

BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL
INFORMATION LEAFLET FOR
THE SELECTION PROCEDURE FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2025
(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.

1. The 11+ selection procedure is designed to determine by examination 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 examination is not a guarantee of an offer of a place because, if more boys pass the examination than the Planned Admissions Number, they will be prioritised according to the oversubscription criteria in Annex E of the Admissions Policy.
3. The Eleven Plus examination must not be taken more than once and must be taken 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 WC. All applicants must apply to their LA by completing the Secondary or Common Application Form (SAF or CAF - differing LAs have differing terminology). Places are not offered until 1 March 2025. Parents are required to put schools in preference order on the Secondary Application Form and return the form to their own LA. Please note that if 'Bishop Wordsworth's School' is not listed as first preference then a place **will not** be offered at this School irrespective of an examination pass if another school that a parent has nominated as higher preference has a vacancy. See Paragraphs 17 to 21 below.
 - b. **Bishop Wordsworth's School Form.** The School's on-line 11+ Registration Form must be completed (if necessary a paper form may be requested and sent direct to the School). This form provides evidence to the School allowing applications to be prioritised according to the oversubscription criteria in Annex E of the Admissions Policy. When the Registration Form has been received, an acknowledgement email will confirm receipt.
 - 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 examination, they can request that special consideration be given to him. Details are [here](#).

5. **Pupil Premium Pass Mark.** Applicants who have ever been in local authority care for at least one day or who have met the eligibility criteria to claim **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 are reserved for them. If fewer than 10 pass at the reduced pass mark the places will be reallocated to standard pass mark applicants. Supporting evidence will be required to be eligible
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.
7. **SEN.** A boy who passes the 11+ examination 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. **Examination Arrangements.** Parents will be notified of the examination day arrangements approximately one week before the examination.
10. **Examination Details** The examination consists of two papers.

- Non verbal reasoning; approximately 40 questions. Maths; approximately 25 questions.
- English approximately; 26 questions. Verbal reasoning; approximately 32 questions.

Total examination time is 1 hour and 30 minutes. There will be a break between the two papers when candidates will be able to have a drink and a snack (Not provided by the school) and go to the toilet if necessary.

Please note that no extra time will be given at the end of the examination for any candidate who left the exam room because of illness or because they needed the toilet.

Electronic devices (eg mobile phones, smart watches and timers) will not be permitted in the examination room.

11. **Source of Examination Papers.** Examination papers are prepared by GL Assessments. For familiarisation materials provided by GL Assessment please see [here](#).
12. **Marking.** Papers are marked centrally by GL Assessments 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 boy's age on the day of the examination. The standardisation is carried out by statisticians at GL Assesments. 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. Request for a remark of an examination paper is £20 per paper.
13. **Pass Mark.** All boys whose standardised score reaches the pass mark will have passed the 11+ Examination 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. Familiarisation booklets published by GL Assessment can be downloaded [here](#).

15. **Preparation.** The examinations are taken under public examination conditions and most boys will be affected by nerves at some point in the weeks and days beforehand. Therefore, parents are strongly advised to monitor and limit any activities that might put undue additional pressure on the boy and therefore performance. In cases where parents engage private tutors to prepare their son for the examination, this is entirely a matter for parental choice and any feed-back or advice provided by a tutor is a private matter. The School and GL Assessments are not responsible for what is taught and a tutor's opinion will have no bearing on any subsequent appeal.
16. **Health.** A boy must not sit the examination if he is unwell or affected by any personal circumstances that may influence his performance. The School must be informed of any such issues **before** the examination day by email to admissions@bishopwordsworths.org.uk if possible but otherwise on the day of the examination.

ALLOCATION OF PLACES – ADVICE ON COMPLETING THE LOCAL AUTHORITY FORM

17. Grammar schools are required to run their selection tests and notify parents of the results before parents make an application to their LA for a secondary school place for their children.
19. Note that LAs 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 LA Common/Secondary Application Form.
20. Therefore, we advise that Bishop Wordsworth's School is entered as the first preference on the LA Secondary Application Form.
21. Parents should contact their LA if they are unclear about the preference system.

ACCEPTANCE OF A PLACE

22. **Notification.** The LA will notify parents of the school allocation on dates published in their Determined Coordinated Admissions Arrangements. Parents will be required to accept the offer of a place with their LA.

A separate letter will be sent from the school to all applicants who listed the school as their first preference on the CAF/SAF. This letter will confirm whether your son has been allocated a place, is on the waiting list (see paragraph 23) or has been declined by the school.

If your son has been offered a place you must let the School know whether you wish to accept or declined this place. See paragraph 24. This is in addition to notifying the LA.

If your son has been declined by the School the letter will give information on the appeal procedure. See paragraph 27.

23. **Waiting List.** A boy who has passed the examination 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.

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 LA 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 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.