

# BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL

## ADMISSIONS POLICY 2024-25

### A Statutory Policy

#### **PARENTS SHOULD READ THE FOLLOWING NOTES 1 TO 9 FIRST**

- 1. This Policy applies to boys taking the Eleven Plus exam in September 2024 (or later in that school year) for admission to the School in September 2025 (for whom Annex A is relevant)*
- 2. It also applies to pupils applying to join to Sixth Form in September 2025 (for whom Annex C is relevant).*
- 3. It also applies to boys applying to, and wanting to join, the School in Year 7 between 1 September 2024 and 31 August 2025 but who are too late to take the Eleven Plus exam and also to those applying to join the School in years 8 to 11 between those dates but after the normal admissions procedure has finished (for whom Annex B is relevant).*
- 4. It also applies to those applying to, and wanting to join, the Sixth Form between 1 September 2024 and 31 August 2025 but after the normal admissions procedure has finished (for whom Annex C is relevant).*
- 5. This Policy is structured so that only some parts are relevant to individual parents. Therefore, all should read this main body, the appropriate Annex for age of entry (Eleven Plus, Annex A; Post Eleven Plus, Annex B or Sixth Form, Annex C), the Oversubscription Annex (E) and, if appropriate, the Special Needs/ Access Arrangements Annex (D).*
- 6. 'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.*
- 7. Deadlines. Some deadlines are set by external agencies and are not flexible. Some are set by the School and there can be some flexibility at the discretion of the School but parents are strongly advised to adhere to all deadlines.*
- 8. Mandatory and Advisory Action: 'is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*
- 9. All written correspondence concerning admissions to and by the School should be by email (or on-line form) unless a parent specifically asks for post to be used.*

#### **INTRODUCTION**

1. **Admissions Authority.** The Admissions Authority for Bishop Wordsworth's School (the School) is the Academy Trust represented by the School's Governing Body.

2. **Ethos Statement.** The School's Ethos Statement is:

"Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to its pupils."

It is hoped that all parents applying for a place will recognise and support this ethos and its importance to the School but this Policy gives no precedence to those with Christian beliefs. Parents have the right to withdraw their son/ daughters from the periodic Christian acts of worship and from Religious Education classes.

3. **Legislative and Other References.** This Admissions Policy is in line with Government legislation and guidance and Wiltshire Council requirements. The statutory Department for Education (DfE) Codes, by which the Governors are bound, are the School Admissions Code of September 2021 and the Admissions Appeals Code of October 2022. The Wiltshire Council document by which the School is bound is the Determined Coordinated Scheme for Secondary School Admissions. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

4. **Aim of Policy.** The Policy is designed to guide parents through the application process, and to ensure that there is a fair admissions process for all applicants.

5. **Entry Requirements.** All applicants applying for entry in years 7 to 11 must take the entrance exam for the year of entry and attain the required grading to demonstrate the necessary academic aptitude for admission. All exam papers are confidential to the School. Applicants for the Sixth Form must attain the minimum standard in their GCSE exams as specified in Annex C. However, meeting the academic requirements for entry does not guarantee a place: see Paragraph 6 below.

6. **Oversubscription.** The School is committed to equality of opportunity (See the School's Equality Policy) but, where the number of applicants achieving the required standard exceeds the number of places available, the Oversubscription Criteria at Annex E will be applied to determine which applicants are to be admitted.

7. **Associated Documents.** The following associated documents are on the School's website under 'Admissions' or can be obtained from the School's Admissions Office:

a. **Special Access Arrangements Form.** This on-line form should be completed for those whose circumstances (medical, educational (eg learning difficulties) or personal) might affect their performance in the entrance exam or in their GCSE results if applying for Sixth Form entry. Further details are at Annex D

b. **Map.** A map of the School's designated area which is of relevance to the Oversubscription Criteria: see Annex E Sub-paragraph 1c.

## **ENTRY PROCESS**

8. There are two main intakes: Year 7 (Eleven Plus Entry) and Year 12 (Sixth Form Entry). Entry is encouraged at these times to aid academic progression through a stage of education without interruption but, subject to space (normally very limited) and the academic criteria, entry is possible at any time as described in Paragraphs 9 to 11 below. Those intending to apply are encouraged to visit the School with their parents on one of the open days.

9. **Entry at Year 7 (Eleven Plus Entry).** The application process to join Year 7 in September 2025 (the Eleven Plus Selection Procedure) is at Annex A.

10. **Entry in Years 7 to 11 (Post Eleven Plus Entry).** The application process to join in any of years 7-11 but, when the application is too late for the Eleven Plus to be taken, is at Annex B.

11. **Sixth Form Entry.** The application process for entry at Year 12 or 13 is at Annex C.

12. **Admission Outside Normal Age Group.** A parental request for a place outside of the normal age group will be considered if, for example, the applicant is gifted and talented or has experienced problems such as ill health but who otherwise meets the entry requirements determined by this Policy.

- a. The decision on whether to admit will be taken on the basis of the circumstances of each case and in the best interests of the applicant for example: the parent's views; information about academic, social and emotional development; medical history; the views of a medical professional if relevant; whether the applicant has previously been educated out of the normal age group and the views of the Headmaster of the school currently attended.
- b. The final decision on whether an applicant who is outside of his normal age group is allowed to take the entrance exam rests with the Admissions, Property, Health & Safety, Committee with advice from the Headmaster.
- c. A period of 12 calendar months must pass before the applicant may be re-examined and then the exam applicable to the next age group will be set.

**13. Applicants with Special Educational Needs or Disabilities.** Pupils with Special Educational Needs or Disabilities (SEND) who meet the entry requirements specified in this Policy may be admitted.

- a. If an applicant has either a statement of Special Educational Needs (SEN) or an Educational, Health and Care Plan (EHC) that names Bishop Wordsworth's School then a place will be offered provided the entry requirements specified in this Policy at Paragraph 5 above are met.
- b. Information for SEND applicants is at Annex D.

**14. Oversubscription.** The selection criteria outlined in Annex E will be applied where the number of applicants who have met the entry requirements at Paragraph 5 above exceeds the number of places available. The application forms referred to in annexes A and B include requests for detail so that applicants can be ranked correctly under the Oversubscription Criteria. If parents wish preference to be given on any of the grounds listed in the Oversubscription Criteria they must provide appropriate details and evidence when applying for a place at the School.

**15. Shared Responsibility.** Where two (or more) adults both have parental responsibility, it is preferable that they agree which is their preferred school before applying for a place.

- a. In cases of dispute, or where two or more application forms are submitted, the School will process the application in the order of the criteria in sub-paragraphs (1) to (3) below if applicable:
  - (1) The application from the parent who has a Child Arrangement Order or an extant Residence Order (the latter was amended to the former in the Children Act in April 2014). If there is no order then:
  - (2) The application from the parent with whom the pupil is living for the majority of the school week.
  - (3) If the parents are in dispute as to whom the pupil lives with the majority of the school week, then the application from the parent at the address where the pupil is registered with a GP.
- b. In the event of further dispute regarding the address used, parents may wish to take independent legal advice as to whether they should seek a specific issue order from the Court to decide on where the pupil is to be schooled.
- c. If there is no evidence as listed in Subparagraph a above, no court order and the parents still both claim parental responsibility then joint responsibility will be assumed and both applications are to be processed.

**16. Overseas Applicants.** Children who hold a full British Citizen Passport or whose passport has been endorsed to show that they have the right of abode in the UK are entitled to apply for a place. The passport or visa may be required for inspection before an offer of a place is made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

- a. Applications on behalf of pupils currently living outside the UK will be processed but, until the pupil is resident in the UK, their home address will be considered as being their place of residence outside the UK.
- b. Notwithstanding Sub-paragraph 16a above, pupils whose parents are UK Service personnel, other Crown servants (including diplomats) or British Council employees will be considered as living in the designated area if the parent with whom they live and will continue to live is under notice of posting into the designated area. The School will require proof of future residency or unit postal address in the form of an official government letter (for example: from the MOD, FCDO or GCHQ) declaring a relocation date.
- c. To ensure security of the exam paper, the Eleven Plus exam provider will not allow exams to be taken overseas and therefore all Eleven Plus selection exams are held at the School.

**17. Appeals.** Refusal by the School to offer a place may be appealed.

- a. Appeals against a decision not to offer a place will be held in accordance with the regulations of the Department for Education that are in force at the time of the appeal.
- b. Appeals are handled by an independent panel assisted by an appeals clerk, convened under the arrangements established by the 1998 School Standards and Framework Act.

**18. Deadline for Acceptance of an Offer of a Place.** A place is not confirmed until the offer is accepted by the parents. If a parent does not respond to an offer of a place within two weeks, a reminder offer will be sent; this will state that the offer may be withdrawn if there is no response within one week.

**19. Withdrawal of an Offer.** An offer of a place will be withdrawn in any of the following circumstances:

- a. If the offer was made in error.
- b. If the child has not joined the School at the date agreed when the offer was accepted unless there are exceptional circumstances which are accepted by the School.
- c. If the offer has not been accepted, see Paragraph 18 above.
- d. If the offer was obtained through a fraudulent or intentionally misleading application.

**20. Fraudulent or Misleading Applications.** An offer of a place will be withdrawn if the detail on the application is later found to be fraudulent, even if the child has already started school. Most cases of fraudulent applications involve giving a false address. Verification checks on application information may be made and all suspicious applications will be investigated. If an offer is withdrawn, there is a right of appeal in accordance with Paragraph 17 above.

**21. Journey Time.** It is recommended that commuting should be less than an hour, particularly for younger pupils.

## MONITORING

22. This Policy is to be reviewed by the Heads of Year and staff responsible for administering the selection process.

## EVALUATION AND CONSULTATION

23. This Policy is to be determined annually by the Governors' Admissions, Property, Health & Safety Committee.

24. Unless no consultation is required, the Policy is sent in draft for consultation to the Salisbury Diocesan Board of Education (SDBE), to schools' admissions authorities and other interested persons/groups in the designated area. It is also to be published in draft on the School's Website for the prescribed period of consultation. Consultation is not required if there has been no change to the Policy (as defined in the Admissions Code) and the Policy has been consulted in the last six years.

25. This Policy was determined by Governors as below:

23 <sup>rd</sup> November 2023	Approved for consultation
25 <sup>th</sup> January 2024	Approved after consultation

## CONTACT AND WEBSITE

26. Further information may be obtained from the School's Admissions Office by email: [admissions@bishopwordsworths.org.uk](mailto:admissions@bishopwordsworths.org.uk) or from:

Bishop Wordsworth's School  
Exeter Street  
Salisbury  
Wiltshire  
SP1 2ED

Tel: 01722 333851

27. **Website.** The School Website is: [www.bishopwordsworths.org.uk](http://www.bishopwordsworths.org.uk)

28. **Primacy of Policy.** This Policy is the prime authority for admissions and, if any information on the Website or on on-line forms differs, then the requirements of this Policy are to be followed.

## ANNEXES

- A. Applications for Entry into Year 7 in September 2025 (the Eleven Plus Selection Procedure).
- B. Application Process for entry into Years 7-11 (The Post Eleven Plus Selection Procedure).
- C. Application Process for Entry into the Sixth Form.
- D. Special Access Arrangements Including Special Educational Needs and Disabilities (SEND).
- E. Oversubscription Criteria.

**APPLICATIONS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2025  
(The Eleven Plus Selection Procedure)**

**Note:**

1. This Annex covers the application timetable and procedure to apply for the 11+ Examination in Autumn 2024 for entry in September 2025.
2. If circumstances beyond the control of the School prevent holding or, in the School governors' opinion, make it undesirable to hold the 11+ Examination on the date shown, a revised date will be published on the website when known.

**GENERAL**

1. For entry in Year 7 the 11+ Examination must be passed, normally in the final year at Primary School. The Examination must not be taken more than once and may be taken at one school only.
2. **Age Eligibility.** To be eligible to take the 11+ Examination, the applicant's date of birth must be between 1 September 2023 and 31 August 2024 (both dates inclusive) unless otherwise authorised under Paragraph 12 in the main body of the Policy: 'Admission Outside Normal Age Group'.
3. **Application For 11+ Examination.** Application to sit the Exam should be made on the School's online Application Form. If necessary, a paper form may be requested from the Admissions Office. The forms also request information to enable the School to apply the Oversubscription Criteria. The application deadline is 13 September 2024. The deadline for requesting special access arrangements is 20 September 2024.
4. **The Examination.** The School uses examination papers set by GL Assessment. The test is a verbal skills paper and a mathematics and non-verbal reasoning paper. Marks are standardised by age weighting. The pass mark is determined by the Headmaster and a governor on the basis of the spread of results and is normally between 70% and 74%. The planned examination date is Saturday 28 September 2024 but may be advanced by up to one week or delayed by up to four weeks if circumstances outside the control of the School so require.
5. **Pupil Premium Pass Mark.** Applicants who have been in local authority care for at least one day or who have met the eligibility criteria to claim for free school meals in the previous six years qualify for Pupil Premium to be paid to the School. The pass mark for those who qualify for Pupil Premium will be 3% lower than the standard pass mark and 10 places will be reserved for them. If fewer than 10 pass at the reduced pass-mark, the places will be re-allocated to standard pass-mark applicants. Those entitled to Pupil Premium who achieve the standard pass mark will not take one of the 10 places.
6. **Examination Results and Subsequent Action.** The School will conduct the Examination and the scores will be sent to parents at least two weeks before the end of October 2024 (unless circumstances beyond the control of the School make this impossible) in time for them to complete and return the Secondary/ Common Application Form for their local County Council – the deadline for return is 31 October 2024. The notification will include what action parents must then take with relevant timelines and will say that, if Bishop Wordsworth's School is not listed as first preference, then a place will not be offered irrespective of an Examination pass. Allocations of places at Secondary Schools are notified by Local Authorities on 1 March 2025. The deadline for acceptance of offers is 14 March 2025.

7. **Waiting List.** A waiting list will be maintained of boys who have passed the Examination and applied to the School but who have not been offered a place. A boy's position on the waiting list will be determined by the Oversubscription Criteria at Annex E. The waiting list is maintained until the end of Year 7. Applicants 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 have a higher priority.

### APPLICATION FOR ENTRY TO THE SCHOOL

8. **Application Coordination.** Applications and offers of places are coordinated by the Local Authority, Wiltshire Council, and therefore the applicant's Local Authority Secondary or Common Application Form must be completed (differing Local Authorities have differing terminology). Places are not offered until 1 March 2025 (National Offer Day). The deadline for acceptance of offers is 14 March 2025.

9. **Year Numbers.** The Published Admissions Number for the year commencing 1 September 2025 in Year 7 is 160 with five forms of 32 pupils.

### SUMMARY OF DATES AND DEADLINES

15 April 2024	11+ Examination application form open on website
13 September 2024	11+ Examination application deadline
20 September 2024	Deadline for applications for Special Access Arrangements
Saturday 28 September 2024	11+ Examination
Mid October 2024	11+ Examination results
31 October 2024	Deadline for return of Secondary/ Common Application Form to Local Authority
1 March 2025	National Offer Day
14 March 2025	Deadline for acceptance of offers
April/May 2025	Appeals (separate timetable published on website).

### ADDITIONAL INFORMATION

10. **Documents.** The following documents are on the School's website under 'Admissions' or can be obtained directly from the School's Admissions office:

- a. Application Form for the 11+ Examination for entry into Year 7 in September 2025.
- b. Special Access Arrangements Form.

11. **Historical Statistics.** The historical data below is included as an aid to understanding the demand for places and what Oversubscription Criteria have been applied in the past:

#### a. Number Taking the Examination.

2017	282
2018	281
2019	349
2020	313
2021	348
2022	355
2023	328

b. **Record of Previous Admissions.** In the Table below, the headings SEND (Special Education Needs & Disabilities) and “a” to “g” refer to the Oversubscription Criteria in place for the years shown. The categories are identified as follows:

- SEND
- a: Looked After Children
- b: Boys on Free School Meals
- c: Boys living in the Designated Area
- d: Boys with brothers or sisters (step or half-brothers or sisters) at the School
- e: Service Premium
- f: All other boys.

Note some boys will fall into more than 1 criterion and therefore the sum of each row may be less than the total shown which represents the total admissions.

	<b>SEND</b>	<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>	<b>Total</b>
<b>2018</b>	0	0	4	83	9	10	45	156
<b>2019</b>	0	2	1	83	11	12	37	157
<b>2020</b>	0	0	3	76	19	14	51	159
<b>2021</b>	0	0	5	93	24	18	48	160
<b>2022</b>	0	0	6	87	23	21	70	157
<b>2023</b>	0	0	5	101	23	26	59	160



**APPLICATION PROCESS FOR ENTRY INTO YEARS 7 – 11  
(The Post Eleven Plus Selection Procedure)**

1. **General.** Applications will be accepted at any time and places offered, subject to passing an exam set by the School and space being available. However, there are normally very few places available in years 7 (post Eleven Plus) to 11. Spaces available by year are on the School Website under Admissions.
2. **Application for Entry.** Applications for admission if the boy is too old to sit the Eleven Plus Exam (see Annex A Paragraph 2) must be made to Bishop Wordsworth's School on the Late Entry Application Form which also provides evidence for the application of the Oversubscription Criteria. There is an on-line form on the Website under Admissions or a paper form can be requested from the Admissions Office if necessary. The School will provide formal acknowledgement of the application within 15 school days and advise the applicant of an examination date, which may be more than 15 school days after the date of the application.
3. **Application Coordination.** Parents must also complete the Wiltshire Council Secondary Application Form obtainable on-line at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) irrespective of whether the boy lives in Wiltshire.
4. **Academic Assessment.** Academic ability will be assessed through national curriculum-based exams in English and Mathematics and will be conducted periodically according to requirements. Entry into Year 10 or Year 11 will also include a Science paper. The pass mark is an overall score of 72%. Re-examination is not permitted within 365 days. Practice papers are not available and confidential to the School.
5. **Year Numbers.** The planned maximum number of boys for each year is 160 from 1 September 2025
6. **Application and Exam Process.** The application process is for an application to be made (Paragraphs 2 and 3 above), an exam taken (Paragraph 4 above) and, if the exam is passed, the boy will be added to the waiting list. If a place is or becomes available, it will be offered to the boy with the highest priority on the waiting list (Paragraph 7 below) for a place in the relevant year of entry. Instructions for the exam (timings meeting place etc) will be sent to parents about one week before the exam.
7. **Waiting List.** A waiting list will be established of boys who have passed the entry exam and applied to the School but who have not been offered a place. The waiting list is ordered by the Oversubscription Criteria at Annex E.
  - a. Applicants 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 have a higher priority.
  - b. If a boy passes the exam and his parents decline his place but then subsequently wish him to join the School, he may be re-examined, at the Headmaster's discretion, depending on the length of time since he passed the exam.
  - c. Any boy who is on the waiting list at the April when he is in Year 9 and who has not been examined at any time in the 12 months prior to then will be re-examined for entry to Year 10 (Key Stage 4) to ensure he has maintained his grammar school ability. Any boy who does not then pass the Year 10 entry exam will be removed from the waiting list. This does not affect the right of appeal.

## **APPLICATION PROCESS FOR ENTRY INTO THE SIXTH FORM**

### **SIXTH FORM ENTRY – YEAR 12**

1. **Admission.** Admission to the Sixth Form is open to pupils already at the School and to applicants from other schools, both boys and girls. Applicants are required to complete an online application form by the advertised closing date. Applicants may be invited to attend meetings to discuss their subject choices, however, such meetings are not part of the decision-making process on whether an offer will be made. Offers will be made to applicants whose predicted grades (as submitted on the application form at the time of application) meet the entrance requirements below. The School will contact the applicant's current school to confirm predicted grades where appropriate and by submitting the application form, applicants agree to the sharing of relevant data between the schools. Where the number of applicants exceeds the Published Admission Number (below), oversubscription criteria will be applied.
2. **Published Admissions Number.** The Published Admission Number (PAN) for Year 12 in 2024 is 200. Places in excess of the PAN may be offered at governors' discretion but will be subject to availability of appropriate staff and to any financial implications.
3. **Entry Criteria – Internal and External Applicants.** Entry to Year 12 is on the basis of academic ability demonstrated by achievement at GCSE/ IGCSE. Therefore, places in Year 12 will be allocated following GCSE results day in August. If GCSEs are cancelled then the School will devise an alternative method of measuring academic ability.
4. **GCSE/ IGCSE Requirements.** The minimum requirement for entry to Year 12 is 52 points in the best 8 GCSE subjects including at least a 5 in both English Language and Mathematics. Additionally, minimum grades may be required for specific subjects dependent on the 'A' levels to be taken. These additional grade requirements are listed in the Sixth Form Prospectus and on the Website. Applicants wishing to study a fourth A-level subject require an average point score of 7.5 across their top 8 subjects.

### **ENTRY TO THE SIXTH FORM – EXCEPTIONAL CIRCUMSTANCES**

5. Circumstances that differ from standard Sixth Form entry at the end of Year 11 will be considered on an individual basis by the Head of Sixth Form in consultation with the Headmaster and Governors. This may include, but is not limited to:
  - a. Entry into Year 13. Normally only those already at the School in Year 12 enter Year 13. In exceptional circumstances consideration will be given to external applicants but on a case by case basis.
  - b. International or home schooled applicants.
  - c. Students who wish to restart Year 12.
  - d. Students who are considered disadvantaged or have experienced significant difficulties that have not already been taken into account by the exams process (e.g. through special consideration).

### **APPLICATION AND ENTRY PROCESS**

6. **Prospectus and Application.** The Sixth Form Prospectus, details of subjects taught and open days are ( [http://www.bws-school.org.uk/main/Sixth\\_Form/Admissions](http://www.bws-school.org.uk/main/Sixth_Form/Admissions)) or are available from the School's Sixth Form Office.

7. **Application Form.** The application form (on the website) must be completed by the candidate online and by the deadline. The deadline for receipt of the completed form is on the website and form but is usually at the end of the January preceding entry.

8. **Discussion and Advice.** Candidates can be invited to the School in March or April to discuss their applications and to receive advice on subject choices etc.

a. Some applicants may be invited for further discussions with Heads of Department, normally for: foreign languages, art, economics and music.

b. Applicants for mathematics may be required to take a mathematics assessment exam. Entry to mathematics courses is not subject to passing or achieving a certain mark in the exam but the mark may enable the Mathematics Department to suggest useful preparatory work for the applicant to undertake before the start of 'A' Level studies.

c. Applicants from the School can request a meeting with the School Careers Adviser or the Sixth Form Office for further guidance. Applicants from other schools should contact the Careers Adviser at their current school.

9. **Conditional Offers.** Successful applicants are offered a conditional place by Easter. Applicants are required to accept or decline this offer within 14 days of receipt. Those who are not given a conditional offer may make a late application (see Paragraph 11 below) when their results are known which will then be considered if their actual grades are acceptable and spaces remain at the School.

10. **Acceptance of Conditional Offers.** Those who achieve the required grades and wish to take up conditional offers are required to notify their results to the School either in person, telephone or completion of a form (sent out to applicants before results day) by 14.00 on results day in August: firm offers will be made to those who have met the entry requirements. Those who have not met the entry requirements may contact the School by 14.00 on results day and, depending on the results obtained, may be invited to discuss options for entry. Pupils who do not meet the grades but get one or more papers reviewed by the exam board may not start at the School until an uplift in grades has been confirmed. On receipt of revised GCSE grades that meet the entry requirements, the School will wherever possible reinstate the offer of a place.

11. **Late Applications.** Late applications (ie those made after the deadline on the Application Form) may be accepted if places are available, with the proviso that choices may then be limited because subject numbers and staffing are fixed. The process is as specified as above.

12. **Subject Choices.**

a. Applicants choose 3 (or 4, see below) 'A' Level subjects to study plus a reserve option. They will also be offered the chance to study for an Extended Project Qualification (EPQ) or Level 3 Core Maths qualification or Advanced Subsidiary Music.

b. Those taking Further Mathematics will take 4 'A' level subjects and those who are expected to score above an average of 7.5 in their best 8 GCSE subjects (including English Language and Maths) may apply to study a fourth 'A' level. The application will be considered by Sixth Form staff with the pupil when GCSE results are confirmed but the final decision will be at the discretion of the School.

c. A maximum of two new subjects (ie without GCSE/ IGCSE study) may be taken.

d. If a subject is oversubscribed, places are usually allocated according to the priority in which the subjects are listed on the application form. The importance of the subject

to the future university or employment plans of an applicant may also be taken into account. The final decision will be at the discretion of the School.

**13. Withdrawal of Subjects.** Subjects and combinations initially advised are subject to change and subjects may be withdrawn if there is insufficient demand. Additionally, if there is more demand than can be accommodated, some applicants may not be able to take their subject choices. The Application Pack contains the following proviso: 'Please note that it will not always be possible to timetable every single combination of subjects and courses must have a viable number of pupils for them to run'.

**14. Waiting List.** Where the Sixth Form is oversubscribed the Oversubscription Criteria at Annex E will be applied to order the waiting list.

**15. In Year Entry.** Exceptionally, pupils may be able to enter Year 12 up to the October half term. The Sixth Form Office will supply details if required and consideration will be given on a case by case basis.

**16. Appeals.** All applicants refused a place will be notified that they have a right of appeal to an independent appeals panel. An appeal must be initiated by writing to the Headmaster. The panel will take into account how close the applicant came to meeting the entry requirements and other relevant circumstances. If there are insufficient applicants meeting the entry requirements, the Government's Admissions Code of Practice (2021) states that the School does not have to fill all the places. If more applicants qualify for entry than there are places in their chosen 'A' levels and an eligible applicant is refused an offer of a place because the offer would breach the PAN, the School would defend any appeal on the grounds that it would be prejudicial to efficient education or the efficient use of resources to admit that applicant.

**SPECIAL ACCESS ARRANGEMENTS INCLUDING SPECIAL EDUCATIONAL NEEDS  
AND DISABILITIES (SEND)**

1. **Identification of Special Access Arrangements for Entry Exams.** Prior to the examination, parents should complete the 'Special Access Arrangements (SAA) Form (an on-line form) to inform the School of any special needs (medical, educational or personal), which their children have and indicate how those needs are currently being met. Appropriate evidence not more than two years old of any needs must be provided.
  - a. Parents should complete their SAA Form and any accompanying documentation to the School as early as possible but, unless there are unforeseen exceptional circumstances, the SAA Form for normal Year 7 entry must be received the School Admissions Office by the deadline date (see Annex A Paragraph 15).
  - b. The School will then consult with appropriate professionals to determine the most appropriate access arrangements required for taking the exam. Consultation will take account of the most recent Wiltshire Council document entitled 'Wiltshire Graduated Response to SEND Support (GRSS)' and the 'Joint Council for Qualifications (JCQ) Access Arrangements, Reasonable Adjustments and Special Consideration' document'. The GRSS sets out the requirements for SEN provision in Wiltshire schools under the Government's statutory SEND (Special Educational Needs and Disabilities) Code of Practice of 2014: 0-25 years. The JCQ document sets out regulations for making reasonable adjustments in GCSE and GCE qualifications and is used as a guide to what access arrangements might be appropriate for the exam at the relevant point of entry.
  - c. Following this consultation, parents are informed prior to the exam if their child is entitled to special access arrangements.
  - d. Special needs declared after an exam will not be taken into consideration.
2. **Provision of Individual Needs.** After admission, the SEND Co-ordinator will discuss and consider the individual needs of each pupil and provide support as appropriate. Teachers are aware of the need to employ a variety of teaching styles to cater for different individual learning needs.

### OVERSUBSCRIPTION CRITERIA

1. **Priority of Criteria.** Where the number of applicants who have achieved the required standard exceeds the number of places available, the following Oversubscription Criteria will be applied to decide which are to be admitted. Criteria will be applied in the order of sub-paragraphs a to g below:

a. Looked after child – a ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to adoption, child arrangements, or special guardianship order including those who appear to the School to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by a local authority in the exercise of its social services functions (as defined by section 22 of the Children Act 1989).

b. Applicants who, at the time of the entry exam, or the receipt of GCSE results, meet the eligibility criteria to claim for free school meals currently or in any of the previous six years and who therefore qualify for Pupil Premium. Documentary evidence that the parent is in receipt of the appropriate support payment for entitlement to free school meals will be required.

***Sub-paragraph 1c does not apply to applicants for entry into the Sixth Form.***

c. Applicants whose permanent home is in the School’s designated area (map available on the School’s website) at the time of application or who have evidence that they will be permanently relocated to live in the designated area. Further clarification/requirements for this criterion are as follows:

(1) In this context, ‘permanent home’ is defined as the applicant’s only or main residence and is either owned or leased/rented by the parent(s). Documentary evidence of residence not more than 6 months old may be required, (eg the applicant’s NHS medical card together with the parents’ recent utilities bill or tenancy agreement). If the permanent home is leased/ rented by the parent(s), then the lease/rental agreement must be for a term of at least 12 months without a break clause. The property owned/rented/leased is to be that in which the applicant and his family live.

(2) Where an applicant lives with parents with shared responsibility the relevant sub-paragraphs of Paragraph 15 of main body of this Policy are to be followed to determine the applicant’s home.

*Sub paragraphs 1c (3) to c (6) refer to boys entering at the normal Eleven Plus entry point only.*

(3) Applicants moving into the School’s designated area after the date of Application but prior to 31 October 2024 who apply on time to their current local authority including Bishop Wordsworth’s School as a preference may be considered for these criteria as being at their new address if and only if:

(a) Their previous home has been sold or contracts have been exchanged for sale (dated before 31 October 2024) or, if a tenancy, the tenancy was terminated before 31 October 2024. Appropriate legal documentation will be required as proof; or

(b) For leasing agreements: the new lease must commence before 31 October 2024 and be for a minimum term of 12 months without a break clause. Evidence of the lease will be required supported by a council tax charge notification. Additionally, a previous lease must have been terminated and proof of termination may be required;

and the applicant became resident at the new home together with their parent(s).

(4) The School must receive the evidence and legal documentation referred to above by 16 December 2024.

(5) Applicants (except for Crown Servants etc, see Sub-paragraph (6) below) who move into the designated area after 31 October 2024, but before the 1 March 2025 (the national offer day), who have made an application on-time to their Local Authority and included Bishop Wordsworth's School as a preference will be considered from the original address on the School Application Form.

(6) Applicants whose parents are UK Service personnel, other Crown servants (including diplomats) and British Council employees who are under notice of posting will be considered as living in the designated area if the applicant would meet the criteria when relocated. Documentary evidence that the applicant meets the criteria will be required: parents must submit proof of future residency or unit postal address in the form of an official government letter (for example MOD, FCDO or GCHQ) declaring a relocation date. This evidence must be received by the School by 16 December 2024.

d. Applicants who will reside with a brother or sister already at the School at the time of admission (including fostered, adopted, step or half-brother or sister or the child of the parent's partner).

e. This criterion does not apply to applicants for entry into the Sixth Form. Applicants who at the time at which the application for admission is made, reside with at least one parent or step parent who is a contracted member of staff at the School and has been so for at least two years.

f. Applicants who, at the time of the Exam, have been recorded as qualifying for the Service Premium in their school or who have been a Service Child in any of the previous three years or who are in receipt of a child pension from the Ministry of Defence under the Armed Forces Compensation Scheme (AFCS) and the War Pension Scheme (WPS). Documentary evidence that a parent is or has been a member of the regular Armed Forces will be required.

g. Other applicants who have met the entry requirements.

**2. Ordering Within Same Criterion (entry into Years 7-11 only).** The shortest straight line distance from the applicant's home to the School (the Exeter St Gate) will be used to determine priority for admissions within the seven criteria categories in Paragraph 1 above. Distances supplied by the Local Authority will be used and these will measure the straight line distance using the Ordnance Survey Eastings and Northings of the permanent home and the School. If two or more applicants with the same priority for admission live the same distance from the School but cannot all be admitted, then the available place(s) will be allocated by the casting of lots. The casting of lots will be supervised by a person who is wholly independent of the School. For entry into Sixth Form, this will be done on academic achievement based on predicted grades stated in the application form and confirmed by the relevant school.

**3. Treatment of Twins, Triplets etc.** The School will endeavour to admit all multiple birth siblings who meet the entry requirements and who live together where ordering by the

criteria above would allow space for fewer than all of them. If there are insufficient places to accommodate all the siblings of a multiple birth (i.e. twins, triplets etc.) the parents will be asked to nominate the sibling or siblings to take up the available number of places.