

Revised Policy as at 8.9.20 - Authorised following variation request to postpone test dates due to Covid.



**LAWRENCE SHERIFF SCHOOL**  
**A National Teaching School**  
**RUGBY**

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**Lawrence Sheriff School Admissions Policy 2021-2022**

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**Introduction**

Lawrence Sheriff School is a boys' grammar school with academy status, with a co-educational sixth form. Admissions are based on a process of selection having regard to children's academic ability. In Rugby there are two other academically selective schools: a girls' grammar school with academy status (Rugby High School) and a mixed bilateral academy (Ashlawn).

The school has a Published Admission Number of 150 places in Year 7 for 2021-2022. The school has a Published Admission Number of 80 places in Year 12 for 2021-2022.

Formal responsibility for determining admissions rests with the school's governors. However, in discharging these responsibilities in relation to Year 7 the governors have engaged Warwickshire County Council's Admissions Service (Warwickshire Admissions) to operate the process on the school's behalf.

This policy has been drawn up to meet the requirements of the Department for Education School Admissions Code which came into force in December 2014.

**Providing information to Parents**

During the summer term of 2020 parents/carers of all the children in Year 5 in primary schools in Warwickshire will be issued with a leaflet about the process of selection as will the parents/carers of children attending independent schools if the schools request it. Parents/carers with children not attending these schools can contact the Admissions Service to request that information. Parents/carers will be asked to register if they want their child to be tested.

## **Eligibility and Oversubscription Criteria for Entry in Year 7**

### **Candidate Age**

If your child was born between 01 September 2009 and 31 August 2010 you may apply for them to sit the test for entry in September 2021. See Section on “Admission out of chronological year group”, if appropriate.

### **Eligibility**

A map, setting out the respective admission areas is attached (see Appendix 1 for further important details of the residency rules). Eligibility for entry to Year 7 is dependent on the child’s sex being male. Evidence will be requested to prove whether the child is resident within the priority areas by the deadline of 23.59 on Thursday 31 December 2020. Failure to provide the correct documentation by this date will result in the application being regarded as late. Warwickshire Admissions will require, on behalf of the school, evidence of the applicant’s home address. Parents/Carers will be notified each time this is required. The Admissions Service may also carry out a home visit to the family to further verify an applicant’s address. Similarly, where relevant, Warwickshire Admissions will require, on behalf of the School, evidence that a child is eligible under oversubscription categories 1 or 2, ie that they are Looked After/Previously Looked After or are eligible for the Pupil Premium/Service Children Premium (see ‘Oversubscription Criteria’ section for definitions)The School reserves the right to withdraw the offer of a place if it is established that the offer has been made on the basis of a fraudulent or intentionally misleading application.

**The child must have been registered for the entrance test for the School by the deadline of 23.59 on Friday 26 June 2020 and completed that test; and the parent/carer must have named the school on the Common Application Form, which must have been submitted by 23.59 on Saturday 31 October 2020 to the home authority; and the correct residency documentation must have been provided by the deadline of 23.59 on Thursday 31 December 2020. Late entrance test registrations and/or late secondary school applications and/or late/incorrect residency documentation will mean that your son will not be considered in the first round of offers.**

### **Oversubscription Criteria**

Children with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan<sup>1</sup> naming the school who meet the required standard for entry (Automatic Qualifying Score) must be admitted and this could therefore reduce the number of places available. There is no guarantee of a place being available, but places up to the Published Admission Number will be allocated in the following order, where children meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made:

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<sup>1</sup> A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

**Category 1** - Looked After Children<sup>2</sup> and all previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>)) who achieve the Automatic Qualifying Score or above for this school for this particular year of entry, or between one and twenty marks below the Automatic Qualifying Score, or who achieve the minimum score or above for the waiting list, whichever is the lower.

**Category 2** - Up to 20 places will be allocated to children who were eligible for the Pupil Premium<sup>6</sup>/Service Children Premium<sup>7</sup> at the point of registering to sit the entrance test living in the Eastern area of Warwickshire or the priority circle (the centre of which is the Rugby Water Tower and has a radius of 10.004 miles), who achieve the Automatic Qualifying Score or above for this school for this particular year of entry, or whose scores are between one and twenty marks below the Automatic Qualifying Score for this school, for this particular year of entry, or who achieve the minimum score or above for the waiting list, whichever is the lower (including any re-offers which are made from the waiting list in this category after Monday 1 March 2021).

**Category 3** - Up to 70 places will be allocated to children living in the Eastern Area of Warwickshire\* who achieve the Automatic Qualifying Score or above for this school for this particular year of entry.

**Category 4** - Children living in the priority circle (the centre of which is the Rugby Water Tower and has a radius of 10.004 miles – this also includes the Eastern Area) who achieve the Automatic Qualifying Score or above for this school for this particular year of entry.

**Category 5** - Other children living inside or outside of the priority areas who achieve the Automatic Qualifying Score or above for this school for this particular year of entry.

**Category 6** - Other children living inside or outside of the priority areas who achieve the minimum score or above for the waiting list for this school for this particular year of entry.

*Within all criteria first priority is given to those achieving the highest score in the entrance test. In the case of a tied score priority will be given to children who were eligible for the Pupil Premium/Service Children Premium at the date of registering to sit the entrance test. Where there is a further need to*

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<sup>2</sup> 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) at the time of making an application to a school.

<sup>3</sup> This includes children who were adopted 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).

<sup>4</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>5</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>6</sup> The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.

<sup>7</sup> The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel

*split any category or group of children, places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point coordinate of the applicant's home address (as set by Ordinance Survey) to the centre point ("centroid") of the school (located at the centre of the doorway to the Headmaster's Office). (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where there is a further need to split any category places will be offered by random allocation, ie allocated using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Legal Services who is independent of the school and the admissions process.*

\* The Eastern Area of Warwickshire is described as the following (being the aggregated priority areas of Bilton, Ashlawn and Avon Valley Schools):

Rugby plus the parishes of Dunchurch, Cawston, Thurlaston, Leamington Hastings, Birdingbury, Grandborough, Wolfhamcote, Willoughby, Binley Woods, Brinklow, Brandon and Bretford, Ryton-on-Dunsmore, Bubbenhall, Wolston, Church Lawford, Long Lawford, Stretton-on-Dunsmore, Princethorpe, Frankton, Marton, Bourton and Draycote, Churchover, Clifton-upon-Dunsmore, Combe Fields, Cosford, Easenhall, Harborough Magna, Kings Newnham, Little Lawford, Monks Kirby, Newton and Biggin, Pailton, Stretton-under-Fosse, Wibtoft, Willey, Withybrook.

## **The Entrance Test**

### **Introduction**

Admission to this school will be determined by the school's oversubscription criteria and a child's performance in the Entrance Test (sometimes referred to as the '11+ test' or the 'selection test').

### **Consortium of Grammar Schools**

This school is part of a consortium of schools using a common entrance test in early November 2020 for entry to Year 7 in September 2021. The consortium includes this school, the five other Grammar Schools in Warwickshire (including Ashlawn which as a bilateral school offers selective and non-selective places), and the eight Grammar Schools in Birmingham (these are individual schools but for the purposes of the entrance test are collectively known as 'The Grammar Schools in Birmingham').

Warwickshire County Council's Admissions Service (Warwickshire Admissions) operates the entrance test along with The Grammar Schools in Birmingham. Some parents/carers may be considering listing Grammar Schools in Warwickshire and Birmingham on their Common Application Form (CAF). As admission to these schools will be determined by the same test, students are not permitted to sit the test more than once. **If it is discovered a child has sat the test more than once, the score from the earliest test will be used. Parents/Carers should be aware that in such situations the application may be considered fraudulent or intentionally misleading and where a place has been offered it may be withdrawn.**

Parents/Carers whose children sit the test in Warwickshire may request that their raw score is shared with The Grammar Schools in Birmingham. This can be done as part of the registration process.

**Parents/Carers should only request this if they are considering applying for a place in a Birmingham Grammar School.**

Parents/Carers whose children sit the test in Birmingham may request that their raw score is shared with Warwickshire Admissions. This can be done as part of the registration process. **Parents/Carers should only request this if they are considering applying for a place in a Warwickshire Grammar School (including a selective place at Ashlawn School).**

In either of these cases parents/carers will receive two sets of results. One set of results will be received from Warwickshire Admissions. A further set of results will be received from The Grammar Schools in Birmingham.

Where a parent/carer indicates **after** the registration closing date of 23.59 on Friday 26 June 2020 that they wish their child's test score to be shared with either Warwickshire Admissions or The Grammar Schools of Birmingham, their registration will be considered late for the region they wish their results to be shared with.

### **Registering for the test**

Parents/Carers living in Warwickshire **must** register for the test with Warwickshire Admissions. Parents/Carers living in Birmingham **must** register for the test with The Grammar Schools in Birmingham. Parents/Carers living in other authorities should register for the test in the region in which they would most like their child to attend a school, **eg if you live in Northamptonshire and want your child to attend a grammar school in Warwickshire, you should register your child with Warwickshire to sit the test in Warwickshire.**

Parents/Carers will be able to register for the test from Tuesday 5 May 2020. It is recommended that parents/carers do this on-line. Paper copies of the registration form will also be available from Warwickshire Admissions or The Grammar Schools in Birmingham. If you are posting a registration form you are strongly advised to take steps to ensure your form is received prior to the deadline, such as recorded delivery. Please ensure that any recorded delivery receipt has the postcode printed electronically on it.

**Parents/Carers should be aware that registering for the entrance test is not the same as applying for a school place – see the section 'Applications for a School Place'. Parents/Carers must submit an application for a place to their home local authority by 23.59 on Saturday 31 October 2020. Failure to do so will mean your application is considered late even if your entrance test registration was submitted on-time.**

The closing date for registrations is **23.59 on Friday 26 June 2020**. Registrations completed online will be acknowledged by email. If you do not receive an acknowledgement within 14 working days you should contact either Warwickshire Admissions or The Grammar Schools in Birmingham (depending to whom you originally submitted your registration form).

Invitation packs for testing sessions will be sent to parents/carers by Warwickshire Admissions from Monday 10 August 2020 to families who registered their child to sit the Warwickshire entrance test by the deadline of 26 June 2020. Packs will be sent in batches throughout August. If you registered your child for the entrance test by the published deadline and you have not received an invitation pack by Friday 28 August 2020 then you must contact Warwickshire Admissions as a matter of urgency. This pack will include a 'Fit and Well' sheet which must be brought to the test session with a

photograph of the child sitting the test. This photograph must be signed and dated by the Headteacher of your child's school or, if your child is home educated, by a responsible person drawn from the range of professions acceptable for passport identification purposes. Warwickshire Admissions reserves the right to contact your child's school and to share the photograph with them for the purpose of establishing proof of identity as part of the entrance test process.

Parents/carers registering for the test with The Grammar Schools of Birmingham will receive details of their child's test venue along with acknowledgement of their registration.

If your form is received prior to the closing date but is not fully completed it will be considered as late. If your registration form is received after the closing date it will be considered as late. If your child is sitting the test in a Warwickshire venue and you arrive at the test session without a photograph of your child which is signed and dated by the Headteacher of your child's school or, if your child is home educated, by a responsible person drawn from the range of professions acceptable for passport identification purposes, they will not be able to sit the test on that day and your registration will be considered as late. If you indicate after the registration closing date that you wish for your child's test score to be shared with either Warwickshire Admissions or The Grammar Schools of Birmingham, your registration will be considered as late for the region you wish your child's results to be shared with.

If your registration is considered to be late your child will not be tested until after 1 March 2021.

Those registering late are treated the same as those submitting a late application for a school place and will not be considered in the first round of offers. If your registration or application for a school place is late it will affect the likelihood of your child being offered a place at the school.

If your form is received after the closing date of **23.59 on Friday 26 June 2020** it will only be treated as on-time for this school if you can provide evidence of a move of address into the priority area by 23.59 on Thursday 31 December 2020.

### **The Test**

The main test session will be Saturday 7 November 2020. Warwickshire Admissions reserves the right to use Sunday 8 November 2020 for testing, if required (at least one testing session per day).

In the event of a further lockdown preventing the test taking place on this date we will post the revised test date on the school's website as soon as it is known.

There will be two papers, each lasting approximately 60 minutes. The papers will be divided into smaller, individually timed sections, which test verbal ability, numerical ability and nonverbal ability.

For each paper, the children will be given a question booklet which contains the test questions and a separate answer sheet to mark their answers. The answer sheets will be processed electronically and scanned to make a record of each child's answers.

A familiarisation booklet, containing information about the format of the test and some example questions, will be available on the Warwickshire County Council website and in paper form on request. This will allow children to become familiar with the type of questions likely to be asked and the format of the test booklet and answer sheet, and information about how to write their answers on the answer sheet.

## Special Arrangements

Parents/Carers whose children have a disability and/or require special resources to sit the test must request this in writing by completing the local authority's Access Arrangements request form, located on their website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). Parents/Carers will be required to describe the child's disability and/or extra resources required to sit the test and must also supply detailed medical or professional evidence, eg an Educational Psychologist assessment report. Every effort will be made to accommodate disabled children sitting the entrance test. Forms are available from, and must be returned to, either Warwickshire Admissions or The Grammar Schools in Birmingham (depending with whom you are registering for the entrance test) by **23.59 on Wednesday 10 June 2020. Please note that this date is earlier than the test registration deadline and that any information provided after this date may not be considered.**

Parents/Carers making such a request will be notified by the end of July 2020 whether or not their request has been agreed.

Parents/Carers whose child is not able to sit the test on Saturdays for religious reasons must indicate this to Warwickshire Admissions when registering for the test and supply a supporting letter from their religious leader. These children are likely to be tested on Sunday 8 November 2020.

Parents/Carers whose child is not able to sit the test on Sundays for religious reasons must indicate this to Warwickshire Admissions when registering for the test and supply a supporting letter from their religious leader. These children are likely to be tested on Saturday 7 November 2020.

## Illness

If your child is ill on the test day and is unable to sit the test, you must notify either Warwickshire Admissions or The Grammar Schools in Birmingham (depending with whom you have registered for the entrance test) by 23.59 on Monday 9 November 2020. A medical note (scanned copy, faxed or hand delivered) must be submitted by 23.59 on Wednesday 11 November 2020 for an alternative date to be arranged and the application regarded as on-time. If sufficient evidence (details of the evidence required will be in the letter inviting children to attend the test session) is not received by this date then the registration for the child to sit the entrance test will be withdrawn – in these circumstances, if the family still wishes for the child to sit the Warwickshire entrance test then they must submit a new registration and this will be classed as late. Late candidates will not be tested until after 1 March 2021.

## Additional Test Sessions

The main supplementary test dates will be during the week commencing 16 November 2020. These will be for children who were initially invited to testing on either 7 or 8 November 2020 but could not attend due to illness and who provided evidence of such, as well as children who were invited to one of these sessions but were unable to attend due to prior engagements (and evidence of such was provided prior to 6 November 2020).

The invitation to the test sessions during the week commencing 16 November 2020 will contain details of the procedure to follow if your child is unwell and unable to sit the test on the specified date. Further testing sessions to accommodate such circumstances will be arranged by Warwickshire Admissions, as and when required.

Additional testing sessions will be arranged during the week commencing Monday 4 January 2021 for children who have moved house, and provided sufficient evidence of such, and who have registered for the 11+ test prior to the published deadline of 31 December 2020. The invitation to the test sessions in January 2021 will contain details of the procedure to follow if your child is unwell and unable to sit the test on the specified date. Further testing sessions to accommodate such circumstances will be arranged by Warwickshire Admissions, as and when required.

There will be a testing session for late candidates during the week commencing 1 March 2021.

Further testing sessions will be scheduled by the Admissions Service as and when required.

## **Results**

Data from all children sitting the test will be used to produce standardised scores.

Weightings will be applied to the scores achieved in Verbal Reasoning, Non-Verbal Reasoning and Numeracy.

From Monday 14 December 2020 you will be notified of your child's score in the entrance test. Parents/Carers who have either registered with Warwickshire Admissions (or have asked that their child's score be shared with Warwickshire Admissions) will receive the following information from Warwickshire Admissions:

- 1) Your child's score for each of the three components and a total score
- 2) The Automatic Qualifying Scores and waiting list scores for each Warwickshire Grammar school for the previous year where the same weightings have been applied for the three sections. These can be used for comparison purposes but there can be no guarantee that any child, including those scoring above the required score for previous years, will be offered a grammar school place.

Parents/Carers who have either registered with the Grammar Schools of Birmingham or have asked that their child's score be shared with the Grammar Schools of Birmingham will receive an additional letter showing their child's test score and the minimum score required for entry in the previous year, together with the qualifying score for those schools who have set such a score. Warwickshire's Grammar Schools and the Grammar Schools in Birmingham may choose to use different weightings. This means that if your child receives two results letters, their total scores could be different.

## **Applications for a school place**

Once parents/carers have received their child's test result they must apply for a school place via their home local authority (this is the local authority to whom you pay your Council Tax). Warwickshire residents can name up to six schools (preferences) on their application form. All local authorities operate an equal preference system and your child will be offered a place at the highest preference possible. What this means is that if you list a grammar school as your first preference but your child does not do sufficiently well in the entrance test, it will not affect the likelihood of your child being offered a place at any other school you have listed.



## **Allocation of Places**

### **The Role of the Committee of Reference**

The Eastern Area Committee of Reference sets the Automatic Qualifying Score taking account of the applications for the individual schools and the number of places available. The Committee of Reference is a panel of Headteachers and teachers appointed according to terms of reference which are available from Warwickshire Admissions. The Heads of the selective schools in East Warwickshire or their representatives will be members of the Committee. The Committee also reviews the arrangements for any children with disabilities or Special Educational Needs.

### **Automatic Qualifying Score**

The Committee of Reference has an overriding discretion to set the Automatic Qualifying Score and the minimum score for the waiting list as it considers appropriate to ensure that those offered places, and those on the waiting list, have reached an academic standard which will enable them to benefit from a grammar school environment.

Performance in the entrance test and the number of applications for the schools will be used by the Committee of Reference in each area to set the Automatic Qualifying Score for each school. The Committee will consider the descending score order and the number of children applying for each school (living within the priority areas and who registered before the closing date) and set the Automatic Qualifying Score for each school as close to the planned admission numbers as possible. Above and at that standard a child will receive an offer from their highest named preference of selective school (subject to a place being available under the oversubscription criteria, and not being a late entry or having an offer from a higher preference of school).

The Committee will also consider the scores of children just below the Automatic Qualifying Score and determine for each school the minimum score for the waiting list for that year.

All applications are considered against the oversubscription criteria, no special consideration will be given in the case of siblings.<sup>8</sup>

### **Offers**

Offers will be made on Monday 1 March 2021 by the child's home authority as per the co-ordinated secondary school scheme. Subject to the arrangements of the home authority, parents/carers will be expected to accept the offer within 2 weeks of the offer being made. A further letter reminding parents/carers will be sent before the child is withdrawn from the offer lists. As well as the offer from their home authority, parents/carers who registered with Warwickshire Admissions will receive an additional letter confirming the child's score, along with the qualifying scores and minimum waiting list scores for each Warwickshire Grammar School.

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<sup>8</sup> 'Siblings' includes brothers, sisters, step siblings, foster siblings, adopted siblings or other children living permanently at the same address who are applicants or who are current or former pupils of the school).

## **Waiting lists**

After the initial round of offers, made on Monday 1 March 2021, further places may become available – if, for example, parents/carers take up places for their child at another school. These places will be offered from the waiting list, up to the Published Admission Number (PAN) of the school in line with the re-allocation dates as outlined in the Warwickshire County Council coordinated scheme. The waiting list order will follow the same criteria as outlined in Categories 1-6 above, but will also include any applicant who registered late for the entrance test, or who submitted a late secondary school application, or who did not provide the correct address documentation by the specified deadline. Each added child will require the waiting list to be ranked again in line with the published oversubscription criteria.

Any child who is made an offer for a school which was listed lower on their secondary school application than Lawrence Sheriff School will automatically be added to the waiting list, provided that the child achieved the minimum waiting list score or above for this school, for this particular year of entry, in the entrance test.

In accordance with the School Admissions Code (2014), waiting lists will be held for one term until Friday 31 December 2021. Until the waiting list is dissolved on Friday 31 December 2021, children aged 12 or under will continue to be tested using the CEM Centre entrance test. (Please note that children already aged 12 will have the oldest age weighting applied to their score and will then be ranked against the other children who have taken the test). After Friday 31 December 2021, the CEM Centre entrance test will continue to be used for children under the age of 12. After Friday 31 December 2021, children aged 12 or over will sit tests in English and Mathematics set by the school to judge academic suitability against the relevant cohort.

## **Appeals**

The parents/carers of all children refused places will be notified of their right of appeal via their home authority. Appeals are held before an independent panel.

## **Fair Access Protocol (FAP)**

Warwickshire Local Authority has developed a FAP with Headteachers. Lawrence Sheriff School has adopted the protocol and its provisions are recognised by the School as the admissions authority and incorporated into these admission arrangements. Further information on the FAP can be found at: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions).

## **Admission out of chronological year group**

Parents/Carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Anyone considering making such an application for any year group should read Warwickshire County Council's document entitled 'Guidance notes relating to the education of children outside of their chronological year

group' and complete the relevant forms, which can be found on the Warwickshire County Council website [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions), and submit them by 23.59 on 1 December 2020. The child will be tested in accordance with the arrangements set out in the policy and an admission decision taken based on the circumstances of the case and with reference to the best interests of the child, in line with the School Admissions Code (2014).

### **Late Entry**

After 1 September 2021, applications for all year groups other than Years 12 and 13 will be made through the relevant Local Authority using Change of School application forms.

### **Years 7 to 11 In Year Applications**

Eligibility for entry to Years 7-11 of this single sex school is dependent on the child's sex being male. No waiting list is kept for year groups other than the incoming Year 7 and Year 12 (and those will be dissolved after 31 December 2021). Children who have previously been tested for admission will be considered based on their original test results. Children who have not previously been tested for admission will be tested. Up to 31 December 2021, children who are aged 12 or under will be tested using the entrance test. After 31 December 2021, children who are aged 11 or under will be tested using the entrance test. After 31 December 2021, children who are aged 12 years or over and not previously tested who are applying for a place will be required to take tests in English and Mathematics arranged by the school. A place will be offered, subject to availability, if the applicant has achieved the Automatic Qualifying Score or above for that cohort or if the applicant's performance in the school's tests satisfies the governors' admissions panel that the boy's ability in both English and Mathematics is commensurate with that of the cohort into which he is seeking admission. Any place offered must be taken up within twenty school days of the offer having been made. In the event of this not happening, the offer will be withdrawn.

In the event that a governors' admissions panel is considering multiple applications for a restricted number of places the situation could arise where children who had been tested using the CEM entrance test have to be compared with children sitting the school's tests. Should this situation arise, the admissions panel will compare the results of the in-year tests against the ability range of the cohort to determine equivalent entrance test scores. The following oversubscription criteria will then be used to offer places to children achieving the Automatic Qualifying Score or above for that cohort:

**Category 1** - Looked After Children and all previously looked after children (as previously defined)

**Category 2** - Children eligible for the Pupil Premium/Service Children Premium at the point of registering to sit the entrance test and who live within the Eastern Area or the Priority Circle (as previously defined)

**Category 3** - Children who live within the Eastern Area or the Priority Circle (as previously defined)

**Category 4** – Children living outside the priority areas.

Within all criteria first priority is given to those achieving the highest score in the entrance test (or equivalent). Where there is a further need to split any category or group of children, places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point coordinate of the applicant's home address (as set by Ordinance Survey) to the centre point ("centroid") of the school (located at the centre of the doorway to the Headteacher's Office). (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where there is a further need to split any category places will be offered by random allocation, ie allocated using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Legal Services who is independent of the school and the admissions process.

## **Appeals**

The parents/carers of all children refused places will be notified that they have a right of appeal through an independent appeal panel. For children not qualifying for places the appeal will take account of the compatibility of the child's position in the process. If there are insufficient applicants reaching the appropriate level, the school does not have to fill all the places. Therefore, the case for prejudice to the efficient education or the efficient use of resources will only be considered once the school is full in the appropriate year group.

## **Sixth Form Entry Requirements**

**Lawrence Sheriff School has a co-educational sixth form and therefore welcomes applications from both male and female applicants.**

Entry into Year 12 is on the basis of academic ability demonstrated by achievement at GCSE (or equivalent, see 'Applicants holding qualifications other than GCSEs' section). Confirmed places in Year 12 can therefore only be allocated following GCSE results day in August 2021. The entry requirement is eight GCSEs, 4 graded at Grade 5 and 4 graded at Grade 6 or above, including a Grade 5 in English Language or English Literature and a Grade 5 or above in Mathematics.

There are specific GCSE requirements for individual subjects detailed in the Sixth Form Course Guide. It is not necessary for current Year 11 Lawrence Sheriff School pupils to apply formally for places in Year 12. The entry requirements are the same for both external applicants and current pupils. On receipt of a completed online application form from external applicants (which must be submitted by 23.59 on Friday 11 December 2020), a guidance discussion will be arranged. The discussion is intended to ensure that all applicants make informed choices and will have no bearing on any decision whether to offer a place at the school. Offers of places are made subject to the entry requirements being met in accordance with the oversubscription criteria. A guidance discussion will also be arranged for current Year 11 Lawrence Sheriff School pupils. Lawrence Sheriff School reserves the right to exceed its Published Admission Number (PAN) for sixth form entry, in line with Section 1.4 of the School Admissions Code.

## **Applicants holding qualifications other than GCSEs**

If applicants for sixth form are holding qualifications other than GCSEs (for example, if they have been educated outside of the English education system) their qualifications will be assessed against GCSE levels. The school may seek guidance from UK NARIC (the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills) in order to assess the equivalence of qualifications and the application will be ranked against the oversubscription criteria accordingly.

## **Sixth Form Application Process**

Applicants should submit the completed online application form by 23.59 on Friday 11 December 2020. The online form will be available on the school website [www.lawrencesheriffschool.net](http://www.lawrencesheriffschool.net). If, for any reason, you are unable to access the online form, please contact the Sixth Form Team at the school for assistance.

The online application form will request the following information:

Surname

Forename

Chosen Name (if different)

Date of Birth

Home Address

Home Telephone Number

Home Email Address

In order to apply our admissions criteria we need to know:

Do you have a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan which names Lawrence Sheriff School? Yes / No

Are you a looked after child\* or previously looked after child\*? Yes / No

Are you eligible for one of the following additional premiums:

Pupil Premium? Yes / No

Service Children Premium? Yes / No

\*The full definitions of looked after and previously looked after children are in the School Admissions Code (2014) and the Lawrence Sheriff School Admissions Policy for 2021-2022.

## **Sixth Form Oversubscription Criteria**

Children with a Statement of Special Educational Need or Education, Health and Care (EHC) Plan naming the school who meet the required standard for entry must be admitted and this could therefore reduce the number of places available. There is no guarantee of a place being available, but places up to the Published Admission Number will be allocated to on-time applicants achieving the required standard for admission in the following order:

**Category 1** - Looked After Children and all previously looked after children (as previously defined)

**Category 2** - Up to twenty children who are eligible for the Pupil Premium/Service Children Premium (as previously defined) at the point of applying to join the sixth form.

**Category 3** - Other children who meet the required standard for entry.

*Where there is a need to split any category places will then be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point coordinate of the applicant's home address (as set by Ordinance Survey) to the centre point ("centroid") of the school (located at the centre of the doorway to the Headmaster's Office). (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where there is a further need to split any category places will be offered by taking the child's total capped points score (best eight GCSE results including English and Mathematics). Where there is a further need to split any category places will be offered by random allocation, ie allocated using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Legal Services who is independent of the school and the admissions process.*

Any applications not submitted by 23.59 on Friday 11 December 2020 will be regarded as late. These applicants will be made a conditional offer for entry but places will only be offered to these applicants on GCSE results day in August 2021 if there is availability once unconditional offers have been made to those who applied by 23.59 on Friday 11 December 2020.

In the event that the school is over-subscribed, a waiting list will be formed. The waiting list will be ranked according to the oversubscription criteria given above. Each added child will require the waiting list to be ranked again in line with the published oversubscription criteria. The waiting list will be dissolved after 31 December 2021. Any place offered from the waiting list after the start of term must be taken up within twenty school days of the offer having been made. In the event of this not happening, the offer will be withdrawn.

## **Sixth Form Appeals**

The parents/carers of all children refused places will be notified that they have a right of appeal through an independent appeal panel. For children not qualifying for places the appeal will take account of the compatibility of the child's position in the process. If there are insufficient applicants reaching the appropriate level, the school does not have to fill all the places. Therefore, the case for prejudice to the efficient education or the efficient use of resources will only be considered once the school is full in the appropriate year group.

## APPENDIX 1

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### ADMISSION RESIDENCY RULES: HOME ADDRESS DEFINITION AND WHAT HAPPENS IF APPLICANTS MOVE HOUSE

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The child's home address is where they are living on the date an application for a school place is made. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded. The home address will be used to apply the School's oversubscription criteria such as distance from home to school. Where the home address changes after the application or during the pupil's first term at school, consideration will be given as to the reason why. Where it is established that the reason for the change of address constitutes the application being fraudulent or intentionally misleading, the place may be withdrawn.

Where parental responsibilities are equally shared, the home address will be considered to be the place where the child normally sleeps for the majority of the school week (Monday to Friday) during term time. If the child spends equal amounts of time at each address, the parents/carers should specify which address to use for admission. Proof of such arrangements may be requested.

Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, we will allocate a place in accordance with the oversubscription criteria in advance of the family move if an official government letter is provided declaring a relocation date and an intended address. Evidence must be provided by 31 December 2020 in order to be included in the first allocation round.

The school will treat applications for children coming from overseas in accordance with the relevant European Union law or Home Office rules for European Economic Area/non-European Economic Area nationals in force at the time when a decision is made on the application.

#### **Evidence required for admission to Year 7 in the normal round of applications**

Warwickshire Admissions will request on behalf of the school evidence in support of the application. The service will write out at the beginning of December to all parents/carers who have listed the school as a preference, requesting copies of two documents to confirm the home address. Parents/Carers will have to provide proof of the home address by 23.59 on 31 December 2020. **The application will be considered as late if appropriate proof is not provided by that deadline.** The evidence required is as follows:

##### Group 1

- Council Tax bill for the 2020-2021 financial year - this document must be supplied if you are the council taxpayer; or
- Housing Benefit letter dated within the last twelve months; or

- Utility bill (gas, electricity, water or landline/broadband) – dated within the last 6 months; or
- Car insurance certificate and policy renewal letter – dated within the last twelve months.

## Group 2

Plus one of the following:

- Child Benefit letter for the current financial year; or
- A letter from the Child Benefit office which confirms that you are not in receipt of this for the child named on this letter for the current financial year; or
- All pages of your Child Tax Credit Award Notice for the current financial year; or
- A Bank Account Statement in the child's name, eg Savings Account (dated within the last 6 months); or
- A Child Trust Fund Statement in the child's name (dated within the last twelve months); or
- A letter confirming a medical or dental appointment for the child (dated within the last six months).

ALL documents must display the child's home address.

Parents/Carers may wish to redact any confidential financial or medical details from these documents. Lawrence Sheriff School will treat any data it receives in accordance with the law.

Please note that these documents will be retained and not returned. Warwickshire Admissions Service will match each address with the one they have on their database.

Warwickshire Admissions reserves the right to carry out random checks at any time and this may include a home visit. Lawrence Sheriff School also reserves the right to carry out home visits.

## **Moving to a new address**

If the home address changes between applying for a school place and 31 December 2020, Warwickshire Admissions must be provided with proof of the new address. The child must be living at the new address by 31 December 2020. Proof of the new address, such as a full copy of the signed tenancy agreement, or a letter from the solicitor confirming that there has been an exchange of contracts, will be required. This must be received by the Admissions Service by no later than 23.59 on 31 December 2020.

If any concerns are raised about the validity of an address, parents/carers will also need to produce evidence that the previous home is no longer used by the family – for example proof that the property has been sold or that it is no longer available for you and your family to live in or that a rental agreement has ended. This is to show that the new address is not a temporary arrangement purely to secure a school place.

If the home address changes after 31 December 2020 the new address can only be taken into account after National Offer Day on 1 March 2021.



The School will also check the child's home address once offers have been made and at the time of admission. If it is different from the application address then further checks will be carried out. This will include consideration as to whether or not the address used to make an application was temporary and purely to secure a school place. Lawrence Sheriff School reserves the right to carry out home visits to verify a student's home address.

If a school place is offered based on fraudulent or intentionally misleading information, the offer may be withdrawn, even if the child has started at the school. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and in such circumstances the place may be withdrawn.

Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings.

### **Address checks for admission to the school for any other point of entry**

For applications outside the normal round of applications to Year 7, address checks for in year applications and sixth form will be carried out by the school.

