

## Rugby High School Admissions Policy 2016

Rugby High School is a grammar school for girls aged 11-18, with academy status. Admissions are based on a process of selection having regard to students' academic ability. In Rugby there are two other academically selective schools: a boys' grammar school with voluntary aided status (Lawrence Sheriff School) and a mixed bilateral academy (Ashlawn School)

Rugby High School's Published Admission Number (PAN) for Year 7 is 120. A smaller PAN of 94 applies to students in the current Years 9-11. The Sixth Form PAN is 90 for students joining the school 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 engaged Warwickshire County Council to operate the process on the school's behalf.

### Eligibility and Priority for Entry in Year 7

Eligibility for admission is based on a student's home address. A map, setting out the respective admission areas is available from the school and from the Warwickshire County Council's Admissions Department. 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:

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

II. Up to 10 places for children living within the priority circle for children in receipt of Pupil Premium<sup>1</sup> whose scores are between one and ten marks below the automatic qualifying score for entry to the school.

III The 50% of the remaining places will be allocated to children living in the Eastern Area of Warwickshire\* who achieve the automatic qualifying score or above.

III. The residual 50% of places will be allocated to children living in the priority circle (the centre of which is the Rugby Water Tower) who achieve the automatic qualifying score or above.

IV. Children living in the priority circle who score within the waiting list range as determined by the Committee of Reference.

V. Other children who achieve the automatic qualifying score or above.

*Within all criteria first priority is given to those achieving the highest score in the 11+ test. Where there is a further 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 straight line measurement from the address point location coordinate of the applicant's home address (as set by the Ordnance Survey) to the centre point ('centroid') of the school. 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.*

1 Children attracting the Pupil Premium are those who have been registered for free school meals at any point in the 6 years prior to the closing date for test registration (10 July 2015). The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

2 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.

Where a parent indicates after the registration closing date of 4.00pm on Friday 10 July 2015 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 that they wish their results to be shared with.

### 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 e.g. 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 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 venue will be sent to parents by Warwickshire Admissions by Monday 24<sup>th</sup> 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. This photograph must be signed and dated by the Headteacher of your child's school. 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.

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 a test in a Warwickshire venue and you arrive at the venue without a photograph of your child which is signed and dated by the headteacher of your child's school 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.

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 tests and submitting an application on time. 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 son or daughter 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 non verbal 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 2015 and late January / early February 2016, 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.

### **Providing information to Parents**

During the summer term of 2015 parents 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 of children attending independent schools if the schools request it. Parents with children not attending these schools can contact the Admissions Service to request that information. Parents will be asked to register if they want their child to be tested.

## **Committee of Reference**

### **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 qualifying score. 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 and not being a late entry or having an offer from a higher preference of school).

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 qualifying score as close to the planned admission numbers for the schools as possible.

The Committee of Reference will also consider the scores of students just below the automatic qualifying score and may decide to admit one or more of these students from the waiting list provided that the Planned Admission Number (PAN) for the school is not exceeded

Places will then be offered in accordance with the admission criteria.

The Committee also reviews the arrangements made for any pupils with disabilities or special educational needs.

### **For entry to Year 7 in September 2016**

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.

### **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 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. Late registrations and late applications will normally only 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**

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 1st 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.

On the offer date letters will be sent to parents indicating the children's scores. Offers will be sent by email to Warwickshire parents who applied online and requested that their offer be emailed.

### **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 or those already resident who are over 12 years, who have not previously been 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. A place will be offered, subject to availability, if the applicant's performance satisfies the Headteacher that the student's ability is commensurate with that of the cohort into which she is seeking admission. The governors reserve the right to admit above PAN where a student is exceptionally well qualified and where there is space to accommodate her.

## **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. In situations where the evidence is unclear or conflicting, the governors may arrange for the child to be tested in English, Maths and Science.

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 school 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 requirement for the Sixth Form is a minimum of 6 grade Bs in full course GCSEs taken from the list of subjects published in the Sixth Form Prospectus. In addition there are specific GCSE requirements for individual subjects detailed in the Sixth Form Prospectus.

All applicants for the Sixth Form are required to complete an application form. The closing date for receipt of applications for a place is Tuesday 8<sup>th</sup> December 2015. Application forms received after this date will be treated as late and applicants will be placed on a waiting list. Places will only be offered to waiting list candidates after the applications of all applicants who applied on time have been considered.

On receipt of a completed application (normally in the Spring Term preceding entry), a guidance discussion will be arranged. The discussion is intended to ensure that all students make informed choices. Provisional offers of places are made subject to the entry requirements being met, and to there being places in the subjects of the student's choice. In the event of oversubscription candidates' performance in GCSE examinations and, where relevant in the subjects that they wish to study at A level will be used to determine confirmed 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) or children who were looked after but have ceased to be so because they were adopted (or become subject to a residence order or a special guardianship order) who achieve the qualifying standard.

II. Children already attending Rugby High School.

III. Up to 10 children attracting the Pupil Premium via Free School Meals Pupil Premium who meet the general entry and subject specific criteria for Sixth Form.

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 straight line measurement from the address point location coordinate of the applicant's home address (as set by the Ordnance Survey) to the centre point ('centroid') of the school. 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.*

## Appendix

### Residency Requirements for Entry Into Year 7

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.