



Making an Application

1. Complete the Common Application Form (CAF) sent to you by your Local Authority (LA) and name Batley Grammar School as one of your preferences, following the guidelines provided by the authority. Return the CAF to your LA as directed by them.
2. Complete the Batley Grammar School Registration Form for the relevant point of entry attaching any supporting documents if applying under the exceptional circumstances criterion or Statement of SEN or Care Order for a Looked After Child.

The Prospectus and Registration Form are available in the following ways:

- by download/print from the free school website www.batleygrammar.co.uk
 - by collection from the Free School reception at Carlinghow Hill
3. Post or hand in your registration form personally at the Free School reception to:

The Admissions Secretary
Batley Grammar School
Carlinghow Hill
Batley
WF17 0AD

Applications by e-mail cannot be accepted.

4. The closing dates for completed applications will be:
 - **Year 7 – Monday 31st October 2011**
 - **Reception class – 15th January 2012**

The Free School is not able to guarantee that applications received after the closing date will be considered alongside those received on time. Late applications will only be considered if the Free School Admissions Team considers that there are exceptional circumstances (supported by third party evidence received in writing) for the late application.

5. Please do not contact the Free School to ask if your child's Registration Form has been received. Due to the large volume of forms which we expect to receive, we will be unable to advise you until after the closing date. For this reason please ensure that you do one of the following:
 - *Enclose a stamped self-addressed envelope with your child's form if sent by post and a receipt will then be sent to you;*
 - *If submitted in person, please ensure that you obtain a receipt.*

The Free School cannot accept responsibility for lost forms where a receipt has not been obtained.

Make sure you receive the right documents throughout the application process for Year 7

It is the responsibility of the applicant's parent(s)/carer(s) to contact the Free School if they do not receive the following documents:

- A receipt for the application form if you set it by post with a stamped self-addressed envelope or if delivered by hand
- Year 7 applicants – Invitation to the Non Verbal Reasoning Assessment by 24th November 2011
- Year 7 applicants – A letter advising of an offer or rejection by 9th March 2011