



South Wilts Grammar School for Girls Admissions Policy 2020

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

1 General

South Wilts Grammar School (SWGS) is a selective grammar school with Academy status and responsibility for admissions rests with the Personnel Committee of the School Governors. It is a single sex non-denominational school for girls, aged 11 to 18.

Only students who attain the required standards in these arrangements for selection by reference to high ability and aptitude will be eligible to be considered for admission to the school. For admission for girls into Years 7 to 11, selection is by means of selection tests and, for admission into the Sixth Form, selection is by consideration of a candidate's performance at GCSE. Specific details of entrance requirements can be found under the relevant sections in this policy. Meeting the academic requirements for entry to the School is not in itself a guarantee of a place. Please note that no concessions are made for multiple births (twins etc). Each candidate is judged on her individual merits.

For admission into Years 7 to 11, girls cannot be submitted for re-testing until an interval of one calendar year has elapsed from their previous test. Full details of the procedures used are available from the Admissions Officer at the school.

The following associated documents can be accessed through the school website at www.swgs.wilts.sch.uk or by contacting the school directly:

1. **Information Leaflet No 1.** The 11+ Selection Procedure.
2. **Information Leaflet No 2.** The Late 11+ Selection Procedure.
3. **Information Leaflet No 3.** The Post 11+ Selection Procedure for Entry into Years 7-11
4. **Map.** A map of the School's catchment area.
5. **Sixth Form Prospectus**

2 Number of admissions

The school's published admission number for year 7 is 160, consisting of a 5 form entry. The maximum admission number for Years 8, 9 and 10 is 160, for Year 11 is 150. In the Sixth Form, the school can accommodate 90 external admissions.

3 Admission Arrangements for Years 7 to 11 (Girls)

a) Admission at age 11 - Year 7

Parents of children who are in (or about to start) their final year of primary school can enter their child for the 11+ selection procedure. Please note that a request must be made in writing to the Headteacher at SWGS for a child to sit the 11+ who is outside of their chronological year group at primary school.

The child's performance in three multiple choice papers in Verbal Reasoning, Mathematics and English papers, set by GL Assessment, provide evidence that she has met the necessary academic ability eligible for entry. The scores are standardised to make allowances for the child's age and to give equal weighting

to the three papers. The scores are then added together to give a final score. The Admissions Code of Practice in paragraph 1.32 (c) states that the school must: *“inform parents of the outcome of selection tests before parents make applications for other schools – while making clear that this does not equate to a guarantee of a selective place”*

The date of the 11+ tests, for entry in September 2020, is Saturday 28 September 2019. All applicants must register their wish to sit the entrance tests with the school using the online Test Registration Form (also available in paper format), which provides evidence for the application of the oversubscription criteria. The deadline for registering for this test is Friday 2 September 2019. The test scores will be posted out on Friday 11 October 2019 in time for parents to complete and return the Common Application Form for their Local Authority, the deadline for which is 31 October 2019. This will indicate the score and whether the student has met the required standard (and is “eligible” for admission). It is important to note that meeting the required standard does not guarantee that your daughter will be offered a place at SWGS if the school is over subscribed. Allocations of places at Secondary Schools are posted by the Local Authorities on Friday 1 March 2020.

Registering for the entrance tests does not replace applying for admission through your Local Authority for September 2020. All applications for admission and offers of places into Year 7 in 20/21 are coordinated by Wiltshire Council in their capacity as the local authority (LA). Parents need to apply to their LA for a place at SWGS using the Common Application Form. Parents can apply online at www.wiltshire.gov.uk or they can obtain a form direct from their County Council.

Applications to take the 11+ that are received between 1 September and 31 October 2019, will be dealt with by SWGS. Any forms received after the Local Authority deadline for a place at secondary school, will not be considered by SWGS until after all of those which were received on time have been processed. Further tests will be run for applications received after 31 October 2019.

b) Admission at ages 12 to 15 - Years 8 to 11 (Girls)

Although the usual ages of admission are 11 and 16, students may be admitted into Years 8 and 9 when there are vacancies in a year group and if they pass the Late Entry selection test. The selection test involves a Mathematics paper and an English paper set by SWGS. For entry into Year 10, students will be required to sit a Science paper, in addition to the Mathematics and English papers. These are administered twice a year at the start of May and at the start of September at SWGS. The scores attained in each of the tests are standardised to give equal weight to each paper and to take account of the age of the candidate. The two (or three for Year 10) scores are then added together to produce a final result. In a typical year, candidates who sit the Late Entry test will need to achieve at least 75% to be considered for admission.

Any girl who attains above the predetermined cut off mark will be deemed to have met the academic requirement for entry into the school. If a girl attains a cut off mark within a border zone range of marks (70-74%), further evidence will be sought from her present school in the form of a professional report. A decision will be made by SWGS as to whether the girl is of grammar school ability. If there are not enough vacant places for the number of students who have met the standard in the selection tests, then the oversubscription criteria, as outlined in item 4, will be applied and the remaining students placed on a waiting list.

All applications for admission for Years 8 - 11 are coordinated by Wiltshire Council (WC) in their capacity as the local authority (LA). Parents need to apply to their LA for a place at SWGS using a Transfer Application Form. In addition, Parents must complete the School’s Test Registration Form which provides evidence for the application of the oversubscription criteria.

4. Oversubscription criteria and waiting lists for Years 7 to 11(Girls)

The offer of a place at South Wilts Grammar School depends on the availability of places at the school. In order to be eligible for admission to the school, candidates must achieve the cut off score in the selection

test. Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

- a) Looked After Children / Previously Looked After Children who achieve the cut off score. 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 order¹. 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 attracting the Pupil Premium and / or Service Premium who achieve the cut off score. Girls who attract the Pupil Premium and/or the Service Premium². 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 achieve the cut off score 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 (e.g. the child's NHS medical card and the parent's/guardian's recent utilities bill, bank statement or tenancy agreement, an Armed Forces Assignment 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 achieve the cut off score by rank order of standardised score 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.

Other girls who achieve the qualifying score by rank order of standardised score who 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

¹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

² Pupil Premium children are those who have been eligible for free school meals at any point in the last six years (known as 'Ever 6 FSM'), children who have been looked after by the Local Authority (in care) for one day or more, and those who have left local authority care through adoption, or via a Special Guardianship, Residence or Child Arrangements Order. Service Premium children are children who have parents (i) who are currently serving in the UK regular armed forces (ii) or who have served in the UK regular armed forces at any time in the last three years (iii) or who have parents who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme.

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.)

Distance will be used as the tie breaker in each criterion a) to e) with those living nearest the school given priority. Measurement will be as the crow flies as per criterion e) and in the event of being unable to separate applicants based on distance to the school, priority will be decided by random allocation through casting lots.

The remaining girls found to have met the academic requirement for entry into the school will be placed on a waiting list, for the academic year for which they sat the test. The waiting list is governed by the oversubscription criteria listed above, irrespective of their time of application. If a place becomes available mid-way through an academic year, the girl placed highest on the waiting list will be offered the place to start at the beginning of the next school term. A map of the catchment area can be obtained from the school. To ensure girls are ranked correctly under these published oversubscription criteria, parents are required to complete the SWGS Test Registration Form.

5. Admission to the Sixth Form

The published admission number is 90. Ninety students (male and female) can be accepted into the Sixth Form from other schools in addition to those attending SWGS in Year 11, who achieve the Sixth Form entry requirements. All students in the Sixth Form are required to have achieved six GCSEs at 5 or above with a 5 in English Language and a 5 in Maths or a 5 in Science. Each subject has its own entry requirements which are listed in a document in the school's prospectus and on the website. A separate booklet giving information about the Sixth Form is available on request.

Applications for a place in the Sixth Form are made directly to the school using the form called The Option Choices for Sixth Form. The closing date for applications is 13th January 2020. Although late applicants will be considered, subject availability may be restricted once the option process has begun. The conditional offer of a place in the Sixth Form prior to the publication of an applicant's GCSE results is subject to the applicant meeting the entry requirements of the Sixth Form, meeting the subject specific requirements for his/her chosen programme of study and the school being able to offer such a programme. There is no guarantee that students will be able to study their preferred combination of courses.

If more than 90 students (published admission number), in addition to those already studying at SWGS, achieve the entry criteria then the oversubscription criteria [for entry into the sixth form](#), as detailed below, will be applied. This is applied only to those students who are not existing students of the school.

- a) Looked After Children / Previously Looked After Children who achieve the entry requirement. 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 order³. 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) Students formerly in receipt of the Pupil Premium and / or Service Premium who achieve the entry requirements⁴. Evidence will be sought by SWGS directly with the local authority or the

³ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁴ Pupil Premium children are those who have been eligible for free school meals at any point in the last six years (known as 'Ever 6 FSM'), children who have been looked after by the Local Authority (in care) for one day or more, and those who have left local authority care through adoption, or via a Special Guardianship, Residence or Child Arrangements Order. Service Premium

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student's current school. Students will be asked to give their consent via the Option Choices for Sixth Form in order to enable SWGS to complete this checking procedure.

- c) Students who achieve the entry requirements who live in the School's catchment area. The address is the place where the student is permanently resident with her / his 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 student's only or main residence and is either owned or leased/rented by the student's parent(s)/guardian(s). Documentary evidence of residence not more than 6 months old may be required (e.g. the child's NHS medical card and the parent's/guardian's recent utilities bill, bank statement or tenancy agreement, an Armed Forces Assignment Order or a solicitor's letter confirming the exchange of contracts on a property). If leased/rented by the student'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 student and his / her family live.
 - ii) Where a student lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address with which the student 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) Students who achieve the entry requirements who live outside the catchment area and have a sibling (this refers to a sister / brother, half-sister / brother, adopted sister / brother, foster sister / brother or the daughter / son 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 students who achieve the entry requirements who 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.)

Distance will be used as the tie breaker in each criterion a) to e) with those living nearest the school given priority. Measurement will be as the crow flies as per criterion e) and in the event of being unable to separate applicants based on distance to the school, priority will be decided by random allocation through casting lots.

6 Admission of pupils with Special Educational Needs

- a) The school admits pupils with Special Educational Needs (SEN) or Education, Health Care (EHC) Plan who can meet the entry criteria.
- b) Any student who meets the entry requirements determined by this policy and who has a statement of special educational needs or an Education, Health Care Plan that names the School, will be offered a place irrespective of whether the School has places or not and these students will take precedence over any pupils on the waiting list.

children are children who have parents (j) who are currently serving in the UK regular armed forces (ii) or who have served in the UK regular armed forces at any time in the last three years (iii) or who have parents who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme.

c) The School operates an Equal Opportunities Policy to ensure equality of opportunity.

7 Admission of pupils outside of their chronological year group

The school will consider an application from pupils who are outside of their chronological year group provided it is supported by a recommendation from the child's current Headteacher. Generally, we expect pupils already to have been working with the relevant year group for the last two years.

8. Withdrawal of offer

Parents who have been offered a place at the school for their child will be asked to respond directly to the school to accept the place. If parents wish to decline the place, then they should inform the LA directly. If they do not respond by the 15 March 2020 it will be assumed that the place offered has been declined. Providing false information on a girl's main residence at the time of application may result in the offer of a place being withdrawn. For example, if a girl's address is later discovered to be different to the address on record at the time, and on the basis of which, the offer of a school place was made to her, this may result in the offer of a place being withdrawn. If the place is accepted, it must be taken up within 28 working days of the required admissions date on the original application form. Failure to do this would result in the offer of a place being withdrawn.

9. Appeals

If a parent is dissatisfied with the outcome of the selection procedure, or by the refusal to offer a Grammar School place, an appeal can be lodged against the decision of the School's Governors to an independent appeals committee. These will take place under the arrangements as set out by the School Admissions Code and School Admission Appeals Code of Practice and Regulations, February 2012. An appeal form can be obtained from the school.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Personnel	16.11.17	Annually	Autumn 2018	Statutory	Yes