

## Rugby High School Admissions Policy 2015

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 offers 120 selective places to girls 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 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.

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 8 places for children living within the priority circle for children in receipt of Free School Meals who score within the scoring range determined by the Committee of Reference

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.*

\* 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 Rugby High 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, Mathematics and Science 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.

## **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 9th 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 two weeks prior to the test.

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 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.

**The closing date** for registering for selection tests for all the selective schools in Warwickshire is **9th July 2014**. Registration after that date will be considered as late. Late registrations will only be considered after the first round of offers 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 closing date for applications is set by the home authority. For children living in Warwickshire the date will be **31st 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 **2nd February 2015 (date subject to confirmation)**.

## **Notification of Test Results**

The School Admissions Code requires 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 to the parents of children who have sat the selection tests in September prior to the national closing date for applications of 31 October 2014. Parents will be supplied with the total provisional standardised score achieved by their child in the selection test broken down by performance in Verbal Reasoning, Numeric and Non-Verbal Reasoning questions. A provisional ranking of where the score places the child out of all children who have sat the test, and within the Eastern area, will also be provided. These rankings are, however, subject to change.

### **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 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.

#### **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 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 2<sup>nd</sup> 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.

On the offer date letters will be sent to parents indicating the children's scores. Offers will 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, Mathematics and Science arranged by the school. The student's current school will also be asked to provide a report. A place will be offered, subject to availability, if the applicant's performance and school report satisfy the Headteacher that the 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.

Where a child has not previously been tested and there is a recommendation from the non-selective school, tests will be arranged 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**

Students seeking entry at 16+ should have at least 5 full course GCSE passes at grade B and above 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. 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. 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 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) 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. 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.*