

# BISHOP WORDSWORTH'S GRAMMAR SCHOOL

## Information Leaflet for Parents on the Eleven Plus Selection (Leaflet Number ONE)

### The Selection Procedure for First Round Entry at Age 11 in 2019

*In this document 'Parent(s)' is defined as birth parent(s), guardian(s) or any person who has parental responsibility for the boy or with whom the boy lives eg a foster carer.*

*BWS is Bishop Wordsworth's School*

*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%20Policy%202018%20Intake.pdf](http://www.bws-school.org.uk/The_School/Policies/pdf/Admissions%20Policy%202018%20Intake.pdf) and obtainable if necessary on hard copy from the School Admissions Office.*

1. The Eleven Plus selection procedure is designed to determine whether or not children in the autumn term of their final year of primary education are suitable for admission to a grammar school. Parents should note that meeting the academic requirements for entry to the School is not, in itself, a guarantee of an offer of a place because of limited capacity in the School.

#### **Registering for the Eleven Plus Test prior to the Local Authority Application**

Grammar schools are 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 child. Therefore parents must register their boy for the Eleven Plus Test using the School's Registration Form which is available to complete online on the Admissions website or, alternatively, a hard copy form may be requested from the Admissions Office. When the Registration form is completed, parents will be asked to confirm that they consent to the data they supply being used, processed and shared under the terms of General Data Protection Regulations (GDPR).

2. This form is essential for the administration of the test and also requires evidence for the application of the oversubscription criteria which are at Annex E to the Admissions Policy. The form should be completed and sent into BWS by **1700 hours on Wednesday 11<sup>th</sup> July**. Once BWS has received the Registration Form, a confirmation email will be sent to acknowledge receipt.

3. Registration will close at **1700 hours on Wednesday 11<sup>th</sup> July 2018**. Annex A Paragraph 3 of the Admissions Policy specifies the process for late applications.

4. Boys entered for the test should have been born between 1 September 2007 and 31 August 2008 (both dates inclusive). However, the School will consider a parental request for a place for their son born outside of this date range if, for example, the boy is gifted and talented or has experienced problems such as ill health but who otherwise meets the entry requirements determined by this Policy. If a boy is either under or over age then the parents must contact the grammar school for permission to take the tests. Further details are at Paragraph 14 to the Admissions Policy.

5. If a boy has a current Statement of Educational Needs, Education Health Care (EHC) Plan, speaks English as an Additional Language or faces any other barrier to

learning, whether medical or educational (eg specific learning difficulties), or parents feel their son's circumstances may affect his performance in the test, they can request that special consideration be given to him. Parents must inform the School of any special needs by completing the Special Access Arrangements Form which is available to download from the Admissions website. Alternatively, hard copies can be obtained from the Admissions Office. Parents must indicate how the needs of their son are currently being met and submit the Special Access Arrangements form along with written evidence to the School by **Friday 29 June 2018**. This evidence must be less than two years old on the date of the Eleven Plus test. The School will then conduct a consultation process with appropriate medical or educational professionals (such as the boy's Head Teacher, SENCo and the Local Authority Educational Psychologist). Parents will be advised of the outcome of that consultation in writing prior to the date of the test 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 test is directly attributed to his special circumstances and the School has not been informed prior to the test, 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 School at the earliest opportunity.

6. Any boy who meets the academic requirements for entry as determined by the School's Admissions Policy, and who has a Statement of special educational needs or an Education Health Care (EHC) Plan that names BWS, will be made an unconditional offer. In these circumstances, an offer will be made irrespective of whether the School has places or not and the boy will take precedence over any children on the waiting list.

### **Details of the Eleven Plus Test**

7. The Eleven Plus test is taken under public exam conditions and most boys will be affected by nerves at some point in the weeks and days before the test. Therefore parents are strongly advised to monitor and limit any activities which might put undue additional pressure on their son and induce poor exam performance.

8. The Eleven Plus test can only be taken once. There will be other schools that will be using the same tests as BWS. If a boy takes the BWS test after 15 September 2018 and is found to have already taken the same test, then the raw scores from the first test he took will be used, even if it was at another school.

9. The BWS Eleven Plus test papers are prepared by CEM (Centre for Evaluation and Monitoring at the University of Durham): the tests are designed so no specific preparation is required and no practice papers are available.

10. A familiarisation booklet of questions is available on the BWS website and will be sent as a pdf (or hard copy if requested) to all those who register for the Eleven Plus. This booklet is designed to inform parents and candidates about the Entrance Test in order to give a feel for the appearance of the actual test; introduce some of the symbols and phrases used in the test; inform parents and candidates of the invigilation procedure; indicate the range of disciplines that will be tested and highlight the range of answer formats used in the test. It also includes examples to indicate the range of skills required to complete the test and the manner in which questions are answered. The booklet is NOT definitive and the inclusion of any question types does not guarantee that they will be found in the test taken.

11. Parents who have registered their son to take the Eleven Plus Test using the

Registration Form will receive details of the test arrangements approximately one week before the exam.

12. The test will be held on the morning of **Saturday 15 September 2018**.

13. **NB.** No boy should sit the tests if he is unwell or affected by any personal circumstances that may influence his performance. In this case, parents must telephone the School either before the test or on the morning of 15 September. Arrangements will be made for any boy who cannot attend on 15 September to sit the tests on Friday 21 September 2018.

14. 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 may have been adversely affected on the day of the test – whether for health or personal reasons - is required to write to the School by 26 September 2018 giving full information. If a child has been unwell a medical note, signed by a GP, may be required by the School as evidence.

15. The test consists of two papers each lasting 50 minutes and administered in about one hour:

- a. CEM Paper 1.
- b. CEM Paper 2.

16. Each paper assesses verbal, numerical and non-verbal ability and is in a multiple choice format. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics and to be able to apply these skills creatively.

17. Each paper comprises several individually timed sections. The questions are contained in a booklet and answers are entered on a separate optical mark reader answer sheet. Please note that papers from previous years will **not** be made available to parents.

18. Candidates will be supervised throughout by members of staff. The instructions for the tests will be provided by a prepared audio sound track. (BWS reserves the right to use a printed transcript instead of the soundtrack. Either form of instructions will be acceptable). There will be a break between the tests when candidates will be able to have a drink and a snack and go to the toilet if necessary. Mobile phones and cameras will NOT be allowed in the exam room and, if any boy is found to have his mobile phone with him over the course of the morning, the School is obliged to report this to CEM who may impose any sanctions they deem appropriate, including disqualification. No extra time will be given at the end of the test for any candidate who either has to leave the exam room because of illness or because they need the toilet.

### **Details of the Selection Procedure**

19. Papers are marked centrally by CEM 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 including age weighting to make it fair for candidates. The standardisation is carried out by statisticians at CEM. The result notified will be the standardised weighted score from the Verbal, Mathematics and Non-Verbal components of both papers. The raw scores attained by candidates are not supplied to the School and will therefore **not** be made available to parents.

20. All candidates whose weighted score reaches the standardised pass mark will be regarded as having passed the entrance test. Candidates whose weighted score

falls below the standardised pass mark will be considered unsuited to a grammar school course of education. It must be noted that normally more boys will pass the entrance test than can be accommodated and the oversubscription and waiting list processes in the Admissions Policy at paragraphs 16 and in the Annexes for the relevant point of entry will apply. Parents of boys who have passed the test may contact the School for guidance about the suitability of an application to Bishop Wordsworth's School before the deadline for submission of the Secondary Application Form on 31 October 2018. At this stage of the application process an offer of a place will not be made but an indication will be given as to whether an application is likely to be successful.

21. Parents should contact the School for up-to-date information regarding their son's position on the waiting list.

### **Making a Local Authority Application following the Release of the Eleven Plus Results**

22. All applications and offers of places for admission into Year 7 of the 2019/2020 academic year at BWS will be coordinated by Wiltshire Council as the Local Authority.

23. Parents of boys wishing to apply for a place at BWS must obtain a Secondary Application Form from their son's primary school, or direct from their Local Authority. Boys living in Wiltshire can obtain the Form from County Hall at Trowbridge, or apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) where there is a link from the Home Page. Candidates from other counties should apply via their own County's form (may be called the 'Common Application Form'). Their County Council will then inform Wiltshire Council of a candidate's preference for BWS.

24. A letter with the Eleven Plus test scores will be posted out around 13 October 2018 in time for parents to complete and return the Secondary Application Form for their Local Authority, the deadline for which is 31 October 2018. This will give details of the test scores and whether the boy has met the required standard and is 'eligible' for admission: but note Paragraph 20 above regarding more boys passing the test than can be accommodated and that therefore meeting the required standard does not guarantee a place.

25. Parents that wish to apply for a grammar school place following the release of the Eleven Plus results must include BWS as one of their named preferences on the Secondary Application Form. It should be noted that any information given at the time of the application process which is later found to be false may result in the offer of a place being withdrawn.

26. When considering putting BWS down as a preference on the Secondary Application Form, for practical reasons we recommend that your son shouldn't have a journey of more than an hour in order that he can fully participate in the wider life of the School.

27. Any application for a place at BWS must only be made by people with parental responsibility or professionals working with the family such as social workers. The School cannot speak to family members (such as step-parents or grandparents) unless they have parental responsibility assigned through the courts, proof of which should be provided. Both a child's natural parents have parental responsibility if they are, or ever have been, married to each other. If parents have never married, the mother has parental responsibility automatically. Unmarried fathers acquire parental responsibility for their children in different ways, depending on when their child was

born. Parental responsibility for children born after 1<sup>st</sup> December 2003 is obtained by:

- \* Registering the child's birth jointly with the mother at the time of birth
- \* Re-registration of the birth by the natural father
- \* Marriage to the natural mother of their child or by obtaining a parental responsibility order from the court
- \* Registering with the court for parental responsibility

28. The Local Authority allocates places using an equal preference system. This means that all school preferences expressed by parents must be given equal consideration although a child will receive only one offer of a school place. The child's details are forwarded to each school on the list which then ranks the applicants in order of priority using their oversubscription criteria. The ranked lists are then forwarded to the Local Authority which allocates places in accordance with their published procedures. Parents should understand that this system of allocation of school places by the Local Authority means that, if they want their son to go to BWS and he is deemed suitable for a grammar school education, they must make BWS their first preference. However, it must be understood that it might still not be possible for him to be offered a place if more boys pass than can be accommodated at the School. A boy with Bishop Wordsworth's School as a second or third preference, even if he is deemed suitable for a grammar school education, will not be offered a place at BWS on 1 March 2018 if he is eligible for a school for which he has indicated a higher preference on the Secondary Application Form. Parents should contact their Local Authority if they are unclear about the preference system.

29. Registering for the Eleven Plus test using the BWS Registration Form does not replace applying for admission through the Secondary Application Form.

30. Parents whose son's score falls below the required standard and who are dissatisfied with the outcome of the selection process and wish to appeal must still apply for a place at BWS through the Local Authority Secondary Application Form in order to be entitled to lodge an appeal. Details of how to lodge an appeal will be sent out early March. The appeals will be held in May 2019.

### **Allocation of Places**

31. BWS will rank all applicants that have expressed a preference for BWS using the Oversubscription criteria set out in Annex E of the Admissions policy and then the complete ranked list will be forwarded to the Local Authority.

32. The Local Authority considers each expressed preference equally, regardless of whether the school was placed first, second, third etc. It matches the BWS ranked list and:

- a. Where the boy, after application of the admissions criteria, is eligible for only one of the preferred schools, that school will be the allocated place;
- b. If the boy 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 boy is not eligible for any of the nominated schools then he will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address.

33. The Local Authority will post notification of allocations on 1 March 2019.

34. Parents will be required to confirm to the Local Authority that they wish to accept the offer of a place and must also inform BWS of their decision. If the offer is not accepted within the stated deadline, that place will be forfeited. Any applicant not offered a place will be provided with details of the appeals procedure. Parents dissatisfied either with the outcome of the selection procedure, or by the refusal to offer a grammar school place, may lodge an appeal to an independent appeals panel which will convene under current guidance by the Department for Education.

35. Please note that BWS is an Academy and therefore overall responsibility for admissions rests with the School Governors' Admissions and Property Health & Safety Committee.