



This policy has been determined according to the statutory requirements of the Department for Education School Admissions Code 2021 and following the Westmorland & Furness Council Proposed Co-ordinated Admissions Scheme Admissions for 2025-2026.

### **Introduction**

Queen Elizabeth Grammar School is a selective school with Academy status and is therefore responsible for managing its own admissions. This is done in cooperation with the Local Authority through the Coordinated Admissions Scheme to ensure as many parents/carers as possible obtain a place for their child at the school of their choice. Admission is based on academic ability and this is determined through the Queen Elizabeth Grammar School entrance test.

In order to be eligible for a place in Year 7 for 2025 entry at Queen Elizabeth Grammar School, you must register for our entrance test by 12<sup>th</sup> July 2024 **in addition** to making an application to your Local Authority for a secondary school place by 31<sup>st</sup> October 2024. The entrance test registration form can be found on the school website under Year 7 Admissions.

All applicants for Year 7 admission must have reached the required standard in the Queen Elizabeth Grammar School entrance test.

### **Allocation of places**

The Published Admission Number (PAN) is **160** for Year 7 entry in September 2025.

Before the application of oversubscription criteria, applicants with an Education, Health and Care Plan who have reached the required standard in the Queen Elizabeth Grammar School entrance test and have named Queen Elizabeth Grammar School will be admitted. Such admissions are included in the PAN.

### **Places allocated according to academic ability alone**

32 places (20% of all places) will be awarded according to ranked aggregate scores on the Queen Elizabeth Grammar School entrance test (the highest score being given the highest rank).

### **Oversubscription Criteria**

Should the number of applicants exceed the PAN, the remaining places will be allocated according to the oversubscription criteria.

- 1. Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' 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. 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) or c) previously in public authority care outside of England.
- 2. Current Family Association** – A sister or brother attending Queen Elizabeth Grammar School at the time the child starts. In this context sister or brother means children who live as sister or brother, in the same house including natural sisters and brothers, adopted siblings, stepsisters or brothers and foster sisters and brothers. If siblings from multiple births (twins, triplets, etc.) apply for a school place and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, a place will be offered to each of the siblings, even if doing so takes the school above its PAN.
- 3. Pupil Premium** – Priority will be given to 10 Students in receipt of Pupil Premium (including Service Premium). This equates to 2 places per Year 7 form group, based on a PAN of 160 (5 forms of entry). Students in receipt of Pupil Premium who have been allocated a place according to a higher oversubscription criteria will not count towards the total number of 10 places.

A child is eligible for **Pupil Premium** where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include students who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however, these children will be prioritised in the relevant criteria above.

Children who are eligible for the **Service Premium** are those who have one of their parents/carers serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to the closing date for registering for the test.

Parents/Carers wishing to apply under this priority must ensure they complete the attached Supplementary Information Form (Appendix 3) and return it to the school by 31<sup>st</sup> October in the year of application along with supporting evidence.

All children, in receipt of Pupil Premium, who gain a place at Queen Elizabeth Grammar School can receive financial assistance towards items such as school uniform and school trips.

If these places are not filled by applicants in receipt of Pupil Premium by the Local Authority on National Offer Day any surplus or declined places will be offered to the next priority listed in our oversubscription criteria.

**For more information on Pupil Premium places please refer to the Supplementary Information Form. The deadline for submitting this form is 31<sup>st</sup> October 2024.**

- 4. Children of Permanent Members of QEGS Staff** – A child whose parent/carer is a current and permanent member of staff employed for two or more years at the time of registration or who has been recruited to fill a demonstrable skill shortage. In this context a child means a natural daughter/son including adopted children and/or foster children who live at the same address as the member of staff.

A permanent member of staff is defined as a full-time teaching member, a full-time support member whose contract is 37 weeks and above, a part-time teaching member with a 50% and above timetable and a part-time support staff member who works more than 15 hours per week for 37 weeks or more. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

**5. Queen Elizabeth Grammar School accepts students in the order set out below.**

- a) Priority will be given to students living within Queen Elizabeth Grammar School's designated catchment area according to ranked aggregate scores on the Queen Elizabeth Grammar School entrance test with the highest score being given the highest rank. (See Appendix 2)
- b) Priority will be given to students from all other areas giving priority to those who live closest to the school\*. The distance from the child's permanent home to the designated OS reference point (NY 51206 29679) will be used to determine the order of priority.

***\*Nearness of children's homes to school***

A block of flats has a single address point reference, therefore applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block or are in any other way equally distant from school and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently verified.

The LA uses the distance between the child's permanent home address and the school, measured in a straight line using their computerised Geographical Information System (GIS). Distances are measured from a point defined as within the child's home to the OS Reference (NY 51206 29679) within the school. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each child's address is to the school and offer places starting with the shortest distance to school

A child's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the child's home address on the day you completed your application form and which is either owned by the child's parent/carer, or leased to or rented by the child's parent/carer under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

**Children of UK service personnel and crown servants** will be considered prior to moving into the area providing an official letter declaring a relocation date accompanies the application. Evidence of an intended address will be required in order for the school to apply the correct over-subscription criteria.

### **Admission outside the normal age group**

Deferred Admission Applications:

Parents/Carers who wish for their child to be educated out of year should contact the school in writing between April and May of Year 5 irrespective of age. Parents/Carers are not expected to provide evidence to support their request, however if a child has a medical or educational psychologist report this evidence must be provided when registering for the entrance test. The school will make a decision whether to admit the child out of their normal age group based on the circumstances of each case and in the child's best interests, bearing in mind the age group in which the child has been educated up to that point. The school will provide acknowledgement of this request and this should be included the written acknowledgement from the school when completing for Local Authority Transfer to Secondary School SA3 form. All applications will be processed in line with our normal admissions policy for the relevant cohort.

Accelerated Admission Applications:

Where parents/carers wish to apply for a place ahead of their child's actual year group they should contact the school in writing between April and May of Year 5 irrespective of age. Parents/Carers are not expected to provide evidence to support their request, however if a child has a medical or educational psychologist report this evidence must be provided when registering for the entrance test. The school will make a decision whether to admit the child out of their normal age group based on the circumstances of each case and in the child's best interests, bearing in mind the age group in which the child has been educated up to that point. The school will provide acknowledgement of this request and this should be included the written acknowledgement from the school when completing for Local Authority Transfer to Secondary School SA3 form. All applications will be processed in line with our normal admissions policy for the relevant cohort.

### **Late Applications**

It is essential for applicants to sit the entrance test according to the admission schedule so that the outcome can be communicated to parents/carers in time to nominate the school on the Local Authority SA3 where appropriate. Entrance test registration requested after the deadline date will not be accepted. However, registrations received late but before the published test date and where exceptional circumstances are proven will be considered. Evidence will be required to support such cases. The final decision on whether there are exceptional circumstances will be made by the Governing Body. Late applications that have been refused and name Queen Elizabeth Grammar School as a preference of the Local Authority SA3 form will be invited to sit the post-allocation test in February 2025 to be considered for a place after the main round of offers on 1<sup>st</sup> March 2025. Please refer to the late testing schedule.

If you are planning to move into the area, it is strongly recommended that you register your child for the test by 12 noon on Friday 12<sup>th</sup> July 2024.

Parents/carers who think they might wish to pursue a place at the school are strongly advised both to register on time for the test and to nominate Queen Elizabeth Grammar School on the Local Authority SA3 form as your first preference.

## **Late Testing Schedule**

Late test:

Only children registered for the main test and who were unable to sit this test, will be permitted to sit a late test on medical grounds or extenuating personal circumstances. Please note this will be held within a couple of weeks of the main test.

Post-allocation test:

This will be available in February 2025 to those whose late test registration was not accepted and have submitted the Local Authority SA3 form by the deadline, naming Queen Elizabeth Grammar School as a preference. Those taking the post-allocation test will only be eligible for a place if they achieve the required standard and there are places available after 1<sup>st</sup> March 2025 and subsequently. If there are no places available they will be placed on the waiting list, ranked according to our over-subscription criteria.

For children whose Local Authority SA3 form was submitted after the closing date and have named Queen Elizabeth Grammar School as a preference, will be invited to sit the entrance test after 1<sup>st</sup> March 2025. Those taking the test after 1<sup>st</sup> March 2025, will only be eligible for a place if they achieve the required standard and there are places available. If there are no places available they will be placed on the waiting list, ranked according to our over-subscription criteria.

## **Waiting List Arrangements**

Children who achieve the required standard but are not offered a place on 1<sup>st</sup> March 2025 because the year group has been filled, will be placed on a waiting list in the same rank order as detailed in the oversubscription criteria. From reallocation day up until 31<sup>st</sup> August 2025 the Local Authority will continue to administer all main intake applications. From 1<sup>st</sup> September 2025 a waiting list will be maintained automatically until 31<sup>st</sup> December 2025 and will be administered by Queen Elizabeth Grammar School. Any place that becomes available before the end of the 31<sup>st</sup> December 2025 will be offered to the child who is at the top of the waiting list. Each time a place is offered, or a child is added, the waiting list will be re-ranked.

## **Appeals**

There is a parental right of appeal to an Independent Appeals Panel against the refusal of a place regardless of where the school was ranked on the SA3. Using the Notice of Appeal form provided by the school, appeal applications should be made to: Chair of Governors, Queen Elizabeth Grammar School, Ullswater Road, Penrith, Cumbria, CA11 7EG. Waiting list places will continue to be offered throughout this period.

If Queen Elizabeth Grammar School has places available a place may be offered a place after a specific date as determined by the LA without the appeal being heard, providing there are no other applicants at that time on the waiting list, and where the child has reached the required standard in the entrance test. Places will be offered strictly in accordance with Queen Elizabeth Grammar School's oversubscription criteria.

## **Additional information**

Please refer to the attached Appendices for the following procedures and information:

1. Information regarding the Queen Elizabeth Grammar School Entrance Test
2. Catchment area map
3. Supplementary Information Form - Pupil Premium Notification



## In Year Admissions Policy

Applicants for admission to Year 7 from the beginning of January 2025, and Years 8 to 11, should request an in-year application form from the Admissions Secretary, complete and return it to the school. Only in exceptional cases will a place be offered in Year 10 after the start of the Autumn term, or at any time in Year 11, because of the nature of the GCSE courses and parents/carers are advised to contact the school before submitting an application. Vacancies are rare and are normally filled from the waiting list for the relevant year group.

### **The Entrance Test**

The academic ability of applicants seeking in-year admission will be subject to an entrance test. This is a Cognitive Ability Test (CAT4), which is not the same as the entrance test for Year 7 entry. The CAT4 includes verbal reasoning, quantitative and non-verbal reasoning sections. When an application is received, the school will write to parents/carers within 10 days to invite their child to take the entrance test. Testing will take place once per term or when a vacancy occurs, whichever happens sooner. Applicants may not take more than one CAT4 test in a 12 month period. Where an applicant has sat a CAT4 test within the previous 12 months, the parents/carers will need to approach the organisation who conducted the test (i.e. their current school) and make a request for these results to be shared with Queen Elizabeth Grammar School. If 13 months have elapsed since taking the test, applicants will need to be re-tested to be eligible for a place.

To reach the required standard, applicants will need to achieve the following scores:

- Verbal - 102
- Quantitative - 102
- Non-Verbal – 102

Plus an aggregate score of 318.

Applicants who have who have not met the required standard, must leave a minimum of 12 months before re-assessment.

### **Waiting List for In-Year Applicants**

All applicants should note a successful outcome in the in-year entrance test does not guarantee a place at the school. A waiting list will be maintained, in accordance with the over-subscription criteria, for applicants who have achieved the required standard in the entrance test. If no place is currently available, the school will write to inform parents/carers and notify them of their right of appeal to an Independent Appeal Panel. Each time an applicant qualifies for the waiting list, it will be re-ranked using the oversubscription criteria. If parents/carers wish their child's name to remain on the waiting list, they should contact the Admissions Secretary by the end of the summer term to register continued interest. If an email or letter is not received by then, the child's name will be removed from the waiting list until further notice. Applicants can only be considered for vacancies if they have a current application or are registered on the waiting list on the date the vacancy occurs.

### **Offer of a place**

Any place that becomes available will be offered to the applicant who ranks at the top of the waiting list. Applicants who wish to accept an offer of a place will be required to join the school within 4 weeks or at the beginning of a half term, whichever is sooner. Only in exceptional circumstances will a place be held and not offered to the next on the waiting list.

### **Appeals**

Using the Notice of Appeal form provided by the school, appeal applications should be made to: Chair of Governors, Queen Elizabeth Grammar School, Ullswater Road, Penrith, Cumbria, CA11 7EG. Waiting list places will continue to be offered throughout this period.



Admission to Year 12

Entry requirements

Students seeking admission to Year 12 should demonstrate that they fulfil the entrance requirements.

The entrance requirements are:

- Average Points Score (APS) of 48 in their best 8 qualifications.
- Students must achieve a minimum:
  - Grade 5 in GCSE English Language or GCSE English Literature
  - Grade 5 in GCSE Mathematics.

Students with non-standard qualifications~ will be assessed separately.

It is important to note that this provides entrance to the Sixth Form only. In order to study their preferred courses, students will also be required to meet the entry requirements for each course.

Internal Applicants

Continued study into Year 12 is the most popular option for Year 11 students at Queen Elizabeth Grammar School and a place will be guaranteed to all Queen Elizabeth Grammar School students who achieve the entry requirement set out above.

External Applicants

The published admission number for Year 12 is 20. These twenty places can be allocated to students wishing to transfer from other schools, providing they meet the entrance requirements. However, we will consider all applicants and regularly offer more than 20 places each year providing students meet the entrance requirements. Students seeking admission to Year 12 should contact the Admissions Secretary to submit an application form.

Oversubscription Criteria

In the unlikely event applications exceed capacity, after the admission of applicants who have an Education, Health and Care Plan which names Queen Elizabeth Grammar School and who achieve the grade requirements then preference will be given in the following order:

- 1. Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' 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. 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) or c) previously in public authority care outside of England.
- 2. Current Family Association** – A sister or brother attending Queen Elizabeth Grammar School at the time the child starts. In this context sister or brother means children who live as sister or brother, in the same house including natural sisters and brothers, adopted siblings, stepsisters or brothers and foster sisters and brothers. If siblings from multiple births (twins, triplets, etc.) apply for a school place and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, a place will be offered to each of the siblings, even if doing so takes the school above its PAN.
- 3. Children of Permanent Members of QEGS Staff** – A child whose parent/carer is a current and permanent member of staff employed for two or more years at the time of registration or who has been recruited to fill a demonstrable skill shortage. In this context a child means a natural daughter/son including adopted children and/or foster children who live at the same address as the member of staff.

A permanent member of staff is defined as a full-time teaching member, a full-time support member whose contract is 37 weeks and above, a part-time teaching member with a 50% and above timetable and a part-time support staff member who works more than 15 hours per week for 37 weeks or more. The definition does not

include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

**4. Queen Elizabeth Grammar School accepts students in the order set out below.**

Priority will be given to category a) followed by category b) for all remaining places, giving priority to those who live closest to the school\*. The distance from the child's permanent home to the designated OS reference point (NY 51206 29679) will be used in conjunction with the order of priority given below:

- a) Queen Elizabeth Grammar School designated catchment area (see Appendix 2)
- b) All other areas.

***\*Nearness of children's homes to school***

A block of flats has a single address point reference, therefore applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block or are in any other way equally distant from school and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently verified.

The LA uses the distance between the child's permanent home address and the school, measured in a straight line using their computerised Geographical Information System (GIS). Distances are measured from a point defined as within the child's home to the OS Reference (NY 51206 29679) within the school. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each child's address is to the school and offer places starting with the shortest distance to school

A child's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the child's home address on the day you completed your application form and which is either owned by the child's parent/carer, or leased to or rented by the child's parent/carer under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

A waiting list of qualifying applicants will be maintained in the order of the oversubscription criteria until 1 October 2025. This list will be re ranked each time a new student is added.

**Admission to Year 13**

Students from other schools seeking admission to Year 13 need to be aware that the possibility of being offered a place will be influenced by the courses available within the school; it may not always be possible to offer continuity from Year 12 to Year 13 courses, depending on which courses have been studied, and prospective students should check courses available to ensure that their current subject achievements are compatible with their proposed subject choices. A member of the senior staff of the school will be available to give advice on options, and the examinations officer can check compatibility of examination courses.

**Right to appeal:**

There is a parental right of appeal against the refusal of a place once GCSE results are published. This should be made in writing to: The Clerk to the Governors, Queen Elizabeth Grammar School, Ullswater Road, Penrith, CA11 7EG

***~Students with non-standard qualifications***

*Where students applying to Sixth Form do not have standard GCSE or IGCSE qualifications, applications are considered on an individual basis. Student qualifications will be considered along with other information provided by the student's current school, in an attempt to make a fair assessment of the application. This*

*process is entirely at the discretion of the governing body. Where qualifications have been awarded outside of the UK, it is a student's responsibility to consult NARIC, (the National Agency responsible for providing information and expert opinion on academic qualifications from overseas), to obtain the necessary information on equivalent qualifications.*





**Information regarding the Queen Elizabeth Grammar School Entrance Test**

**Registration**

All who are considering applying for a place at Queen Elizabeth Grammar School must register to sit the entrance test using the schools online registration form accessible via the school website, under Year 7 Admissions. If you are registering more than one child for the entrance test you will need to submit a separate application form for each. The deadline for registration is 12 noon on Friday 12<sup>th</sup> July 2024. All details must be entered accurately so as not to invalidate the registration and to avoid any delay with communication relating to the test arrangements and results.

The address entered on the test registration form must be where your child lives for the majority of the week at the time of registration. If your child lives equally between two addresses it should be the address of the parent/carer who claims child benefit. If you move house after applying, you must notify the school immediately as it could influence your child's ranking in the test. It is the parents'/carers' responsibility to inform the school. The school may be required to request evidence of your child's home address and the offer of a place maybe withdrawn if it is believed parents/carers have acted fraudulently.

**The catchment area**

By law, selective schools have to allow anyone who wishes to sit the entrance test to do so, whether they live inside or outside the catchment area.

Parents/carers who live outside the catchment area should give careful consideration to the disadvantages and practicalities of long journeys to school, participation in after-school activities and in-school and out-of- school friendships, all of which can be exhausting. We expect our pupils to maintain excellent attendance and punctuality records and respectfully remind parents/carers that no allowances will be made for lateness caused by long journeys to school. Even if the school considers that your child lives within the catchment area for admission purposes this does not guarantee designated school transport. Parents/carers may wish to speak to Westmorland & Furness Council School Transport Team on 01228 226428.

Please see Appendix 2 for the catchment area map for Queen Elizabeth Grammar School.

**If your child needs extra support during the test**

Provision will be made to support children with disabilities or special educational needs. Children with a recognised SEND may be given special consideration for the entrance tests if the following can be provided:

- a) The primary school can provide evidence that the child has SEND support with a history of at least 2 terms of adjustments being routinely made available to access formal assessments.

Examples of reasonable adjustments that may be provided:

- Enlarged font
- Rest breaks
- Word processor
- Reader
- Scribe
- Additional time
- Other adjustments which are specific to the needs of the candidate e.g. medical / psychological needs

N.B. Any student may bring a coloured overlay or wear tinted glasses to sit their entrance exam

Children who have an Education, Health and Care plan which names the school, will be admitted, if they meet the entry criteria. In the event that the school deems that the entrance test cannot adequately be adapted for a student with an EHCP, they may set an alternative assessment to ensure the student meets the required standard.

**If your child has a medical condition**

Parents/carers should provide a letter from your child's GP or consultant dated no earlier than January 2024 or a care plan from your child's primary school and must be submitted by Friday 12<sup>th</sup> July 2024. This will enable the school to make appropriate arrangements to enable your child to access the test. If there is a change in your child's health after this date, please get in touch as soon as possible so that we can reassess any provision as needed. It is the parent's/carers' responsibility to inform us of any medical issues. Please contact the school if you have any queries.

In order for us to put any additional arrangements in place, you must identify your child's need on the entrance test registration form and provide evidence by 12<sup>th</sup> July or consent to us contacting your child's primary school to obtain the evidence (if they hold it).

**The entrance test**

Queen Elizabeth Grammar School use an external provider to set the entrance test. Children receive scores in three areas:

Verbal Reasoning

Maths

Non-Verbal Reasoning

They will also receive an aggregate score of all three areas.

In order to reach the required standard, children will be need to achieve a minimum score in all three areas, in addition to a minimum aggregate score. The pass marks will be set each year according to the performance of the cohort.

The date of the test and the online test registration form will be published on our website.

**Information that you will receive from the school**

Parents/Carers who have successfully applied for the Queen Elizabeth Grammar School entrance test will receive three separate communications from the School as detailed below:

1. Confirmation that the School has received your test registration.

You will receive a confirmation email using the email address entered on the test registration. Please contact the Admissions Secretary if you do not receive confirmation by 4pm on Friday 12<sup>th</sup> July 2024.

2. Information that you will need on the day of the entrance test.

An email confirming the date, time and registration room that your child should attend will be sent after Friday 12<sup>th</sup> July 2024. You are asked to keep the whole test day free. We are unable to alter test sittings once they have been allocated. If you have not received an email please contact the school. The Admissions department will be closed during the summer holidays.

3. Notification of test results.

Test results will be sent by email mid-October to the email address you have registered for the test with. Your child will receive one of two possible outcomes:

a) Your child has reached the required standard for a grammar school education.

b) Your child has not reached the required standard for a grammar school education.

Queen Elizabeth Grammar School Catchment Area\*\*



Queen Elizabeth Grammar School Penrith  
Ullswater Road  
Penrith  
CA11 7EG



**Queen Elizabeth Grammar School**  
**Supplementary Information Form (SIF) for 2025/26 Admissions**  
**Pupil Premium Notification**

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This form does not constitute a valid application. You must complete the relevant applications as detailed in the admission policy if you wish your child to be considered for a place at Queen Elizabeth Grammar School.

The following sections should be completed and returned to the school **by 31<sup>st</sup> October 2024** to notify us that you are applying for a Pupil Premium place. This should be sent to the Admissions Secretary, Queen Elizabeth Grammar School, Ullswater Road, Penrith, Cumbria, CA11 7EG, along with the required evidence.

**Personal Details**

Child's Surname:	
Child's Forenames:	
Child's Date of Birth:	
Permanent Home Address:	
Telephone:	
Email Address:	
Parent/Carer:	

**Other Details**

Child is in receipt of Pupil Premium:	Yes / No
Evidence of Eligibility:	Please see <a href="https://www.gov.uk/apply-free-school-meals">https://www.gov.uk/apply-free-school-meals</a> for full details of the eligibility criteria you will need to evidence. Please provide copies of all evidence required with this form.
<b>Declaration</b> I confirm the information supplied is true and accurate and I consent to checks being made.	
Parent/Carer full name:	
Parent/Carer Signature:	
Date:	

***Pupil Premium (including Service Premium) Eligibility Criteria:***

*A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include girls who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care.*

*Children who are eligible for the **Service Premium** are those who have one of their parents/carers serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to the closing date for registering for the test.*