



Admissions Policy 2015

1. General

- 1.1. Stratford Girls' Grammar School is a single sex maintained selective academy for girls aged between 11 and 18. The Governing Body of the Academy Trust is the Admission Authority and as such has formal responsibility for determining admission arrangements. The policy and procedures outlined below have been adopted from Warwickshire Local Authority's procedures for selective admissions in South Warwickshire.
- 1.2. Children with a statement of special educational needs naming Stratford Girls' Grammar School will be allocated a place in line with Section 324 of the Education Act 1996 and section 98 of the School Standards and Framework Act 1998, subject to their meeting the necessary academic entry requirements. Please see section below (para. 2.2.6) regarding special arrangements for students with special educational needs taking the entrance examinations at Year 7. Similar arrangements apply to in-year transfers and admissions to the sixth form.
- 1.3. This policy has been drawn up to meet the requirements of the Government's Admissions Code which came into force in February 2012.

2. Year 7 Entry

- 2.1. For admissions at age 11 to Year 7 of the school, the Governing Body participates in the Local Authority's co-ordinated admissions scheme for maintained secondary schools. Admission to Year 7 is determined by the performance of candidates in an entrance examination and by the availability of places. Candidates may sit the entrance examination if their eleventh birthday falls between 1 September and 31 August inclusive of the academic year in which the September test is set. If their tenth birthday falls within this period candidates may take the examination one academic year early provided a letter of recommendation is received from the Headteacher of their primary school and they are in Year 6 at primary school. Entry for these candidates and, in exceptional circumstances, those who are over age, would be at the discretion of the Governing Body. Candidates may sit the entrance examination once only. Only girls who attain the required standard in the prescribed arrangements for selection by reference to ability or aptitude will be eligible to be considered for admission to the school. Warwickshire Local Authority is contracted to administer the Year 7 admissions policy and procedures on the school's behalf.

2.2. Eligibility and Priority for Entry in Year 7

- 2.2.1. Since Stratford Girls' Grammar School is a single sex girls' school, eligibility for entry will be based on the child's gender being female. For 2015, the Governors have determined, in line with the Admissions Code (2012), that the number of girls admitted to the school in Year 7 will be 112. There is no guarantee of a place being available, but places up to the published admission number (PAN) during the normal round of admissions will be allocated in the following order. In all categories below, the order of priority will be:

- i. Looked-after children and previously looked-after children who meet the necessary academic entry requirements
- ii. Children in standardised score order

- iii. And, to differentiate in the case of children with the same score, those who live nearest the school in straight-line distance.

2.2.2. Category 1: All children who score above the automatic standard level set by the Committee of Reference provided that:

- a. the child is living (or proof is provided by Monday 2 February 2015 that the child will be living by the start of the autumn term) within the priority circle for the area, and
- b. the child has been registered for the 11+ test for the school by the closing date Wednesday 9 July 2014, completed that test and scored on that test within the automatic level set by the Committee of Reference, and
- c. the parent/carer has named the school on the common application form submitted on time to their home authority and an offer from a higher preference has not been made.

2.2.3. Category 2: The highest scoring children on the waiting list (see 2.4.5 below) will be given next priority for offers in the first round of offers up to the published admissions number provided that:

- a. the child is living (or proof is provided by Monday 2 February 2015 that the child will be living by the start of the autumn term) within the priority circle for the area and
- b. the child has been registered for the 11+ test for the school by the closing date Wednesday 9 July 2014, completed that test and their score on that test was ranked highly in the waiting list (see 2.4.5) and
- c. the parent/carer has named the school on the common application form submitted on time to the home authority and an offer from a higher preference has not been made.

2.2.4. Category 3: Applications from children living outside the priority area will be considered in this category. Children whose parent/carers registered for tests after the closing date or applied for a place to their home authority after the closing date will also be considered in this category. The same selective standards will apply, and applicants will be placed in order in line with criteria 1 and 2 above. Places will not normally be offered to category 4 in the first round of offers but retained on the waiting list (see 2.4.5).

2.2.5. Disabled and SEN Students

2.2.5.1. Parent/carers of disabled students seeking a place at Stratford Girls' Grammar School are encouraged to make contact with the school as early as possible so that the student's needs can be established. Every effort will be made to accommodate disabled students sitting the selection tests. Arrangements for disabled students seeking entry to Year 7 will be as agreed centrally between Warwickshire Local Authority and the Headteachers of the selective schools in South Warwickshire.

2.2.5.2. Students with special educational needs who have had an assessment carried out by an assessor holding a recognised qualification in assessing children with special educational needs, may receive an additional time allowance in tests of up to 25%, provided that such an allowance forms part of the assessor's recommendations. An amanuensis, enlarged papers and other requirements will be met subject to the specific need and sufficient notice being given.

2.2.6. Priority Area

The priority circle for Stratford Girls' Grammar School and King Edward VI School is based on the traditional area for application to the schools. As applicants have arrived from in and out of Warwickshire, the traditional area is based on a circle with a radius of 16.885 miles drawn from the Fountain in Rother Street, Stratford-upon-Avon (half-way between the two schools) to the County boundary south of Long Compton. In drawing a

priority area in this manner, the schools are able to comply with their duty following the Greenwich judgement.

2.3. The Selection Tests

- 2.3.1. Admission at an automatic level will be determined by comparing the children's performances in two tests commissioned by Warwickshire Local Authority from the University of Durham, Centre for Evaluation and Monitoring (CEM) Unit.
- 2.3.2. The tests will comprise two papers (bespoke papers available only to Warwickshire County Council). These are standard and multiple choice format.
- 2.3.3. Children whose parent/carers have registered for the tests (by Wednesday 9 July 2014) will attend the test centres to complete the papers. Each child will attend only one session. All children to be tested will be provided with a sample paper when the details of the test centre are sent to the parent/carer, normally two weeks prior to the test. Parent/carers of children living in Warwickshire with difficulties in transporting their child to a test centre can raise their individual case with the Admissions Service.
- 2.3.4. The CEM Centre tests will be set in a morning session in test centres on Saturday 6 September 2014. Supplementary tests will be held on Saturday 13 September 2014 and Tuesday 16 September 2014. These will only be available for those who provide proof of illness on the day of the original tests (doctor's note) or who are able to provide evidence of special circumstances such as religious grounds or previously booked engagements prior to the date of the original tests. Late applications from parent/carers moving into the priority area will be included in this group if possible.
- 2.3.5. The test papers will include the three elements of Verbal Reasoning, Non Verbal Reasoning and Numeracy:
 - 2.3.5.1. **Verbal reasoning** involves the manipulation of verbal representations and the solving of verbally presented problems. Arrangement of words and phrases, spelling and language ability as well as logic and problem solving skills are needed in verbal reasoning. Included in this section is comprehension which tests the ability to make inferences as to meaning within and between phrases, sentences and paragraphs; to derive the 'gist' of the meaning from a text; understand the vocabulary, and extract interpretations of the written language. The section will include a 'Cloze Test' of several short passages of prose. It needs an overall understanding of the passage, but it requires a closer attention to the grammatical and syntactic elements of written language than in the comprehension test. The candidate selects the most appropriate word so as to make sense of the phrase and/or sentence.
 - 2.3.5.2. **Non-Verbal reasoning** tests eliminate cultural bias in intelligence testing and the possible bias against individuals who lack experience of a particular language or have difficulties with verbal elements.
 - 2.3.5.3. **Numeracy** tests will test ability in mental arithmetic and recognition of mathematical patterns. They will involve a rigorous test of working memory skills and a speed element. There will be questions which explore numerical problem solving requiring more stages of processing with a greater verbal element.
- 2.3.6. A sample paper will be issued to each candidate registered for the tests with the notice of allocation to a particular test centre.
- 2.3.7. A single testing session will include:

- Test Paper 1 60 minutes (working time 45 minutes)
- Break for refreshments and toilets
- Test Paper 2 60 minutes (working time 45 minutes)

2.3.8. Under the School Admissions Code there is a requirement for Admissions Authorities to inform parents of the outcome of selection tests before parents make applications for schools – while making clear that this does not equate to a guarantee of a grammar school place.

2.3.9. In line with this requirement, results from Warwickshire's selection test will be disclosed prior to the national closing date for applications of Friday 31 October 2014. Parents will be supplied with the total provisional standardised score achieved by their child in the selection test broken down by performance in Verbal Reasoning, Numeric and Non-Verbal Reasoning questions. A provisional ranking of where the score places the child out of all children who have sat the test, and within each relevant area (east or south) will also be provided. These rankings are, however, subject to change. Parents will also be supplied with details of the automatic qualifying score and waiting list score for each grammar school in Warwickshire for the last three years. However, as these scores can change from year to year, 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.

2.4. Allocation of Places

2.4.1. Once papers have been marked, pupils are listed in standardised score order.

2.4.2. Committee of Reference

In South Warwickshire the Committee of Reference sets the automatic standard 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. The Heads of the selective schools in South Warwickshire or their representatives will be members of the Committee. The Committee also reviews the arrangements made for any pupils with disabilities or special educational needs.

2.4.3. Automatic Standard

- 2.4.3.1. Performance in the tests and the number of applications for the schools will be used by the Committee of Reference to set the automatic standard. Above and at that standard a child will receive an offer from their highest named preference of selective school (subject to living within the priority circle, not being a late entry or having an offer from a higher preference of school).
- 2.4.3.2. The Committee will consider the descending score order and the number of children applying for each school (living within the priority area and who registered before the closing date) and set the automatic standard as close to the published admission numbers for the schools as possible.
- 2.4.3.3. The available places will be offered in accordance with the admission criteria in the first round of offers (see 2.2 above). Children living outside the priority area and late registrations and late applications will be offered places in the first round only if there are insufficient children of the required level of ability living within the priority area. Children living outside the priority area, late registrations and late applications will normally be offered places in the second or subsequent round of offers, subject to their position on the waiting list and a vacancy occurring.

- 2.4.4. No consideration will be given in the case of twins or triplets where one child has been allocated a place because they scored above the automatic standard but the other(s) was/were below it.

2.4.5. Waiting lists

After the initial round of offers, made on Monday 2 March 2015, further places may become available – if, for example, parents take up places for their daughter at another school. These places up to the published admission number of the school will be offered subject to waiting list order. Vacancies will also be offered in this way. Any child being offered their second or subsequent selective preference will be added to the waiting list of their higher selective preference in accordance with their score, provided that the scores are within the range of those considered for that school. The waiting list will rank girls in standardised score order only, without consideration of any other factor such as priority area, time of application or siblings. In cases where two or more pupils have the same total score, the straight-line distances between the pupils' home and school will be the deciding factor, with those living nearest having priority. In accordance with the School Admissions Code, waiting lists are held on an ongoing basis until 31 December of Year 7.

2.4.6. Offers

Offers will be made on Monday 2 March 2015 by the child's home authority as per the co-ordinated secondary school scheme with neighbouring authorities. Subject to the arrangements of the home authority, parent/carers will be expected to accept the offer within two weeks of the offer being made. A further letter reminding parent/carers will be sent before the child is withdrawn from the offer lists. Offers, indicating the children's scores and position in the descending score order, will be sent by email on the offer date to those parent/carers who have applied online. Offer letters will be posted to all applicants second class on 27 February 2015.

2.4.7. Appeals

The parent/carers of all children refused places will be notified that they have a right of appeal through an independent appeal panel.

2.4.8. Admissions above the Published Admission Number (PAN)

Under the School Admissions Code, admission authorities including Stratford Girls' Grammar School may admit above their PAN. If they do so, they must notify the local authority of their intention to do so. They may also admit above PAN in-year.

2.4.9. In-Year Fair Access Protocol

Warwickshire LA has developed an IYFAP with Headteachers and the Admissions Forum. Stratford Girls' Grammar School has adopted the protocol and its provisions are recognised by the school as admission authority and incorporated into these admission arrangements.

2.5. Information and Important Dates for Parents

- 2.5.1. During the summer term of 2014 parents/carers of all the children in Year 5 in Warwickshire primary/ junior schools will be issued with a leaflet, relevant to their area, about the process of selection. Parents/carers will be asked to register if they want their child to be tested or not. Parent/carers of children not attending those schools can contact the Admissions Service to request that information. An advert to inform parents/carers will be placed during the summer term in the local newspapers.

- 2.5.2. **The closing date** for registering for selection tests for all the selective schools in Warwickshire is Wednesday 9 July 2014. Registration after that date will be considered as late. An exception will be made for parent/carers who can provide evidence of a

move of address into the priority area by Monday 2 February 2015. Late registrations will only be considered after the first round of offers and may not be tested before the offer date.

- 2.5.3. **Applications** will be made on the home authority's composite parent/carer application forms as part of the co-ordinated process with neighbouring authorities. The closing date for applications is set by the home authority. For children living in Warwickshire the date will be Friday 31 October 2014. Applications received after this date will be considered late and will be given a lower priority for places. An exception will be made for children moving into the priority area where independent evidence can be provided by Monday 2 February 2015.

3. In-Year Applications for Years 7 to 11

- 3.1. Children moving into the area who are over 12 years and not previously tested who are applying for a place (once the new Year 7 have been admitted) will be required to take tests in English, Mathematics and Science arranged by the school. The pupil's current school will also be asked to provide a report. A place will be offered, subject to availability, if the applicant's performance and school report satisfy the Headteacher that the pupil's ability is commensurate with that of the cohort into which she is seeking admission.

3.2. Transfer from a non-selective school

New applications from children who have already been tested and refused entry as non-qualifiers will generally be considered by taking into account the existing test results and newer evidence of the child's ability and performance in the non-selective school. A retest will be used only where there are grounds and evidence to doubt the validity of the original tests in determining the applicant's aptitude. It is normally only where the non-selective school is confirming that the child needs a higher level of work than is currently available that a transfer to a selective school will be arranged.

- 3.3. Where a child has not previously been tested and there is a recommendation from the non-selective school, tests will be arranged in English, Mathematics and Science.

- 3.4. Any place offered must be taken up within six weeks of the offer having been made. In the event of this not happening, the offer is void.

3.5. Appeals

The parent/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.

4. Sixth Form Entry

4.1. Year 12 Entry: academic entry requirements

Entry to Year 12 is on the basis of academic ability demonstrated by achievement at GCSE. To gain entry into the sixth form, students normally require a minimum of 380 QCA points* from their best eight GCSE results (ie the equivalent of 4 x A grades, 2 x B grades and 2 x C grades at GCSE) including at least B grades in English and Mathematics. To be able to take a particular post-16 subject students require at least an A grade at GCSE in that subject (or a specified equivalent subject). The Headteacher and the Admissions Team jointly reserve the right to make the final decision on admissions.

(*QCA points: A*=58, A=52, B=46, C=40 etc)

4.2. Internal candidates

The norm is for Stratford Girls' Grammar School girls to continue from Year 11 into the sixth form. The academic qualifications given above apply. Any girls whose grades or point scores drop beneath these minimums will be counselled about their options post-16. Priority for places in Year 12 of the school will be given to pupils progressing into the sixth form from Year 11 of the school.

4.3. External candidates

- 4.3.1. We welcome applications from external candidates. The admission number for pupils joining Year 12 in 2015 will be 50, giving a planned cohort size of 125. Details of the application process are given below. Conditional places will be offered on the basis of the predicted GCSE grades supplied by the applicant's school, subject to maximum set sizes not being exceeded in individual subjects, and these places will be confirmed following the publication of GCSE results. The deciding factor in cases of oversubscription will be average GCSE points score in the candidate's best eight subjects (predicted at the point of offers being made in the spring, and actual in August). A waiting list will be compiled of applicants who meet the general academic requirements for admission to Year 12 but who, in accordance with the criteria given above, cannot initially be offered places. If the number of pupils in Year 12 falls below the admission number in August, or if the number of pupils studying particular subjects falls below the maximum set sizes for the subjects, then those on the waiting list will be offered places, in accordance with the admission criteria, in order of priority, revised in the light of actual GCSE grades. Top priority will be given to looked-after children, followed by other applicants in strict order of merit, subject again to maximum set sizes not being exceeded in individual subjects.
- 4.3.2. The priority circle does not apply for entry into the sixth form. Students may be admitted into the sixth form irrespective of where they live, but they must be able to attend school from 8.50 – 4.00pm each day, and prepared to play a full part in the life of the school.

4.4. Entry procedures

- 4.4.1. A Sixth Form Open Evening will be held in October, and the date advertised in the local press and on the school website. A detailed prospectus will be available from the school and on the website. The Application Form should be completed and returned to the Director of Sixth Form at any time between the Sixth Form Open Evening and the deadline, which is 3.30 pm Friday 9 January 2015.
- 4.4.2. A reference will be requested from the Headteacher of the candidate's current school, including predicted GCSE grades and suitability for the chosen AS/A2 courses.
- 4.4.3. Each applicant will be invited to attend for a transition meeting at the school to discuss her individual requirements, including her subject choices, and her aptitude, interests and career direction, following the Sixth Form Open Evening.
- 4.4.4. Applications received after 3.30 pm on Friday 9 January 2015 will still be considered, but it may not be possible to accommodate all AS/A2 subject choices at this stage. Once conditional offers have been made and the initial waiting list drawn up, very late applicants will be advised to contact us again in August, once they have their GCSE results.
- 4.4.5. All students offered a provisional place in Year 12 will be required to attend the two days of sixth form induction held in the summer term.

4.5. Continuation from Year 12 to Year 13

Students in Year 12 will normally continue into Year 13. In order to continue their studies in Year 13 students are required to demonstrate that they are coping with the pace and challenge of sixth form study at Stratford Girls' Grammar School. Currently this is through having gained at least 120 UCAS points* at AS level in the three subjects that they wish to take at A2 level (ie the equivalent of three C grades). Students wishing to continue with four subjects at A2 level must normally have achieved a minimum of grade A in each subject at AS level. The Headteacher, Director of Sixth Form and the Admissions Team jointly reserve the right to make the final decision.

(*UCAS points: A = 60 points, B = 50 points, C = 40 points etc)

5. Transport

- 5.1. For those students who live out of county, or outside the original southern priority area, free transport to school is not available. It is strongly recommended that parents/applicants establish the cost and availability of transport to the school if it is intended to use a bus or train service (public or otherwise), before application is made for admission. Enquiries regarding the availability of home to school transport within Warwickshire should be made to Warwickshire County Council, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL.

April 2014