



SECONDARY TRANSFER TEST

Administration and Selection Review Policy

APPROVED BY: TRUST BOARD

POLICY OWNER: Strategic Executive Leader

DATE: July 2024

NEXT REVIEW DATE DUE BY: July 2027

1.0	SCOPE AND PURPOSE:
1.1	<p>This policy is intended to set out the expectations on schools and parents / carers in respect of the Secondary Transfer Test and the Selection Review process. The Directors of the Trust recognise that this is a very important process for the children who are entered for this assessment and that parents and carers will want the very best outcome for their child.</p> <p>Following completion of the Secondary Transfer Test, some parents / carers and their children may be disappointed where they do not achieve the outcome they may want and it can be a difficult time for all concerned. It is important at times like these that we have clear processes that set out what school leaders are and are not permitted or expected to do as they support parents / carers and children.</p> <p>This policy sets out the process schools within the Trust will follow with respect to both the application of the Secondary Transfer Test and 'Selection Review'.</p>
1.2	This policy applies to all schools within the St Thomas Catholic Academies Trust.
2.0	THE ROLE OF THE PARENT/CARER:
2.1	The Parent/Carer will seek a meeting with the Headteacher as soon as practically possible to discuss the Selection Review.
3.0	THE ROLE OF THE SCHOOL:
3.1	The school will apply the guidance set out for the Secondary Transfer Test as defined for the academic year to which the guidance applies.
3.2	Each primary school is an administrative centre for the test.
3.3	In accordance with regulations, no primary school in the Academy Trust will prepare children for the test and plays no part in the marking of the test. However, schools may support targeted intervention for students in receipt of statutory funds to ensure equality of access across student groups.
3.4	Each primary school will complete a Selection Review Summary submission where it is appropriate to do so and where it is in accordance with the requirements set out under 'Selection Review'.
4.0	SELECTION REVIEW EVIDENCE SUBMISSION
4.1	In asking for a Selection Review Evidence Submission, Parents / Carers do so accepting they are seeking the professional judgement of school staff.

4.2	It is the responsibility of parents / carers to request a review within the specified timeframe.
4.3	Parents / Carers are required to request a Selection Review as soon as possible after the results are released.
4.4	The school will set and publish a date each year after which Selection Review Evidence Submission will not be considered.
4.5	Requests for Selection Review Evidence Submission after the published date will not be considered unless there are extreme extenuating circumstances (for example, bereavement or serious illness).
4.6	The recommendation of the school stated in the Selection Review Evidence Submission will be based on evidence of the pupil's performance across relevant areas of the curriculum and will largely draw on their normal performance in standardised tests across Reading, Writing, and Mathematics.
4.7	The normal performance of each pupil is determined by evidence and the professional judgement of the class teacher.
4.8	The Selection Review Evidence Submission from the school is final.
4.9	Parents / Carers may choose not to submit the Selection Review Summary Submission provided by the school.
4.10	Parents/Carers cannot change the Selection Review Summary submission recommendation that the Headteacher has completed before test results are known.
4.11	Once the Headteacher has met with the Parents/Carers and submits their evidence, there are no grounds for appeal the evidence submitted by the Headteacher but as outlined in 3.09 Parents/Carers may choose not to submit the Headteacher evidence.
5.0	SELECTION REVIEW APPEALS
5.1	The school will follow the processes outlined in the Admission Appeals.

EQUALITIES IMPACT ASSESSMENT:

To be carried out with Directors and LACs at point of consideration.

