2027-28 Admissions Policy

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **27 November 2025**. This policy has been drawn up to meet the requirements of the School Admissions Code[1] and other relevant legislation.

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[1] School Admissions Code (DfE, 2021)

Introduction

Who is the Admissions Authority?

The School is a state funded, non-denominational, voluntary aided school for boys aged 11-18 years. It is designated as a selective grammar school[2].

The School is maintained by North Yorkshire Local Authority (the 'Local Authority') and operates its admission procedures in line with the Local Authority Co-ordinated Scheme[3] for school admissions.

The **Governing Body** of the School is the Admissions Authority and as such has formal responsibility for determining admissions arrangements. Some of these responsibilities are delegated to the **Admissions Committee**.

How many places are available?

The normal points of entry are to Year 7 and Year 12. The School has a Published Admission Number ('PAN') of **128 places** in Year 7 and a PAN of **35 places** for external students joining the School in Year 12.

How are places allocated?

Places are allocated on the basis of selective academic ability and are subject to the School's oversubscription criteria (defined for each entry point on the pages below).

- For admission into Years 7 to 11, selection is by means of selection tests.
- For admission into Year 12, selection is by consideration of an applicant's performance at GCSE.

Year 7 Entry

Eligibility of applicants

As a single sex boys' school, only candidates of the **male sex**[4] are eligible for entry. To be eligible to sit the Entrance Test and be considered for a place at the School in September 2027, an applicant must have been born between **1 September 2015** and **31 August 2016**. For admissions outside of a child's normal age group, parents[5] should refer to the relevant section of this policy (see further below).

An applicant may only sit the Entrance Test once.

The Entrance Test

Details of the Entrance Test and familiarisation materials for applicants can be found on the school website (www.ermysteds.uk).

The scores achieved in each paper will be standardised and adjusted for differences in the age of the candidates, before being added together to produce a candidate's overall score. The 'required standard' will be determined by the Admissions Committee based on the performance of candidates in the main Entrance Test cohort.

If the School is subsequently oversubscribed by candidates who have reached the required standard, it will apply its **oversubscription criteria** (stated directly below) until the PAN has been achieved.

Only applicants who achieve the required standard will be considered for admission to Year 7. Please note that attaining the required standard does **NOT** guarantee admission to the School.

[2] Under Section 104 of the School Standards and Framework Act, 1998
[3] North Yorkshire School Admissions (www.northyorks.gov.uk/school-admissions)
[4] For the purposes of this policy and the Equality Act 2010, sex means biological sex.
[5] Throughout this policy, the word **parent** includes all who hold parental responsibility (in law) for a child.

Oversubscription criteria

Children with an **Education, Health and Care Plan**[6] (EHCP) naming the School will be admitted. Should this occur, it will reduce the number of places available.

For other applicants achieving the required standard, there is no guarantee of a place at the School being available. If more applicants reach the required standard than there are places available, the following oversubscription criteria will apply:

1. First to children who have achieved the required standard and who are a **looked after child**[7] or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted, then
2. To children who have achieved the required standard and whose **home address**[8] lies **within the catchment area**[9] at the **time of application**[10], then
3. To children who have achieved the required standard and whose home address lies **outside the catchment area** at the time of application.

Preference to children in the second and third priority will be applied in the following order:

(i) To children who are registered as in receipt of the **Pupil Premium**[11] at the time of application, then
(ii) To children who have a **sibling**[12] at the School in September of the year of entry, then
(iii) To children who live **closest**[13] to the School.

If two or more applicants fulfil the relevant criteria and live equidistant to the School but there are not enough spaces remaining to accommodate them all, the available place(s) will be allocated at random. The process will be conducted in the presence of a witness who is independent of the School and its admissions process.

[6] An **Education, Health and Care Plan** is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.
[7] A **looked after child** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. See www.gov.uk for further definitions of **child arrangements** and **special guardianship orders**.
[8] The **home address** of the applicant is defined in Appendix 1 of this policy.
[9] The **Catchment Area** is defined in Appendix 2 of this policy.
[10] Throughout this policy, for those eligible to be considered in the first round of offers for Year 7, **time of application** refers to the date of registering to sit the Entrance Test. For admissions at other times and to other year groups, time of application refers to the date of the submission of the relevant application.
[11] The **pupil premium** is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. See www.gov.uk for full definitions and eligibility criteria.
[12] For the purposes of this policy, a **sibling** includes half-brothers, adopted or fostered brothers, step-brothers, or the son of the parent's partner where the applicant for whom the school place is sought is living in the same family unit at the same address as that sibling.
[13] All **distance measurements** are based on straight line distance measured by an electronic mapping system from a child's home address to the school. The measurement is made from a fixed point within the dwelling to the nearest entrance to the school grounds. Where more than one dwelling shares the same front door (for example, in a block of flats) the distance will be measured from the front door of the building as a whole.

Initial allocations

For applicants to be considered in the first round of offers, the following conditions must be met:

- Parents must submit a completed **Entrance Test Registrations Form**[14] to the School by the deadline of **12:00 pm** (noon) on **Monday, 31 August 2026**.

  Registration for the Entrance Test will open on **Monday, 13 April 2026**. Online registration will be available via a link on the school website**.** If parents do not have online access, they should contact the School Office. Registration forms **must** be completed in full and submitted by the published deadline. Any registrations received after this date will be considered as **late applications** (see below).

- The candidate must have completed the Entrance Test. The main Entrance Test session will be held on **Saturday, 26 September 2026**.

  If public health measures prevent the Entrance Test from taking place on the scheduled day, a later date (or dates) will be arranged. Associated deadlines will be amended accordingly. Registered candidates will be notified of any such change as soon as practicable.

If a registered candidate is unable to attend the main testing session due to illness or one of the reasons set out below an alternative test date will be arranged, if the necessary conditions are met.

Illness or disability

For registered candidates who are unable to attend the main testing session due to illness or disability, parents must notify the School of the reason for absence as soon as possible and no later than **12:00 pm** (noon) on **Monday, 28 September 2026.** Supporting evidence, such as a medical note, must be submitted to the School Office by **12:00 pm** (noon) on **Friday, 2 October 2026**.

Bereavement

For registered candidates who are unable to attend the main testing session due to bereavement, parents must notify the School of the reason for absence as soon as possible and no later than **12:00 pm** (noon) on **Monday, 28 September 2026.**

Religious observance

Parents of candidates who are unable to sit the Entrance Test on Saturdays for religious reasons must indicate this when registering for the test and supply a supporting letter from their religious leader by the registration deadline.

Public health measures

For registered candidates who are unable to attend the main testing session due to public health measures – for example, they are self-isolating at the time of the main testing session – parents must notify the School of the reason for absence as soon as possible and no later than **12:00 pm** (noon) on **Monday, 28 September 2026.** Supporting evidence must be submitted to the School Office by **12:00 pm** (noon) on **Friday, 2 October 2026**.

In *extremis*, for registered candidates who are prevented from attending *any* testing at the school due to their health status or that of their family, the school will consider whether it is possible to test at the candidate's home or another safe venue.

[14] An **Entrance Test Registration Form** is available online at the School's website (www.ermysteds.uk) or on request from the School Office (01756 792186) or via admissions@ermysteds.uk

Special arrangements

For candidates who have a disability and/or require special resources to complete the Entrance Test, parents may request special arrangements be made by completing the relevant section of the Entrance Test Registration Form.

- Parents will be asked to outline their child's disability and/or describe the special resources needed to enable them to sit the test. Parents will be required to supply detailed medical evidence to support their request, which will allow the Admissions Committee to consider the matter in full.
- Parents must complete the relevant sections of the Entrance Test Registration Form and provide all of the necessary evidence to the School by the deadline of **12:00 pm** (noon) on **Monday, 31 August 2026**. This includes all medical documentation and, if applicable, evidence from their child's primary school outlining the child's adjustments and normal way of working. If this evidence is not received by the published deadline, the Committee is unlikely to agree requests for special arrangements.
- Parents making such an application will be informed by **14 September 2026** whether their request has been agreed.

Secondary school applications

Registering for and sitting the Entrance Test is not an application for a place at the School. The parent must then name the School on the **Common Application Form** ('CAF') and submit the CAF on time to the home local authority[15]. The closing date for submitting the CAF is usually **31 October 2026** but it is the parent's responsibility to contact their home local authority directly for further details.

To allow time in which to complete the CAF, parents will be informed whether their child has met the required standard in the week commencing **12 October 2026**.

Please note that achieving the required standard does **NOT** equate to the offer of a place at the School.

Provision of necessary information

If more applicants to the School reach the required standard than there are places available, the places will be allocated according to the Year 7 Entry oversubscription criteria (see above).

In order to be able to apply the oversubscription criteria, the School must be informed of applicants who qualify for priority. This is achieved by the parents concerned submitting a **Supplementary Information Form**[16] ('SIF', see Appendix 3) and including the necessary information and supporting evidence. The SIF needs only to be completed by applicants who wish to provide information intended to demonstrate that their child has priority under one of the oversubscription criteria.

On the SIF parents may indicate and evidence:

- Whether the applicant is a **Looked-After Child** or a **Previously Looked-After Child** including those children who appear [to the admission authority] to have been in **state care outside of England** and ceased to be in state care as a result of being adopted.
- Whether the applicant is in receipt of the **Pupil Premium** at the time of application
- Whether the applicant has a **sibling** at the School in September of the year of entry
- Whether the applicant's **home address** is in the catchment area at the time of application

The deadline for the submission of the SIF to the School, including all necessary supporting evidence, is **12:00 pm** (noon) on **Friday, 27 November 2026**. Where a parent fails to submit a completed SIF and/or does not provide the necessary supporting evidence by the deadline, the School will rank the applicant from category (iii) of subsection (3) of the oversubscription criteria for Year 7 Entry (defined above).

[15] The home local authority is the local authority in which you are resident (which might not be North Yorkshire)
[16] The **Supplementary Information Form** is shown in Appendix 3 of this policy.

Late or incomplete applications

Late applications are those received after the registration deadline of **12:00 pm** (noon) on **Monday, 31 August 2026**.

For late applications received before **Friday, 27 November 2026**, if there are exceptional circumstances for the late arrival of the application, such as the applicant moving into the area or a serious illness, parents should contact the School. Governors will normally expect such applications to be accompanied by appropriate evidence. Consideration of whether the circumstances are deemed 'exceptional' will be delegated to the Admissions Committee and its decision will be final. If the circumstances are exceptional, the application will be treated as being in time. The School will arrange to test the candidate at an appropriate time, after which they will be placed in the order of merit.

Otherwise, all applications where

- parents fail to register for the Entrance Test by the deadline, or
- parents fail to complete the Entrance Test Registration Form properly, or
- parents wish to request special arrangements but fail to complete the relevant section of the Entrance Test Registration Form and/or submit the necessary supporting evidence by the deadline, or
- applicants fail to attend the allocated test date and parents do not report the absence as being due to bereavement, illness, disability, or public health measures, or parents fail to provide the necessary supporting evidence by the relevant deadline, or
- parents fail to submit the CAF by the deadline,

will **not** be considered in the first round of offers.

Any subsequent testing will take place in the summer term preceding the September of admission. Registration for this round of testing will open on **Tuesday, 5 April 2027**.

Applicants moving into the area after the September of admission will be dealt with under the In-Year Entry testing arrangements.

Applicants may only apply for a place in any particular year group **once**.

Waiting List

If the School is oversubscribed for entry into Year 7 by applicants who have reached the required standard, a waiting list for entry into Year 7, ranked according to the oversubscription criteria, will be maintained by the School until **31 December** of the admission year.

Each child added to the waiting list will require the list to be ranked again, in line with the published oversubscription criteria for entry into Year 7. If a place becomes available during this time the vacancy will be offered in turn to those on the waiting list, using the ranked order of priority.

Looked after children, previously looked after children, and those allocated a place at the School in accordance with a **Fair Access Protocol**[17] who achieve the required standard, must take precedence over those on a waiting list.

[17] See North Yorkshire School Admissions (www.northyorks.gov.uk/school-admissions) for details.

How to apply

1. All who are considering applying for a place at the School must complete and submit the School's **Entrance Test Registration Form**, which is accessible via the School's website (www.ermysteds.uk) or available in hard copy on request from the School Office or via admissions@ermysteds.uk

   Parents will be able to submit Entrance Test Registrations Forms from **Monday, 13 April 2026**. Forms **must** be submitted online or handed in to the School Office. The deadline for registrations is **12:00 pm** (noon) on **Monday, 31 August 2026**. All registrations received after this deadline will be considered as late and will not be considered in the first round of offers.

2. Parents requesting **special arrangements** be made for their child must complete the relevant section of the Entrance Test Registration Form and provide all of the necessary evidence to the School by the deadline of **12:00 pm** (noon) on **Monday, 31 August 2026.** Applications from parents requesting special arrangements received after this deadline will only be considered after the date in March when school places are allocated. Parents requesting special arrangements will be informed by **14 September 2026** whether their request has been agreed.

3. The main test session for applicants will be on **Saturday, 26 September 2026**. Following the completion of the test, parents will be informed whether or not their child has reached the required standard in the week commencing **12 October 2026**. Please note that this does **NOT** equate to the offer of a place at the School.

   Scores will be released on request to parents of candidates who have not reached the required standard. The School will **not** release the scores achieved by candidates who have achieved the required standard to ensure all potential pupils start at the School on an equal footing.

4. Parents must complete and submit the CAF by the deadline advertised by their home Local Authority (usually this is the **31 October 2026** but it is the parent's responsibility to check), placing their chosen schools in order of preference. If they wish their child to be considered for a place at Ermysted's Grammar School, they should express a preference for the School on the CAF.

5. If relevant, parents must complete and submit the SIF to the school, including all necessary supporting evidence, by **Friday, 27 November 2026**. Please note only parents of children who qualify for priority under one or more of the oversubscription criteria need to complete the SIF.

6. If the School is oversubscribed with pupils who have met the required standard for entry, the School will apply the oversubscription criteria (detailed above) to produce an ordered list identifying which pupils can be offered places and which of the oversubscription criteria applies. It will pass this list to the Local Authority.

7. Having received this information from the School, the Local Authority will try to meet parents' highest ranked preference as stated on their CAF.

8. The Local Authority will notify the parents whether or not their child has been allocated a place at the School and provide instructions on how parents can confirm whether they wish to accept the place or not. This will occur on National Offer Day in March 2027. Failure to confirm the place within the indicated timeframe may lead to the offer being withdrawn.

In-Year Entry

In-Year applications will be considered each year from male pupils for any vacancies in Years 8 to 11 from September and for any vacancies in Year 7 from January.

For children moving into the catchment area, the School will arrange testing as soon as possible. For all other applications, testing will take place in November (for admission in January), in February (for admission in April) and in June (for admission in September). The School will notify a parent in writing within 15 school days of their in-year application of the date for the assessment of ability.

The School is prepared to accept pupils into each year group up to the maximum admission number of **128 pupils**, though we do not recommend that a pupil transfers schools in Year 9 and above due to potential differences in the GCSE exam boards and the curriculum.

Assessment for entry into the School will be arranged using in-house tests in English, science and mathematics.

How to apply

An application form can be downloaded from the School website or is available on request from the School Office or via admissions@ermysteds.uk

Parents seeking a place in the School have the right to have their son(s) tested to determine whether they are of the required academic standard, regardless of whether places are available.

To reach the required standard, a minimum of 180 marks out of 300 needs to be achieved, including a minimum of 60% in two of the three subjects (English, science or mathematics) and a minimum of 50% in the remaining subject.

Please note that achieving the required standard does **NOT** guarantee a place if the School is oversubscribed.

Where a child is judged to have reached the required standard, but the relevant year group has reached or exceeded its maximum admission number, the School will **not** award a place. Parents have the right to appeal against such a decision.

Applicants may only sit the selection tests for entry into any particular year group **once**.

Oversubscription criteria

Should there be more applicants who reach the required academic standard for a particular year than can be accommodated, priority will be given using the same oversubscription criteria as for Year 7 Entry (see above).

Once parents have been informed whether their child has reached the required standard and in the event that oversubscription criteria need to be applied, parents will be asked to supply the School with the necessary information by submitting a **Supplementary Information Form** (SIF). This form is available on request from the School Office or via admissions@ermysteds.uk

Year 12 Entry

Internal applicants transfer to Year 12 provided they have met the entry requirements below. There is no upper limit to the number of internal pupils transferring to Year 12.

The School welcomes **external applications** from candidates of the **male sex**[18] in Year 11 at other secondary schools. The Published Admission Number (PAN) for external pupils joining Year 12 is **35 places**.

How to apply

1. All external pupils who wish to apply for a place should complete a **Sixth Form Application Form**[19].
2. Completed Sixth Form Application Forms **must** be submitted online or handed in to the School Office by **12:00 pm** (noon) on **Friday, 28 May 2027**. Applications received after this date will be considered as late and dealt with after the first round of applications.
3. Places in Year 12 can only be offered and allocated following GCSE Results Day in August (see entry requirements and the oversubscription criteria below). The School will contact each applicant directly on or soon after the GCSE results day to confirm whether they have been offered and allocated a place.

Entry requirements

The following entry criteria apply to **all** applicants (internal and external):

a) For entry into Year 12, a pupil is required to achieve a minimum of **Grade 5** in at least **five** GCSE subjects, including GCSE Mathematics and GCSE English Language or Literature, or equivalent qualifications.

b) In addition, a pupil must reach the published requirements for entry onto his proposed course of study. Requirements for individual subjects are stated in **Sixth Form Information Booklet**, which is accessible via the School's website (www.ermysteds.uk) or available in hard copy on request from the School via admissions@ermysteds.uk

For individuals who fail to achieve these requirements, the Admissions Committee will consider any extenuating circumstances before deciding whether or not to offer a place in the Sixth Form.

Only applicants who have met and evidenced that they have met the entry requirements on the GCSE Results Day in August will be considered for admission to Year 12.

For external applicants, please note that meeting the entry requirements does **not** guarantee admission to the School. If the School is oversubscribed by external applicants who have met and evidenced that they have met the entry requirements, it will apply its **oversubscription criteria** (stated below) until the PAN has been achieved.

[18] For the purposes of this policy and the Equality Act 2010, sex means biological sex.

[19] A **Sixth Form Application Form** can be downloaded from the School's website (www.ermysteds.uk) or available in hard copy on request from the School Office (01756 792186) or via admissions@ermysteds.uk

Oversubscription criteria

Children with an **Education, Health and Care Plan**[20] (EHCP) naming the School will be admitted. Should this occur, it will reduce the number of places available. For other applicants achieving the required standard, there is no guarantee of a place at the School being available. If more applicants reach the required standard than there are places available, the following oversubscription criteria will apply:

1. First to children who have achieved the required standard and who are a **looked after child**[21] or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted, then
2. To children who have achieved the required standard and whose **home address**[22] lies **within the catchment area**[23] at the **time of application**[24], then
3. To children who have achieved the required standard and whose home address lies **outside the catchment area** at the time of application.

Preference to children in the second and third priority will be applied in the following order:

(i) To children who are registered as in receipt of the **Pupil Premium**[25] at the time of application, then
(ii) To children who have a **sibling**[26] at the School in September of the year of entry, then
(iii) To children who live **closest**[27] to the School.

If the oversubscription criteria need to be applied, applicants will be asked to supply the School with the necessary information by submitting a **Supplementary Information Form** (SIF). This form is available on request from the School Office or via admissions@ermysteds.uk

In the case of a tie-break situation where two or more applicants live equidistant to the School, and there are not enough spaces to offer all applicants who fulfil the relevant criteria, the remaining place(s) will be allocated at random, via a process conducted in the presence of a witness who is independent of the School and its admissions process.

[20] An **Education, Health and Care Plan** is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.
[21] A **looked after child** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. See www.gov.uk for further definitions of **child arrangements** and **special guardianship orders**.
[22] The **home address** of the applicant is defined in Appendix 1 of this policy.
[23] The **Catchment Area** is defined in Appendix 2 of this policy.
[24] **Time of application** refers to the date of the submission of the relevant application.
[25] The **pupil premium** is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. See www.gov.uk for full definitions and eligibility criteria.
[26] For the purposes of this policy, a **sibling** includes half-brothers, adopted or fostered brothers, step-brothers, or the son of the parent's partner where the applicant for whom the school place is sought is living in the same family unit at the same address as that sibling.
[27] All **distance measurements** are based on straight line distance measured by an electronic mapping system from a child's home address to the school. The measurement is made from a fixed point within the dwelling to the nearest entrance to the school grounds. Where more than one dwelling shares the same front door (for example, in a block of flats) the distance will be measured from the front door of the building as a whole.

Admissions outside of a child's normal age group

Parents may seek a place for their child outside of their normal age group if they believe their child has exceptional circumstances. Anyone considering making such an application for any year group should follow the relevant application process as detailed in this policy for that year group. The child will be tested in accordance with arrangements set out in the Policy. For those applicants who reach the required standard, an admission decision will be taken by the Admissions Committee, based on the circumstances of the case and with reference to the best interests of the child. The Admissions Committee must also take into account the views of the Headteacher of the School.

When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for its decision. Parents have a statutory right to appeal against the refusal of a place at the School. This right does not apply if they are offered a place at the School but it is not in their preferred age group.

Withdrawing offers

After a place has been offered, the School reserves the right to withdraw the place:

- If the offer was made in error;
- When a parent has failed to respond to an offer within a reasonable time;
- The place was offered on the basis of a fraudulent or intentionally misleading application.

Right of appeal

A parent has a statutory right of appeal against the decision of the Admissions Committee not to offer a place at the School. The appeal will be considered by an Independent Admissions Appeals Panel in accordance with the School Admissions Appeal Code. The decision of the Independent Admissions Appeals Panel is binding on the School and on the parent and the pupil.

Year 7 and In-Year Appeals

Appeals for entry into Year 7 and In-Year applications will be organised by the Local Authority, North Yorkshire Council. The timetable for the running of Year 7 admission appeals will be published on the local authority website each year by **28 February.** Appeals should be submitted to the Local Authority therefore and not the School. Further details on how to appeal, including all forms, deadlines and documentation, can be found on the local authority website (see below).

Year 12

Admission to Year 12 is subject to capacity and an applicant meeting the Year 12 entrance requirements as set out in the relevant Admissions Policy. Should a student or their parents wish to appeal against a decision to refuse the applicant a place in Year 12, they must set out their grounds for appeal in writing. All appeals documentation must be sent within 30 school days of being informed of the decision to refuse entry to Year 12 (typically the publication of the applicant's GCSE exam results) to the Clerk to the Governors via clerktogovernors@ermysteds.uk. Once notification of an appeal has been received, the Clerk will respond with further details of the appeals process and timings.

Sources of further information

- Should you have any questions about the CAF or the operation of the coordinated admissions process, please contact **your** Local Authority directly.
- For those living in North Yorkshire, more information can be found on the NYCC website (www.northyorks.gov.uk/school-admissions) or by contacting the Admissions Team directly by telephone (01609 533679) or by email (schooladmissions@northyorks.gov.uk).

Appendix 1: Applicant's home address

Definitions

For applicants eligible to be considered in the first round of offers for Year 7, the **home address** is the address where the child is living when registering to sit the Entrance Test, or, for those moving after this date (see below), the address where the child is living on the deadline for the submission of the SIF. For applications at other points and to other year groups, it will be the where the child is living on the date of the submission of the relevant application form. This is the address that will be used to apply the School's oversubscription criteria, such as residency in the catchment area (where applicable) and distance from the School.

Where parental responsibilities are equally shared, the home address will be considered to be the place where the child spends the majority of school nights which are from Sunday to Thursday. Any address used must be the principal permanent residence, defined as owner occupancy or a tenancy agreement for a residential property for a minimum duration of six months.

Families whose principal permanent residence is outside the catchment area will be deemed to live outside the catchment area irrespective of whether the family owns a property within the catchment area .

Proof of residency

If the School is oversubscribed with pupils who have met the required standard for Year 7 entry, evidence of residency will be required from applicants living in the catchment area to allow the School to apply its oversubscription criteria.

This will be collected via the **Supplementary Information Form** (see Appendix 3). Parents will need to upload or provide *copies* of documents to confirm the home address. One document, which must display the child's home address, from Group A:

Group A 1. Council Tax letter or statement for the current financial year; or
Group A 2. Current Housing Benefit letter; or
Group A 3. Gas, Electricity or Water bill, dated within the last three months;
Group A 4. Car insurance documentation, dated within the last three months.

and one document from Group B:

Group B 1. Child Benefit letter or Child Tax Credit Award Notice for the current financial year;
Group B 2. Child's National Health registration card;
Group B 3. A bank or investment statement in the child's name, dated within the last three months;
Group B 4. A letter confirming a medical or dental appointment for the child, dated within the last three months;
Group B 5. A letter from the child's primary school confirming their current registered address.

Please note that if supplying the School with copies in hard-copy, these documents will be retained and not returned. The documents will be securely destroyed as per the School's Retention Policy.

Changes of address after the deadline for registration for the Entrance Test

If the home address changes **after** the deadline for the registration of candidates for the Entrance Test but **before** the deadline for the submission of the SIF then the School must be provided with proof of this new address as detailed above.

The applicant **must be living at the new address by the deadline** for the submission of the SIF to the School**,** which is **Friday, 27 November 2026** (for Year 7 Entry in September 2027).

For families moving house before the deadline for the submission of the SIF, the following evidence will alternatively be acceptable.

The School will require copies of two documents, one from Group A:

Group A 1. A solicitor's letter confirming exchange of contracts on the property sale and purchase;
Group A 2. A full copy of the new tenancy agreement, signed by a parent for a minimum duration of six months.

and one document from Group B:

Group B 1. A copy of a parent's driving licence or motor insurance documents showing the updated address;
Group B 2. A copy of the removal invoice showing both addresses.

Changes of address after the deadline for the submission of the SIF

If the home address changes after the deadline for the submission of the SIF, the new address can only be taken into account after the date in March when school places are allocated. The application will be treated in the same way as a late application.

Verification of information provided by applicants

The School reserves the right to investigate any application where an address may be considered as temporary and/or fraudulent; for example, applications involving a short or very recently secured tenancy, or the retention of another property more distant from the school. Further proof of residence or other information may be requested and must be provided. Unless the evidence provided proves to the School's satisfaction that the applicant is living at the address used to apply for a school place at the relevant date in the application process, it will **not** be able to consider the application from that address.

To protect the integrity of its admissions process, the School reserves the right to carry out random checks at any time to verify the home address of applicants and this may include unannounced home visits.

The School will check the child's home address at the time of admission. If it is different from the address provided at time of application, further checks will be carried out. This will include consideration as to whether or not the address used to make an application was temporary and thereby fraudulently used or intentionally misleading purely to secure a place at the School.

An offer of a place may be withdrawn if it is subsequently discovered that it was offered on the basis of a falsely claimed or dated address.

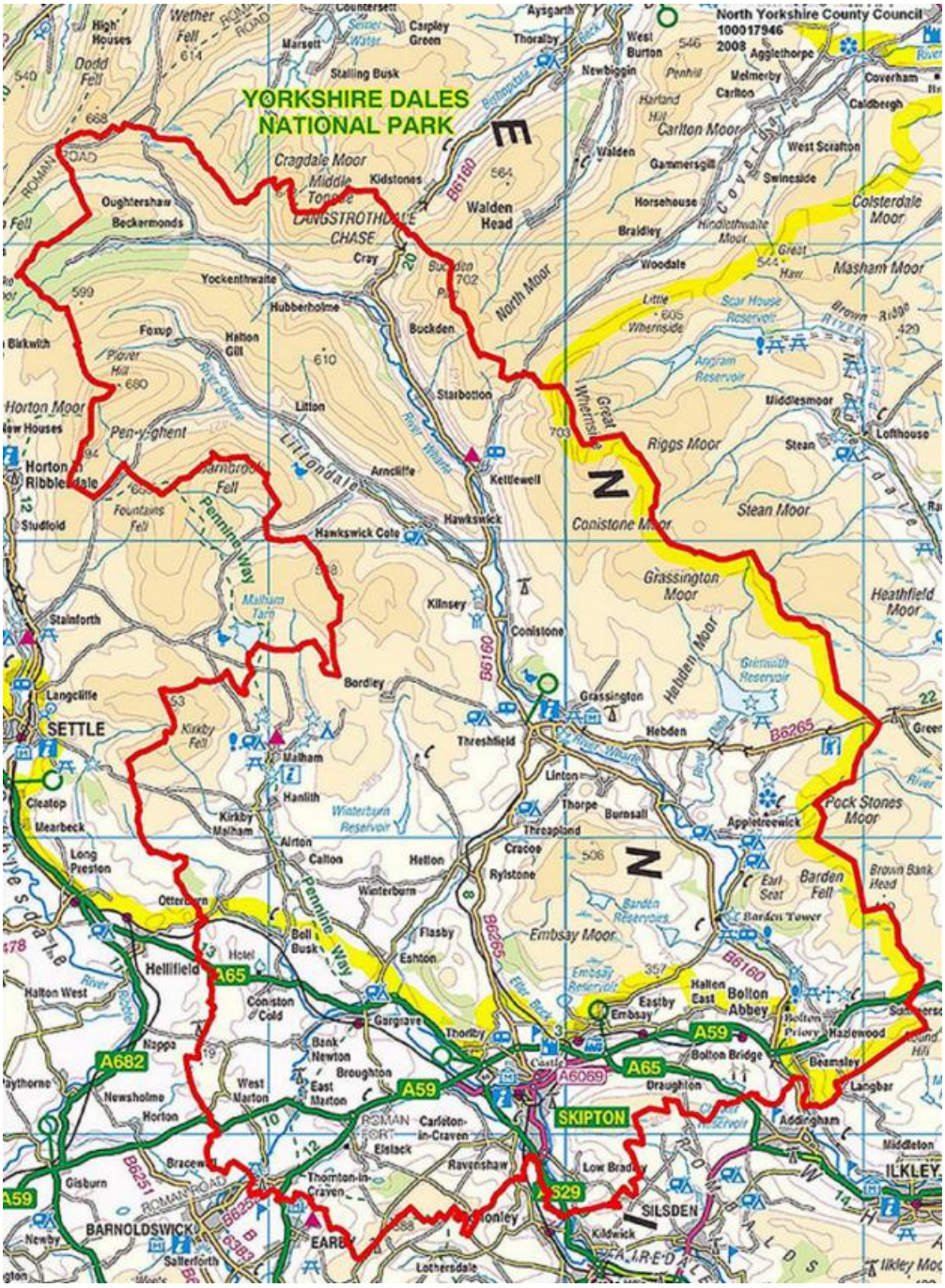
Appendix 2: Catchment Area

Definition

The catchment area refers to the areas served by the primary schools in Beamsley, Bradley, Burnsall, Carleton, Cracoe, Embsay, Gargrave, Grassington, Kettlewell, Kirkby-in-Malhamdale, Skipton, Thornton-in-Craven and Threshfield, as shown below.

Should further details be required, please use the **fine level map of the School's catchment area** that is available on the Local Authority website[28] or contact the School directly.

Map of Catchment Area


YORKSHIRE DALES
NATIONAL PARK
SETTLE
SKIPTON
ILKLEY
SILSDEN
BARNOLDSWICK
Cragdale Moor
Middle Tongue
Kidstones
Walden Head
Carlton Moor
Conistone Moor
Grassington Moor
Stean Moor
Riggs Moor
Embsay Moor
Barden Fell
Pock Stones Moor
Heathfield Moor
Mashan Moor
Colsterdale Moor
Pennine Way
Littondale
Wharfedale
Malham Tarn
Winterburn Reservoir
Barden Reservoirs
Embsay Reservoir
Grimwith Reservoir
Angram Reservoir
Scar House Reservoir
Gargrave
Threshfield
Grassington
Kettlewell
Hawkswick
Arncliffe
Litton
Buckden
Starbotton
Hubberholme
Yockenthwaite
Cracoe
Rylstone
Hetton
Airton
Malham
Kirkby Malham
Hanlith
Bordley
Kilnsey
Conistone
Hebden
Burnsall
Thorpe
Linton
Threapland
Appletreewick
Skipton
Carleton-in-Craven
Thornton-in-Craven
Bolton Abbey
Bolton Priory
Beamsley
Addingham
Ilkley
Low Bradley
Ilkley Moor
Keighley
Haworth
Oxenhope
Lothersdale
Kildwick
Cononley
Eastby
Hallen East
Draughton
Bolton Bridge
Hazlewood
Langbar
Middleton
Ravenshaw
Elslack
Broughton
Bank Newton
East Marton
West Marton
Gisburn
Newsholme
Horton
Nappa
Halton West
Coniston Cold
Hellifield
Bell Busk
Flasby
Eshton
Otterburn
Long Preston
Cleatop
Mearbeck
Langcliffe
Stainforth
Studfold
Horton in Ribblesdale
Pen-y-ghent
Fountains Fell
Horton Moor
Birkwith
Foxup
Halton Gill
Oughtershaw
Beckermonds
Dodd Fell
Whernside
Great Whernside
Buckden Pike
Cray
Woodale
Walden
Gammersgill
Horsehouse
Braidley
Swineside
West Scrafton
Carlton
Melmerby
Aysgarth
Thoralby
West Burton
Newbiggin
Penhill
Marsett
Carperby
Stalling Busk
Countersett
Wether Fell
High Houses
Coverham
Caldbergh
Agglethorpe
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Appendix 3: Supplementary Information Form (SIF) for Year 7 Entry

Please read the School Admissions Policy before completing this form. The completion of this Supplementary Information Form (SIF) does **NOT** constitute an application to the School, parents **must** name the School on the Common Application Form (CAF) for their child to be considered for a place.

If the School is oversubscribed with pupils who have met the required standard for entry, the Admissions Committee will apply the oversubscription criteria for Year 7 Entry to produce an ordered list ranking the pupils in accordance with the oversubscription criteria. This will be passed to the Local Authority.

It is only necessary for parents to complete the SIF **after** they have been informed that their child has reached the required standard, **when** they have decided to prioritise the School on the CAF, and **if** they believe their child qualifies for priority under one of the oversubscription criteria. Parents are **only** required to complete the sections that apply to the applicant.

Name of child (to identify the correct application)

Surname of child	
Forename(s) of child	
Date of birth (dd/mm/yy)	

Name of parent completing the Supplementary Information Form (to contact in the event of any queries)

Name of parent	
Home address of parent	
Home telephone number	
Mobile number	
Email address	

Q1. Is the applicant a **Looked After**[29] or **Previously Looked After**[30] child?

Yes ☐ No ☐ Not applicable ☐

Evidence

For example, a letter from the local authority confirming that the child is Looked After. In the case of Previously Looked After children, a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that the applicant was looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted, would suffice.

Q2. Is the applicant currently in receipt of the **Pupil Premium**[31]?

Yes ☐ No ☐ Not applicable ☐

Evidence

For example, an acknowledgment from the applicant's primary school or local authority confirming that the child is currently in receipt of the Pupil Premium would suffice.

[29] A **Looked-After Child** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

[30] **Previously Looked-After** children are children who were looked after, but ceased to be so because they were **adopted** (or became subject to a **child arrangements order** or **special guardianship order**). Please see Section 1.7 of the School Admissions Code (DfE, 2014) for full definitions of each subcategory. See www.gov.uk for further definitions of **child arrangements** and **special guardianship orders**.

[31] The **pupil premium** is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. See www.gov.uk for full definitions and eligibility criteria.

Q3. Will the applicant have a **sibling**[32] at the School in September of the year of entry?

Yes ☐ No ☐ Not applicable ☐

Evidence

Please provide the full name and date of birth of the applicant's sibling(s). The School will check its records and use the Home Address as supplied in the applicant's Entrance Test Registration Form to validate.

Q4. Is the applicant's **home address**[33] inside the School's **catchment area**[34]?

Yes ☐ No ☐ Not applicable ☐

Evidence

Please see Appendix 1 in the School's Admissions Policy for details of acceptable evidence under various scenarios that might apply to applicants.

Please note that incomplete or incorrect entries and/or a failure to submit the correct documentation to the School by the deadline will result in the application being placed in category (iii) of subsection (3) of the oversubscription criteria for Year 7 Entry (see the relevant Admissions Policy for details).

Please read the following declaration carefully, then sign and return the form to **The Admissions Officer, Ermysted's Grammar School, Gargrave Road, Skipton, BD23 1PL** by **Friday, 27 November 2026** (for Year 7 Entry in September 2027).

I confirm that the information I have supplied is true and accurate. I have included all necessary supporting evidence. I acknowledge that completing this SIF does not equate to an application for a place at the School and understand the requirement to additionally name the School on the CAF.

Signature of parent: _____

Name (Please print): _____

Date: _____

[32] For the purposes of this policy, a **sibling** includes half-brothers, adopted or fostered brothers, step-brothers, or the son of the parent's partner where the applicant for whom the school place is sought is living in the same family unit at the same address as that sibling.

[33] For applicants eligible to be considered in the first round of offers for Year 7, the child's **home address** is the address where the child is living on the deadline for registrations to sit the Entrance Test. For applications at other points and to other year groups, it will be the where the child is living on the date of the submission of the relevant application form.

[34] The **Catchment Area** is defined in Appendix 2 of the School's Admission Policy. This document is available on the School's website (www.ermysteds.uk).