

**BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL**  
**INFORMATION LEAFLET FOR**  
**THE SELECTION PROCEDURE FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2023**  
**(The 11+ Entry Procedure)**

*In this document 'Parent(s)' includes guardian(s) or any person who has parental responsibility for the boy or who has care for him.*

*The [School Admissions Policy](#) must be referred to as indicated below when reading this document. It is on the Website [here](#) and is obtainable if necessary on hard copy from [admissions@bishopwordsworths.org.uk](mailto:admissions@bishopwordsworths.org.uk).*

1. The 11+ selection procedure is designed to determine by exam whether boys who are not yet of secondary school age have the academic requirements for admission to a grammar school.
2. Parents should note that passing the exam for entry to the School is not a guarantee of an offer of a place because, if more boys pass the exam than the Planned Admissions Number, they will be ranked will be prioritised according to the oversubscription criteria in Annex E of the Admissions Policy.
3. The Eleven Plus test must not be taken more than once and at only one school.
4. All applications for admission to the School and offers of places into Year 7 will be coordinated by Wiltshire Council (WC) who are the School's Local Authority (LA).

#### **MAKING AN APPLICATION**

5. **Application Forms.** Parents of all boys wanting to apply for a place at the School must complete the first two forms below and the third if appropriate:

a. **Local Authority Form.** All applications for admissions and offers of places into Year 7 are coordinated by the Local Authority, Wiltshire Council, and therefore the applicant's Local Authority Secondary or Common Application Form (SAF or CAF) must be completed (differing LAs have differing terminology). Places are not offered until 1 March 2023. Parents are required to put schools in preference order on the Secondary Application Form and return the Form to Wiltshire Council. But, if 'Bishop Wordsworth's School' is not listed as first preference then a place will not be offered at this School irrespective of an exam pass if another school that a parent has nominated as higher preference has a vacancy: see Paragraphs 18 to 21 below.

b. **Bishop Wordsworth's School Form.** The School's on-line 11+ Registration Form must be completed (if really necessary a paper form may be requested and sent direct to the School). This Form provides evidence for the application of the School's oversubscription criteria. When the Registration Form has been received, an acknowledgement email will confirm receipt. Parents with emailed the exam arrangements approximately one week before the exam.

c. **Special Arrangements Form.** If a boy has a current statement of educational needs, an Education Health Care Plan, speaks English as a Second Language or faces any other barrier to learning, whether medical or educational (eg. Specific learning difficulties), or parents believe his circumstances may affect his performance in the exam, they can request that special consideration be given to him. Details are [here](#).

6. **Acknowledgement of Application.** An automated emailed acknowledgement will be sent when the on-line form has been received.

7. **Date of Birth.** If a boy's date of birth falls outside of their normal academic year group and is therefore either under or over age the Admissions Officer may be contacted for advice by email: [admissions@bishopwordsworths.org.uk](mailto:admissions@bishopwordsworths.org.uk).

8. **SEN.** A boy who passes the 11+ exam and has a statement of Special Educational Needs, or an Educational Health and Care Plan (EHCP) that names this School, will be made an unconditional offer. This offer will be made irrespective of whether there are places or not and the boy will take precedence over any boys on the waiting list.

## **DETAILS OF THE SELECTION PROCEDURE**

9. **Exam Arrangements.** Details of the test arrangements will be sent through approximately one week before the exam.

10. **Exam Details** The exam consists of two papers each lasting 50 minutes:

CEM Paper 1

CEM Paper 2.

Each paper assesses verbal, numerical and non-verbal ability and is in multiple choice format. Applicants are expected to show competence in skills appropriate to KS2 English and Mathematics and to be able to apply these skills creatively. Each paper comprises several individually timed sections. There will be a break between the tests when candidates will be able to have a drink and a snack and go to the toilet if necessary. Mobile phones and timers will not be permitted in the exam room. Please note that no extra time will be given at the end of the test for any candidate who either has to leave the exam room because of illness or because they need the toilet.

11. **Source of Exam Papers.** The Eleven Plus test papers are prepared by CEM (Cambridge Assessment). They will be tests for which no additional preparation is necessary. There are no practice papers for sale in for the CEM tests.

12. **Marking.** Papers are marked centrally by CEM who then carry out a standardisation process. Standardisation is a statistical procedure whereby raw scores (number of questions answered correctly) are converted to standardised scores by age weighting which takes account of the boys age on the day of the exam to make it fair for candidates. The standardisation is carried out by statisticians at CEM. The result notified will be the standardised weighted score from both papers. The raw scores attained by candidates are not supplied to the School and will therefore not be made available to parents.

13. **Pass Mark.** All boys whose standardised score reaches the pass mark will have passed the 11+ but may not be offered a place, See Paragraph 2 above.

14. **Example Questions.** Papers from previous years *will not* be made available to parents but familiarisation booklets published by CEM can be downloaded [here](#). These booklets are designed to inform parents and boys about the 11+ exam to give a feel for the appearance of the actual assessment; introduce some of the symbols and phrases used in the assessment; describe the invigilation procedure; indicate the range of disciplines that will be tested and highlight the range of answer formats used in the test. They also include examples to indicate the range of skills required to complete the assessment and the manner in which questions are answered. The familiarisation booklets are NOT definitive and the inclusion of any question types does not guarantee that they will be found in the final assessment.

15. **Preparation.** The exams are taken under public exam conditions and most boys will be affected by nerves at some point in the weeks and days before the exam. Therefore, parents are strongly advised to monitor and limit any activities which might put undue additional pressure on the boy and therefore induce poor exam performance.

16. **Health.** *A boy must not sit any of the exams if he is unwell, affected by any personal circumstances that may influence his performance or is isolating/has Covid 19 Symptoms (or anybody he lives with is isolating/has Covid 19 Symptoms).* The School must be informed of any such issues before the exam day if possible but otherwise on the day of the exam.

17. **Illness on Exam Day.** It is assumed by the School that any boy who sits the exam, is deemed fit and well enough to do so. However, any parent who considers that their son's performance might have been adversely affected on the day of the exam must inform the Admissions Officer by email (or write to if preferred) within a week of the exam date giving full information and including a medical note from a GP if he was unwell.

18. **Waiting List.** A boy who has passed the entrance exam and applied for a place at the School but who, under the oversubscription criteria, falls outside the Planned Admission Number for Year 7 will be put on the waiting list. Boys will be placed on the waiting list in their relevant position irrespective of the time of application. Therefore, a boy's position on the waiting list will fall if subsequent additions to the waiting list take higher priority. Parents may contact the School for up-to-date information regarding the boy's position on the waiting list.

## **ALLOCATION OF PLACES – ADVICE ON COMPLETING THE LOCAL AUTHORITY FORM**

19. Grammar schools are required to run their selection tests and notify parents of the results before parents make an application to their Local Authority for a secondary school place for their children.

20. Note that local authorities are required to operate an equal preference system. This means that a child who is eligible for their first preference school will be offered that school. Therefore, a boy with Bishop Wordsworth's School as a second or third preference, even if they have passed the 11+ exam, will not be offered a place here if they are eligible for a school for which they have indicated a higher preference on the Local Authority Common/Secondary Application Form.

21. Therefore, we advise that Bishop Wordsworth's School is entered as the first preference on the Local Authority Secondary Application Form.

22. Parents should contact their LA if they are unclear about the preference system.

## **ACCEPTANCE OF A PLACE**

23. **Notification.** The Local Authority will notify parents of the school allocation on dates published in their Determined Coordinated Admissions Arrangements.

24. **Deadline for Accepting an Offer.** Parents must confirm to this School that they wish to accept the offer of a place. If a parent does not respond to an offer of a place within two weeks a second offer letter will be sent to give the parent a further opportunity to respond. The second letter will explain that the offer may be withdrawn by the School if there is no response within one week from receipt of the letter (deemed to be two weekdays after posting date).

25. **Informing Local Authority.** Parents must also confirm to their Local Authority that they wish to accept the offer of a place.

26. **False Information.** Providing false information on a boy's main residence or anything else at the time of application may result in the offer of a place being withdrawn.

27. **Appeals.** If a parent is dissatisfied by the outcome of the selection procedure, or by the refusal to offer a grammar school place, an appeal can be lodged to an independent appeals

committee which will be convened according to current guidance by the Department for Education. Further details are [here](#)..

**28. Authority for Admissions.** It should be noted that Bishop Wordsworth's School is an Academy and that therefore overall responsibility for admissions rests with the Governors' Admissions, Property Health & Safety Committee.