

**BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL**  
**INFORMATION LEAFLET FOR**  
**THE SELECTION PROCEDURE FOR ENTRY INTO YEARS 7 - 11**  
**IN THE CURRENT ACADEMIC YEAR 2021/2022**  
**(The Post 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 at <G:\School Admin\Policies\Admiss Policy 2021-22.doc> and obtainable if necessary on hard copy from [admissions@bishopwordsworths.org.uk](mailto:admissions@bishopwordsworths.org.uk) .*

1. The Post 11+ selection procedure is designed to determine by examination whether boys who are already of secondary school age have the academic requirements for admission to a grammar school. Parents should note that passing the exam for entry to the School is not a guarantee of an offer of a place.
2. This procedure may also be used to re-assess boys who, under a previous selection procedure (11+ or Late Entry), have been found not to be of grammar school ability. An interval of at least 365 days must follow a previous exam before re-examination is permitted.
3. Bishop Wordworth's School (the School) runs a rolling admissions procedure. Therefore, if a place is available in years 7-11, a boy has passed the exam and has the highest priority for a place under the oversubscription criteria, he will be offered a place and must start at the School as soon as possible.
4. All applications for admission to the School and offers of places into years 7-11 during the current academic year 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.** Irrespective of where the boy is resident, must obtain the Wiltshire Council Secondary Application Form (SAF) from County Hall at Trowbridge or apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). Parents are required to put schools in preference order on the Secondary Application Form and return the Form to Wiltshire Council. But, if 'Bishop Wordworth'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 17 to 20 below.
  - b. **Bishop Wordworth's School Form.** The School's Post 11+ Application Form must be 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. 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).

**7. SEN.** A boy who passes the School's Post 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**

8. 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. Re-examining is not permitted within 12 calendar months. The exams are compiled by the Grammar School.

9. Papers from previous years **will not** be made available to parents.

10. 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.

11. For security and copyright reasons the exams are sat at this School except that, in exceptional circumstances, we may allow exams to be held overseas, normally at British Councils, Forces education centres or universities.

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

13. A boy whose combined score reaches the standardised pass mark will have passed the entrance exam. A boy whose final result is below the standardised pass mark will not be considered to be suited to a grammar school course of education.

**14. Health.** *A boy should 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.

**15. 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.

**16. Waiting List.** All boys who have passed the entrance exam will be ranked according to the oversubscription criteria in Annex E of the Admissions Policy. 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 the relevant year group 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. A 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. 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**

17. Grammar schools are normally 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. However, because the 11+ has been delayed this year due to Covid, the results cannot be available before the Local Authority closing date for applications. Therefore, parents who wish to apply for a place at this School must put 'Bishop Wordsworth's School' as one of their preferences on the Local Authority Common/ Secondary Application Form.

18. 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+ examination, 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.

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

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

## **ACCEPTANCE OF A PLACE**

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

22. **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 week days after posting date).

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

24. **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.

25. **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.

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