

# **HIGH SCHOOL FOR GIRLS**



1883

## **Admissions Policy 2018**

## **ADMISSIONS' POLICY 2018**

The High School for Girls is a girls only grammar school (from 11-16) with a mixed Sixth Form provision.

The High School for Girls is an Academy and as such, the Governing Body of the school is the admissions' authority responsible for all admissions, whilst operating in line with Gloucestershire County Councils' co-ordinated scheme for school admissions and the Government's Code of Practice on Admissions.

### **YEAR 7 ENTRY FOR SEPTEMBER 2018**

#### **Number of places available**

A maximum of 150 places will be available for girls who achieve the highest qualifying standard for Year 7 entry in September 2018. Girls in their correct chronological cohort on the date of the test ("eligible cohort") for entry to Year 7 will be eligible to sit the entrance test.

#### **Grammar school admissions' test**

The High School for Girls is a selective school, and to gain entry into Year 7, children must sit the Admissions' Test organised by the school. The test is held at the High School for Girls, although children may also sit the test at another approved venue provided that they have notified the school of their intention to sit the test elsewhere. We encourage students to sit the examination at their school of choice.

#### **Registration for the test**

For 2018 entry the test will be held on **Saturday, 16<sup>th</sup> September 2017**. Parents/carers who wish their child to sit the test at the High School for Girls must complete the **Gloucestershire Grammar Test Registration Form by noon on Friday, 30<sup>th</sup> June 2017**. Registration forms are available on the school's website ([www.hsfg.org](http://www.hsfg.org)). It is preferable that you register online so that all communication can then be sent by email. However, paper registration forms are available from school. Registration for 2018 entry will open from **Thursday, 1<sup>st</sup> June 2017** and close at **12 noon on Friday, 30<sup>th</sup> June**.

In order to safeguard the credibility of the test, where a child (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test score and any place offered in accordance with the admission arrangements shall be on the basis of that score. For the avoidance of doubt where a place is offered on the basis of a fraudulent or misleading application the school may withdraw that offer.

In accepting children for registration for the test, the school seeks to abide by the Disability Rights Commission Code of Practice and will provide facilities, where required, if prior notification is given when parents/carers register their child for the test.

For admission into Year 7, parents/carers must also submit the **Common Application Form** stating their preferred schools to the Admission & Transfers Team (0-16) in the Local Authority **no later than 31<sup>st</sup> October, 2017**.

If you wish your child to be considered for a place at the High School for Girls it is necessary to declare the High School for Girls as one of your choices on the Local Authority Common Application Form.

### **Age qualification**

A child may apply to take the test for admission into Year 7, whether in the normal way or as a Late Test, on one occasion only. Normally the test is sat when a child is in Year 6 of primary education, during the academic year when the child reaches her 11<sup>th</sup> birthday.

### **Underage applications**

Underage applications to sit the test will be considered by the School's Admissions' Review Group. The following must apply if an applicant is considered to be underage:

- Their date of birth places them in the cohort below their chronological age and they are following the curriculum for the eligible cohort for testing. (This would normally place the child a maximum of one year below the eligible cohort).
- There is a letter of support of the application from the Primary School and it is confirmed that the candidate is studying the same curriculum as the eligible cohort for testing.

### **Out of cohort applications**

If a child is not in the eligible cohort they will have their case referred to the School's Admissions' Review Group. Evidence for why the child is out of cohort must be submitted.

### **Out of county applications**

Applications will be accepted for candidates who live outside Gloucestershire.

### **Test results and offers of places**

Parents/Carers will be notified if their daughter has met the qualifying standard and is within the school's top 150 or has met the qualifying standard or not as soon as possible after the test. Notification of meeting the qualifying standard is **NOT an offer of a place at the High School for Girls** and parents/carers must ensure that if they wish to apply for a place, they must complete the Common Application Form and register with the Local Authority.

### **Priority will be given to:**

- A. Looked after children and previously looked after children who achieve the qualifying standard.
  1. Looked After Children/Previously Looked After Children Definition  
A 'Looked After Child' (a) or a child who was previously looked after, but immediately after being looked after became subject to an adoption (b), child arrangements order (residency order) (c) or special guardianship order (d).
    - a) A 'Looked After Child' is a child who is (a) in the care of a local authority (b) provided with accommodation by the Local Authority in the exercise of their social services functions

(see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

- b) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption & Children's Act 2002 (see section 46 adoptions orders).
  - c) Under the provisions of s.12 of the Children & Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
  - d) See Section 14A of the Children Act 1989 which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- B. 15 places will be allocated to students who are registered for Pupil Premium (those who are/have been registered for Free School Meals or have received them at any point in the past six years), who achieve the qualifying standard and live in Gloucester City (according to electoral maps produced by LGBCE). Please note that evidence of eligibility for Pupil Premium will need to be sent to the test centre prior to test day. The school will make sure enquiries as are necessary of the Gloucestershire County Council or relevant Local Authority as to the entitlement of any children who have qualified when notifying the Gloucestershire County Council of the test results.
- C. 15 places will be allocated to students who are registered for Pupil Premium, (those who are/have been registered for Free School Meals or have received them at any point in the past six years), who achieve the qualifying standard and live outside of Gloucester City. Please note that evidence of eligibility for Pupil Premium will need to be sent to the test centre prior to test day. The school will make sure enquiries as are necessary of the Gloucestershire County Council or relevant Local Authority as to the entitlement of any children who have qualified when notifying the Gloucestershire County Council of the test results.
- D. If your daughter is not eligible for Pupil Premium but has achieved the qualifying standard then admission is simply by rank order of scores after allocation of places for looked after children/previously looked after children and those children who are eligible for Pupil Premium. If 30 places are not filled by students on Pupil Premium then they will be offered to students who have reached the qualifying standard in rank order.

By law, the School is not permitted to make offers of places. These will be made by the Local Authority on March 1<sup>st</sup> in the year of entry. Under the co-ordinated admissions' scheme operated by the LA, each child will be offered one school place only on March 1<sup>st</sup>. If a child qualifies for more than one school, the LA will offer a place at the school of highest preference as ranked by her parents/carers.

### **Children unable to sit the test on the appointed day**

Late tests:

Due to illness, accident, or sudden bereavement: where exceptional circumstances mean a child cannot take the test on the appointed day, the school may organise a similar

replacement test (a “Late Test”). In such cases, parents/carers must contact the Admissions’ Officer to discuss the situation prior to the appointed day when the normal test takes place.

The school will require proof of illness or other evidence and may decline to permit a child to take a Late Test in the absence of such evidence.

Due to moving into the area after registration: in cases where families move into the area after the date for registration for the test but wish their child to be considered for entry into the High School for Girls, a Late Test may be organised at the School’s discretion. If entry is sought for Year 7, an application for the child, naming the High School for Girls as one of the school preferences, must also have been made to the Local Authority.

### **Oversubscription criteria**

During the normal admissions round, where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which girls to admit:

1. If the school is oversubscribed, priority will be given to girls scoring highest in the qualifying standard.

In the event of a tie between two or more girls when applying the above criterion (i.e. girls obtaining the same result) and where there are insufficient places available to offer all girls a place at the school, a process of random allocation will be followed by the admissions’ authority.

A waiting list will be maintained in line with the published over-subscription criteria. Applicants will remain on the waiting list till the end of Year 9. Applicants on the waiting list will be used to fill places when they become available.

### **IN-YEAR ADMISSIONS AND ENTRY INTO THE SCHOOL IN YEARS 8 AND ABOVE**

To gain admission into the High School for Girls in Year 7 (after the normal September admission) and from Years 8 to 11, parents/carers do not have to consult the Local Authority but contact our **In-Year Admissions Officer, Mrs Morris, direct in order to arrange for testing to assess their daughter’s academic ability.** Parents/carers will be advised at this stage whether or not there are places available in the year group and when there will be opportunity to undertake testing.

The tests that are used are designed to determine whether or not a prospective student is, on balance, of the same ability to the rest of the girls in the year group. Girls are also invited into school for a day when they do the tests in order to spend some time with members of one of the tutor groups in the year. However, students can also take the tests in their current school if travel to Gloucester is impractical, if for example, the family is currently resident overseas.

For entry into Year 7 students will sit an Admissions’ Test. Please be aware that a child who has sat the Grammar School Admissions test for entry to Year 7 the previous September will not be able to sit the in-year admissions test until March/April the following year for entry to Year 8. Students in Years 7-11 will sit tests to ascertain that they are of the equivalent standard of the cohort for the year applied for. Details are available on the website under Admissions.

For entry into all year groups, whenever possible, parents/carers will be informed of the results within 5 working days after the tests.

## **GENERAL**

### **Children with Special Educational Needs**

Children who have a Statement of Special Educational Needs (SEN) or Educational Health Care plans (EHC) are placed in schools according to the arrangements set out in the SEN Code of Practice and not through any admission criteria provided that they have reached the qualifying standard. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with a Statement/Educational Health Care plan that names that particular school in their statement or plan, (in the case of the High School for Girls, if they have reached the qualifying standard for the school in the relevant selection test.) Children who have a Statement of Special Educational Needs/Educational Health Care plan and have reached the qualifying standard will be allocated a place even if that school is full. The admissions' authority will endeavour to make any reasonable adjustments to the testing process to meet the needs of children with special educational needs.

### **In-year fair access protocols**

The Local Authority has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. This school has signed up to the fair access protocols and should a vulnerable child within these protocols require a place at the school, provided they have reached the qualifying standard, they will take precedence over any child on the waiting list.

### **Waiting lists**

Where the High School for Girls is oversubscribed during the main admissions' round for entry to the School, a waiting list will be held for three academic years. The waiting list will be prioritised according to the School's oversubscription criteria, regardless of the date the application was made, and should any places become available at the School they will be offered to the child at the top of the waiting list.

### **Appeals**

Parents/carers whose child has not been offered a place at the High School for Girls, are entitled to appeal to an Independent Appeals' Panel. Further details about the Appeals' procedure are available from our Admissions' Officer, Miss Voyce, at the High School for Girls. Notification of an appeal must be made in writing using the form available from the Admissions' Officer at the School. The deadline date for lodging an appeal will be notified to parents/carers at the same time as offers of school places are made.

## **ENTRY INTO THE SIXTH FORM**

Applications from both internal and external students who wish to join the High School Sixth Form for their post-16 education are welcomed. Please note that the Sixth Form at the High School takes boys as well as girls.

Minimum qualifying academic requirements apply equally to internal and external applicants.

## **Application process**

All prospective students are invited to attend the **Sixth Form Information Evening – date to be confirmed**. A copy of the Sixth Form Prospectus and Application Form is available on this evening. Alternatively, copies of the Sixth Form Prospectus and Application Form are available from the School/ from the School's Website, ([www.hsf.org](http://www.hsf.org)).

## **Academic entry requirements**

The academic entry requirements in September 2018 to the High School Sixth Form are yet to be confirmed. Students are also required to achieve the minimum entry requirement(s) for each subject they wish to study, to be confirmed on the school website. All applicants will be given a conditional offer based upon their projected attainment at the end of Key Stage 4.

Where a student meets the overall entry criteria for the Sixth Form, but not the entry requirements for a specific subject, then an alternative subject may be offered. These entry requirements are published annually to all applicants.

We pride ourselves on matching the needs of the students to the courses offered, student's individual pathways will be discussed during his/her visit to the school. If a student wishes to discuss individual pathways beforehand, then he/she can contact the Director of Post 16.

## **Internal applications**

Students from the High School for Girls continue from Year 11 into the Sixth Form. It is the intention of the School to offer all girls a place in the Sixth Form, subject to their meeting the entry requirements.

## **External applications**

The Governing Body would expect to admit up to 60 external entrants to the Sixth Form, subject to them meeting the entry requirements. Applicants will be invited for an informal discussion with a senior member of staff, this will be to advise on suitability of A Level courses for which they have applied and to give careers' advice on choice of the Sixth Form courses.

## **Making an application**

For external applicants who have met the academic entry requirements:

- The **School's Application Form** must be completed and returned to the High School Sixth Form by the published deadline;
- Discussions with a senior member of staff to be held at the school during February & March;
- Provisional offers will be made following the discussions and by April at the latest;
- Enrolment for all students will take place on GCSE results day. All students should attend on this day, with a copy of their examination results, to indicate that they wish to take up a place at the High School Sixth Form. Where students are unable to attend in person they should make contact with the school by telephone or email.

## **Applications deadline**

The deadline for submitting applications will be detailed on line. All applicants will be asked to specify their intended subject choices in preference order; based upon this the School will then determine the projected number of teaching groups for each subject.

## **Oversubscription – external candidates only**

In the event of oversubscription, places will be awarded in accordance with the criteria set out below; subject to meeting the academic entry requirements.

1. Students in Public Care.
2. Applications received 'on time,' by the deadline.
3. Entrants scoring highest in the admissions' criteria will be given priority.
4. Students opting for A Level subjects where set sizes are not oversubscribed (i.e. not prejudicing the provision of efficient and effective education).

## **Waiting list**

The waiting list will be maintained until the end of December in the admission year, and then it will be disbanded.

## **Late application**

Late applications can be made by completing the application form available from the School/ from the School's Website. All late applications will be dated and considered in date order if vacancies arise; the subjects that the student wishes to study will also be taken into consideration.

## **Appeals**

Applicants and the parents/carers of applicants who are refused entry to the High School Sixth Form have the right to appeal to an Independent Appeals Panel. The necessary forms and information may be obtained from our Sixth Form Admissions' Officer, Mrs Morris. Appeals against unsuccessful applications for admission should be lodged within one week of receipt of written notification of refusal.

## **Admissions' Review Group (ARG)**

This group will consist of at least two Governors plus the Head and/or the Deputy Head. The ARG will meet to consider appropriate questions regarding admissions and will agree its own protocols.

Applicants to join the school at any stage from Year 7 to the Sixth Form should inform the school as soon as possible of any special consideration circumstances that they wish to be taken into account and usually before the outcomes of tests or examinations are known.

The ARG will consider such issues as late registration, admission limits for the Sixth Form, allocation of additional time for the Test, Late Test arrangements plus health and pastoral circumstances that may impact upon academic performance.