 7 TO YEAR 11)**

Please note that any applicants admitted to the school who have taken early GCSE examinations will follow the normal curriculum in that subject and will be examined at the end of Year 11. The school will not be able to offer individual support outside the curriculum area.

## **WITHDRAWALS OF OFFERS AND PLACES (YEAR 7 TO YEAR 11)**

The school reserves the right to withdraw offers and, where appropriate, places if it transpires that any untrue statement has been made in support of an application, or there has been a failure to notify a change which has a material impact on the outcome of the application.

### APPEALS PROCEDURE

Where a child has been refused admission to any school named on the Common Application Form, parents have the right to appeal against that decision. In the case of applications at the secondary transfer stage (Year 6 to Year 7) parents should appeal within 20 days of notification by their Local Authority that their child has not been offered a school place. Appeals for The Latymer School will take place in April or May at the school and conducted by an Independent Appeals Panel. At other times parents should appeal within 30 days of receipt of the letter refusing a place at the school.

### EXTERNAL IN YEAR ADMISSIONS (KS3 /KS4) YEARS 7 TO YEAR 11

**To be considered for In Year admission to The Latymer School, applicants must reside within our published Inner Area as shown below.** Applications will be accepted from applicants living outside the Inner Area, such applications are rarely successful because the school is heavily oversubscribed with applications from those living in the Inner Area. If an application from an out of area applicant was successful, the school will not offer the place until the applicant and family show evidence that they have relocated to the published Inner Area.

E2, E4, E5, E8, E9, E17, EN1, EN2, EN3, EN4, EN5 (Sectors 1, 2, 4, 5 only), EN8 (Sectors 7, 8, 9 only), N1 (not N1C or others), N2, N3, N4, N5, N6, N7, N8, N9, N10, N11, N12, N13, N14, N15, N16, N17, N18, N19, N20, N21, N22.

For those applicants who took the assessment tests at the secondary transfer stage (Year 6), the ranking list is maintained until 31 December. Therefore, if a Year 7 vacancy was to arise between the start of the academic year in September and 31 December, the next applicant on our initial waiting list of 50 would be offered the place.

Otherwise, for all vacancies that may arise in **Years 7-11** parents must complete the Enfield borough's In Year admissions form which is available at this link <https://www.enfield.gov.uk/services/children-and-education/school-admissions-and-applications/in-year-admissions-moving-school-during-the-year> . Enfield Admissions will be coordinating any In Year vacancies that may arise at the school.

In the event of a pupil's name being removed from the school register, the school will contact and test all applicants on the relevant waiting list within 4 weeks of the date of removal (this does not include school closures). We will continue to accept applications up to one school week before the test is due to take place. Unsuccessful applicants will remain on the list for any further vacancies that may arise during the academic year. The Governors will base their decisions to offer any places(s) on the results of tests in English and Mathematics. Applicants will be ranked in order of the test results (rank 1 being the highest).

For any vacancies that may arise in Year 11, the same procedures apply as for other In Year vacancies (as above), testing in English and Mathematics with the addition of the Sciences. Applicants will be ranked in order of the test results (rank 1 being the highest).

All tests are age appropriate for the curriculum being studied at Latymer and are written papers constructed by Heads of Department at the school; they are not multiple-choice tests.

The school will offer places up to the number of vacancies available in a particular year group (e.g., if one vacancy arises in Year 8, we will only fill that vacancy).

Please note that in all cases the school will only admit applicants deemed to be of Grammar School standard. This will include any applications for Looked After Children.

In the event of a 'tie' situation for the available place(s), due to the top ranked applicant(s) achieving identical test scores, the applicant(s) living closest to the school (using distance measurements by the local authority) will be offered the place(s).

We aim to provide the results of any tests taken within 15 school days of the tests being administered. However, this may depend upon circumstances which are out of our control. Unsuccessful applicants have the right of appeal; further information will be included in our results letter.

There are no practice papers available for In Year tests but please view our web page <https://www.latymer.co.uk/curriculum> for further information on the school curriculum.

The waiting list will close at the end of the school year. You will need to make a fresh In Year application (via Enfield Admissions) each new academic year if you wish your child to continue to be considered.

## **SIXTH FORM EXTERNAL ADMISSIONS TO YEAR 12**

### **Inner Area**

Each year the school is heavily oversubscribed, so priority is given to those applicants who are resident in the Inner Area.

The Inner Area means applicants whose Main Address is in the following postcode areas; E2, E4, E5, E8, E9, E17, EN1, EN2, EN3, EN4, EN5 (Sectors 1, 2, 4, 5 only), EN8 (Sectors 7, 8, 9 only), N1 (not N1C), N2, N3, N4, N5, N6, N7, N8, N9, N10, N11, N12, N13, N14, N15, N16, N17, N18, N19, N20, N21, N22. There is no preference within this list.

Main Address means the place at which the applicant spends the weekday nights in the ordinary course of events.

The Governors offer places each September to approximately 50 external applicants residing in our published Inner Area. The online registration form will be available on the school website, <https://www.latymer.co.uk/north-london-grammar-school-admissions/sixth-form> - normally during October for Year 11 applicants.

The Open Evening for sixth form entry normally takes place in October/November, with the closing date for receipt of registration forms early December with the assessment tests taking place in January. **All dates, once confirmed, will be published on the school website.**

### **Candidates required to take the assessment tests**

For those wishing to study any of the following: **Mathematics, Further Mathematics, Biology, Chemistry or Physics there is a compulsory** assessment test. This is a multiple-choice assessment; no revision is required. Further information regarding this will be available on the open evening and published on the school website.

For those applicants for Year 12 who are tested, the school admits those with the highest test scores and who meet the minimum GCSE requirements. The minimum GCSE requirements are: (1) at least a grade 7 (equivalent to a grade A) in the subjects they wish to study at AS-level; and (2) at least 6 grade 7s overall at GCSE. Students should also have a minimum of a grade 5 (equivalent to grade C – strong pass) in English and Maths.

Provisional offers are made to applicants with the highest score in the test (except that subject choices may mean that some subjects become full and further places cannot be offered to applicants seeking to study those subjects). If you do not sit the test for Mathematics and the Sciences, you will not be allowed to study these subjects at Latymer and therefore if an applicant is considering them as possible options, they should sit the test.

Please note that these are 'one-off' assessment tests and can only be taken once when in Year 11.



The provisional offer only becomes a full offer if the applicant's GCSE grades meet the minimum GCSE requirements -(6 grade 7s in full GCSEs and a grade 7 in each subject to be taken and a minimum of a grade 5 (strong pass) in Maths and English.)

Students wishing to study Further Maths will need a minimum of a grade 8 in Mathematics GCSE, but places will be allocated first to students with a grade 9).

### **Candidates not required to take the assessment tests**

There is no test for other subjects. If there is capacity in the subjects requested the decision to make a provisional offer will be based on mock exam results and predicted grades from an applicant's current school. An applicant will not be allowed to switch to the subjects requiring the test if they have not sat the test on the date advertised for entry in that year. There will not be an opportunity to sit the test later.

### **Oversubscription**

If there are more applications than places in certain subjects, priority for admission will be given to those applicants who are Looked After or previously Looked After, if deemed academically able.

Conditional offers are made on subject availability for applicants who are not required to sit the assessment tests. For applicants required to sit the assessment tests, conditional offers are made in rank order of the assessment test results and subject availability.

Please note that the school does not offer students the option of repeating a year.

### **Adjustments for candidates on Test Day**

There is no extra-time allocated to these assessments; it is not an examination like public exams, it is an assessment of raw ability that does not require factual recall of content.

### **Resolution of a tie situation**

Preference will be given to students who live closest to the school by straight line measurement from the school to the permanent residence address.

### **Further Requirements**

1. Students must be able to show to the school's satisfaction that they have a right to reside in the United Kingdom and is entitled to State Education. Overseas applicants must hold a full British or EU passport or have documentation that confirms their status to remain in the UK.
2. Students will not be admitted to the school until they have provided authentic, valid, and bona fide documentation in support of their application, including documentation to confirm their GCSE results.

### **Withdrawals of offers and places (Year 12)**

The school reserves the right to withdraw offers and, where appropriate, places if it transpires that any untrue statement has been made in support of an application, or there has been a failure to notify a change which has a material impact on the outcome of the application.

## **APPEALS PROCEDURE**

Where an applicant has been refused admission to the school the applicant or parent(s) have the right to appeal the decision.

Appeals for year 12 are held at the school during September/October by an Independent Appeal Panel.

*The information contained in this document relates to admission in the academic year 2024 and is correct for that year at the date of publication. It should not be assumed, however, that there will be no changes affecting this information before the start of, or during, the academic year in question.*

Please also refer to our published FAQs page in conjunction with this document.

In the event of unforeseen circumstances, information contained in this document is subject to change at short notice.

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