



### 1. General

- 1.1. Stratford Girls' Grammar School is designated a grammar school under Section 104 of the School Standards and Framework Act (1998): it is a selective single sex academy for girls aged between 11 and 18. The Governing Body of the Academy Trust is the Admission Authority and as such has formal responsibility for determining admission arrangements.
- 1.2. This policy has been drawn up to meet the requirements of the Department for Education School Admissions Code which came into force in December 2014.

### 2. Year 7 Entry

#### 2.1. Introduction

Admission to the School in Year 7 will be determined by a child's performance in the Entrance Test (sometimes referred to as "the 11+" or "the selection test") and the School's oversubscription criteria. The Governing Body participates in Warwickshire County Council's co-ordinated admissions scheme for maintained secondary schools, and Warwickshire County Council's Admissions Service (Warwickshire Admissions) is contracted to administer the Year 7 Admissions Policy and procedures on the school's behalf.

For 2017, the Governors have determined, in line with the Admissions Code (2014), that the Published Admission Number (PAN) in Year 7 will be 120.

#### 2.2. Eligibility and Oversubscription Criteria in Year 7

##### Eligibility:

2.2.1. Gender: since Stratford Girls' Grammar School is a single sex girls' school, eligibility for entry will be based on the child's gender being female.

2.2.2. Priority Area: the priority area for Stratford Girls' Grammar School and King Edward VI School is based on a circle with a radius of 16.885 miles drawn from the Fountain in Rother Street, Stratford-upon-Avon (half-way between the two schools) to the County boundary south of Long Compton. In drawing a priority area in this manner, the schools are able to comply with their duty following the Greenwich Judgement (1989). Evidence will be required to prove that the child is resident within the priority area by the deadline of Friday 30 December 2016. Applications from children outside this area will not be considered in the first round of offers.

Warwickshire Admissions will require, on behalf of the School, evidence of the applicant's home address. Parents/carers will be notified each time this is required. The Admissions Service may also carry out a home visit without prior notice to the family to further verify an applicant's address. The School reserves the right to withdraw the offer of a place if it is satisfied that the offer has been made on the basis of an incorrect, fraudulent or misleading application.

2.2.3. Registration for the 11+ Test: the child must have been registered for the 11+ test for the school by the deadline of Friday 8 July 2016 and completed that test; and the parent/carer must have named the school on the Common Application Form, which

must have been submitted on time to the home authority. Late 11+ registrations and late secondary school applications will not be considered in the first round of offers.

**Oversubscription criteria:**

2.2.4. There is no guarantee of a place being available, but places up to the Published Admission Number (PAN) during the normal round of admissions (ie the first round of offers published on Wednesday 1 March 2017) will be allocated to children in the following order, where they meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made. Those with the highest scores in each category will be given highest priority for a place.

To differentiate in the case of children with the same score in any of the following categories, those who live nearest the School in straight-line distance will be given priority.<sup>1</sup> In the case of a tie-break situation where more than one child has achieved the same score, and where all home to school distances are equal, and there are not enough spaces to offer all applicants who fulfil the relevant criteria, the remaining place(s) will be allocated using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the School, in the presence of a witness from Legal Services who is independent of the school and the admissions process.

The above will also apply to the waiting list after Wednesday 1 March 2017.

2.2.5. The automatic qualifying score for this school, for this particular year of entry, will be set by the Committee of Reference during the Local Review Process using the results from the 11+ test. The minimum score for the waiting list for this school, for this particular year of entry, will also be set by the Committee of Reference.

2.2.6. Children with an Education, Health and Care Plan (EHC) or Statement of Special Educational Needs (SEN)<sup>2</sup> that names the School will be admitted first, subject to them achieving the automatic qualifying score or above for the School for this particular year of entry. In this event the number of places that remain for allocation will be reduced. Please see section separate section below regarding arrangements for students with Special Educational Needs taking the Entrance Test at Year 7. Similar arrangements apply to in-year transfers and admissions to the Sixth Form.

2.2.7. Categories 1-5 below relate to children whose 11+ registrations and secondary school applications have been received on time:

2.2.7.1. Category 1: Any Looked-After<sup>3</sup> or Previously Looked-After Children<sup>4</sup> who either achieve the automatic qualifying score or above for this School for this particular year of entry, or who score up to ten marks below the automatic qualifying score.

2.2.7.2. Category 2: Children who live in the priority area who attract the Pupil Premium via eligibility for Free School Meals<sup>5</sup> who achieve either the automatic qualifying score or above for this School for this particular year of entry, or who score up

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<sup>1</sup> Distance from home to school will be measured from the address point location coordinate of the home address (as set by Ordnance Survey) to the centroid of the school. The centroid is a predetermined point.

<sup>2</sup> A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the educational provision required for that child.

<sup>3</sup> A Looked-After Child is one who is in the care of, or provided with accommodation by, the Local Authority, as defined by section 22(1) of the Children Act 1989.

<sup>4</sup> A Previously Looked-After Child is a child who immediately after being looked-after became subject to an adoption, residence or special guardianship order. This includes children who were adopted under the Adoptions Act 1976 (Section 12) and those adopted under the Adoption and Children Act 2002 (Section 46). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Special guardianship orders are defined in Section 14A of the Children Act 1989.

<sup>5</sup> Children attracting the Pupil Premium via Free School Meals are those who have been registered for free school meals at any point in the six years prior to the closing date for test registration (**Friday 8 July 2016**). See Admissions Code (2014) section 1.39A.

to ten marks below the automatic qualifying score. Up to ten places only will be offered in this category (including any re-offers which are made from the waiting list in this category after Wednesday 1 March 2017). Warwickshire Admissions will require, on behalf of the school, evidence of Pupil Premium eligibility and the school 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.

- 2.2.7.3. Category 3: Children who live in the priority area who achieve the automatic qualifying score or above for this School, for this particular year of entry.
- 2.2.7.4. Category 4: Children living outside of the priority area who achieve the automatic qualifying score or above for this School, for this particular year of entry.
- 2.2.7.5. Category 5: Children who score below the automatic qualifying score, but above the minimum score for the waiting list score for this School, for this particular year of entry.

#### 2.2.8. Residency requirement

The child's home address is the address where they are living on the date of the application. 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<sup>6</sup>. Where parental responsibilities are equally shared, the home address will be considered to be the place where the child sleeps, and spends most of their time, from Monday to Friday. This is the address that will be used to apply the School's oversubscription criteria, such as distance from the 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 (Local Authority) will require, on behalf of the School, evidence of the applicant's home address. They will write at the beginning of December 2016 to all parents who have listed the school as a preference, requesting copies of two documents to confirm the home address. Parents/carers 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; **or**
- Child's National Health registration card; **or**
- Child Tax Credit Award Notice for the current financial year.
- A Bank Account Statement in the child's name; **or**
- A Child Trust Fund Statement in the child's name; **or**
- A copy of a letter confirming a medical or dental appointment for the child in the previous six months.

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<sup>6</sup> If the home address does change after the application or the start of term then the circumstances of the move will be considered in order to determine the legitimacy of the application. Short term house moves to secure a school place will be considered fraudulent or intentionally misleading.

Please note that these documents will be retained and not returned. Warwickshire Admissions will match each address with the one they have on their database. Warwickshire Admissions 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 Friday 30 December 2016, Warwickshire Admissions must be provided with proof of the new address as detailed above. The child must be living at the new address by Friday 30 December 2016. 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 Friday 30 December 2016 the new address can only be taken into account after National Offer Day on Wednesday 1 March 2017 and the application will be considered in the same way as a late application (ie Category 5).

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 it is discovered that the home address is not in Warwickshire, the application will be withdrawn altogether and the family will then have to apply to their own Local Authority.

### **2.3. The Entrance Test**

#### **2.3.1. Consortium of Grammar Schools**

This School is part of a consortium of schools using a common Entrance Test on Saturday 10 September 2016 for entry to Year 7 in September 2017. 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/carers may be considering listing Grammar Schools in both 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/carers 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/carers 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/carers should only request this if they are considering applying for a place in a Birmingham Grammar School.

Parents/carers 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/carers 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/carers 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/carer indicates after the registration closing date of 4.00 pm on Friday 8 July 2016 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 they wish their results to be shared with.

### 2.3.2. **Registering for the test**

Parents/carers living in Warwickshire **must** register for the test with Warwickshire Admissions. Parents/carers living in Birmingham **must** register for the test with The Grammar Schools in Birmingham. Parents/carers 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/carers will be able to register for the test from Monday 9 May 2016. It is recommended that parents/carers 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/carers 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' (2.3.9). Parents/carers must submit an application for a place to their home local authority by Monday 31 October 2016. 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 **4.00 pm on Friday 8 July 2016**. 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/carers by Warwickshire Admissions in August. 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 purposes of establishing proof of identity as part of the entrance test process.

Parents/carers 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 registration form is received prior to the closing date but is not fully completed it will be considered as late. If your 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<sup>7</sup>, 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.

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 Monday 31 October 2016 for submitting an application for a school place.

Those registering late 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 the School.

If your form is received after the closing date of 4.00 pm on Friday 8 July 2016 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 Friday 30 December 2016.

### 2.3.3. **Candidate age**

If your daughter was born between 1 September 2005 and 31 August 2006 you may apply for her to sit the test for entry in September 2017. Children not born between these dates will only be able to sit the test if they are being educated out of year group (ie they are being taught in Year 6 for the 2016/17 academic year). Decisions as to whether or not the test results for such students - and, in exceptional circumstances, those who are over age - can be used for admission purposes to the School will be taken by the Governing Body of the School as the Admissions Authority. Candidates may sit the Entrance Test once only.

### 2.3.4. **The Test**

The main test session will be on the morning of **Saturday 10 September 2016**.

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.

### 2.3.5. **Special Arrangements**

Parents/carers whose children have a disability and / or require special resources to sit the test must request this in writing by completing a separate form. Parents/carers will be required to describe the child's disability and/or extra resources required to sit the test and must also supply detailed medical evidence. Every effort will be made to accommodate disabled students sitting the Entrance Test. 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

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<sup>7</sup> If home educated, signed by an individual working in, or retired from, a recognised profession as per the accepted list of counter-signatories for UK passport applications.

**Wednesday 15 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.

Parents/carers whose child is not able to sit the test on a Saturday 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 11 September 2016.**

#### 2.3.6. **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 4.00 pm on Monday 12 September 2016. A medical note (scanned copy, faxed or hand delivered) must be submitted by noon on Wednesday 14 September 2016 for an alternative date to be arranged.

#### 2.3.7. **Additional Test Sessions**

The main supplementary 11+ date will be Monday 19 September 2016. Others 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/carers 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).

#### 2.3.8. **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.

By Friday 14 October 2016 you will be notified by post of your child's score in the Entrance Test. Parents/carers 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:

- Your child's total standardised score broken down by performance in Verbal Reasoning, Numeracy, and Non-Verbal Reasoning.
- 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).
- 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/carers 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. 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, their total scores could be different.

#### 2.3.9. **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 which 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 sufficiently 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.

## 2.4. Allocation of Places

2.4.1. Once papers have been marked, children are listed in standardised score order.

### 2.4.2. Committee of Reference

In South 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 of Reference is a panel of Headteachers and teachers appointed according to terms of reference. The Heads of the selective schools in South Warwickshire or their representatives will be members of the Committee. The Committee also reviews the arrangements made for any children with disabilities or Special Educational Needs.

### 2.4.3. Automatic Qualifying Score

2.4.3.1. 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 area, not being a late entry or having an offer from a higher preference of school).

2.4.3.2. 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.

2.4.3.3. The available places will be offered in accordance with the admission criteria in the first round of offers – on National Offer Day, which is **Wednesday 1 March 2017**. Children living outside the priority area, late registrations and late applications 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. Children living outside 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.

2.4.4. No consideration will be given in the case of twins (or triplets etc) where one child has been allocated a place because they scored above the automatic qualifying score but the other(s) was/were below it.

### 2.4.5. Waiting lists

After the initial round of offers, made on Wednesday 1 March 2017, further places may become available – if, for example, parents/carers take up places for their daughter at another school. These places will be offered from the waiting list, up to the Published Admission Number (PAN) of the School.

The waiting list order will follow the same criteria as outlined in Categories 1 – 5 above, but will also include any applicant who registered late for the 11+ test, or who submitted a late secondary school application.



Any child who is made an offer for a school which was listed lower on their secondary school application than Stratford Girls' Grammar School will automatically be added to the waiting list, provided that the child achieved the minimum waiting list score or above for this school, for this particular year of entry, in the 11+ test.

Once a child reaches the age of 12, the CEM Centre 11+ test can no longer be administered due to the calculations used during standardisation. Where an applicant shows interest in a place once the child has turned 12, the School will instead arrange for them to sit tests in English, Mathematics and Science to judge academic suitability against the rest of the cohort (see 3.1). If a child turns 12 prior to the waiting list being dissolved in December a situation could arise where children tested in this way have to be compared with children on the waiting list who were tested using the CEM Centre 11+. Should this situation arise, the School will invite the child at the top of the existing waiting list to sit the same school-based tests to determine who should be offered a place in the event that one becomes available during the period the waiting list is in existence.

In accordance with the Admissions Code (2014), waiting lists will be held for one term until Sunday 31<sup>st</sup> December 2017. A new application must then be made each term where a parent/carer wishes their child to be considered for a place at the school. A waiting list will not be held at that point but the application will indicate a continued interest for a place, should one become available during that term.

#### 2.4.6. **Offers**

Offers will be made on **Wednesday 1 March 2017** 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, parent/carers will be expected to accept the offer within two weeks of the offer being made. A further letter reminding parent/carers will be sent before the child is withdrawn from the offer lists. As well as the offer from their home authority, parents/carers who registered with Warwickshire Admissions will receive an additional letter confirming the child's score, along with the qualifying scores and minimum waiting list scores for each Warwickshire Grammar School.

#### 2.4.7. **Appeals**

The parent/carers of all children refused places will be notified of their right of appeal via their home Admissions Service. Appeals are held before an independent panel.

#### 2.4.8. **Admissions above the Published Admission Number (PAN)**

Under the Admissions Code (2014), Admission Authorities including Stratford Girls' Grammar School may admit above their PAN. If they do so, they must notify the Local Authority of their intention to do so. They may also admit above PAN in-year.

#### 2.4.9. **In-Year Fair Access Protocol (IYFAP)**

Warwickshire Local Authority has developed an IYFAP with Headteachers. Stratford Girls' Grammar School has adopted the protocol and its provisions are recognised by the School as Admission Authority and incorporated into these admission arrangements.

## 2.5. Information and Important Dates for Parents

- 2.5.1. During the summer term of 2016 parents/carers of all the children in Year 5 in Warwickshire primary/ junior schools will be issued with a leaflet, relevant to their area, about the process of selection. Parents/carers will be asked to register if they want their child to be tested or not. Parent/carers of children not attending those schools can contact the Warwickshire Admissions to request that information.

- 2.5.2. Parents/carers whose children have a disability and/or require special resources to sit the Entrance Test must request this in writing to Warwickshire Admissions or the Grammar Schools in Birmingham (depending with whom you are registering for the Entrance Test) by Wednesday 15 June 2016.
- 2.5.3. **The closing date** for registering for selection tests for all the selective schools in Warwickshire is **Friday 8 July 2016**. Registration after that date will be considered as late. An exception will be made for parent/carers who can provide evidence of a move of address into the priority area by Friday 30 December 2016. Late registrations will only be considered after the first round of offers and may not be tested before the offer date.
- 2.5.4. The test will take place on the morning of **Saturday 10 September 2016**.
- 2.5.5. **Applications** will be made on the home authority's Common Application Forms as part of the co-ordinated process with neighbouring authorities. As set out in the Schools Admissions Code (2014), 31 October is the national closing date for secondary applications. 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 Friday 30 December 2016.

### **3. In-Year Applications for Years 7 to 11**

- 3.1. 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, Mathematics and Science arranged by the School. A place will be offered, subject to availability, if the applicant's performance satisfies the School's Admissions Committee that the pupil's ability is commensurate with that of the cohort into which she is seeking admission.
- 3.2. New applications from 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. A retest will be used only where there are grounds and evidence to doubt the validity of the original tests in determining the applicant's aptitude.
- 3.3. 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 is void.

#### **3.4. Appeals**

The parent/carers 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.

### **4. Sixth Form Entry Requirements**

- 4.1. Stratford Girls' Grammar School has a single-sex Sixth Form ("Shottery Sixth Form") and welcomes applications for entry from external candidates.
- 4.2. The priority circle does not apply for entry into the Sixth Form. Students may be admitted into the Sixth Form irrespective of where they live, but they must be able to attend School from 8.50am – 3.55pm each day, and prepared to play a full part in the life of the School.

### 4.3. Entry Criteria - Internal and External Applicants

- 4.3.1. The Published Admission Number (PAN) for external students joining Year 12 in 2017 is 50, giving a planned cohort size of 125.<sup>8</sup>
- 4.3.2. Entry to Year 12 is on the basis of academic ability demonstrated by achievement at GCSE. Confirmed places in Year 12 can therefore only be allocated following GCSE Results Day in August.
- 4.3.3. To obtain a place in Year 12 students require a minimum of 50 points from their best eight GCSE results<sup>9</sup> using the new GCSE points system of Grades 9-1. (For GCSEs receiving grades from the previous grading system the following conversions will apply: A\*=8, A=7, B=6, C=5 etc)

### 4.4. Oversubscription criteria

- 4.4.1. There is no guarantee of a place being available in Year 12. Following publication of GCSE results, places up to the Published Admission Number (PAN) will be allocated to students who meet the Entry Criteria in the following order, subject to maximum set sizes not being exceeded in individual subjects:
  - 4.4.1.1. Category 1: Any Looked-After or Previously Looked-After Children<sup>10</sup> who meet the Entry Criteria.
  - 4.4.1.2. Category 2: Internal applicants (i.e. students in Year 11 at Stratford Girls' Grammar School) who meet the Entry Criteria.
  - 4.4.1.3. Category 3: External applicants who meet the Entry Criteria. Following the publication of GCSE results in August 2017, external applicants who meet the Entry Criteria will be ordered according to the total QCA points from their best eight GCSE results. Places in Year 12 will then be offered in order of priority, subject to maximum set sizes not being exceeded in individual subjects. In the case of a tie-break situation where two or more applicants have met the criteria equally the remaining place(s) will be allocated, subject to maximum set sizes not being exceeded in individual subjects, by the drawing of lots by an independent person. A waiting list will be compiled of external applicants who, in accordance with the criteria given above, cannot initially be offered places.
- 4.4.2. The School's Admissions Committee will make the final decision on admissions to Year 12.

### 4.5. Application Procedures

- 4.5.1. A Sixth Form Open Evening will be held on Thursday 3 November 2016, and advertised in the local press and on the School website. Details about the Sixth Form and our courses will be available from the School and on the School's website.
- 4.5.2. **External applicants** must complete an Application Form and return it to the Head of Sixth Form at any time between the Sixth Form Open Evening and the deadline, which is 12.00 noon Friday 6 January 2017.

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<sup>8</sup> Under the Admissions Code (2014), Admission Authorities including Stratford Girls' Grammar School may admit above their PAN. If they do so, they must notify the Local Authority of their intention to do so. They may also admit above PAN in-year.

<sup>9</sup> Non-GCSE qualifications contained in the DfE's "Progress 8 school performance measure in 2016 and 2017" will be accepted as one of the best eight GCSEs (up to a maximum of 9 points per qualification).

<sup>10</sup> See footnotes 3 and 4 above for definitions of these terms.

- 4.5.3. **External applicants** are required to submit predicted grades supplied by their current school with their applications. The School uses the predicted grades to determine the relative position of each student within the cohort. Those at the top of the cohort, and therefore most likely to receive offers of places in Year 12 following GCSE Results Day, are made conditional offers by Friday 17 March 2017 and invited to attend for a transition meeting at the School to discuss their individual requirements and subject choices. Please note that a conditional offer is not a guarantee of a place as places in Year 12 are only allocated on the basis of GCSE results published in August (see 4.4) and that the transition meeting has no bearing on the allocation of places.
- 4.5.4. **Girls currently in Stratford Girls' Grammar School (SGGS) Year 11** must complete a Transition Form and return it to the Head of Sixth Form at any time between the Sixth Form Open Evening and the deadline, which is 12.00 noon Friday 6 January 2017.
- 4.5.5. Applications received after 12.00 noon on Friday 6 January 2017 will still be considered. However, once conditional offers have been made, late applicants will have to wait until the publication of GCSE results and the allocation of places (see 4.4).
- 4.5.6. SGGS Year 11 and external applicants with conditional offers will be invited to attend two days of Sixth Form Induction held in the summer term.
- 4.5.7. Following the publication of GCSE results, any SGGS Year 11 student who does not meet the Entry Criteria will be counselled about her options post-16.

#### **4.6. Appeals**

All applicants refused places will be notified that they have a right of appeal through an independent appeal panel. For applicants not qualifying for places the appeal will take account of the compatibility of the applicant's position in the process. If there are insufficient applicants meeting the entry requirements, 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 Year 12 has reached the Published Admission Number.

#### **5. Transport**

- 5.1. It is strongly recommended that parents/applicants establish the cost and availability of transport to the School if it is intended to use a bus or train service (public or otherwise), before application is made for admission. Enquiries regarding the availability of home to school transport within Warwickshire should be made to Warwickshire County Council, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL.