

BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL

ADMISSIONS POLICY 2026-27

1. *This Policy applies to boys taking the 11+ examination in September 2025 (or later in that school year) for admission to the School in September 2026 (for whom Annex A is relevant)*
2. *It also applies to boys applying to the School in Year 7 between 1 September 2026 and 31 August 2027 but who are too late to take the 11+ examination and also to those applying to join the School in Years 8 to 11 between those dates (for whom Annex B is relevant).*
3. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.*

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

3. **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 qualifying standard to demonstrate the necessary academic aptitude for admission. All exam papers are confidential to the School. Meeting the academic requirements for entry does not guarantee a place.

4. **Published Admission Number (PAN).** The PAN for Year 7 commencing 1 September 2026 is 160.

5. **Oversubscription.** Where the number of applicants achieving the required standard exceeds the number of places available, the Oversubscription Criteria at Annex D will be applied to determine the order of priority for applicants to be admitted.

6. **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 (e.g. learning difficulties) or personal) might affect their performance in the entrance exam. Further details are at Annex C
- b. **Map.** A map of the School's designated area which is of relevance to the Oversubscription Criteria: see Annex D Sub-paragraph 1c.

ENTRY PROCESS

7. **Entry at Year 7 (11+ Entry).** The application process to join Year 7 in September 2026 (the 11+ Selection Procedure) is at Annex A. Where applying for a place in Year 7 but the application is too late for the 11+ examination, please refer to Annex B.

8. **Entry in Years 8 to 11.** The application process to join any of years 8-11 is at Annex B.

9. **Admission Outside Normal Age Group.** A parent may request a place for their child outside of the child's normal age group, for example, the applicant is gifted and talented or has experienced problems such as ill health.

a. The application must be made in writing and sent to the School office marked for the attention of the Admissions, Property, Health & Safety Committee.

b. 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 taking into account 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..

c. Where the Admissions, Property, Health & Safety Committee consider that the applicant may be admitted outside of their normal year group they will be required to take the relevant entrance exam test. In the alternative, the applicant will be invited to take the entrance test for their normal age group.

d. 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.

10. **Applicants with Special Educational Needs.** If an applicant has a statement of Special Educational Needs or an Educational, Health and Care Plan that names the School then a place will be offered provided the entry requirements specified in this Policy are met and the number of available places will reduce accordingly. Further information for SEND applicants is at Annex C.

11. **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.

12. 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 subparagraph 12a 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 11+ exam provider will not allow exams to be taken overseas: all 11+ exams are held at the School.

13. Appeals. Refusal by the School to offer a place may be appealed. A request for an appeal must be made in writing and emailed to Admissions.Appeals@bishopwordsworths.org.uk. Appeals are heard by an independent panel assisted by an appeals clerk, convened under the arrangements established by the School Standards and Framework Act 1998.

14. 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.

15. 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.
- d. If the offer was obtained through a fraudulent or intentionally misleading application.

16. Fraudulent or Misleading Applications. An offer of a place may 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 13 above.

EVALUATION AND CONSULTATION

17. This Policy was determined by Governors as below:

5 th November 2024	Approved for consultation
30 th January 2025	Approved after consultation

CONTACT AND WEBSITE

18. Further information may be obtained from the School's Admissions Office by email: admissions@bishopwordsworths.org.uk or from:

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

Tel: 01722 333851

19. **Website.** The School Website is: www.bishopwordsworths.org.uk

20. **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 11+ Selection Procedure).
- B. Application Process for entry into Years 7-11 (The Post 11+ Selection Procedure).
- C. Special Access Arrangements Including SEND.
- D. Oversubscription Criteria.

APPLICATIONS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2026
(The 11+ Selection Procedure)

Note:

This Annex covers the application timetable and procedure to apply for the 11+ Examination in Autumn 2025 for entry in September 2026.

GENERAL

1. To be eligible for entry in to Year 7 the qualifying standard in the 11+ Examination must be achieved, 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 2014 and 31 August 2015 (both dates inclusive) unless otherwise authorised under Paragraph 8 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 (alternatively, a paper form may be requested from the Admissions Office). The form also requests information to enable the School to apply the Oversubscription Criteria. The application deadline is 12 September 2025 but parents are encouraged to apply as soon as the application window is open. The deadline for requesting special access arrangements is 19 September 2025 but again requests should be submitted as early as possible so evidence may be gathered and verified. The planned examination date is Saturday 27 September 2025 but may be changed if circumstances outside the control of the School so require.
4. **The 11+ 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.
5. **Qualifying Standard.** The qualifying standard is determined by the Admissions, Property, Health & Safety Committee in consultation with the Headmaster.
6. **Looked After Children / Previously Looked After Children and Pupil Premium Qualifying Standard.** The qualifying standard for Looked After Children / Previously Looked After Children and those who are eligible for Pupil Premium will be up to 3% lower than the qualifying standard required for all other applicants.
7. **11+ Examination Results and Subsequent Action.** The School will send the scores to parents at least two weeks before the end of October 2025 (unless circumstances beyond the control of the School make this impossible) in time for them to complete and return the Common Application Form for their local County Council by 31 October 2025. Please note if the School is not listed as first preference, then a place will not be offered irrespective of an applicant meeting the qualifying standard.
8. **Waiting List.** A waiting list will be maintained until the end of Year 7 of boys who attained the qualifying standard in the 11+ Examination, applied to the School but were not been offered a place. Thereafter, unless requested to be removed from the waiting list, the pupil will remain on the waiting list until the end of Year 9 (see Annex B) A boy's position on the waiting list will be determined by the Oversubscription Criteria at Annex D irrespective of the time of application.

APPLICATION FOR ENTRY TO THE SCHOOL

9. **Application Coordination.** Applications and offers of places are coordinated by the Local Authority, Wiltshire Council. Please note the applicant's home Local Authority Secondary or Common Application Form must be completed (differing Local Authorities have differing terminology). Places are not offered until 1 March 2026 (National Offer Day). The deadline for acceptance of offers is 15 March 2026.

10. A summary of the relevant dates and deadlines are on the School's website.

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

1. **General.** Applications will be accepted at any time and places offered, subject to achieving the relevant qualifying standard in an exam set by the School and space being available. There are normally very few places available in years 7 (post 11+) to 11. Spaces available by year are listed on the School Website under Admissions.
2. **Application for Entry.** Applications for admission if the boy is too old to sit the 11+ Examination (see Annex A Paragraph 2) must be made to the School on the Late Entry Application Form which also requests 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 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 qualifying standard 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. **Application and Exam Process.** An application to be made (Paragraphs 2 and 3 above), an exam taken (Paragraph 4 above) and, if the qualifying standard is met, 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 6 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.
6. **Waiting List.** Where an applicant meets the qualifying standard but is not offered a place, they will be placed on the waiting list for the Year group and ranked in accordance with the oversubscription criteria at Annex D. Unless requested to be removed from the waiting list the applicant remains on the waiting list as it moves up the year groups until 30 April in Year 9. At that point, the applicants will be invited to the Year 10 entrance examination. Those that achieve the qualifying standard will be placed on the waiting list for Year 10.
7. **Re-Examination** If a boy meets the qualifying standard 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 met the qualifying standard.

**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 send 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 set down in Annex A.
 - 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 Education 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.

OVERSUBSCRIPTION CRITERIA

1. **Priority of Criteria.** Where the number of applicants who have achieved the qualifying 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 f 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 are eligible for Pupil Premium. Documentary evidence that the applicant is eligible will be required. Children attracting Pupil Premium are those who have been registered for free school meals at any point in the six years prior to the closing date for registration for the entry exam. The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The School will make such enquiries as are necessary of the relevant local authority.
- 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 (see paragraph 4 below for further information).
- 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. 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 Examination, 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.** 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 six 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.

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.

4. Permanent Home 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, (e.g. 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 11 of the main body of this Policy are to be followed to determine the applicant's home.

(3) Applicants moving into the School's designated area after the date of Application but prior to 31 October 2025 who apply on time to their current local authority including the School as a preference may be considered for these criteria as being at their new address on condition that:

(a) Their previous home has been sold or contracts have been exchanged for sale (dated before 31 October 2025) or, if a tenancy, the tenancy was terminated before 31 October 2025. Appropriate legal documentation will be required as proof; or

(b) For leasing agreements: the new lease must commence before 31 October 2025 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 2025.

(5) Applicants (except for Crown Servants etc., see Sub-paragraph (6) below) who move into the designated area after 31 October 2025, but before the 1 March 2026 (the national offer day), who have made an application on-time to their Local Authority and included the 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 2025.