

# BISHOP WORDSWORTH'S GRAMMAR SCHOOL

## INFORMATION LEAFLET NUMBER FOUR

### THE SELECTION PROCEDURE FOR YEARS 7 - 11 FOR ENTRY IN THE CURRENT ACADEMIC YEAR 2019/2020

*In this document 'Parent(s)' is defined as birth parent(s), guardian(s) or any person who has parental responsibility for the boy or with whom the boy lives eg a foster carer. BWS is Bishop Wordsworth's School*

*The School Admissions Policy must be referred to as indicated below when reading this document. It is on the Website at [http://www.bws-school.org.uk/The\\_School/Policies/pdf/Admissions%2020%20Intake.pdf](http://www.bws-school.org.uk/The_School/Policies/pdf/Admissions%2020%20Intake.pdf) and obtainable if necessary on hard copy from the School Admissions Office.*

1. The Late Admission selection procedure is designed to determine whether or not children who are already of secondary school age are suitable for admission to a grammar school. Parents should note that meeting the academic requirements for entry to the School is not, in itself, a guarantee of an offer of a place.
2. The procedure may also be used to re-assess pupils who, under a previous selection procedure, have been found not to be of grammar school ability. An interval of at least one academic year must follow the previous testing before re-assessment can be initiated.

#### MAKING AN APPLICATION

3. BWS runs a rolling admissions procedure. This means that if a place is available in years 7-11 and there is a boy who is of grammar school standard and has the highest priority for a place under the oversubscription criteria, he will be offered a place by the appropriate authority and will start at the School at the earliest possible opportunity.
4. All applications for admission to BWS and offers of places into years 7-11 during the academic year 2019/2020 will be coordinated by Wiltshire Council (WC) acting in their capacity as the School's Local Authority (LA).
5. Parents of all boys wanting to apply for a place at BWS, irrespective of where the boy is resident, should obtain the WC Secondary Application Form (SAF) from County Hall at Trowbridge, or apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).
6. Parents should include Bishop Wordsworth's School as one of their named preferences on the Secondary Application Form and return this Form to Wiltshire Council.
7. In addition, the School's own Supplementary Application Form should be sent direct to Bishop Wordsworth's School. This provides evidence for the application of our oversubscription criteria. Once BWS has received the Registration Form, a confirmation email will be sent to acknowledge receipt. The School will write to parents with instructions on the test arrangements approximately one week before the test.
8. If a boy's date of birth falls outside of their normal academic year group and is therefore either under or over age, then please contact the School.
9. If a child has a current statement of educational needs, 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 feel their son's circumstances may affect

his performance in the test, they can request that special consideration be given to him. Parents must complete the Special Access Arrangements form which is available from the school and submit written evidence to the School **20 school days before the test**. This evidence must be less than two years old on the date of the test. The School will then conduct a consultation process with appropriate medical or educational professionals (such as the boy's Headteacher, SENCo and the LA Educational Psychologist). Parents will be advised of the outcome of that consultation in writing prior to the date of the test itself and informed as to whether special measures will be allowed. In making such requests parents implicitly consent to the School conducting this consultation process. If a boy's poor performance in the test is directly attributed to his special circumstances, and the School has not been informed prior to the test, his circumstances will not be taken into account retrospectively. Whatever the precise nature of the child's specific medical or educational needs, parents should always seek guidance from the School at the earliest opportunity.

10. Any boy who meets the academic requirements for entry as determined by the School's Admissions policy and who has a statement of special educational needs or EHCP that names BWS, will be made an unconditional offer. In these circumstances an offer will be made irrespective of whether the School has places or not and the boy will take precedence over any children on the waiting list.

11. The Late Entry tests are taken under public exam conditions and most boys will be affected by nerves at some point in the weeks and days before the test. Therefore parents are strongly advised to monitor and limit any activities which might put undue additional pressure on the child and therefore induce poor exam performance.

12. The tests are compiled by the Grammar Schools. Please note that papers from previous years **will not** be made available to parents.

13. For security and copyright reasons test papers are not usually sent to the child's own school either within the UK or overseas. Tests are administered in at BWS. In exceptional circumstances the School will consider allowing entry tests to be held overseas, normally at British Councils, Forces education centres or universities.

#### DETAILS OF THE SELECTION PROCEDURE

14. Parents who have listed BWS as one of their named preferences on the SAF will receive details of the test arrangements approximately one week before the exam.

15. The deadlines for applications for a place at Bishop Wordsworth's School from September 2019 to August 2020 are:

Thursday 11th July 2019 for the test on Saturday 14<sup>th</sup> September 2019

Parents can expect to receive test results approximately three weeks after the test date.

16. **No candidate should sit any of the tests if he is unwell or affected by any personal circumstances that may influence his performance.**

17. The child's performance in two written tests, English, which comprises a comprehension test and an essay, and Mathematics, based on the National Curriculum for the boy's age group, provides the evidence of his ability. Those candidates who want entry into year 10 during the academic year 2019/20 and who take the test in April 2019 or September 2019 will take Maths, English and Science papers, based on the National Curriculum

18. 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 test. is required to write to the school within a week of the test date giving full information. If a child has been unwell a medical note should be obtained from the GP and sent to the school.

19. The scores attained in each of the tests are standardised to give equal weight to each of the tests. The standardised scores are then added together to produce a final result.

20. All candidates whose combined score reaches the standardised pass mark will be regarded as having passed the entrance test. Candidates whose combined score falls below the standardised pass mark will not be considered to be suited to a grammar school course of education.

21. BWS has a planned admission number for the year of 160 for Year 7-9 and a planned admission number of 128 for Years 10-11. All candidates who have passed the entrance test will be ranked according to the oversubscription criteria. Boys who have passed the entrance test, and applied for a place at the School, but whose name (under the oversubscription criteria) falls outside the planned admission number for the relevant year group, will be put on the waiting list, which is also governed by the priorities listed in Annex E of the Admissions Policy. Late applicants who have passed the entrance test will be placed on the waiting list in their relevant position irrespective of the time of application. This means that a boy's position on the waiting list will change if subsequent additions to the waiting list, take higher priority. Parents should contact the School for up-to-date information regarding their son's position on the waiting list. Re-testing of waiting list candidates will occur between Key Stages 3 and 4. Only one assessment per academic year is permitted.

## **ALLOCATION OF PLACES**

22. The LA considers each expressed preference equally and allocates places:

- Where the child, after application of the admissions criteria, is eligible for only one of the nominated schools, that school will be the allocated place.
- If the child is eligible for two or more schools, a place will be allocated at the school for which the parent has expressed the highest preference.
- If the child is not eligible for any of the nominated schools then the child will be placed by the LA at the nearest appropriate school with a place.

23. The LA will notify parents of the school allocation on dates published in the LA's Determined Coordinated Admissions Arrangements.

24. Parents will be required to confirm 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 if there is no response within one week from receipt of the letter (deemed to be 2 days after posting date).

25. Parents will be required to confirm to the LA that they wish to accept the offer of a place and must also inform BWS of their decision. Providing false information on a boy's main residence at the time of application may result in the offer of a place being withdrawn.

26. 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 against the decision of the school's Governors to an independent appeals committee who convene under current guidance by the Department for Education.

27. Please note that Bishop Wordsworth's is an Academy and that, as such, overall responsibility for admissions rests with the Governors' Admissions, Property Health & Safety Committee.