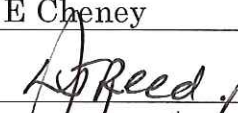





**ASHLAWN SCHOOL**  
*'A High Performing Specialist Academy'*

**ADMISSIONS ARRANGEMENTS**  
**ASHLAWN SELECTIVE**

**2017-2018**

Policy & Procedure Number		AP032			
Date Approved for use by The Governing Body		2 <sup>nd</sup> December 2015			
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School Link		E Cheney			
Acknowledged & signed by	Headteacher	 			
Acknowledged & signed by	Chair of Governors				
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## **Admission to Ashlawn School**

1. Ashlawn School is a publicly funded, bilateral, co-educational, secondary academy.
2. Responsibility for the admission of pupils rests with the Academy Trust which will act in accordance with the School Admissions Code 2014 and the School Admission Appeals Code.
3. Ashlawn School admits pupils in consultation with Warwickshire Local Authority and other relevant stakeholders.
4. All applications for places at Ashlawn School will be considered in accordance with the arrangements set out below.

## **Admission to Year 7 Selective Stream 2017 Agreed Admission Number**

5. Up to 12% of the school's Published Admission Number will be allocated to students who have met the admission criteria for a selective place. The school's Published Admission Number is 256.

## **Application to Ashlawn Selective**

6. Applicants for admissions to Year 7 Selective Stream in 2017-2018 must nominate Ashlawn Selective on the Common Application Form (CAF) provided by the Local Authority in which they live or by filling out the form on-line. In order to be considered for a place in the selective stream, the child must register for and sit the 11+ test.
7. In addition, we would recommend applicants choosing this route also apply to Ashlawn Non-Selective and take the MFL Aptitude Test.
8. The MFL Aptitude Test forms part of the oversubscription criteria for Ashlawn Non-Selective and does not form any part of the selection criteria for Ashlawn Selective.
9. Applicants may choose both Selective and Non-Selective if they wish to do so.
10. The Common Application Form must be completed and returned to the child's Home Authority (or submitted on-line) by the relevant deadline.

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

## Year 7

11. Eligibility for application is based upon the following

- Returning the 11+ registration form by closing date
- Naming Ashlawn Selective on Common Application Form (CAF)
- Achieving the Qualifying Score

12. There is no guarantee of a place being available, but places up to the planned admission number will be allocated in the following order:

Children with a full statement of Educational Needs or an Education and Health Care Plan who meet the qualification entry will be admitted first and this will reduce the number of places available for other applicants.

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. 50% of places will be allocated to children 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 who achieve the qualifying score or above
- b. Children living in the Eastern Area of Warwickshire\* who achieve the qualifying score or above

III. The remaining second 50% of available 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, 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. Children living in the priority circle who have been considered by the Committee of Reference and placed on the reserve list

V. 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 Numeracy 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). Information on The Eastern Area can be found at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

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.

Information on the Eastern area priority circle can be found at [www.warwickshire.gov.uk/elevenplus](http://www.warwickshire.gov.uk/elevenplus)

## **Tiebreaker**

In the event of two or more applicants tying when any of the admissions criteria is applied, positions will be determined by random allocation. This random allocation process is administered by Warwickshire County Council Admissions Service.

## **Place of Residence**

13. A pupil's permanent address is where the child normally resides/sleeps when they attend school. Addresses involved in child minding arrangements, whether with professional childminders, friends or relatives, are excluded.
14. Proof of residence may be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to Ashlawn School, the offer of a place can be withdrawn. The offer will be re-assessed using the correct information. If the application is still unsuccessful the parent can appeal for a place through the independent Appeals Panel.

## **Special Arrangements**

15. 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 Warwickshire Admissions by 15<sup>th</sup> June 2016.

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 2016 whether or not their request has been agreed.

16. Testing 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. These students could also be applying through and be tested by The Grammar Schools of Birmingham.

## **Access Arrangements for Children with Special Educational Needs**

17. 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 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

18. 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 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.

## For entry to Year 7 in September 2017

19. Admission will be determined by comparing the children's performances in two papers commissioned by Warwickshire Local Authority from the University of Durham CEM Unit. Performance in the Entrance Test and the number of applications for the schools will be used by the Committee of Reference to set the Automatic Qualifying Score. Above and at that qualifying score 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). Please also see paragraphs 18 and 26-28

## The Selection Test

20. The main test session will be on the morning of 10<sup>th</sup> September 2016.

There will be two papers, each of approximately 50 minutes. The papers will be divided into smaller, individually timed sessions, which test verbal reasoning, non-verbal reasoning and numeracy.

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.

Familiarisation questions will be sent upon receipt of a completed registration form. These will allow children to become familiar with the type of questions likely to be asked and the format for writing their answers.

Parents whose child is not able to sit the test on a Saturday for religious reasons must tick the appropriate box on the registration form and enclose a supporting letter from their religious leader. These children are likely to be tested on **Sunday 11<sup>th</sup> September 2016**

## Illness

If your child is ill on the test day and is unable to sit the test, you must notify Warwickshire Admissions by 5pm Monday 12<sup>th</sup> September 2016. A medical note (scanned copy, faxed or hand delivered) **must** be submitted by noon on Wednesday 14<sup>th</sup> 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. The same principles apply (for example Warwickshire residents should register with Warwickshire Admissions).

## Registration for the 11+ examination and applying for a school place

21. During the summer term of 2016 parents of all children in Year 5 in primary schools in Warwickshire will be issued with information about the process of selection as will the parents of children attending independent schools if the schools request it. Parents of children not attending those schools can contact the Admissions Service to request that information, or visit the Warwickshire 11+ website at [www.warwickshire.gov.uk/elevenplus](http://www.warwickshire.gov.uk/elevenplus)

## Registering for the test

22. Parents living in Warwickshire **must** register for the test with Warwickshire Admissions. 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 9<sup>th</sup> May 2016. It is recommended that parents do this on-line. Paper copies of the registration form will also be available from Warwickshire Admissions. If you are posting a registration form you are strongly advised to take steps to ensure your form is received prior to deadline, such as recorded delivery. Please ensure that any recorded delivery receipt has the postcode printed electronically on it.

The closing date for registrations is **4pm on Friday 8<sup>th</sup> July 2016 (TBC)**. All registrations will be acknowledged. If you do not receive an acknowledgement by post within 14 working days you should contact Warwickshire Admissions.

Details of test venues will be sent to parents by Warwickshire Admissions from Monday 22<sup>nd</sup> August 2016 (TBC) 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 the test in a Warwickshire venue and you arrive at the test session without a photograph of your child which is signed and dated by the Headteacher of your child's school 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 result to be shared with.

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 2016 for submitting an application for a school place.

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.

If your form is received after the closing date of **4pm on Friday 15<sup>th</sup> July 2016** it will only be treated on-time for this school if you can provide evidence of a move of address into the priority areas by 1<sup>st</sup> February 2017.

23. Applications will be made on the home authority's CAF as part of the co-ordinated process with neighbouring authorities. The national closing date for making a preference will be 31<sup>st</sup> October 2016.

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 1 February 2017.

## Notification of Test Results

24. Under the School Admissions Code introduced in February 2014 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.
25. The parents of all children who sit the 11+ test on Saturday 10<sup>th</sup> September 2016 or Sunday 11<sup>th</sup> September 2016 will be sent details of how their child has performed in the tests.

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.

Parents will be notified by post of their 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 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.

The date for the issue of the test results is still to be confirmed by Warwickshire County Council.

## Setting the Automatic Qualifying Score

26. 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 score a child will receive an offer from their highest named preference school.
27. 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 published admission number for the school as possible. Places will then be offered in accordance with the admission criteria.
28. The automatic qualifying score for 2017 entry will be set by the East Warwickshire Committee of Reference taking account of the previous automatic qualifying score for entry.

## **Late Applications**

29. Applications received after the 31<sup>st</sup> October 2016 but before the 1<sup>st</sup> February 2017 will only be considered after all on-time applications have been processed.
30. Exceptions to paragraph 29 will only be made if there is written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application. Such circumstances will be considered by Ashlawn School alongside consultation with the Local Authority.
31. Applications received after 31<sup>st</sup> October 2016 but before 1 February 2017 will be classed as late transfers or late preferences, unless evidence is provided of moving into the area by 1 February 2017.

## **Offers of Places**

32. Offers are made by the child's home authority as per the co-ordinated secondary school scheme with other authorities.
33. 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 to Warwickshire residents before the child is withdrawn from the offer lists.
34. On the offer date (**1<sup>st</sup> March 2017**) Warwickshire County Council will write to those parents whose children have sat the 11+ test, to confirm their child's score and provide further information about qualifying scores and the waiting lists. A separate letter will also be sent by the child's Home Authority offering a secondary school place, where applicable.

## **Appeal Procedure**

35. Parents whose applications for places are unsuccessful can appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time. The school should be contacted directly for further information about the appeal procedure.
36. The determination of the Appeal Panel is binding to the school.
37. General information on appeals will be enclosed with the decision letter on 1st March 2017.

## **Waiting List**

38. In addition to the right to appeal, all applicants who have achieved the waiting list score on the 11+ examination and named Ashlawn Selective as a preference will be placed



automatically onto the waiting List.

39. The waiting list will be operational between March 2017 and December 2017. Any vacancies arising from declines of initial offers within this time will be re-offered from the waiting list as appropriate.
40. The Waiting List will not be maintained after 31<sup>st</sup> December 2017. After this date applicants must apply for an In-Year place to Ashlawn Non-Selective. This is done through the Local Authority.

## **In-year applications**

41. Ashlawn School is a bilateral school, applications received from January 2017 for a year 7 place will only be considered against the oversubscription criteria for a non-selective place.
42. Applications for vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time during the year. Information and application forms may be obtained from Warwickshire Local Authority. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the following criteria, in order of priority:
  - I. Children in the care of, or provided with accommodation by, a local authority and children who were looked after by a local authority but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
  - II. Children who will have siblings in the school at the time when they are admitted to the school.
  - III. Where the child is the son/daughter of a permanent member of staff at the school who has been employed by the Trust for more than two full academic years at the time at which the application for admission to the school is made.
  - IV. After places have been filled under the first three criteria, any remaining places will be offered to those children living within the priority area. (See Appendix 1 for a map of the Priority Area)
  - V. After places have been filled under the first four criteria, any remaining places will be offered to children living outside the priority area. (See Appendix 1 for a map of the Priority Area)
43. 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 the straight line measurement from the applicant's home address location to the centroid of Ashlawn School. This applies equally to those living inside and outside the county's boundary.

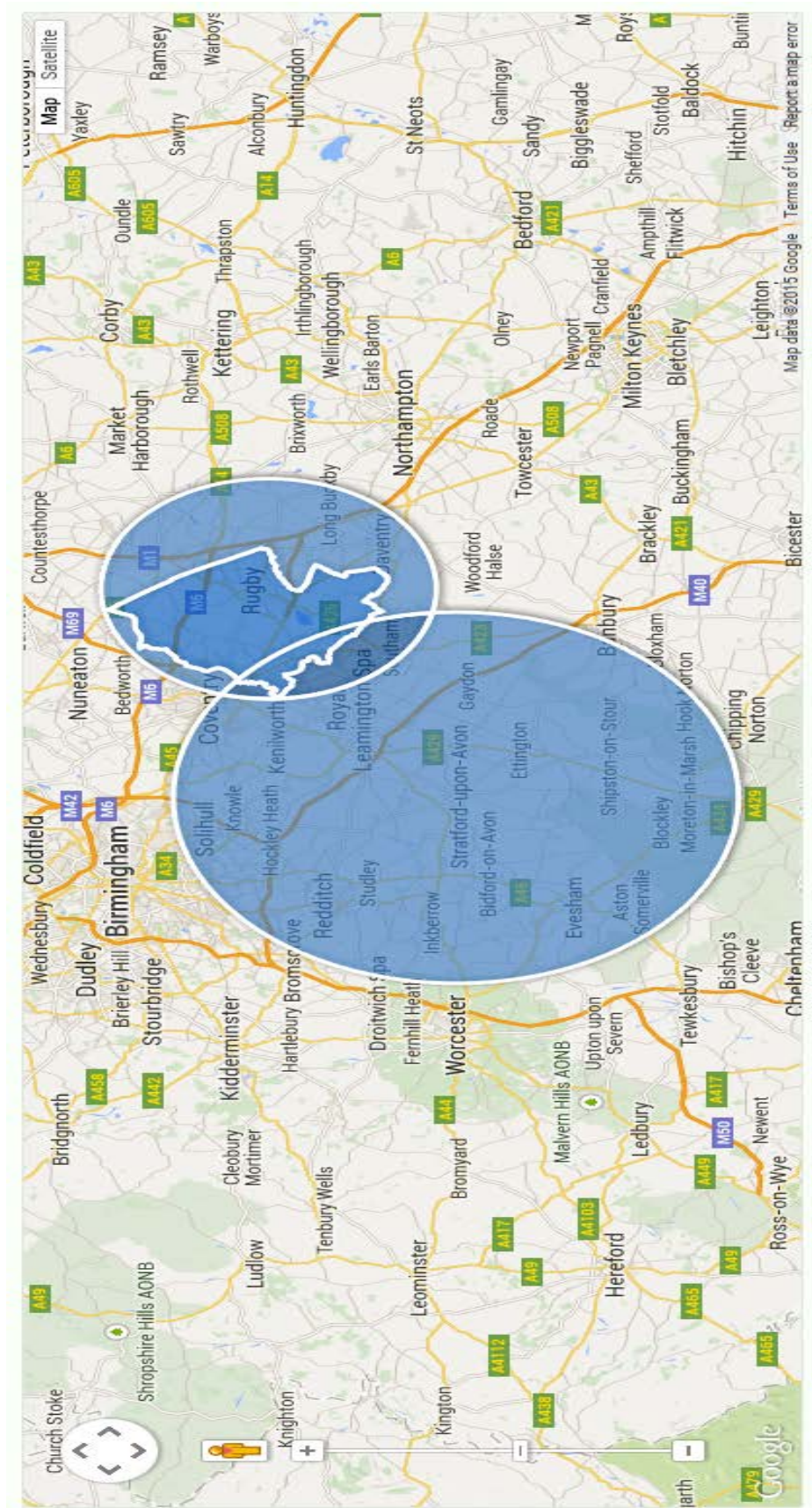
## **Tie Breaker**

44. In the event of two or more applicants tying when any of the admission criteria is applied positions will be determined by random allocation. The School will make arrangements for this to be carried out under independent supervision.

45. Ashlawn School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Ashlawn School will consult and co-ordinate its arrangements, including the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with the Warwickshire Fair Access Protocols for securing schools for unplaced children.

**This policy is to be read in conjunction with the  
Safeguarding Policy**

## **Appendix 1 – Priority Area**



<http://www.warwickshire.gov.uk/mapgrammarschools>