THE LATYMER SCHOOL

Admission Arrangements and Admissions Procedure

For the Academic Year Commencing September 2028

PART 1: INTRODUCTION AND SCOPE

1. Introduction

This document sets out the admission arrangements for The Latymer School for the academic year commencing September 2028.

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

This document applies to:

- Normal admissions round: Applications for entry to Year 7 (11+ Entrance Test)
- In-year admissions: Applications for admission to Years 7-11 during the academic year
- Sixth form admissions: External applications for entry to Year 12

Places are allocated on the basis of academic ability, determined in accordance with the assessment and eligibility requirements set out in these arrangements. Where eligible applicants exceed the number of places available, places will be allocated in accordance with the oversubscription criteria.

This document should be read in conjunction with:

- The London Borough of Enfield's co-ordinated admissions scheme
- The school's published FAQs page and admissions information available on the school website.

Key terms used in this document are defined in the Definitions section at the end of this procedure.

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2. Our Status as a Selective Grammar School

The Latymer School is designated as a grammar school under Section 104 of the School Standards and Framework Act 1998.

Our selective status means that:

- We admit pupils on the basis of academic ability, determined through the relevant assessment and eligibility requirements set out in these admission arrangements and procedures
- For Year 7 admissions, there is one round of assessment after which applicants will be ranked in order of their age-standardised assessment score. Only applicants who achieve the qualifying standard will be eligible for admission, and places will be allocated in accordance with the oversubscription criteria.

- Our admission arrangements must comply with all requirements of the School Admissions Code 2021, including those specific to selective schools
- We work closely with the London Borough of Enfield as part of the Pan-London Co-ordinated Admissions Scheme
- We are committed to fair and transparent selection processes that comply with equalities legislation

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3. Inner Area

The oversubscription criteria prioritise applicants residing within the published Inner Area who meet the qualifying standard. Applicants for the 11+ Entrance Test residing outside the published Inner Area at the time of registration will not be considered for admission unless they relocate to the Inner Area and provide evidence of their Inner Area address by Wednesday 5th January 2028 (as set out in Oversubscription Criterion 5).

The published 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.

Applicants wishing to be considered for admission under Oversubscription Criteria 2, 3 and 4 must be resident within the published Inner Area as at Wednesday 5th January 2028. Applicants living outside the Inner Area at registration must provide evidence of their Inner Area address by this deadline.

Home address determinations will be made in accordance with the London Borough of Enfield's coordinated admissions arrangements.

The school reserves the right to request further evidence where necessary.

Exception: There is no requirement for applicants applying under Oversubscription Criterion 1 (Looked After Children and Previously Looked After Children) to reside within the published Inner Area.

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4. Shared Care

When parents live separately, the application must be based on the applicant's Main Address (see Part 5: Definitions).

Where parents live separately but the applicant lives equally with both parents at different addresses, the Main Address used for the application must be within the Published Inner Area if the applicant wishes to be considered under Oversubscription Criteria 2, 3 or 4.

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 under Oversubscription Criteria 2, 3 or 4 if the Main Address is in the N22 postcode area.

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5. Fraudulent Applications

The school may withdraw an offer of a place, or withdraw a place that has already been accepted, where it is satisfied that the offer or place was obtained on the basis of a fraudulent or intentionally misleading application. This includes circumstances where:

- False or misleading information has been provided.
- Fraudulent documentation has been submitted; or
- Any other fraudulent conduct materially affected the admissions process

This is in accordance with paragraph 2.13 of the School Admissions Code 2021.

Before withdrawing an offer or place on these grounds, the school will:

- Notify the parent/carer in writing of the concerns and evidence.
- Provide an opportunity to respond within 10 working days.
- Consider any response before making a final decision.
- Inform the parent/carer of the decision and their statutory right of appeal.

The application will be reconsidered based on accurate information. The school will notify the local authority of the withdrawal and subsequent decision.

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6. Statutory Basis

These admission arrangements are governed by the following legislation and statutory guidance.

Primary Legislation

- The School Standards and Framework Act 1998 (including Section 104 designating the school as a grammar school)
- Education Acts 1996 and 2002
- Children Act 1989, Adoption and Children Act 2002 and related legislation
- The School Admissions Code 2021

- The School Admission Appeals Code
- The Equality Act 2010
- The Children and Families Act 2014 (regarding EHCP duties)
- The SEND Code of Practice
- Relevant data protection legislation

Statutory Guidance

School Admissions Code

The School Admissions Code is statutory guidance issued under Section 84 of the School Standards and Framework Act 1998. As the admission authority for The Latymer School, the Governing Body must comply with the Code.

The Code sets out requirements including that:

- Admission arrangements must be clear, fair, objective and compliant with equalities legislation
- Selective schools must set out how academic ability will be assessed
- Designated grammar schools must not give priority to siblings or children of former pupils
- Offers must be made through coordinated admissions processes
- Admission authorities may withdraw offers obtained through fraud
- Schools must participate in Fair Access Protocols
- Parents refused admission must be informed of reasons and appeal rights

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School Admission Appeals Code

Sets out the legal framework and procedures for hearing admission appeals. Parents/carers whose application is refused have a statutory right of appeal.

SEND Code of Practice

The school will comply with its duties under the SEND Code of Practice relating to Education, Health and Care Plans.

The school will comply with the current versions of all statutory guidance referenced above. Information about how the school processes personal data during the admissions process is set out in the School's Privacy Notice for Applicants, available on the school's website.

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7. Co-ordinated Admissions Scheme

Year 7 11+ Entrance Test

The school participates in the Pan-London Co-ordinated Admissions Scheme.

To apply for a place at The Latymer School for entry to Year 7, parents/carers must complete all the following steps.

To assist parents/carers with the admissions process, the school publishes a Year 7 Admissions Registration Guide on its website. The guide explains how to create an Applicaa+ account and register for the admissions assessment.

Step 1: Complete the Common Application Form (CAF)

Parents/carers must complete the Common Application Form (CAF) issued by their Home Local Authority and name The Latymer School as one of their preferred schools.

The school does not give priority based on the order in which preferences are ranked by parents/carers. The order of preferences is considered by the Home Local Authority as part of the co-ordinated admissions process and does not affect an applicant's ranking in the school's admissions assessment or their priority under the oversubscription criteria.

Step 2: Create an Applicaa+ Account

Parents/carers must create an account on Applicaa+, the school's online admissions platform.

Once an Applicaa+ account has been created, parents/carers will be able to access the admissions registration process and receive admissions-related communications from the school.

Detailed guidance on creating and activating an Applicaa+ account is provided in the school's Year 7 Admissions Registration Guide, available on the school's website.

Registration for the 11+ Entrance Test is completed through Applicaa+.

Please note: The Latymer School collects all admissions information through the Applicaa+ platform. We do not require a separate Supplementary Information Form (SIF).

Step 3: Register for the school's 11+ Entrance Test

Once an Applicaa+ account has been created, parents/carers must register their child for the school's 11+ Entrance Test through Applicaa+.

All applicants wishing to be considered for admission must register for and sit the school's 11+ Entrance test.

Registration details, deadlines and admissions assessment arrangements are set out in these admission arrangements.

Further guidance on registering for the 11+ Entrance Test is provided in the school's Year 7 Admissions Registration Guide, available on the school's website.

Important

Applicants will only be considered for admission where:

- the 11+ Entrance Test registration has been completed.
- the 11+ Entrance Test has been sat.
- The Latymer School has been named on the CAF; and
- the requirements of these admission arrangements have been met.

Only applicants who achieve the qualifying standard will be eligible for admission and considered in accordance with the oversubscription criteria.

Offers of places will be made by the applicant's Home Local Authority on National Offer Day.

The school must not communicate the outcome of an application before the Home Local Authority has issued offers through the co-ordinated admissions process.

In-Year Admissions (Years 7–11)

Applications for admission outside the normal admissions round (in-year applications) should be made through the London Borough of Enfield's in-year admissions process.

The link to the Enfield Borough In-Year Admissions Form can be found on the school's in-year admissions webpage. Enfield Council coordinates applications for any in-year vacancies that arise at the school.

Further details regarding in-year admissions are set out in Part 3 of these admission arrangements.

The school participates in the London Borough of Enfield's Fair Access Protocol.

Sixth Form Admissions (Year 12)

Applications for admission to Year 12 should be made through Applicaa+, the school's online admissions platform.

Applicants must complete the Sixth Form application process through Applicaa+ and provide any supporting information required by the school by the published deadline.

Further details regarding Sixth Form admissions, including entry requirements, assessment arrangements and application procedures, are set out in Part 4 of these admission arrangements.

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8. Compliance and Review

The school, as the admission authority, will ensure these arrangements comply with all statutory requirements, including:

- Determining arrangements annually and notifying appropriate bodies in accordance with statutory timescales
- Consulting on changes as required by the School Admissions Code
- Publishing determined arrangements on the school's website
- Monitoring compliance with equalities legislation and the School Admissions Code
- Working collaboratively with the London Borough of Enfield
- Providing clear information to parents/carers about processes and appeal rights

Objections to these arrangements may be made to the Schools Adjudicator in accordance with the School Admissions Code.

Any queries regarding these admission arrangements should be directed to the school.

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9. Admission of Applicants Outside Their Normal Age Group

Parents/carers may request admission outside the normal age group.

a) Requests for 11+ Entrance Test Admission

Making a Request

Requests should be made in writing at the time of application, or as early as possible. Parents/carers must provide written confirmation from the applicant's current primary school stating that their child is currently educated out of cohort.

If Approved

The applicant will be considered for admission in the requested year group in accordance with the oversubscription criteria set out in these arrangements. Applicants must achieve the required standard in the 11+ Entrance Test and live in the Inner Area. Admission is subject to place availability and the Published Admission Number.

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b) Requests for In-Year Admission (Applicants Outside Their Normal Age Group)

Making a Request

Requests should be made in writing at the time of application, or as early as possible. The school will make a decision and notify parents/carers in writing as soon as reasonably practicable.

How Requests Are Considered

Requests will be considered individually, taking account of:

- The views of the parent/carer and reasons for the request
- The applicant's circumstances, including academic, social and emotional development
- Whether the applicant has previously been educated outside their normal age group
- Whether the applicant would naturally have fallen into a lower age group if not born prematurely
- Information from the current or previous school about academic progress and performance relative to peers
- Professional evidence (e.g., from medical professionals, educational psychologists or social workers) about why education outside the normal age group is in the applicant's best interests
- The best interests of the applicant

The school will notify parents/carers in writing, providing clear reasons for the decision.

Academic and Eligibility Requirements

All applicants, including those requesting admission outside their normal age group, must:

- Achieve the required standard in the In-Year Assessment, and
- Satisfy the eligibility criteria set out in these arrangements

Approval of a request to be considered outside the normal age group does not guarantee a place and does not exempt the applicant from meeting the academic entry requirements or eligibility criteria.

If Approved

The applicant will be considered for admission in the requested year group in accordance with the oversubscription criteria set out in these arrangements. Applicants must achieve the required standard in the In-Year Assessment and satisfy the eligibility criteria. Admission is subject to place availability and the Published Admission Number.

If Refused

The applicant will be considered for their normal age group. Parents/carers must still submit an application for the normal age group by the relevant deadline.

Right of Appeal

There is no right of appeal against refusal of a request for admission outside the normal age group. However, parents/carers have the right of appeal if their child is subsequently refused a place at the school.

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10. Admission Appeals

This section applies to Year 7 admissions, in-year admissions and Sixth Form admissions.

Parents/carers whose application for admission is refused have the right to appeal.

Appeals will be conducted in accordance with the School Admission Appeals Code and heard by an Independent Appeal Panel whose decision is binding on both the school and the appellant.

Timescales:

- Year 7 appeals: normally heard in May
- In-year admission appeals: where possible, appeals will normally be heard within 30 school days of the appeal being lodged.
- Sixth Form appeals: normally heard in September

Information about how to appeal, including deadlines and procedures, will be provided with the refusal decision and published on the school's website.

Contact: admissions@latymer.co.uk

The communication of assessment results, ranking positions or achievement of the qualifying standard does not give rise to a right of appeal. The statutory right arises only where an application has been refused following allocation of places.

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11. Year 7 Prospective Parents Open Day and Sixth Form Open Evening

Year 7 Open Day: Thursday 29th April 2027.

- The Headteacher, senior staff and pupils will provide information about life at The Latymer School and the admissions process.
- An online booking system for the talks will be available through the school's website.

Sixth Form Open Evening: Thursday 4th November 2027.

- The Headteacher, senior staff and students will provide information about Sixth Form life, subject choices, entry requirements and the Sixth Form admissions process.

Further details and arrangements for both events will be published on the school's website once final arrangements have been confirmed.

PART 2: ADMISSION TO YEAR 7 IN THE NORMAL ANNUAL ADMISSIONS ROUND

12. Published Admission Number

The Published Admission Number (PAN) is 192.

12A. Applicants with an Education, Health and Care Plan (EHCP)

Applicants of selective ability who have The Latymer School named in their final EHCP will be allocated a place outside the Published Admission Number, subject to achieving the qualifying standard (ranked within the top 700 following the 11+ Entrance Test) and the school being able to meet the needs set out in the EHCP.

These applicants are admitted before other applicants are considered, reducing the number of places available under the oversubscription criteria.

Further information is set out in Section 26.

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13. 11+ Entrance Test – Admissions Assessment

Overview

Admission to The Latymer School is based on academic ability, assessed through the school's 11+ Entrance Test and applied in accordance with these admission arrangements.

For entry in September 2028, the school will use Quest Assessments as the provider of its 11+ Entrance Test.

The 11+ Entrance Test is designed to identify applicants who are suitable for a selective grammar school education and will be administered under secure testing conditions.

The admissions assessment will assess applicants through:

- Mathematics;
- Reading Comprehension; and
- Writing.

There is no charge for sitting the admissions assessment.

Reasonable adjustments will be made for applicants with special educational needs and/or disabilities (SEND), or other access requirements.

Assessment Timetable

The timetable for admission to Year 7 in September 2028 is as follows:

- **Year 7 online application opens:** 16th March 2027
- **Year 7 online application closes:** 1st June 2027
- **11+ Entrance Test dates:** 2nd, 3rd and 4th September 2027

- **Assessment results and ranking information communicated:** October 2027
- **Common Application Form (CAF) deadline:** 31st October 2027
- **National Offer Day:** 1st March 2028

The school reserves the right to amend published dates where necessary due to unforeseen circumstances. Any changes will be communicated promptly through the school's website and admissions platform.

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14. Applying for Admission and Registering for the 11+ Entrance Test

Making an Application

To apply for a Year 7 place at The Latymer School, parents/carers must submit a Common Application Form (CAF) to their Home Local Authority by the national closing date of 31st October 2027. The CAF should name The Latymer School as one of the preferred schools.

Registering for the 11+ Entrance Test

As a selective grammar school, The Latymer School admits pupils on the basis of academic ability. All applicants wishing to be considered for admission must register for and sit the 11+ Entrance Test and achieve the qualifying standard in accordance with these admission arrangements.

Registration for the 11+ Entrance Test is completed through Applicaa+, the school's online admissions platform. Applicants who do not complete the admissions registration process through Applicaa+ by the published deadline will not be entered for the admissions assessment and therefore cannot be considered for admission.

Parents/carers must complete the following steps through Applicaa+ by Tuesday 1st June 2027:

- Register and create an account on the Applicaa+ portal.
- Complete and submit the school's online registration form via Applicaa+.
- Submit any supporting documentation required for the application for the oversubscription criteria.

The online registration form will be available on the school's website from Tuesday 16th March 2027 to Tuesday 1st June 2027.

Parents/carers are responsible for ensuring that the registration form is fully completed and formally submitted through Applicaa+ by the published deadline. Creating an Applicaa+ account, verifying an email address or accessing the Parent Homepage does not, in itself, constitute submission of a registration.

Both a Common Application Form (CAF) and Applicaa+ registration are required. Submission of a CAF to your home local authority alone, without completing registration through Applicaa+, will mean the applicant is not entered for the admissions assessment and cannot be considered for admission.

Similarly, completing Applicaa+ registration without submitting a CAF to your home local authority, will mean the application cannot be processed through the co-ordinated admissions scheme.

Supporting Documentation

All supporting documentation, including evidence relevant to the oversubscription criteria, must be uploaded through Applicaa+ during the registration window by Tuesday 1st June 2027.

We do not accept evidence after the deadline, except where it relates to a recently identified SEND. In such cases, the evidence must clearly demonstrate the nature of the need and confirm that it has been recently identified.

Important Information for Parents/Carers

- Parents/carers should ensure that all information provided is accurate, particularly the child's date of birth, as the school cannot accept responsibility for inaccuracies submitted by parents/carers once assessment materials have been prepared.
- Parents/carers are strongly encouraged to complete registration well before the published deadline to avoid any technical difficulties.
- Registrations submitted through tutoring group websites will not be accepted.

Music Aptitude Places

Applicants wishing to apply for one of the 20 music places under Oversubscription Criterion 3 must complete the separate music application form through Applicaa+, in addition to all other registration requirements (registration for the 11+ Entrance Test and submission of a CAF to your home local authority) by the published deadline.

Late Applications

Late registrations on Applicaa+ (after Tuesday 1st June 2027) cannot be accepted. This means that applicants who register late will not be entered for the 11+ Entrance Test and therefore cannot be considered for admission.

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15. 11+ Entrance Test

Applicants who have successfully completed the 11+ Entrance Test registration process will receive an invitation to the 11+ Entrance Test detailing date and time before the end of July.

Ensure that your Applicaa+ account email is accurate and regularly monitored for 11+ Entrance Test communications.

The school will not offer alternative assessment dates except for absence due to illness on the 11+ Entrance Test Day, which will be offered the reserve 11+ Entrance Test date at the school's discretion with appropriate medical evidence.

Photographic Identification

Candidates will be required to produce photographic identification on the day of the assessment. Parents/carers will not be permitted to accompany candidates into the assessment venue.

Acceptable forms of photographic identification include:

- Valid passport (UK or foreign)
- National identity card
- School student ID card with photograph
- Citizen Card or other recognised UK proof-of-age card displaying the PASS hologram

If the candidate does not have any of the above forms of photographic identification, the school will accept a recent school photograph (from the current school year) together with one of the following documents:

- Birth certificate
- NHS medical card
- Official letter from the child's current school on headed paper confirming the child's identity

Failure to provide appropriate identification may result in additional verification. In exceptional circumstances where identity cannot be verified, the candidate may be unable to sit the 11+ Entrance Test.

16. Assessment Dates

Thursday 2nd September, Friday 3rd and Saturday 4th September 2027

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

Applicants may only attend one admissions assessment sitting during the admissions cycle.

Arrangements for applicants who are unable to attend due to illness or other exceptional circumstances are set out in Section 17.

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17. Illness on the 11+ Entrance Test Day

Applicants unable to attend due to illness on the day of the 11+ Entrance Test must notify the school by 9.00am on their scheduled test day (telephone: 020 8807 4037 or email: admissions@latymer.co.uk).

The reserve 11+ Entrance Test date will only be offered for absence due to illness on the day of the 11+ Entrance Test. Parents must provide appropriate medical evidence. The decision will be made at the school's discretion. Please note that notification does not automatically guarantee a place on the 11+ Entrance Test Reserve Date.

The reserve test will not be offered for family holidays, other school commitments, transport difficulties, or any other circumstances.

Where the school is satisfied that an applicant was unable to attend due to illness on the day of the 11+ Entrance Test, they may be invited to sit the test on the 11+ Entrance Test Reserve Date. The date and arrangements will be confirmed to eligible applicants. Please note that places on the 11+ Entrance Test Reserve Date are limited and will be allocated at the school's discretion based on the evidence provided and available capacity.

Requests must be supported by appropriate medical evidence, such as a medical certificate, doctor's note, pharmacy receipt or prescription, hospital letter, or other official documentation. Evidence must clearly show that the applicant was unwell on the scheduled test date and unable to attend. Evidence must be submitted within 48 hours of the scheduled 11+ Entrance Test date.

Attendance on the 11+ Entrance Test Reserve Date is not automatic and will only be approved where the school is satisfied that the absence was due to illness on the day of the test. The decision will be made at the school's discretion.

Applicants who do not notify the school by 9.00am on the test day, who do not provide appropriate evidence when requested, or who are unable to attend the 11+ Entrance Test dates, will not be considered for admission.

The school's decision regarding eligibility to attend the 11+ Entrance Test Reserve Date is final.

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18. Assessment Procedure

Assessment Components

The 11+ Entrance Test will take place at The Latymer School, Haselbury Road, Edmonton, London N9 9TN.

Registered applicants will be invited to sit the 11+ Entrance Test in:

- Mathematics (multiple-choice)
- Reading Comprehension (multiple-choice)
- Writing (free text response)

Applicants are expected to demonstrate skills and knowledge appropriate to the end of Key Stage 2.

All assessments will be provided by Quest Assessments.

Applicants may only participate in one admissions assessment sitting during each admissions cycle.

Stage 1: Initial Scoring and Ranking

Following the 11+Entrance Test, applicants will initially be ranked using their Mathematics and Reading Comprehension assessment scores to determine which applicants progress to the next stage.

The Mathematics and Reading Comprehension assessments will be scored first by Quest Assessments using Optical Mark Recognition (OMR) technology. These results will be combined to produce an age-standardised score for each applicant and ranked in order, with Rank 1 being the highest position.

Age-standardisation adjusts raw scores to take account of an applicant's age in years and months, helping to ensure that younger children within the year group are not disadvantaged.

Progression to Stage 2

Applicants ranked between 1 and 700 in the combined age-standardised score for the Mathematics and Reading Comprehension assessments, together with any applicants tied on score with the 700th-ranked applicant, will proceed to the next stage of the admissions process.

Where applicants achieve identical overall scores, they will be treated as tied and allocated the same ranking position. As a result, it is likely that more than 700 applicants will be included within the top cohort.

Applicants ranked below the top 700 threshold in the combined age-standardised score for the Mathematics and Reading Comprehension assessments will not progress to the next stage of the admissions process and their Writing assessment will not be marked.

The exception to this rule is applicants applying under Oversubscription Criteria 1 and 2.

Stage 2: Writing Scores and Final Ranking

The Writing assessment will then be marked for applicants who progress to the next stage of the 11+ Entrance Test.

Quest Assessments will undertake the marking and scoring of the admissions assessment and will provide age-standardised scores.

The final age-standardised ranking score will be calculated by combining the Mathematics, Reading Comprehension and Writing assessment scores. These combined scores will be used to produce the final age-standardised ranking, with Rank 1 being the highest position.

Please note that following completion of the full assessment process, ranking positions may change. Applicants may move up or down in the final rankings once the Writing assessment has been taken into account.

Achievement of the Qualifying Standard

Applicants ranked within the top 700 following completion of the full assessment process, together with any applicants tied on score with the 700th-ranked applicant, will be deemed to have achieved the qualifying standard and will be eligible for admission.

Achievement of the qualifying standard does not constitute an offer of a place.

Applicants who achieve the qualifying standard will be considered for admission in accordance with the oversubscription criteria set out in these admission arrangements.

Stage 3: Allocation of Places

Places will be allocated up to the Published Admission Number of 192 following the application of Criteria 1 to 4. All applicants considered under these criteria must reside within the Inner Area (except for those applying under Criterion 1).

Applicants who achieve the qualifying standard will be considered for admission in accordance with the oversubscription criteria. Where the number of applicants who

achieve the qualifying standard exceeds the Published Admission Number, places will be allocated in accordance with the oversubscription criteria.

Re-marking Requests

The school will not consider requests for the re-marking of assessment papers. All marking is undertaken by Quest Assessments, and the school has confidence in the accuracy and consistency of the marking process.

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19. Assessment Results

General Principles

Results will be communicated securely through the Applicaa+ admissions portal. Parents/carers will receive an email notification when results are available to view in their Applicaa+ account.

Communication of Results

All assessment results will be published before the 31st October 2027.

Parents/carers will be informed of:

- **For applicants who did not progress to Stage 2:** their child's ranking position based on the Mathematics and Reading Comprehension assessments

- **For applicants who progressed to Stage 2:** their child's final ranking position following completion of the Mathematics, Reading Comprehension and Writing assessments, and whether their child has achieved the qualifying standard

Achievement of the Qualifying Standard

Parents/carers whose child achieves the qualifying standard must also submit a Common Application Form (CAF) to their home local authority by the published deadline in order for their child to be considered for admission.

Places will be allocated in accordance with the oversubscription criteria set out in Section 18 of these admission arrangements.

Appeals and Review

Assessment rankings and the determination of whether an applicant has achieved the qualifying standard are calculated in accordance with the school's published admissions arrangements.

There is no right of appeal against an assessment result or ranking position. The statutory right of appeal arises only where an application for admission has been refused following the allocation of places.

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20. Offers of Places and Waiting List

General Principles

Places at The Latymer School will be allocated in accordance with these admission arrangements following completion of the 11+ Entrance Test.

Only applicants who achieve the qualifying standard will be eligible for admission.

Achievement of the qualifying standard does not constitute an offer of a place. Where the number of applicants who achieve the qualifying standard exceeds the Published Admission Number, places will be allocated in accordance with the oversubscription criteria set out in Section 18.

Allocation of Places

Places will be allocated up to the Published Admission Number of 192 in accordance with the oversubscription criteria. Only applicants who reside within the Inner Area (or who relocate to the Inner Area by the deadline specified in Criterion 5) will be considered, with the exception of looked after children and previously looked after children under Criterion 1.

Applicants with an Education, Health and Care Plan (EHCP)

Applicants for whom The Latymer School is named in a final Education, Health and Care Plan (EHCP) will be admitted outside the oversubscription criteria and are not subject to the Published Admission Number.

Further information about the EHCP process is set out in Section 26.

Communication of Offers

Offers of places will be made by the applicant's Home Local Authority on National Offer Day through the Pan-London Co-ordinated Admissions Scheme.

The school must not communicate the outcome of an application before the Home Local Authority has issued offers through the co-ordinated admissions process.

The communication of assessment results does not constitute an offer of a place.

Waiting List

Following the allocation of places, the waiting list will normally consist of the next 50 highest-ranked eligible applicants not offered a place. Parents/carers will receive written notification if their child is on the waiting list.

The waiting list is maintained in accordance with the oversubscription criteria, not by date added.

Where the final applicant is tied with others, all with the same ranking will be included. The waiting list may therefore contain more than 50 applicants.

The school is unable to provide updates on individual positions within the waiting list. Applicants will be notified directly if a place becomes available and they are offered admission.

Changes to Waiting List Positions

Waiting list positions may change for the following reasons:

- An applicant who sat the assessment but didn't originally name the school subsequently does so. If they achieved the qualifying standard, they'll be added in accordance with the criteria.
- An applicant outside the Inner Area subsequently moves into the Inner Area and provides evidence
- An applicant is removed at parents'/carers' request.

Allocation of Places from the Waiting List

Where a place becomes available, it will be offered to the highest-ranked eligible applicant on the waiting list in accordance with the oversubscription criteria.

The existence of a waiting list does not guarantee that a place will become available.

Duration of the Waiting List

The Year 7 waiting list will remain open until 31 December 2028.

Where a Year 7 place becomes available before 31 December 2028, it will be offered to the highest-ranked eligible applicant on the waiting list in accordance with the oversubscription criteria.

Transition to In-Year Admissions

From 1st January 2029, any Year 7 vacancies will be filled in accordance with in-year admissions arrangements (Part 3).

After the waiting list closes on 31st December 2028, the London Borough of Enfield Admissions Service will write to parents/carers of applicants who remain on the waiting

list regarding future consideration for vacancies through the in-year admissions process.

Applicants whose parents/carers do not respond will not be considered for future in-year admissions vacancies unless a new application is submitted.

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21. Oversubscription Criteria for Year 7 Entry

Places will be allocated in the following order of priority, in accordance with the academic thresholds and qualifying standards below.

Criterion 1: Looked After Children and Previously Looked After Children

Academic Threshold

Applicants applying under this criterion who are ranked between 1 and 900 in the combined age-standardised score for the Mathematics and Reading Comprehension assessments, together with any applicants tied on score with the 900th ranked applicant, will progress to Stage 2 of the admissions process and have their Writing assessment marked.

Eligibility

The highest priority will be given to looked after children and previously looked after children.

A looked after child is a child who is:

- in the care of a local authority; or
- being provided with accommodation by a local authority in the exercise of its social services functions.

A previously looked after child is a child who was previously looked after but ceased to be so because they:

- were adopted;
- became subject to a child arrangements order; or
- became subject to a special guardianship order.

This criterion also applies to children who appear to the school to have been in state care outside England and ceased to be in state care as a result of being adopted.

Allocation of Places

Following completion of the full assessment process, applicants who satisfy this criterion and achieve the relevant qualifying standard will be considered for admission in rank order.

There is no limit on the number of applicants admitted under this criterion.

There is no requirement for applicants applying under this criterion to reside within the Inner Area.

Supporting Evidence

Documentary evidence confirming looked after or previously looked after status must be uploaded through Applicaa+ by the published deadline.

Criterion 2: Universal Credit / Free School Meals

Academic Threshold

Applicants applying under this criterion who are ranked between 1 and 900 in the combined age-standardised score for the Mathematics and Reading Comprehension assessments, together with any applicants tied on score with the 900th-ranked applicant, will progress to Stage 2 of the admissions process and have their Writing assessment marked.

Eligibility

Applicants must:

- reside within the Inner Area; and
- provide evidence that they are eligible for Free School Meals or that their parent/carer is in receipt of Universal Credit.

Allocation of Places

Up to 20 places will be allocated under this criterion.

Following completion of the full assessment process, qualifying applicants will be considered for admission in rank order.

Where an applicant allocated a place under this criterion declines the offer or subsequently withdraws, the place may be offered to the next highest-ranked qualifying applicant under this criterion.

Supporting Evidence

Evidence of Free School Meals eligibility or Universal Credit entitlement must be uploaded through Applicaa+ by the published deadline.

Criterion 3: Music Places

Academic Threshold

Applicants applying under this criterion who are ranked between 1 and 700 in the combined age-standardised score for the Mathematics and Reading Comprehension assessments, together with any applicants tied on score with the 700th-ranked

applicant, will progress to Stage 2 of the admissions process and have their Writing assessment marked.

Eligibility

Applicants must:

- reside within the Inner Area; and
- complete the music application process through Applicaa+ by the published deadline.

Musical aptitude may be demonstrated through any instrument, including voice.

Applicants applying for a music place must complete the music application process through Applicaa+ and upload evidence in pdf form demonstrating the musical standard they have reached.

Allocation of Places

Up to 20 places will be allocated under this criterion.

Only applicants who achieve a ranking in the top 700 in the 11+ Entrance Test will be invited to audition. Achieving a ranking in the top 700 does not automatically result in a music place being offered. Music places are allocated separately, up to a maximum of 20, based on musical aptitude as assessed at audition.

There is no separate music test for The Latymer School. However, the school may invite up to 32 applicants to audition in order to assess musical aptitude.

The number of applicants admitted under this criterion may vary from year to year but will not exceed 20.

The school may invite up to 32 applicants to audition in order to assess musical aptitude. Not all applicants applying under the music criterion will necessarily be invited to audition. The decision as to which applicants are invited to audition rests with the school.

Some applicants applying under the music criterion may achieve a place through the general admissions process and therefore may not require allocation of a music place under this criterion.

Applicants invited to audition should be able to demonstrate a good level of musical aptitude. However, this may depend on:

- the instrument studied;
- previous musical opportunities; and
- prior musical experience.

These factors should not prevent an applicant from applying under the music criterion. It may be that an applicant has studied a number of instruments to a high level or has made very rapid progress.

Music Auditions

Auditions will normally be held at the school during October and applicants will be assessed on their performance at the audition.

Auditions will be conducted by Latymer music staff and applicants will be auditioned individually.

Applicants must use the school accompanist where required, including any necessary rehearsal or run-through beforehand. When pieces require piano accompaniment, this must be provided.

Each audition will normally last approximately 20 minutes and will comprise:

- one piece (or two contrasting pieces) performed on the applicant's principal instrument;
- a second instrument (optional);
- a maximum of eight minutes of performed music in total;
- sight-reading on the principal instrument; and
- aural exercises including:
    - 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; and
    - a short sight-singing exercise.

Following the audition process, applicants will be ranked up to the top 20 for allocation of music places.

Music staff will complete an assessment report for each auditioned applicant. These reports will be provided to parents/carers after the second round of results has been communicated.

Appeals

Parents/carers have the right to appeal where a music place has not been offered.

However, an appeal panel may not:

- require the school to repeat the music assessment process;
- require the school to provide an additional audition; or
- substitute its own assessment of musical aptitude for that of the school.

Supporting Evidence

Applicants must submit the music application and any supporting evidence of musical achievement in pdf form through Applicaa+ by the published deadline.

Criterion 4: Applicants Resident in the Inner Area

Academic Threshold

Applicants who achieve the qualifying standard and reside within the published Inner Area will be considered under this criterion.

Allocation of Places

Applicants residing within the Inner Area (including those who relocated to the Inner Area and provided evidence by the deadline specified in Criterion 5) will be considered in rank order of their final assessment results after the application of Criteria 1, 2 and 3.

Criterion 5: Applicants Resident Outside the Published Inner Area

Applicants who reside outside the published Inner Area at the time of registering for the 11-plus assessment tests will not be considered for admission until they are resident within the Inner Area.

Relocation to the Inner Area

Applicants who reside outside the published Inner Area at the time of registration may be considered under Criteria 1 to 4 if they provide evidence of their Inner Area address by Wednesday 5th January 2028.

Applicants who cannot provide evidence by this deadline will not be considered for a place.

Supporting Evidence

It is the responsibility of parents/carers to provide any supporting evidence required for the application of the oversubscription criteria.

All supporting evidence must be submitted through Applicaa+ by Wednesday 5th January 2028.

Evidence received after the published deadline will not be considered.

Acceptable evidence of Inner Area residence includes:

- Confirmation of exchange of contracts for a property purchase within the Inner Area
- A signed tenancy agreement for a property within the Inner Area
- A paid council tax bill for an Inner Area address
- A paid utility bill (gas, electricity, water) dated within the last 3 months for an Inner Area address
- Evidence that you have vacated your previous property:

- Leaving a rented property: Evidence that your tenancy has ended, such as a signed tenancy release from your landlord.
- Leaving a purchased property: Confirmation that your previous property has been sold.

The school reserves the right to:

- Request additional evidence of residence where necessary
- Verify addresses with the local authority or other appropriate bodies
- Withdraw offers if false or misleading information has been provided

Tie-Breaker

Where two or more applicants within the same oversubscription criterion have identical assessment results and there are insufficient places available, priority will be determined in the following order:

1. Applicants eligible under Criterion 2 who have not already been allocated a place under that criterion.
2. Applicants eligible under Criterion 3 who have not already been allocated a place under that criterion.
3. Distance from the applicant's home address to the school, measured using the local authority's published distance measurement methodology.

If applicants remain tied after the application of these measures, an independently supervised random allocation process will be used to determine priority.

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22. Assessment Attempts

Applicants may only participate in one admissions assessment sitting during each admissions cycle.

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23. Test Integrity and Malpractice

The school reserves the right to investigate any matter affecting the integrity of the admissions process.

Malpractice includes, but is not limited to:

- impersonation;
- unauthorised communication during testing;
- possession of prohibited materials;
- use of unauthorised electronic devices;
- obtaining assistance from another person;

- sharing assessment content; or
- attempting to gain an unfair advantage.

Before any sanction, the school may investigate and consider relevant information from the applicant or parent/carer.

Where malpractice is identified, the school reserves the right to:

- disqualify an applicant;
- invalidate assessment results;
- withdraw an offer of a place; or
- take any other action necessary to protect the integrity of the admissions process.

The school's decision regarding whether malpractice occurred and resulting action is final, subject to the right of appeal under the published admission appeals process.

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24. Exceptional Circumstances Affecting the Admissions Process

In circumstances beyond the school's control, including but not limited to:

- severe weather;
- public health emergencies;
- industrial action;
- national disruption; or
- other exceptional events,

the school may amend the 11+ Entrance Test arrangements, assessment dates and admissions procedures where reasonably necessary to ensure the fair and effective operation of the admissions process.

Any changes will be published on the school's website and communicated through Applicaa+ as soon as reasonably practicable.

This does not permit changes to the oversubscription criteria or assessment scoring methodology, which can only be varied through the formal process set out in the School Admissions Code.

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25. Access Arrangements for the 11+ Entrance Test

The school is committed to ensuring that the admissions process is accessible to all applicants and will comply with its duties under the Equality Act 2010 to make reasonable adjustments for disabled applicants.

Requesting Access Arrangements

Requests for access arrangements or reasonable adjustments should be submitted through Applicaa+ by Tuesday 1st June 2027 and supported by appropriate evidence.

Supporting evidence should be submitted by the published deadline to ensure arrangements can be put in place.

The school will only accept evidence submitted after the deadline, where reasonably practicable, if it relates to a SEND that was identified after the published deadline. The evidence must clearly demonstrate the nature of the SEND and confirm when it was identified.

How Requests Are Considered

In considering requests for access arrangements and reasonable adjustments, the school will have regard to:

- its duty under the Equality Act 2010 to make reasonable adjustments for disabled applicants;
- the School Admissions Code 2021; and
- the principles set out in the Joint Council for Qualifications (JCQ) Access Arrangements and Reasonable Adjustments guidance, where appropriate.

The school will normally expect requested arrangements to reflect the applicant's normal way of working within their current educational setting, including in classroom assessments and tests.

However, the school recognises its legal duty to make reasonable adjustments under the Equality Act 2010. Where appropriate supporting evidence demonstrates that an adjustment is necessary to ensure the applicant is not placed at a substantial disadvantage due to a disability, the adjustment may be approved even where it is not currently the applicant's normal way of working.

In such cases, the school will require supporting evidence that clearly demonstrates:

- The nature of the disability and how it affects ability to complete assessments under standard conditions.
- Why the requested adjustment is necessary to prevent substantial disadvantage.
- That the adjustment would be effective in addressing the identified disadvantage.

Supporting Evidence

Supporting evidence may include, where appropriate:

- confirmation from the applicant's primary school SENCO regarding the applicant's normal way of working in classroom assessments and tests, and any adjustments currently in place;
- an Education, Health and Care Plan (EHCP);
- a report from an Educational Psychologist;
- a report from a Specialist Teacher Assessor;
- medical evidence from a relevant healthcare professional; or
- other equivalent evidence considered appropriate by the school.

The school may request additional evidence where necessary in order to reach a decision.

Decisions

Decisions regarding access arrangements and reasonable adjustments will be made by the school in accordance with its legal duties under the Equality Act 2010, based on the evidence provided and the individual circumstances of the applicant.

Where a request for a reasonable adjustment is refused, the school will provide written reasons for the decision.

Approval of access arrangements for the admissions assessment does not automatically confer entitlement to the same arrangements in future public examinations or within the school.

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26. Applicants with Special Educational Needs and Disabilities (SEND)

Applicants with SEND should indicate this on the online registration form within Applicaa+ where appropriate.

Applicants with an Education, Health and Care Plan (EHCP)

The process for applicants who hold an Education, Health and Care Plan (EHCP) differs from the standard admissions process.

Parents/carers should express a preference for The Latymer School to their local authority during Year 6, as part of the annual review and secondary transfer process.

All applicants with an EHCP must register for and sit the admissions assessment for Year 7 entry. As a selective grammar school, admission is based on academic ability. Applicants with an EHCP who are ranked within the top 700 following the 11+ Entrance Test, together with any applicants tied on score with the 700th-ranked applicant, will be

deemed to have achieved the qualifying standard for admission to the school. The school must also be able to meet the needs and provision set out in the EHCP.

Where an applicant has not achieved the qualifying standard, the school will inform the local authority that the school is not suitable for the applicant's academic ability and aptitude.

Where an applicant has achieved the qualifying standard, the local authority will consult the school before deciding whether to name it in the applicant's EHCP, in accordance with the Children and Families Act 2014 and the SEND Code of Practice. The school will consider whether it can meet the needs and provision set out in the EHCP.

For the school to be named in the final EHCP, both of the following conditions must be met:

- The applicant must have achieved the qualifying standard (ranked within the top 700 or tied on score with the 700th-ranked applicant)
- The school must be able to meet the needs and provision set out in the EHCP

The school must be named in the final EHCP before a place can be allocated.

Applicants for whom The Latymer School is named in a final EHCP are admitted outside the oversubscription criteria and are not subject to the Published Admission Number.

The school must be named in the final EHCP before a place can be allocated. For the school to be named in an EHCP, both of the following conditions must be met:

- The applicant must have achieved the qualifying standard (ranked within the top 700 or tied on score with the 700th-ranked applicant)
- The school must be able to meet the needs and provision set out in the EHCP

Where an applicant has not achieved the qualifying standard, the school will inform the local authority that the school is not suitable for the applicant's academic ability and aptitude.

SEND Information and Supporting Evidence

Parents/carers should indicate any SEND when completing the online registration process through Applicaa+.

Supporting evidence should be submitted by the published deadline.

The school will only accept evidence submitted after the deadline, where reasonably practicable, if it relates to a SEND that was identified after the published deadline. The evidence must clearly demonstrate the nature of the SEND and confirm when it was identified.

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27. Fair Access Protocol

The school participates in the London Borough of Enfield's Fair Access Protocol.

Where a vulnerable child falls within the scope of the Fair Access Protocol, parents/carers should contact their Home Local Authority in the first instance.

As a selective grammar school, consideration of academic suitability will be based on the applicant's performance in the 11+ Entrance Test and the requirements of these admission arrangements, following consultation with the relevant local authority.

28. Siblings

The Latymer School is a designated grammar school.

In accordance with the School Admissions Code, no priority is given to siblings of current or former pupils.

29. Practice Material

Familiarisation resources relating to the admissions assessment will be published on the school's website and through the Quest Assessments parent information webpage.

The school does not sell admissions preparation materials or practice papers.

Familiarisation materials are intended to help applicants become familiar with the style of the 11+ Entrance Test and do not indicate the precise content of the live assessment.

PART 3: EXTERNAL IN-YEAR ADMISSIONS (KS3/KS4) YEARS 7 TO YEAR 11

30. External In-Year Admissions (Years 7–11)

Eligibility

Residence Requirement

To be eligible for in-year admission to Years 7 to 11, applicants must reside within the published Inner Area at the time of application.

The published Inner Area consists of the following postcode areas:

E2, E4, E5, E8, E9, E17, EN1, EN2, EN3, EN4, EN5 (Sectors 1, 2, 4 and 5 only), EN8 (Sectors 7, 8 and 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 and N22.

Applicants residing outside the published Inner Area are not eligible for in-year admission, except for looked after children and previously looked after children.

Exception for Looked After and Previously Looked After Children

The School Admissions Code requires that looked after children and previously looked after children must be given highest priority in oversubscription criteria.

The residence requirement does not apply to looked after children and previously looked after children. Looked after children and previously looked after children residing anywhere (including outside the Inner Area) may apply for in-year admission.

Where a looked after child or previously looked after child achieves the required academic standard for admission to a selective grammar school, they will be offered a place in priority to all other applicants, regardless of where they reside.

Families relocating to the Inner Area:

Families who are planning to relocate to the Inner Area should submit their application once they have moved and can provide evidence of their Inner Area residence.

Applications submitted before the family has relocated to the Inner Area will not be considered.

The school is heavily oversubscribed with applications from families residing within the Inner Area. Families should be aware that in-year vacancies are rare and competition for places is high.

Evidence of Residence

Acceptable evidence includes:

- Council tax bill for an Inner Area address.
- Utility bill (gas, electricity, water) dated within the last 3 months for an Inner Area address.

- Signed tenancy agreement for an Inner Area property.
- Council tax bill for an Inner Area address.
- Utility bill (gas, electricity, water) dated within the last 3 months for an Inner Area address.
- A signed tenancy agreement for a property within the Inner Area.
- Completion of purchase (not exchange of contracts) for a property within the Inner Area.

The school reserves the right to:

- Request additional evidence of residence where necessary.
- Verify addresses with the London Borough of Enfield or other appropriate bodies.
- Carry out further investigations where necessary to verify residence.

Applications containing false or misleading information will be dealt with in accordance with Section 5: Fraudulent Applications.

Application Process and Waiting Lists for In-Year Admissions

For applicants who participated in the Year 7 admissions process at the normal admissions round, the Year 7 waiting list will be maintained until 31st December.

For Year 7 vacancies arising between the start of the academic year and 31st December, places will normally be offered in accordance with the waiting list arrangements set out in Section 20.

From 1st January onwards, and for all vacancies arising in Years 8 to 11 throughout the academic year, applications should be made through the London Borough of Enfield's in-year admissions process**.**

The in-year application form is available from the London Borough of Enfield at:

https://www.enfield.gov.uk/services/children-and-education/school-admissions-and-applications/in-year-admissions-moving-school-during-the-year

The London Borough of Enfield maintain all waiting lists, coordinate all in-year applications and communicate outcomes in accordance with statutory requirements.

Waiting List Duration

The waiting list will close on 31st August each year. Parents/carers wishing their child to be considered for the following academic year must submit a fresh in-year application via the London Borough of Enfield.

When a vacancy arises, the school will contact applicants on the waiting list for the relevant year group.

31. Academic Standard and Assessment

Academic Standard

Applicants seeking admission through the in-year admissions process must demonstrate the academic standard required for admission to the school.

Applicants must achieve the academic standard required for admission to a selective grammar school. This means demonstrating, through the in-year assessments, academic ability consistent with the school's selective intake and the ability to successfully access the curriculum being taught in the relevant year group.

The Headteacher, in consultation with relevant Heads of Department, will determine whether an applicant has achieved the required academic standard based on their performance in the admissions assessments.

In-Year Assessment

Academic suitability will be assessed through:

- A school-set Mathematics assessment; and
- A school-set English assessment

For Year 11 vacancies, applicants will additionally be assessed in science. The science assessment will cover core content appropriate to the GCSE Science curriculum being taught at the school.

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

Further details regarding the administration and format of in-year assessments will be provided to applicants invited to attend.

Applicants may sit each admissions assessment once only during an academic year.

Requests for access arrangements or reasonable adjustments must be submitted by the published deadline and supported by appropriate evidence.

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32. Allocation of Places

When a vacancy arises:

1. All applicants on the waiting list for the relevant year group are invited to sit the In-Year Assessment.
2. The school will assess whether applicants have achieved the academic standard required for admission to a selective grammar school.

3. Looked after children and previously looked after children

Where an applicant is a looked after child or previously looked after child (regardless of where they reside) and has achieved the required academic standard, they will be offered a place in priority to all other applicants.
All looked after children and previously looked after children who meet the required academic standard will be admitted, even if this takes the school over the Published Admission Number for that year group.
Where more than one looked after child or previously looked after child meets the required academic standard, places will be offered in order of their admissions assessment results, with the highest-scoring applicant offered a place first. All such applicants will be admitted.

3. **Applicants residing within the Inner Area**

   Where no looked after child or previously looked after child has achieved the required academic standard, or where vacancies remain after considering looked after and previously looked after children, applicants residing within the Inner Area who have achieved the required academic standard will be ranked in order of their admissions assessment results, with Rank 1 being the highest position.

   The highest-ranked applicant will be offered the vacancy.

4. **Tie-breaker**

   Where applicants achieve identical assessment scores within the same category, preference will be given to the applicant living closest to the school using the London Borough of Enfield's published distance measurement methodology.

5. **Multiple vacancies**

   Where there is more than one vacancy, places will be offered following the process set out above until all vacancies are filled.

The school will offer places up to the number of vacancies available within the relevant year group. For example, where one vacancy arises, only one place will be offered.

Unsuccessful applicants who have achieved the required academic standard will remain on the waiting list for any further vacancies that arise during the academic year.

Assessment Outcomes

The school aims to communicate assessment outcomes within 15 school days of the assessment taking place. This may vary where circumstances arise that are outside the school's control.

The London Borough of Enfield will coordinate the administration of in-year applications and communicate outcomes in accordance with statutory requirements.

Applicants who are refused admission have the right of appeal. Information about the appeals process will be included with the decision letter.

Practice Materials

There are no practice papers available for the in-year admissions assessments.

Parents/carers may refer to the school's curriculum information available on the school's website for information about the curriculum taught at the school.

33. Applicants Holding Early GCSE Qualifications (Years 7–11)

Applicants seeking admission to Years 7 to 11 who have already completed GCSE or equivalent qualifications will be expected to follow the school's curriculum and assessment programme for the relevant year group.

Admission to the school does not guarantee alternative curriculum arrangements, early examination entry, exemption from subjects, or individual programmes of study outside the school's normal curriculum offer.

The school will not normally provide individual curriculum pathways or additional provision outside its standard curriculum for applicants who have completed qualifications at an earlier stage than their peers.

The school reserves the right to request additional documentation, including proof of age and previous educational history, to verify the applicant's educational background and ensure appropriate year group placement.

PART 4: SIXTH FORM

34. EXTERNAL ADMISSIONS TO YEAR 12

Published Admission Number

The school does not operate a Published Admission Number for external admission to Year 12.

The school normally admits approximately 60 external applicants each year, subject to:

- applicants meeting the published academic entry requirements;
- availability of places in the subjects requested; and
- the school's capacity to deliver the curriculum.

The actual number admitted may vary from year to year depending on the number of applicants meeting the entry requirements and subject availability.

Inner Area

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

The published Inner Area consists of 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.

Residence Outside the Inner Area

Applicants residing outside the Inner Area may apply and will be considered where places remain available in specific subjects after all eligible applicants from within the Inner Area have been allocated places, subject to meeting the published entry requirements.

The residence requirement does not apply to looked after children and previously looked after children.

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35. Academic Entry Requirements

Applicants must meet the published entry requirements for the Sixth Form and for the subjects they wish to study.

The minimum GCSE requirements are:

- at least Grade 7 in each subject to be studied at A Level;

- at least six Grade 7 grades overall at GCSE; and
- A minimum Grade 6 in both English and Mathematics, where these subjects are not being studied in the Sixth Form.

Applicants wishing to study Further Mathematics must normally achieve at least Grade 8 in GCSE Mathematics. Where places are limited, priority will normally be given to applicants achieving Grade 9.

Only GCSE qualifications and grades will be considered when assessing applications. Other merits, achievements or qualifications outside of the published GCSE entry requirements will not be taken into account in the admissions process.

Right to Study in the UK

Applicants must be able to demonstrate to the school's satisfaction that they have a right to reside in the United Kingdom and are entitled to state-funded education. Overseas applicants must hold a full British or EU passport or have documentation that confirms their status to remain in the UK.

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36. Application Process

Applications for external admission to Year 12 must be completed through Applicaa+, the school's online admissions platform.

The online Sixth Form registration form will normally open during October for applicants in Year 11 seeking admission the following September.

Application details and registration information will be published on the school's website:

https://www.latymer.co.uk/north-london-grammar-school-admissions/sixth-form.

Important Dates

- **Sixth Form online applications:** Tuesday 28th September 2027 (open at 9.00am)
- **Sixth Form Open Evening:** Thursday 4th November 2027 (5.00pm–7.00pm)
- **Deadline to submit Sixth Form online applications:** Thursday 25th November 2027 (4.00pm)
- **Notification of assessment test time issued by:** Friday 17th December 2027
- **Admissions assessment for prospective Year 12 students:** Saturday 8th January 2028
- **Applicants input predicted grades and referee details: January 2028**
- **Conditional offers made:** End of March 2028

- **Deadline to submit GCSE results:** Friday 20th August 2027 (12 midday).

The dates above may be subject to change. Please refer to the school's website for the latest information and any updates.

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37. Assessment Tests

Applicants Required to Take the Assessment Tests

Applicants wishing to study Mathematics, Further Mathematics, Biology, Chemistry, Physics or Computer Science in the Sixth Form must sit a compulsory Assessment Test.

The Assessment Test is a CAT4 (Cognitive Abilities Test) multiple-choice assessment administered by GL Assessment.

Further information regarding the admissions assessment will be available on the Sixth Form Open Evening and published on the school website.

Applicants may only sit the admissions assessment once during Year 11.

If an applicant is considering studying Mathematics, Further Mathematics, Biology, Chemistry, Physics or Computer Science, they should sit the admissions assessment.

Applicants who do not sit the admissions assessment will not be permitted to study these subjects in the Sixth Form.

Applicants Not Required to Take the Admissions Assessment

Applicants who are not applying to study Mathematics, Further Mathematics, Biology, Chemistry, Physics or Computer Science are not required to sit the Assessment Test.

Where capacity exists in the subjects requested, conditional offers will be based on mock examination results and predicted grades supplied by the applicant's current school.

Applicants who have not sat the Assessment Test will not be permitted to change subsequently to subjects requiring the admissions assessment.

There will be no opportunity to sit the Assessment Test at a later date.

Access Arrangements

The assessment is a standardised test of reasoning ability. Consistent with GL Assessment guidance for CAT4, additional time is not provided, as the assessment is designed to measure performance under standard timed conditions. Each section of the test is short in duration (8-10 minutes) with natural breaks between sections for instructions.

Limited adjustments may be considered where appropriate, such as the use of a small room where this is the applicant's normal way of working. Arrangements that alter the timing of the assessment (e.g. rest breaks) will not normally be approved.

Requests for limited access arrangements (such as the use of a small room) must be submitted through Applicaa+ by the published deadline and should include a letter from the applicant's current school confirming that the requested arrangements are the applicant's normal way of working in examinations and assessments.

The school will consider requests in accordance with its duties under the Equality Act 2010.

The school does not apply contextual adjustments or exceptional circumstances to test scores.

The school does not consider extenuating or mitigating circumstances as part of the admissions process.

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38. Allocation of Places

Oversubscription

If there are more applications than places available, priority for admission will be given to:

1. Looked after children and previously looked after children who meet the academic requirements
2. Other applicants in rank order according to the allocation criteria below

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For Applicants Required to Sit the Admissions Assessment

Conditional offers will be made to applicants with the highest Assessment Test scores who also satisfy the published GCSE entry requirements and subject-specific requirements, in rank order of their admissions assessment results, subject to the availability of places in the requested subjects.

For Applicants Not Required to Sit the Admissions Assessment

Conditional offers are made on subject availability for applicants who do not wish to study Mathematics, Further Mathematics, Biology, Chemistry, Physics or Computer Science.

Conditional offers will be made based on subject availability, mock examination results and predicted grades supplied by the applicant's current school.

Tie-Breaker

Where two or more applicants are tied for the final available place, preference will be given to the applicant living closest to the school, measured in a straight line from the Main Address to the School Reception.

Repeating a Year

The school does not offer students the option of repeating a year.

In-Year Admissions

The school only admits students to the Sixth Form at the start of Year 12 in September. We do not accept:

- Applications to join Year 12 or Year 13 part-way through the academic year (in-year admissions)
- Applications to join Year 13 at the start of the academic year.

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39. Conditional Offers and Confirmation

Conditional Offers

Conditional offers will be issued following the admissions assessment, before GCSE results are published.

For applicants required to sit the admissions assessment:

Conditional offers will be made to applicants with the highest admissions assessment scores, in rank order, subject to:

- meeting the published GCSE entry requirements.
- meeting any subject-specific entry requirements; and
- availability of places in the subjects requested.

For applicants not required to sit the admissions assessment:

Conditional offers will be made based on mock examination results and predicted grades supplied by the applicant's current school, subject to:

- meeting the published GCSE entry requirements.
- meeting any subject-specific entry requirements; and
- availability of places in the subjects requested.

Confirmation of Offers

A conditional offer becomes a confirmed place only when the applicant's GCSE results, published in August, satisfy:

- the published GCSE entry requirements (at least six Grade 7 grades overall, and a minimum Grade 6 in both English and Mathematics); and
- the subject-specific entry requirements (at least Grade 7 in each subject to be studied at A Level).
- Applicants wishing to study Further Mathematics must normally achieve at least Grade 8 in GCSE Mathematics. Where places are limited, priority will normally be given to applicants achieving Grade 9.

Applicants will not be admitted until they have provided valid documentation supporting their application, including documentation to confirm their GCSE results.

Withdrawal of Conditional Offers

Where an applicant does not achieve the required GCSE grades, the conditional offer will not be confirmed, and the place will be offered to the next eligible applicant in accordance with the allocation criteria.

Fraudulent Applications

Applications containing false or misleading information will be dealt with in accordance with Section 5: Fraudulent Applications.

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.

40. APPEALS PROCEDURE (YEAR 12)

Applicants or parents/carers whose application is refused have the right of appeal.

Appeals will be conducted in accordance with the School Admission Appeals Code and are normally heard during September or October by an Independent Appeal Panel.

Further information about the appeals process will be published on the school's website.