



Ashlawn School

**Draft
Admissions Arrangements for Ashlawn
Selective**

2015-2016

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 2012 and the School Admission Appeals Code 2012.
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 2015 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.

Application to Ashlawn Selective

6. Applicants for admissions to Year 7 Selective Stream in 2015-2016 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.
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 Qualification 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 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

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

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.

Disabled Students

- 15. Parents of disabled students seeking a place at Ashlawn 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.

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.

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 2015

19. Admission at an automatic level will be determined by comparing the children's performances in two tests commissioned by Warwickshire Local Authority from the University of Durham CEM Unit.

The Selection Tests

20. 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.

Verbal Reasoning involves the manipulation of verbal representations and the solving of verbally presented problems. Orthographic, syntactic and semantic abilities, as well as logic and problem solving skills are needed in verbal reasoning. Included in this section is comprehension which tests the ability to make inferences as to meaning within and between phrases, sentences and paragraphs; to derive the 'gist' of the meaning from a text; understand the vocabulary, and extract interpretations of the written language.

The section also includes a 'Cloze Test' which consists of several short passages of prose. It needs an overall understanding of the passage, but it requires a closer attention to the grammatical and syntactic elements of written language than in the comprehension test. The candidate selects the most appropriate word from a choice of three at various points in the passage so as to make sense of the phrase and/or sentence.

Non-Verbal reasoning tests eliminate cultural bias in intelligence testing and the possible bias against individuals who lack experience of a particular language or have difficulties with verbal elements.

Numeracy which will test ability in mental arithmetic and recognition of mathematical patterns. They will involve a rigorous test of working memory skills and a speed element.

There will be questions which explore numerical problem solving requiring more stages of processing with a greater verbal element.

A single testing session will include:

- Test Paper 1 (45 minutes approx)
- Break for refreshments and toilets
- Test Paper 2 (45 minutes approx)

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.

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

21. During the summer term of 2014 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
22. 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 applicants will be very unlikely to be offered a Ashlawn Selective place unless the form is late because the applicant is moving address
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 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.

Notification of Test Results

24. Under the School Admissions Code introduced in February 2012 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 6 September, Saturday 13 September and Tuesday 16 September will be sent on 10 October details of how their child has performed in the tests. Parents will be supplied with the total standardised score achieved by their child in the selection test broken down by performance in Verbal Reasoning, Numeric and Non-Verbal Reasoning questions. A provisional ranking of where the score places the child out of all children who have sat the test, and within the Eastern area, will also be provided. These rankings are, however, subject to change.

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 standard. Above and at that standard a child will receive an offer from their highest named preference of school named.
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 planned admission numbers for the schools as possible. Places will then be offered in accordance with the admission criteria.

28. The automatic qualifying score for 2015 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 31st October 2014 but before the 2nd February 2015 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 31st October 2014 but before 2nd February 2015 will be classed as late transfers or late preferences, unless evidence is provided of moving into the area by 2nd February 2015.

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 before the child is withdrawn from the offer lists.
34. On the offer date (**2nd March 2015**) 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 on all parties.
37. General information on appeals will be enclosed with the decision letter on 2nd March 2015.

Waiting List

38. In addition to the right to appeal, all applicants who have received the waiting list score on the 11+ examination and named Ashlawn Selective as a preference will be placed automatically onto the waiting List.
39. Vacancies arising between 2nd March 2015 and 31st December 2015 will, in the first instance, be offered to applicants on the waiting List.
40. The Waiting List will not be maintained after 31st December 2015. 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 2015 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 3 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 3 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.
44. 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.

Date ratified by Governors:	2 nd December 2013	Chair of Governors:	
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Appendix 2 – Priority Area

