

ADMISSIONS CONSULTATION

In accordance with the School Admissions Code, the Governors of Lawrence Sheriff School are consulting on their draft Admissions Policy for the 2016-2017 Academic Year. The consultation period runs from 8 December 2014 to 9 February 2015. Anyone wishing to comment on this draft document should write to Mrs Beardshaw, Clerk to the Governors, Lawrence Sheriff School, Clifton Road, Rugby, CV21 3AG by the deadline of midday on 9 February 2015. Copies of this consultation document and the map of the priority areas are available on the school website at www.lawrencesherrifschool.com.

Thank you.



LAWRENCE SHERIFF SCHOOL A National Teaching School RUGBY

Lawrence Sheriff School Admissions Policy 2016-17

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).

The school has a Planned Admission Number of 120 places in Year 7 each year. The school has a Planned Admission number of 60 places in Year 12 each year.

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 of special educational need (Education Health Care Plan) 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.

Late applicants are given a lower priority in this school's oversubscription criteria than on-time applicants. If your application is late it will therefore affect the likelihood of your child being offered a place at this school.

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 10 places will be allocated to pupils who were in receipt of the Pupil Premium/Service Children/Children in Care/Children Adopted from Care Premium at the point of registering to sit the 11+, 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.

III. 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 are in receipt of the Pupil Premium/Service Children Premium at the point of registering to sit the 11+ who achieve the qualifying score or above.
- b. Children living in the Eastern Area of Warwickshire* who achieve the qualifying score or above.

IV. 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 are in receipt of the Pupil Premium/Service Children Premium at the point of registering to sit the 11+, 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.

V. Other children who have been considered by the Committee of Reference as 'borderline candidates' and placed in ranking order as 'exceptions'.

VI. Other children who meet the qualifying standard for the school. In the case of a tied score priority will be given to pupil premium students as defined in IV

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 random allocation.

* 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.

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+' or the 'selection test').

Consortium of Grammar Schools

This school is part of a consortium of schools using a common admissions test on 12 September 2015 for entry to Year 7 in September 2016. 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 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, on the same day, it is not possible for students to sit the test more than once. **If it is discovered a student has sat the test more than once the score from the earliest test will be used. Parents 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 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 should only request this if they are considering applying for a place in a Birmingham Grammar School.

Parents 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 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 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.

Registering for the test

Parents living in Warwickshire **must** register for the test with Warwickshire Admissions. Parents living in Birmingham **must** register for the test with The Grammar Schools in Birmingham. Parents living in other authorities should register for the test in the region in which they would most like their child to attend a school.

Parents will be able to register for the test from 12 May 2015. It is recommended that parents 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 should be aware that registering for the 11+ test is not the same as applying for a school place – see the section ‘Applications for a School Place’. Parents must submit an application for a place to their home local authority by 31 October. Failure to do so will mean your application is considered late even if your 11+ registration was submitted on-time.

The closing date for registrations is **4pm on Friday 10 July 2015**. All registrations will be acknowledged. If you do not receive an acknowledgement by post 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).

Details of test venues will be sent to parents by Warwickshire Admissions from Monday 24 August 2015 onwards. This will include a ‘Fit and Well’ sheet which must be brought to the test session with a photograph of the child sitting the test.

Parents 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 they will not be able to sit the test on that day and your registration will be considered as late. There will be no exceptions. Should your child be offered a place photos provided with the ‘Fit and Well’ sheet will be shared with the school for identification purposes.

If your registration is considered to be late your child will be tested at the earliest opportunity. It is unlikely that results will be available prior to the deadline of 31 October for submitting an application for a school place.

Late registrants are treated the same as those submitting a late application for a school place and are given a lower priority in this school's oversubscription criteria than those registering for the test and submitting an application on-time. If your registration or application for a school place is late it will affect the likelihood of your child being offered a place at this school.

If your form is received after the closing date of **4pm on Friday 10 July 2015** 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 31 December 2015.

Eligibility

If your child was born between 01 September 2004 and 31 August 2005 you may apply for them to sit the test for entry in September 2016. Children not born between these dates will only be able to sit the test if they are being educated out of year group (they are being taught in Year 6 for the 2015/16 academic year). Decisions as to whether or not the test results for such students can be used for admission purposes to this school will be taken by the Academy Trust as the Admission Authority.

The Test

The main test session will be on the morning of 12 September 2015.

There will be two papers, each of approximately 50 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 sent upon receipt of a completed registration form. 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 whose children have a disability and / or require special resources to sit the test must request this in writing by completing a form describing the child's disability and / or extra resources required to sit the test and must also supply detailed medical evidence. 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 **17 June 2015**.

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 making such a request will be notified by the end of July 2015 whether or not their request has been agreed.

Parents whose child is not able to sit the test on Saturdays for religious reasons must indicate this when registering for the test and supply a supporting letter from their religious leader. These children are likely to be tested on **Sunday 13 September 2015**.

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 4pm on Monday 14 September 2015. A medical note (scanned copy, faxed or hand delivered) must be submitted by noon on Wednesday 16 September for an alternative date to be arranged.

Additional Test Sessions

These will be held in late November / early December and late January / early February, primarily to accommodate families moving into the area. Sessions will also be arranged for parents registering for the test after offer day. The same principles for registration apply (for example Warwickshire residents should register with Warwickshire Admissions and can ask that their child's test result is shared with the Grammar Schools in Birmingham).

Results

Data from all students 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. 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 that their total scores could be different.

By 16 October 2015 you will be notified by post of your child's score in the Entrance Test. Parents 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 total standardised score broken down by performance in Verbal Reasoning, Numeracy, and Non-Verbal Reasoning.
- 2) 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, south or both).
- 3) The automatic qualifying scores and waiting list scores for each Warwickshire Grammar school for previous years 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 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 three years, together with the qualifying score for those schools who have set such a score.

Applications for a school place

Once parents 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 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.

Waiting lists

After 1 March 2016 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 2016

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

No waiting list is kept for year groups other than the incoming Year 7 and Year 12. Children 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. Children who are aged 11 will be tested using the 11+. A place will be offered, subject to availability, if the applicant's performance satisfies the admissions committee that the boy's ability is commensurate with that of the cohort into which he is seeking admission. 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 entry requirements for students would be eight GCSEs, 4 graded at C and 4 graded at B or above, including a B in English Language or English Literature and a C or above in Mathematics. 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 11 December 2015), a guidance discussion will be arranged. The discussion is intended to ensure that all students 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 the event of oversubscription priority will be given to:

- I. Students with a statement of special educational need (Education Health Care Plan) naming the school who meet the required standard for entry.
- II. 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.
- III. Children living in the Eastern Area of Warwickshire who meet the qualifying standard for the school and who attend maintained secondary schools and academies in East Warwickshire.
- IV. 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).

To progress from Year 12 into Year 13, students are expected to meet the minimum academic standard for entry to Year 13, a grade D in three subjects at AS, not including General Studies, Critical Thinking or Extended Project.

Any entries not submitted by Friday 11 December 2015 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 11 December 2015.

APPENDIX 1

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

The child's home address is where they are living on the date an application for a school place is made.

There is an expectation that the address used to apply for a school place will be the same as the one where the child is living at the start of Year 7 and beyond.

Where parental responsibilities are equally shared, the home address will be considered to be the place where the child normally sleeps from Monday to Friday during term time. Proof of such arrangements may be requested.

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 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.

Evidence required

Warwickshire Admissions Service 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 who have listed the school as a preference, requesting copies of two documents to confirm the home address. Parents will have fifteen working days to provide proof of the home address. The application will be considered as late if appropriate proof is not provided within fifteen working days. The evidence required is as follows:

- Council Tax letter or statement for the current financial year - this must be supplied if you are the council taxpayer; or
- Current Housing Benefit letter; or
- Utility bill, bank statement, or car insurance documents dated within the last six months.

Plus one of the following:

- Child Benefit letter for the current financial year;
- Child's National Health registration card;
- Child Tax Credit Award Notice for the current financial year.

Please note that these documents will be retained and not returned. The local authority will match each address with the one they have on their database.

The local authority reserves the right to carry out random checks at any time and this may include an unannounced home visit.

Moving to a new address

If the home address changes between applying for a school place and 31 December 2015, the Local Authority must be provided with proof of the new address as detailed above. The child must be living at the new address by 31 December 2015.

Applicants 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 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 2015 the new address can only be taken into account after National Offer Day on 01 March 2016.

The School will also check the child's home address 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.

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.

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

If we find out that the home address is not in Warwickshire we will withdraw the application altogether and the family will then have to apply to their own local authority.