

BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL

INFORMATION LEAFLET NUMBER FOUR

THE SELECTION PROCEDURE FOR YEARS 7 - 11 FOR ENTRY IN THE CURRENT ACADEMIC YEAR 2020/2021

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 http://www.bws-school.org.uk/The_School/Policies/pdf/Admissions%2020%20Intake.pdf and obtainable if necessary on hard copy from admissions@bws.wilts.sch.uk.

1. The Late Admission selection procedure is designed to determine by examination whether children 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 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 a previous exam before re-examination is permitted.

MAKING AN APPLICATION

3. Bishop Wordworth's School (the School) 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 the School and offers of places into years 7-11 during the academic year 2020/2021 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 the School, 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.
6. 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 Paragraph 20 below.
7. In addition to the SAF, our own Supplementary Application Form must be sent direct to us. This provides evidence for the application of our oversubscription criteria. Once we have received the Registration Form, a confirmation email will be sent to acknowledge receipt. We will write or email to parents with instructions about the exam arrangements approximately one week before the exam.
8. 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@bws.wilts.sch.uk.

9. 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. Parents must complete the Special Access Arrangements form which is available from admissions@bws.wilts.sch.uk and submit written evidence to the Admissions Officer at least **20 school days before the exam**. This evidence must be less than two years old on the date of the exam. The School will then consult 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 exam 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 exam is directly attributed to his special circumstances, and the School has not been informed prior to the exam, his circumstances will not be taken into account retrospectively. Whatever the precise nature of the boy's specific medical or educational needs, parents should always seek guidance from the Admissions Officer as early as possible.

10. A boy who passes the School's late entry 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 we have places or not and the boy will take precedence over any children on the waiting list.

DETAILS OF THE SELECTION PROCEDURE

11. 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.

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

13. 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.

14. 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.

15. 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.

16. 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.

17. **A boy should not sit any of the exams 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 exam day if possible but otherwise on the day of the exam.

16. 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.

17. The School has a planned admission number as shown in the 2020-21 Admissions Policy of 160 for Year 7-9 and a planned admission number of 128 for Years 10-11. 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

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

- a. 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.
- b. 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.
- c. 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.

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

22. 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 by the School if there is no response within one week from receipt of the letter (deemed to be 2 week days after posting date).

23. Parents will be required to confirm to the LA that they wish to accept the offer of a place and must also inform this School of their decision.

24 Providing false information on a boy's main residence at the time of application may result in the offer of a place being withdrawn.

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