

SOUTH WILTS GRAMMAR SCHOOL

INFORMATION LEAFLET NUMBER THREE

THE POST 11+ SELECTION PROCEDURE FOR ENTRY INTO YEARS 7 –11

(In this document, the terms "Parent" or "Parents" should be interpreted as one parent, both parents, or guardians, as is applicable.)

1. The Late Admission selection procedure is designed to determine whether or not children who are already of secondary school age are suitable for admission to a grammar school. Parents should note that meeting the academic requirements for entry to the School is not, in itself, a guarantee of an offer of a place.

2. The procedure may also be used to re-assess pupils who, under a previous selection procedure, have been found not to be of grammar school ability. An interval of at least one calendar year must follow the previous testing before re-assessment can be initiated.

Making an Application

3. All applications for admission and offers of places into years 7-11 will be co-ordinated by Wiltshire Council (WC) acting in their capacity as a Local (education) Authority (LA).

4. Parents should inform WC that they wish to apply for a place at South Wilts Grammar School (SWGS). WC will then inform SWGS of a candidate's application. Parents of girls applying from outside Wiltshire must also apply via WC.

5. Parents should include SWGS as one of their named preferences on the transfer form and return it to WC. Please be aware that any information given at the time of application which is later found to be false may result in the offer of a place being withdrawn.

6. The LA allocates places using an equal preference system. This means that all school preferences expressed by parents must be given equal consideration. Parents are required to state the reason for applying to each school they name on the school admissions transfer application form (which is always at least 3), although a child will receive only one offer of a school place. For every school named on the form, the child is ranked against others applying, by the application of the published Admissions Priority criteria. Allocation of places is made by the Local Authority up to the prescribed number of places available at each individual school.

7. It is important that parents understand that the system of allocation of school places by the LA will mean that if, after applying the admissions criteria, a child appears on the eligible list of their first preference school, then this is the place that will be allocated. A candidate with South Wilts Grammar School as a second or third preference, even if they are deemed suitable for a grammar school education, would not be allocated a place at SWGS if they are eligible for a school for which they have indicated a higher preference on the transfer form. Parents should contact WC if they are unclear about the preference system.

8. In addition, parents wishing their child to enter the School must complete the Test Registration Form and return it directly to SWGS. This provides evidence for the application of our oversubscription criteria. The application will be acknowledged via email and a test timetable will be sent out approximately one week prior to the test date.

9. If a girl's date of birth falls outside of the normal academic year group, meaning that she is therefore either under or over age, then please contact SWGS.

10. If a child has a current statement of educational needs, speaks English as a Second Language or faces any other barrier to learning, whether medical or educational (eg Specific learning difficulties), or parents feel their daughter's circumstances may affect her performance in the test, they can request that special consideration be given to her. Parents must complete the yellow Special Access arrangements

form and return it with written evidence to the School **two months before the test**. This evidence must be less than two years old on the date of the Late Entry test. The School will then conduct a consultation process with appropriate medical or educational professionals (such as the girl's Headteacher, or the LA Educational Psychologist). Parents will be advised of the outcome of that consultation in writing prior to the date of the test itself, and informed as to whether special measures will be allowed. In making such requests, parents implicitly consent to the School conducting their consultation process. If a girl's poor performance in the test is directly attributed to her special circumstances, and the School has not been informed prior to the test, her circumstances will not be taken into account retrospectively. Whatever the precise nature of the child's specific medical or educational needs, parents should always seek guidance from the School at the earliest opportunity.

11. Any girl who meets the academic requirements for entry as determined by the SWGS admission policy, and who has a statement of Special Educational Needs (SEN) or an Education Health Care (EHC) plan that names South Wilts Grammar School, will be made an unconditional offer. In these circumstances, an offer will be made irrespective of whether SWGS has places or not and the girl will take precedence over any children on the waiting list.

12. Parents of girls who are not residents of the UK at the time of application are required to send a photocopy of their daughter's passport with the Test Registration Form. The passport must state that the holder has the right of abode in Britain. An offer of a grammar school place cannot be made to any eligible candidates until there is proof of their right of abode.

Details of the Selection Procedure

13. SWGS holds two sets of tests each academic year in May and September. So that the School can run the admissions process efficiently, parents are required to complete the application process described above by the following deadlines :

20th April 2018 for the test on Tuesday 8th May 2018
16th July 2018 for the test on Friday 7th September 2018

14. The tests are compiled by the Grammar Schools. Please note that papers from previous years cannot, under any circumstances, be made available to parents.

15. For security and copyright reasons test papers are administered at the grammar schools.

16. The child's performance in two written tests - an English paper, which comprises a comprehension test and an essay, and a Mathematics paper, based on the National Curriculum for the child's age group - provides the evidence of her ability.

17. Applicants for Year 10 entry should be aware that GCSE level Science is taught at SWGS from the beginning of Year 9. Over Year 9, students cover a third of the GCSE Science courses. Therefore applicants for Year 10 will be required to sit a Science test as well.

18. For entry after the start of Year 10 and into Year 11, assessment is delegated to the Headteacher, with due regard being given to the match between achievement in the subjects studied and the courses available at South Wilts.

19. The Late Entry tests are taken under public exam conditions and clearly most girls will be affected by nerves at some point in the weeks and days before the test. For this reason, parents are strongly advised to monitor and limit any activities which might put undue additional pressure on the child and therefore induce poor exam performance.

20. No candidate should sit any of the tests if she is unwell or affected by any personal circumstances that may influence her performance.

21. It is assumed by the School that any girl who sits the exam is fit and well enough so to do. However, any parent who considers that their daughter's performance may have been adversely affected on the day

of the test is required to write to SWGS by within a week of the test date giving full background information. If a child has been unwell, a medical note must be obtained from the GP and a copy sent to SWGS.

22. The scores attained in each of the tests are standardised to give equal weight to each of the tests and to compensate for the age of the child in relation to the age of other candidates. The standardised scores are then added together to produce a final result.

23. Any applicant who attains an "above Border Zone" score will be deemed to be of grammar school ability.

24. If an applicant attains a "Border Zone" score, which falls below but close to the pass mark, her result will be reviewed. Evidence in the form of a report will be requested from her present school. A decision will then be made by SWGS as to the applicant's suitability to a grammar school education. Additionally, any girl who, as well as her parents, does not speak English as her first language and who has lived in the UK for less than two years on the date of the test will also be put into the Border Zone.

25. An applicant who attains a "below Border Zone" score will be deemed unsuited to a grammar school course of education.

26. All candidates who achieve the standardised pass mark, or who are assessed under the Border Zone procedure as having met the academic requirements for entry to the school, are deemed to be of grammar school standard.

27. The offer of a place at South Wilts depends on the availability of places at the school. There are a maximum of 160 places available in Years 7 and 8, 150 places available in Years 9 and 10, and 135 available in Year 11. The system of priorities outlined below will apply if the number of grammar school ability girls exceeds the number of places available:

(a) 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).

(b) Girls who attract the Pupil Premium and/or the Service Premium. Evidence will be sought by SWGS directly with the local authority or the child's current school. Parents will be asked to give their consent via the Test Registration Form in order to enable SWGS to complete this checking procedure.

(c) Girls who live in the school's catchment area. The address is the place where the girl is permanently resident with her parent or parents or legal guardians. Further clarifications/requirements for this criterion are as follows:

(i) In this context, "permanently resident" is defined as the girl's only or main residence and is either owned or leased/rented by the girl's parent(s)/guardian(s). Documentary evidence of residence not more than 6 months old may be required (eg the child's NHS medical card and the parent's/guardian's recent utilities bill, bank statement or tenancy agreement, an Armed Forces posting order or a solicitor's letter confirming the exchange of contracts on a property). If leased/rented by the girl's parent(s)/guardian(s), then the lease/rental agreement must be for a term of at least 12 months without a break clause. The property owned or leased/rented is to be that in which the girl and her family live.

(ii) Where a girl lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address with which the girl is registered with her GP (documentary evidence not more than 6 months old may be required) or the "home address" will be considered to be the address of the person whose name is on the child benefit statement (proof of this may be required).

(d) Girls who live outside the catchment area and have a sister (this refers to a sister, half-sister, adopted sister, foster sister or the daughter of the parent / carer's partner, who in every case, is living in the same family unit at the same address) attending the school and living at the same residence on the date of admission of the child.

(e) Other girls in order of nearness to school as the crow flies. This will be measured from the centre of the frontage of the school buildings in Stratford Road to the front door of the applicant's ordinary residence. (Distances supplied by the LA will be used and these will measure straight line distances using the Ordnance Survey eastings and northings of the home and the school address. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots.)

28. Girls who are deemed to be of grammar school standard, but whose name (under the oversubscription criteria) falls outside the 160, 150 or 135 planned admission numbers, will be put on the waiting list, which is also governed by the priorities listed above. Late applicants deemed to be of grammar school ability will be placed on the waiting list in their relevant position irrespective of the time of application. This means that a girl's position on the waiting list will change if subsequent additions to the waiting list take higher priority. Parents should contact the School for up-to-date information regarding their daughter's position on the waiting list. Re-testing of waiting list candidates will occur after an interval of one calendar year. Only one assessment per calendar year is permitted.

Allocation of Places

29. The LA considers each expressed preference equally, regardless of whether the school was placed first, second, third etc. The LA matches the SWGS ranked list and:-

- (i) Where the child, after application of the admissions criteria, is eligible for only one of the nominated schools, that school will be the allocated place.
- (ii) If the child is eligible for two or more schools, a place will be allocated at the school for which the parent has expressed the highest preference.
- (iii) If the child is not eligible for any of the nominated schools then the child will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address.

30. Parents can expect to receive notification of the test results approximately three weeks after the test date. All offers of places into years 7-11 during the academic year 2018-2019 will be made by the Local Authorities.

31. On the school admissions transfer application form parents state the date on which they wish their child to be admitted to SWGS. Under normal circumstances this would be at the start of the next school term on the SWGS School Term Dates and Holidays calendar. If the School can meet this request (ie. there are places available) then the offer of a place at SWGS to a candidate that is deemed to be of grammar school standard will be made by the LA for this date. If the School cannot meet this request (ie. there are no places available) then eligible candidates will be placed on the waiting list subject to the oversubscription criteria that are described above.

32. If a place is offered and not accepted within 21 days, that place will be forfeited.

33. Parents will be required to confirm to SWGS that they wish to accept an offer of a place. Providing false information on a girl's main residence at the time of application may result in the offer of a place being withdrawn.

34. Any applicant not offered a place will be provided with details of the appeals procedure. Parents dissatisfied either with the outcome of the selection procedure, or by the refusal to offer a grammar school place, may lodge an appeal to an independent appeals panel, who convene under current guidance by the Department for Education.

35. Please note that South Wilts Grammar School is an Academy and that, as such, overall responsibility for admissions rests with the Admissions Committee.