

DRAFT ADMISSIONS POLICY

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ADMISSIONS POLICY

1. ADMISSIONS AUTHORITY

- 1.1 The Governing Body of Wallington High School for Girls is the Admissions Authority for Wallington High School for Girls.
- 1.2 The Governing Body undertakes to maintain clear, fair and objective rules for entry into the School, which will have due regard for the *School Admissions Code* issued by the Secretary of State for Children, Schools and Families.

2. GENERAL POLICY

- 2.1 Wallington High School for Girls (hereinafter referred to as "WHSG") is a selective school for girls, and all entrants should be of sufficient ability to benefit from the education provided at the School.
- 2.2 To be eligible for admission into Year 7, a student must pass an entrance test, achieving a score greater than or equal to the pass mark determined by the School.
- 2.3 Where the number of eligible candidates exceeds the admission number of 180, the School's published selection criteria (described in Section 4 below) will be applied.
- 2.4 Selection for admission to fill residual places in Year 7 (from 1st October) and in Years 8 to 11 (from 1st September) is by entrance tests which are arranged as vacancies occur. Selection for residual places will be on merit with the highest ranked being admitted. Admissions into Year 11 will, in addition, take into consideration the compatibility of GCSE courses. Please see Section 8 below for full details.
- 2.5 Exceptionally, candidates may be considered for places in an academic year other than that of their chronological age. The admissions committee of the Governing Body will consider each case on its merits and will decide eligibility taking into account written professional evidence that may be submitted.
- 2.6 All applicants will be considered irrespective of the Borough in which their permanent place of residence is situated.
- 2.7 Parents / carers have a statutory right of appeal against the decision of the School not to offer a place.
- 2.8 No student will be admitted into the school until all formalities are completed.
- 2.9 Admissions will be monitored to ensure compliance with:
 - 2.9.1 the School Admissions Code issued by the Secretary of State for Children, Schools and Families
 - 2.9.2 the School's Admissions Policy
 - 2.9.3 the School's Policy on Equality and Diversity
 - 2.9.4 the Special Needs and Disability Act 2001

3 PERSONAL INFORMATION AND VALIDITY OF INFORMATION GIVEN

- 3.1 WHSG respects the privacy rights of parents / carers and is committed to ensuring that it protects personal details and other information made available to the School.
- 3.2 The School may share information with the London Borough of Sutton but only the minimum amount of information necessary to administer the admissions process.
- 3.3 It will be assumed that the information provided on the application form by a parent / carer is true to the best of the individual's knowledge and belief.
- 3.4 If a parent / carer submits false or deliberately misleading information or deliberately withholds any relevant information, the application may be deemed invalid and could result in the withdrawal of an offer of a place at the School.

4. ADMISSION AT AGE 11+ IN SEPTEMBER (TRANSFER TO HIGH SCHOOL) SELECTION CRITERIA

- 4.1 The selection criteria for admission to Year 7 described in this section will apply until, and including, 30th September in the year of entry.
- 4.2 All girls deemed to be of selective ability, according to the tests and criteria established by the School, are eligible for a place at Wallington High School for Girls.
- 4.3 Places for girls of selective ability (as identified by the tests referred to in 4.2 above) and who completed the WHSG Supplementary Application Form and the Common Application Form from their Home Local Authority will, in the event of over-subscription, be allocated in the following priority order:
 - 4.3.1 Looked after children.
 - 4.3.2 Those who have special medical and / or social reasons supported by appropriate written evidence from a doctor, social worker, educational welfare officer, educational Psychologist or headteacher. This may include refugees or asylum seekers.
 - 4.3.3 120 places on the basis of score in the assessment test in order of highest score.
 - 4.3.4 The remaining places in order of highest score to those whose permanent place of residence on the closing date for applications within the Pan-London Co-ordinated Secondary Admissions Scheme in the year prior to admission is within a 6.7km radius of the main front door of Wallington High School for Girls. (Distances are verified using a GIS computer system.)
- 4.4 In the event of a tie for the final place under the criteria in 4.3.3 and 4.3.4, places will be allocated according to proximity to WHSG, with those living nearest gaining the highest priority. (Distances are measured by a straight line distance between the main front door of Wallington High School for Girls and the front door of the home address, verified using a GIS computer system.)
- 4.5 Should there be insufficient applicants eligible for a place in 4.3.4 above then applicants residing outside the designated area would be considered in order of highest score.
- 4.6 Ranked waiting lists for criteria 4.3.4 and 'Out of Circle' will be maintained until, and including, 30th September in the year of entry for all pupils who were successful in the selection test but who did not receive an offer of a place at WHSG or a higher preference school. All applicants who have been offered a lower preference school by their local education authority will automatically be placed on the waiting lists. Other applicants who have reached the cut-off mark in the selection tests may request, through the London Borough of Sutton Education Department, to be added to the waiting lists. Applicants who did not reach the cut-off mark in the selection tests may request, through the London

Borough of Sutton Education Department, to be added to the combined waiting list to be considered after the 30th September of the year of entry (See 4.8 below).

4.7 After 30th September in the year of entry the ranked waiting lists will be combined into one list with equal ranking for all applicants and new applicants will be added onto this list.

4.9 Qualification of residence

4.9.1 The permanent place of residence is defined as excluding any business address, a relative or childminder's address and must be where the child lives for the majority of the week.

4.9.2 The qualification of residence within 6.7km of the school (4.3.4) will apply on the closing date for applications within the Pan-London Co-ordinated Secondary Admissions Scheme. A change of address which has taken place before the subsequent date determined by the London Borough of Sutton Education Department may be accepted in exceptional circumstances if evidence of the move has been seen and verified by the Local Authority before that date. A change of address occurring after this date cannot be considered in the initial allocation of places but will, however, be reflected in any waiting list position and in any subsequent offer.

4.9.3 Applicants who move to an address different from that shown on the application form in the year prior to admission will be required to provide proof of the new place of residence.

5. APPLICATION PROCEDURE FOR ADMISSION AT 11+

5.1 Candidates wishing to sit the Entrance Test for WHSG must complete a Common Application Form (CAF) and a WHSG Supplementary Application Form.

5.2 WHSG is part of the Pan London Co-ordinated Admissions Scheme for Secondary Admissions. Parents must complete their Home Local Authority Common Application Form (CAF) and return it to their Home Local Authority by the closing date. Sutton's CAF is available in Sutton's Starting School booklet or online at www.sutton.gov.uk/education/admissions

5.3 Applicants for WHSG must name Wallington High School for Girls on their completed Home Local Authority Common Application Form (CAF).

5.4 The completed WHSG Supplementary Application Form must be returned to WHSG by the closing date for applications within the Pan-London Co-ordinated Secondary Admissions Scheme.

6. TESTING PROCEDURE FOR ADMISSIONS ARRANGEMENTS AT 11+

6.1 Information regarding admissions will be available from September in the year previous to the year of admission.

6.2 Application will be on the Common Application Form for the home Local Authority and the WHSG Supplementary Application Form.

6.3 All applicants submitting the WHSG Supplementary Application Form will be invited to take the test at WHSG on a Saturday in November.

6.4 The test will consist of an item-banked test of Verbal Reasoning (VR), designed for Foundation Schools by NFER together with a Mathematics Test designed by WHSG.

- 6.5 All information on applicants will be held by the School on a computerised database and shared with the London Borough of Sutton who will co-ordinate the allocation of places through the Pan-London Co-ordinated Secondary Admissions Scheme.
- 6.6 In the event of over-subscription, the selection criteria will be applied by the London Borough of Sutton and allocations notified on the national offer date, normally on 1st March in the year of admission.

7. APPEALS

- 7.1 The Governing Body undertakes to maintain clear, fair and objective procedures for appeals against the decision of the school not to admit a girl, which will have due regard for the *School Admissions Appeals Code* issued by the Secretary of State for Children, Schools and Families.
- 7.2 Parents / carers will be informed of their right of appeal against a decision of the school not to admit a girl.
- 7.3 All appeals will be considered by an Independent Appeal Committee in accordance with the government's School Admission Appeals Code.
- 7.4 The Governing Body will notify the London Borough of Sutton of the dates on which appeal hearings will be held.

8. CRITERIA FOR THE OFFER OF RESIDUAL PLACES IN YEARS 7 TO 11

- 8.1 These arrangements will apply to residual places becoming available:
 - 8.1.1 in Year 7 after 30th September and until the end of the School's published summer term, and
 - 8.1.2 in Years 8 to 11 between 1st September and the end of the School's published summer term.
- 8.2 Admissions will only be considered when the number of students in the relevant Year Group falls below the published admission number of 180.
- 8.3 Applicants on the waiting list for residual places will be invited to take tests in English, Mathematics and Science appropriate to their age group. Applicants must pass all three tests to be deemed of selective ability and, for a Year 11 admission, GCSE courses must be compatible.
- 8.4 In the event of there being more selective applicants than vacancies, places will be allocated according to the following criteria:
 - 8.4.1 Looked after children.
 - 8.4.2 Those with special medical and / or social reasons supported by written evidence from a doctor, social worker or educational welfare officer. This may include refugees or asylum seekers.
 - 8.4.3 In order of merit on the basis of the aggregate results of the tests described in 8.3 above.
 - 8.4.4 In the event of a tie for a place under criteria 8.4.3, places will be allocated according to proximity to WHSG, with those living nearest gaining the highest priority. (Distances are measured by a straight line distance between the main front door of Wallington High School for Girls and the front door of the home address, verified using a GIS computer system.)

- 8.5 Entry into Years 10 and 11 will be dependent on there being a vacancy in the options groups for the candidates' chosen subjects. For those whose intended programme of study cannot be met and where the student does not wish to change course choices, a place will not be offered.
- 8.6 **Arrangements for girls of eligible age moving into the area after the entrance tests for residual places.**
- 8.6.1 Girls of eligible age moving into the area after the entrance tests for residual places described in 8.1 to 8.4 above, and applying through the London Borough of Sutton for a place at WHSG, will be added to the waiting list.
- 8.6.2 In the event of another residual place becoming available, girls on the waiting list will be invited to take the tests appropriate to their age group in accordance with the arrangements set out in 8.4 above.
- 8.6.3 Applicants deemed to be of selective ability on the basis of the tests described in 8.6.2 will be considered in accordance with the arrangements set out in 8.4 to 8.6 above.

9. ADMISSIONS TO THE SIXTH FORM

9.1 General Policy

- 9.1.1 Candidates for entry to the Sixth Form may be in Year 11 at WHSG or following GCSE courses at other schools.
- 9.1.2 A minimum of twenty places will be offered annually to external candidates.
- 9.1.3 WHSG students must notify the School in December of their wish to stay on to follow AS-level courses in the Sixth Form in the following September. All students will be given a guidance meeting in the Autumn or Spring Term to discuss their option choices.
- 9.1.4 Applications for places from external candidates are considered on receipt of the completed application form and predicted GCSE grades from their present school.
- 9.1.5 Entry to the Sixth Form will be dependent on the number of places available in individual subject groups and in the Sixth Form as a whole. For those whose intended programme of study cannot be met and where the student does not wish to change course choices, a place will not be offered. Candidates will be invited to a guidance meeting to discuss their subject choices prior to an offer of a place if requested on the application form.
- 9.1.6 All candidates should be capable of studying four subjects to AS-level (excluding Critical Thinking) and should show an aptitude for their chosen subjects.
- 9.1.7 A full A-level course lasts for two years and applicants are expected to commit themselves in good faith to remaining for the full duration of their courses.
- 9.1.8 Progression to an A2-level course in any subject is dependent on a student achieving a minimum of a Grade E and preferably a Grade D at AS-level in that subject. All students in Year 13 study a minimum of three subjects. Entry to Year 13 is, therefore, dependent on a student achieving at least three Grade Es in the AS-level examinations, excluding Critical Thinking.
- 9.1.9 Special provision may be made to accommodate students with significant health problems or other special needs.

9.2 Entry Criteria

- 9.2.1 The *minimum* requirement for entry to the Sixth Form is an average points score of 46 over the best eight GCSE subjects and normally gained at one sitting. The expectation is that

prospective students will be sitting at least nine GCSE subjects. (NB: GCSE short courses are awarded half the points score of full courses.)

9.2.2 To calculate your average points score per subject at GCSE (over the best eight results):

i) Allocate points to your best eight GCSE grades as in the table below.

GCSE Grade (Full Course)	Points Score	GCSE Grade (Short Course)	Points Score
A*	58	A*	29
A	52	A	26
B	46	B	23
C	40	C	20
D	34	D	17
E	28	E	14
F	22	F	11
G	16	G	8

ii) Add the best eight scores together = *total points score*.

iii) Divide the *total points score* by eight (you may include two short course results instead of one full course).

9.2.3 All candidates should have GCSE Grade C or above in both English and Mathematics.

9.2.4 Candidates should have at least GCSE Grade B in the subjects they wish to study at AS-level; GCSE Grade A if they wish to study Mathematics and Grade A* for Further Mathematics.

9.2.5 Candidates wishing to take up a new subject in the Sixth Form (e.g. Economics, Government & Politics or Psychology) must gain Grade B or above in English and Mathematics. Additionally, students wishing to study Psychology should have achieved at least Grade B in Science.

9.2.6 All candidates should commit themselves to their studies and are asked to sign the Sixth Form Contract.

9.2.7 In the event of oversubscription of external applicants places will be allocated in the following priority order

Looked after children.

Those who have special medical and/or social reasons supported by appropriate written evidence from a doctor, social worker, educational welfare officer, educational psychologist or headteacher. This may include refugees or asylum seekers.

Rank order of total points score of the best eight subjects.

9.3 Appeals

9.3.1 The Governing Body's general arrangements for appeals against a decision not to allow admission into the school are set out in Section 7 above. The specific arrangements relating to the Sixth Form are set out below.

9.3.2 Candidates will be informed of their right of appeal against a decision of the School not to allow entry to the Sixth Form. This applies to internal and external candidates.

9.3.3 Appeals against the School's decision not to allow entry to the Sixth Form must be lodged by 6th September in the year of entry.

9.3.4 Appeals under section 9.3.3 will be considered by the Independent Appeals Panel.

Reviewed: April 2009

To be reviewed: As legal requirements change

Supplementary Application Form for entry to Wallington High School for Girls in September 2010



Wallington High School for Girls

Woodcote Road, Wallington, Surrey SM6 OPH

e-mail: wallingtongirls@suttonlea.org

DCSF No: 319 5405

Please complete ALL sections on this page

Please affix a recent passport-sized photograph with two pieces of adhesive tape.

General Information about the applicant:

Legal Surname: _____

Forename: _____

Middle Name(s): _____

Known as: _____

✱ Please ensure that the names given above are in an identical format to those entered on your Common Application Form otherwise there is a risk that an eligible candidate may not be offered a place at one of her preferred schools.

Date of Birth: Day Month Year

The normal age range for September 2010 entry is for a child whose date of birth is between 1st September 1998 and 31st August 1999 inclusive.

Permanent address of child:

(Please note: all correspondence will be sent only to this address. Allocation will be made by the Local Authority using the address verified on your Common Application Form.)

Address: _____

Post Code: _____ Home Tel. No: _____

Information about parents / carers:

Mother:

Title: _____ Forename: _____ Surname: _____

Address (if different from child): _____

Contact Tel. No. (Landline): _____ Mobile: _____

E-mail: _____

Father:

Title: _____ Forename: _____ Surname: _____

Address (if different from child): _____

Contact Tel. No. (Landline): _____ Mobile: _____

E-mail: _____


Details of present school:

Full name of school: _____

Full address of school: _____

Date of entry: _____ Telephone number: _____

Points to Note:

- Places at Wallington High School for Girls are available only to those children who are successful in the Entrance Exam. If you want your daughter to be considered for a place, she will need to sit the exam on **Saturday, 21st November 2009**.
- In addition to completing this Supplementary Application Form, you must send a Common Application Form (CAF) to your Local Education Authority (LA) indicating your ranked order of preference of secondary schools. Failure to do so may mean that your daughter will not be given a place at one of her preferred schools.
- Regardless of the applicant's home address, the Common Application Form can be accessed on-line at <http://www.sutton.gov.uk/education/admissions>.
- I confirm that I have submitted a Common Application Form (CAF) to my Local Education Authority (LA) and have named Wallington High School for Girls in my list of preferences. 
Please tick to confirm.
- Please do not use staples to affix anything to this Supplementary Application Form.
- **Please ensure you affix the correct size and weight postage stamp(s) for a large envelope (where used) as envelopes requiring excess postage to be paid may not be received in time (or at all).**

Declaration:

I understand that any deliberate misinformation regarding the addresses given will result in the cancellation of this application. I declare that the information given on this application is correct to the best of my knowledge and belief, and I will notify the school, in writing, of any changes. I understand that the school / Local Authority may take steps to verify the information given in this form, and that any misinformation given may result in the withdrawal of an offer of a place at a later date.

Signed: _____ Date: _____

Please print name: _____

**Please return this form to Wallington High School for Girls by
Friday 23rd October 2009.**

**It is important also to complete the Common Application Form
and return it to your own Local Education Authority.**

*If you wish to know that your Supplementary Application Form has been received, you must send a
stamped self-addressed postcard (or small sealed envelope) with the Supplementary Form.*

It will not be possible to confirm receipt by telephone.