Admissions Policy
The Manchester Grammar School

The Manchester Grammar School is an academically selective school. Selection is based upon academic merit which is assessed in a number of ways. Our selection process is designed to identify pupils who are able to benefit from the distinctive education we offer and to make a positive contribution towards the life of the School.

Admissions Procedures

Applicants for admission undergo rigorous assessment and testing so that we can be confident that the pupils we admit will cope with, and benefit from, the rapid pace and academic nature of our teaching. All admissions are based upon assessments and tests appropriate to the age of each applicant. The School admits pupils into National Curriculum Years 3-10 (inclusive) and Year 12. Admission is always subject to the availability of places. Full details of the assessment arrangements in place at the different entry points can be viewed on the School's website (www.mgs.org/admissions).

Upon receipt of an application, we seek copies of recent school reports from the boy's parents and a reference from the Headteacher of the applicant's current school. The reference asks for comment upon academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances, such as any special education needs or disability. Where relevant, the reference request may also ask for the results of tests taken at the School. For entry to Year 12, we ask for predicted GCSE grades; offers are conditional upon meeting our minimum entry requirements for Sixth Form.

Equal Treatment

Social diversity is a fundamental component of the School's ethos. The School's aim is to encourage applications from boys with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered to enable as many as possible who meet the School's admissions criteria to attend the School.

We welcome boys from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is non-discriminatory, in line with the Equality Act (2010). All applicants for admission will be treated equally, irrespective of their or their parents' race, culture, language, religion, national or social origin, association with a national minority, disability, sexual orientation, political or other opinion, property, birth or other status. We only accept applications for children whose sex is identified as male at birth.

Special Needs

The School does not discriminate in any way regarding entry. It welcomes pupils with special educational needs, providing that its Special Educational Needs and Disabilities (SEND) Department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate with them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their son's requirements with the School before sitting our entry tests, so that the School is able to make any reasonable adjustments which are required. Parents must provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for their son if he becomes a pupil at the School.
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Applications from Non-British Nationals
The School welcomes applications from all non-British nationals who are or who will be lawfully resident in the United Kingdom prior to the commencement of their studies without the need for the School to apply for a Confirmation of Acceptance of Studies certificate (CAS) from the Home Office. In exceptional circumstances, however, an application for a CAS might be submitted. This will be determined on a case-by-case basis and is solely at the discretion of the High Master.

Means-tested Bursaries
We aim to admit applicants who meet our entry requirements, regardless of their financial background, subject to the availability of bursary funding. We provide financial support to a significant number of pupils through our means-tested bursaries. Bursaries are only available for pupils entering Years 3, 4, 7 and 12, and are only offered to families who are permanently resident in the UK.

Details of how to apply for a means-tested bursary can be found on the application form. Applicants for a bursary can expect to receive a home visit prior to a decision as to whether or not to award them a bursary.

The family of any pupil offered a bursary is required to provide fresh information about its financial circumstances every year that their son attends the School. Levels of support may vary with fluctuations in income.

The School's practice is only to allocate bursary funding on entry. Our expectation is that parents who do not choose to apply for a bursary before their son joins the School will not require financial support during the pupil's career at the School. (Whilst bursary funding is not available after the point of entry, parents should be aware that hardship funding may be available when there are wholly unforeseen changes in financial circumstances.)

The Integrity of the Admissions Procedure
MGS relies on the truthfulness of the information provided by the applicant and his parents/carers in the course of the application procedure. Where any such information proves to be both false and deliberately misleading, the School reserves the right to deny the applicant admission or, where a pupil has already entered School, to require that his parents/carers remove him immediately.

We shall respect Independent School Council protocols regarding transfer and admissions. In particular, we shall aim to establish that parents of pupils transferring to us from another independent school have met all their obligations to the latter prior to the completion of the transfer.

Special circumstances
We recognise that an applicant's performance in our entry assessments may be affected by particular circumstances, for example:

- If the applicant has a special educational need or disability
- If he is unwell when taking tests or has had a lengthy absence from his school
- If there are particular family circumstances such as a recent bereavement
- If there is a relevant educational history, for example education outside the British system
- If English is not the applicant's first language.
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In any of these cases we may request further information to enable us to make a fair assessment, e.g. a medical certificate or educational psychologist’s report, any associated correspondence or details from the pupil’s current school (including samples of work), or details of any relevant family history. As a result, parents must as soon as possible disclose any particular known or suspected circumstances relating to their child’s health, allergies, disabilities or learning and behavioural difficulties.

The Offer of a Place

Offers of places will be made in writing. The School is not obliged to state its reasons for rejection of an applicant. Appeals against admissions decisions are not accepted.

Any parent who wishes to complain about the admissions process should write to the High Master, stating the grounds of their complaint, within seven days of receipt of the admissions decision.

Reserve Lists

The School operates a reserve list and in most years makes firm offers to some boys on the list.

Re-applying for entry

An applicant who fails to gain an offer of a place at the School is able to re-apply for admission to a year group two years on. (E.g. a boy who had failed to gain a place to enter Year 3 could reapply for a place in Year 5.) The only exception to this is an applicant who has been declined entry for Year 6, who may apply for entry to Year 7 for the following academic year.

Related policies

This policy should be read together with the School’s policies for:

- Curriculum
- SEND, including support for pupils with education healthcare plans
- Provision of education and welfare to pupils for whom English is an additional language

These policies can be viewed on the School’s website here.

Monitoring and evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Deputy High Master, taking account of information provided by the Director of Admissions. The policy will be reviewed annually.

Policy lead: Deputy High Master
Policy last updated: 14 October 2019
Date reviewed by the Governing Body: 18 September 2019
Next Governing Body review: Michaelmas Term 2022