



LAWRENCE SHERIFF SCHOOL
A National Teaching School
RUGBY

Lawrence Sheriff School Admissions Policy 2015

Lawrence Sheriff School is a voluntary aided boys' grammar school. Admissions are based on a process of selection having regard to students' 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).

Lawrence Sheriff School offers 120 selective places to boys in Year 7 each year. Up to 90 additional places are offered for students joining in Year 12: the total number of places in the Sixth Form is 360 (180 in each year group). The school site is in East Warwickshire.

Formal responsibility for determining student admissions rests with the school's governors. However, in discharging these responsibilities in relation to Year 7 the governors have adopted the County Council's procedure for selective admissions.

Eligibility and Priority for Entry in Year 7

Eligibility for application is based on a student's home address (see Appendix 1 for further important details of the residency rules). A map, setting out the respective admission areas is attached. Eligibility for entry to this single sex school is dependent on the child's gender being appropriate.

Students with a Statement 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 planned admission number will be allocated in the following order.

I. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) who achieve the qualifying score or above.

II. Up to 55 pupils living in the Eastern Area of Warwickshire* using the following method of prioritisation:

- a. Pupils living in the Eastern Area of Warwickshire who would be eligible for the Pupil Premium/Service Children Premium who achieve the qualifying score or above.
- b. Children living in the Eastern Area of Warwickshire* who achieve the qualifying score or above.

III. Up to 55 places will be allocated to children living in the priority circle (the centre of which is the Rugby Water Tower) who achieve the qualifying score or above using the following method of prioritisation:

a. Pupils who would be eligible for the Pupil Premium/Service Children Premium, living in the priority circle (the centre of which is the Rugby Water Tower), who achieve the qualifying score or above.

b Children living in the priority circle (the centre of which is the Rugby Water Tower) who achieve the qualifying score or above.

IV. Up to 10 places will be allocated to pupils who were eligible for the Pupil Premium/Service Children/Children in Care/Children Adopted from Care Premium at the point of the October 2014 census, living in the Eastern area of Warwickshire or the priority circle, whose scores are between one and ten marks below the qualifying score for entry to the school.

V. Children living in the priority circle who have been considered by the Committee of Reference and placed on the reserve list.

VI. Other children who meet the qualifying standard for the school.

Within all criteria first priority is given to those achieving the highest score in the 11+ test. Where there is a need to split any category or group of pupils, 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 in question (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 pupil's score in the Total section of the paper.

* 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-on-Dunsmore, Combe Fields, Cosford, Easenhall, Harborough Magna, Kings Newnham, Little Lawford, Monks Kirby, Newton and Biggin, Pailton, Stretton-under-Fosse, Wibtoft, Willey, Withybrook.

Disabled Students

Parents of disabled students seeking a place at Lawrence Sheriff 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 East Warwickshire.

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, will receive an additional time allowance in English and Mathematics 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 also be met subject to sufficient notice of the need being given.

Committee of Reference

In East Warwickshire, the 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 reviews the arrangements made for any pupils with disabilities or special educational needs.

The Committee of Reference will also consider the scores of students just below automatic qualifying score and may decide to admit one or more of the students scoring within the waiting list range provided that the PAN for the school is not exceeded.

For entry to Year 7 in September 2015

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 CEM Unit.

The Selection Tests

The tests will comprise two standard format papers (bespoke papers available only to Warwickshire County Council).

Children whose parents have registered for the tests (by 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/familiarisation paper when the details of the test centre are sent to the parent, normally in August.

Parents of children living in Warwickshire with difficulties in transporting their child to a test centre can raise their individual case with the Admissions Service.

The CEM Centre tests will be set in a morning session in test centres on 6th September 2014.

The test papers will include the three elements of Verbal Reasoning, Non Verbal Reasoning and Numeracy.

A single testing session will include:

Test Paper 1 (45 minutes)

Break for refreshments and toilets

Test Paper 2 (45 minutes)

Supplementary tests will be held on 13th September 2014 (with a further supplementary test on 16th 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 parents moving into the priority area will be included in this group.

Providing information to Parents

During the summer term of 2014 parents of all the children in Year 5 in primary schools in Warwickshire and other independent schools who request it will be issued with a leaflet about the process of selection. Parents will be asked to register if they want their child to be tested. Parents of children not attending those schools can contact the Admissions

Service to request that information. Information is also available on the Warwickshire Council website.

The closing date for registering for selection tests for all the selective schools in Warwickshire is 9 July 2014. Registration after that date will be considered as late. Late registrations will only be considered under Category VI of the over-subscription criteria and may not be tested before the offer date.

Applications will be made on the home authority's composite parental application forms as part of the co-ordinated process with neighbouring authorities. The national closing date for applications is 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 31 December 2014.

Under the School Admissions Code there is a requirement for Local Authorities to:

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. Results from Warwickshire's selection test will be disclosed prior to the national closing date for applications of 31 October 2014. Parents will be supplied with the total 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 the Eastern area 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 years where comparable data is available. 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.

The Role of the Committee of Reference

There will be a Committee of Reference (a panel of headteachers and teachers appointed according to the terms of reference for East Warwickshire). The Heads of the area's selective schools or their representatives will be members of the Area Committee.

Setting the Automatic Qualifying Score

Performance in the tests and the number of applications for the schools will be used by the Committee of Reference in each area to set the automatic standard. Above and at that standard a child will receive an offer from their highest named preference of selective school named (subject to living within the priority area or not being a late entry or having an offer from a higher preference of school).

The Committee in each area will consider the descending score order and the number of children applying for each school (living within the priority circle and who registered before the closing date) and set the automatic standard as close to the planned admission numbers for the schools as possible.

The automatic standard for 2015 entry will be set by the East Warwickshire Committee of Reference taking account of the previous automatic standard for entry.

Allocation of Places

The available places will be offered in accordance with the admission criteria in the first round of offers. 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 registration 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.

Waiting lists

After 1 March 2015 places available up to the planned admission number of the school will be offered subject to waiting list order. Vacancies will then 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 and, if appropriate, the order set by the Committee of Reference provided that the scores are within the range of those considered for that school. Waiting lists are held until the start of the Spring Term for incoming Year 7 and Year 12 only. Provided that the school has been named (and a higher preference has not been offered already) offers after the first round will be made from the waiting list.

Offers made on 2 March 2015

Offers are made 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, parents will be expected to accept the offer within 2 weeks of the offer being made. A further letter reminding parents will be sent before the child is withdrawn from the offer lists. Offers will also be sent by email to those parents who have applied on line.

Late Entry

Applications for all year groups other than Years 12 and 13 will be made through the Local Authority.

Vacancies will be offered to applicants who are deemed suitable for entry subject to a place being available:

Years 7 to 11

Children moving into East Warwickshire 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 and Mathematics arranged by the school. A place will be offered, subject to availability, if the applicant's performance satisfies the Headteacher that the boy's ability is commensurate with that of the cohort into which he is seeking admission.

Transfer from a non-selective school

New applications for 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.

Where a child has not previously been tested, tests will be arranged in English and Maths.

No waiting list is kept for year groups other than the incoming Year 7 and Year 12.

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 will be withdrawn.

Appeals

The parents 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.

Admission arrangements for Years 12 and 13

The normal entry profile for students is 360 GCSE points where an A* = 58, A = 52, B = 46 etc. with a B in English (either Language or Literature) and a C in Maths. In addition there are specific GCSE requirements for individual subjects detailed in the Sixth Form Prospectus. On receipt of a completed application (which must be submitted by Friday 12 December 2014), a guidance discussion will be arranged. The discussion is intended to ensure that all students make informed choices. Offers of places are made subject to the entry requirements being met, a satisfactory report being received from the applicant's school (with regard to work) and to there being places in the subjects of the student's choice. In the event of oversubscription candidates' performance in mock examinations and their predicted/actual grades will be used to determine offers with priority being given to:

- I. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) who meet the qualifying standard for the school.
- II. Children living in the Eastern Area of Warwickshire who meet the qualifying standard for the school and who attend maintained secondary schools in East Warwickshire.
- III. Other children requesting a place at the school

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 in question (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 pupil's total capped points score (best eight GCSE results including English and Mathematics).

Any entries not submitted by Friday 12 December 2014 will be placed on a waiting list. Those on the waiting list will be ranked according to the priority criteria given above and will be offered places if there is availability once offers have been made to those who have applied by Friday 12 December 2014.

APPENDIX 1

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

**(These rules apply to applicants applying for places in Year 7 at
Rugby High School and Lawrence Sheriff School)**

If you wish to apply for a place at a grammar school, registration is a two stage process. Parents must first register their child to sit the 11+ test (by July) and then, if they live in Warwickshire, they must apply for a secondary school place (by October). Parents who live outside Warwickshire must apply for a secondary place through the local authority in which they live.

Registering for the 11+ and Residency

Parents will be asked to send in two proofs of address at the time when they register a child to sit the 11+ test. These should be original utility bills (gas, electricity, central heating oil, TV licence, water or landline phone bill) which should not be more than two months old or a current council tax bill or housing benefit letter. Please note that these documents will be retained and not returned.

Applying for a Secondary Place

The child's home address is the address where they are living on the date of the application. The child's home address is the address that will be used to apply the school's oversubscription criteria, such as distance from the school.

There is an expectation that the address used as the basis of the application is the one that the family used to register for the 11+ test and will be the same address where the child is living at the start of the autumn term of Year 7 and beyond. Where the home address changes after the start of the autumn term of Year 7, consideration will be given as to the reason why. Where it is considered that the reason for the change of address constitutes the application being fraudulent or intentionally misleading, the place may be withdrawn.

If You Move

If you move in between registering your child to sit the 11+ Test and before 31 December 2014 you must let the Admissions Service know your new address. They will need to see two proofs of your new address to confirm that you are living there. These should be original utility bills (gas, electricity, central heating oil, TV licence, water or landline phone bill) which should not be more than two months old or a current council tax bill or housing benefit letter. Please note that these documents will be retained and not returned.

If you move after 31 December 2014, the Admission Service will need two proofs of your new address (see above) and will only be able to use your new address to adjust your child's position on the waiting list after National Offer Day on 2 March 2015.

Address Verification

The school will check the child's home address at the time of admission. If it is different from the address on the 11+ registration form, we will check whether the previous address was a temporary address, used for the purposes described above.

The LA will carry out random checks on a sample of addresses to ensure that the child is resident at the address given on the application form. We cannot accept a temporary address if it is used solely or mainly to obtain a school place. The LA also investigates a sample of applications where there has been a change of address in the last twelve months, or where a parent moves after 2 March 2015, up to the end of the child's first term in Year 7.

We will investigate all applications:

- where there are any doubts about the information provided
- where information has been received from a member of the public to suggest a fraudulent application has been made.

We reserve the right to seek additional information to carry out our investigations. We also reserve the right to carry out home visits to the address used on the application form and any other addresses previously used.

Fraudulent or Intentionally Misleading Applications

If a school place is offered based on fraudulent or intentionally misleading information, the offer will be withdrawn. We may also consider withdrawing the place after the child has started school.

Those who file fraudulent or deliberately misleading applications may also be subject to legal proceedings. If we find out that the home address is not in Warwickshire as was claimed, we will withdraw the application altogether. The family will then have to apply to their own local authority.