

ADMISSIONS POLICY 2020 *Draft for Consultation*
A Statutory Policy

PARENTS SHOULD READ THE FOLLOWING NOTES 1 TO 5 FIRST

- 1. This Policy is structured so that only some parts are relevant to individual parents. Therefore all should read this main body, the appropriate Annex for age of entry (Eleven Plus, Post Eleven Plus or Sixth Form), the Oversubscription Annex and, if appropriate, the Special Needs/ Access Arrangements Annex.*
- 2. 'Parent(s)' in this Policy refers also to guardian(s) or any person who has parental responsibility for the pupil or with whom the pupil lives eg a foster carer.*
- 3. Deadlines. Some deadlines are set by external agencies and are not flexible. Some are set by the School and there can be some flexibility at the discretion of the School but parents are strongly advised to adhere to all deadlines.*
- 4. Mandatory and Advisory Action: 'is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*
- 5. All written correspondence concerning admissions to and by the School should be by email (or on-line form) unless a parent specifically asks for it to be by post or where an original signature is required.*

INTRODUCTION

- 1. Admissions Authority.** The Admissions Authority for Bishop Wordsworth's School (the School) is the Academy Trust represented by the School's Governing Body.
- 2. Ethos Statement.** The School's Ethos Statement is:

"Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to its pupils."

It is hoped that all parents applying for a place will recognise and support this ethos and its importance to the School but this ethos does not affect the right of parents who are of other faiths to be considered for a place. Parents have the right to withdraw their son/ daughters from the periodic Christian acts of worship and from Religious Education classes.

- 3. Legislative and Other References.** This Admissions Policy is in line with Government legislation and guidance and Wiltshire Council requirements. The statutory Department for Education (DfE) Codes, by which the Governors are bound, are the School Admissions Code of December 2014 and the Admissions Appeals Code of February 2012. The Wiltshire Council document by which the School is bound is the Determined Coordinated Scheme for Secondary School Admissions.

4. **Aim of Policy.** The Policy is designed to guide parents through the application process. And to ensure that there is a fair admissions process for all applicants.

5. **Entry Requirements.** All applicants applying for entry in years 7 to 11 must take the entrance test/exam for the year of entry and attain the required grading to demonstrate the necessary academic aptitude for admission. Applicants for the Sixth Form must attain the minimum standard in their GCSE exams as specified in Annex C. However, meeting the academic requirements for entry does not guarantee a place: see Paragraph 6 below.

6. **Oversubscription.** The School is committed to equality of opportunity (See the School's Equality Policy) but, where the number of applicants achieving the required standard exceeds the number of places available, the Oversubscription Criteria at Annex E will be applied to determine which applicants are to be admitted..

7. **Associated Documents.** The following associated documents are on the School's website under 'Admissions' or can be obtained from the School's Admissions office:

a. **Special Access Arrangements Form.** This on-line form should be completed for those whose circumstances (medical, educational (eg learning difficulties) or personal) might affect their performance in the entrance test or in their GCSE results if applying for Sixth Form entry. Further details area at Annex D

b. **Map.** A map of the School's designated area which is of relevance to the Oversubscription Criteria: see Annex E Sub-paragraph 1c.

ENTRY PROCESS

8. There are two main intakes: Year 7 (Eleven Plus Entry) and Year 12 (Sixth Form Entry). Entry is encouraged at these times to aid academic progression through a stage of education without interruption but, subject to space (normally very limited) and the academic criteria, entry is possible at any time as described in Paragraphs 9 to 11 below. Those intending to apply are encouraged to visit the School with their parents on one of the open days. Exceptionally, visits may be made at other times by arrangement with the Admissions Office.

9. **Entry at Year 7 (Eleven Plus Entry).** The application process to join Year 7 in September 2020 (the Eleven Plus Selection Procedure) is at Annex A.

10. **Entry in Years 7 to 11 (Post Eleven Plus Entry).** The application process to join in any of years 7-11 but, when the application is too late for the Eleven Plus to be taken, is at Annex B.

11. **Sixth Form Entry.** The application process for entry at Year 12 or 13 is at Annex C.

12. **Admission Outside Normal Age Group.** A parental request for a place outside of the normal age group will be considered if, for example, the applicant is gifted and talented or has experienced problems such as ill health but who otherwise meets the entry requirements determined by this Policy.

a. The decision on whether to admit will be taken on the basis of the circumstances of each case and in the best interests of the applicant for example: the parent's views; information about academic, social and emotional development; medical history; the views of a medical professional if relevant; whether the applicant has previously been educated out of the normal age group and the views of the Head Teacher of the school currently attended.

- b. The final decision on whether an applicant who is outside of his normal age group is allowed to take the entrance test rests with the School's Head.
- c. A period of 12 calendar months must pass before the applicant may be re-tested and then the test applicable to the next age group will be set.

13. Applicants with Special Educational Needs or Disabilities. Pupils with Special Educational Needs or Disabilities (SEND) who meet the entry requirements specified in this Policy may be admitted.

- a. If an applicant has either a statement of Special Educational Needs (SEN) or an EHC Plan that names Bishop Wordsworth's School then a place will be offered provided the entry requirements specified in this Policy at Paragraph 5 above are met.
- b. Information for SEND applicants are at Annex D.

14. Oversubscription. The selection criteria outlined in Annex E will be applied where the number of applicants who have met the entry requirements at Paragraph 5 above exceeds the number of places available. The application forms referred to in annexes A and B include requests for detail so that applicants can be ranked correctly under the Oversubscription Criteria. If parents wish preference to be given on any of the grounds listed in the Oversubscription Criteria they must provide appropriate details and evidence when applying for a place at the School.

15. Shared Responsibility. Where two (or more) adults both have parental responsibility it is preferable that they agree which is their preferred school before applying for a place. In cases of dispute, or where two or more application forms are submitted, the School will process the application in the order of the criteria in sub-paragraphs a to e below:

- a. The application from the parent who has a residence order. If there is no order then:
- b. The application from the parent with whom the pupil is living for the majority of the school week. If the parents are in dispute as to whom the pupil lives with the majority of the school week then:
- c. The application from the parent at the address where the pupil is registered with a GP, otherwise:
- d. The application from the parent who is in receipt of the child benefit.
- e. In the event of further dispute regarding the address used, parents may wish to take independent legal advice as to whether they should seek a specific issue order from the Court to decide on where the pupil is to be schooled.

16. Overseas Applicants. Children who hold a full British Citizen passport or whose passport has been endorsed to show that they have the right of abode in the UK are entitled to apply for a place. The passport or visa may be required for inspection before an offer of a place is made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

- a. Applications on behalf of pupils currently living outside the UK will be processed but, until the pupil is resident in the UK, their home address will be considered as being their place of residence outside the UK.

b. Notwithstanding Sub-paragraph 16a above, pupils whose parents are UK Service personnel, other Crown servants (including diplomats) or British Council employees will be considered as living in the designated area if the parent with whom they live and will continue to live is under notice of posting into the designated area. The School will require proof of future residency or unit postal address in the form of an official government letter (for example: from the MOD, FCO or GCHQ) declaring a relocation date.

c. To ensure security of the test paper, the Eleven Plus test provider, the Centre for Evaluation and Monitoring (CEM), will not allow tests to be taken overseas and therefore all Eleven Plus selection tests are held at the School. However, in exceptional circumstances the Head may allow post Eleven Plus entry tests (Paragraph 10 above refers) to be held overseas, normally at British Councils, Forces education centers or universities.

17. Appeals. Refusal by the School to offer a place may be appealed.

a. Appeals against a decision not to offer a place will be held in accordance with the regulations of the Department for Education that are in force at the time of the appeal.

b. Appeals are handled by an independent panel assisted by an appeals clerk, convened under the arrangements established by the 1998 School Standards and Framework Act.

18. Deadline for Acceptance of an Offer of a Place. A place is not confirmed until the offer is accepted by the parents. If a parent does not respond to an offer of a place within two weeks, a reminder offer will be sent and will state that the offer may be withdrawn if there is no response within one week.

19. Withdrawal of an Offer. An offer of a place will be withdrawn in any of the following circumstances:

a. If the offer was made in error.

b. If the child has not joined the School at the date agreed when the offer was accepted unless there are exceptional circumstances which are accepted by the School.

c. If the offer has not been accepted, see Paragraph 18 above.

d. If the offer was obtained through a fraudulent or intentionally misleading application.

20. Fraudulent or Misleading Applications. An offer of a place will be withdrawn if the detail on the application is later found to be fraudulent, even if the child has already started school. Most cases of fraudulent applications involve giving a false address. Verification checks on application information may be made and all suspicious applications will be investigated. . If an offer is withdrawn, there is a right of appeal in accordance with Paragraph 17 above.

21. Journey Time. It is recommended that commuting should be less than an hour, particularly for younger pupils.

MONITORING

22. This Policy is to be reviewed by the Heads of Year and staff responsible for administering the selection process.

EVALUATION AND CONSULTATION

23. This Policy is to be determined annually by the Governors' Admissions, Property Health & Safety Committee.

24. The Policy for each year is to be sent in draft for consultation to the Salisbury Diocesan Board of Education (SDBE), to schools' admissions authorities and other interested persons/groups in the designated area. It is also to be published in draft on the School's Website for the prescribed period of consultation.

25. This Policy was adopted by Governors for consultation on 19 November 2018 and, after consultation, formally determined by Governors on TBN February 2019.

CONTACT AND WEBSITE

26. Further information may be obtained from the School's Admissions Office by email : admissions@bws.wilts.sch.uk or from:

Bishop Wordsworth's School
Exeter Street
Salisbury
Wiltshire SP1 2ED
Tel: 01722 333851

27. **Website.** The School Website is: www.bws-school.org.uk

ANNEXES

- A. Application Process for Entry into Year 7 in September 2020 (the Eleven Plus Selection Procedure).
- B. Application Process for entry into Years 7-11 (The Post Eleven Plus Selection Procedure).
- C. Application Process for Entry into the Sixth Form.
- D. Special Access Arrangements Including Special Educational Needs and Disabilities (SEND).
- E. Oversubscription Criteria.

**APPLICATION PROCESS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2020
THE ELEVEN PLUS SELECTION PROCEDURE**

GENERAL

1. For entry in Year 7 the Eleven Plus test (the Test) must be passed, normally in the final year at Primary School. The Eleven Plus test must not be taken more than once and at only one school. Examination papers are confidential and practice papers are not available from the School.
2. **Age Eligibility.** To be eligible to take the Test, the date of birth must be between 1 September 2008 and 31 August 2009 (both dates inclusive).
3. **Year Numbers.** The Published Admissions Number (PAN) for the year commencing 1 September 2020 in Year 7 is 160 with five forms of 32 pupils.
4. **The Eleven Plus Test.** The Centre for Evaluation and Monitoring (CEM) assessment tests are used for Year 7 entry. CEM marks the papers and then standardises them (by age weighting) so that the scores are fair to all boys. On receipt of an application the School sends the CEM familiarisation booklet to the applicant: the booklet describes the format of the Test.
5. **Pass Mark.** The standard pass- mark is normally between 70% and 74% (depending on the number and quality of applicants).
6. **Pupil Premium Pass Mark.** Applicants who are, or who ever have been, in local authority care or who, at the time of the test, meet the eligibility criteria to claim for free school meals or have met them in any of the previous six years qualify for Pupil Premium (paid to the School). The pass mark for those entitled to Pupil Premium will be about 3% lower than the standard pass mark and 10 places will be reserved for them. If fewer than 10 pass at the reduced pass-mark the places will be re-allocated to standard pass-mark applicants. Those entitled to Pupil Premium who achieve the standard pass mark will not take one of the 10 places.

APPLICATION FOR ENTRY

7. **Application Coordination.** All applications for admission and offers of places into Year 7 in 2020 are coordinated by the Local Authority, Wiltshire Council, and therefore the applicant's Local Authority Secondary or Common Application Form must be completed (differing LAs have differing terminology). Places are not offered until 1 March 2020.
8. **Application For The Eleven Plus Test.** Application to sit the Eleven Plus Test (the Test) should be made on the School's online Application Form on the Admissions section of the website. If necessary, a paper form may be requested from the Admissions Office. The forms also request information to enable the School to apply the Oversubscription Criteria.
9. **Main Round Applications.** The main Test date is Saturday 14th September 2019. The deadline for receipt by the School of application forms for this Test is 5pm on Wednesday 10 July 2019. If a boy is unable to take the Test due to illness, a second Test will be held the following Friday.
10. **Late Main Round Applications.** Application forms received after 10 July 2019 but by 31 October 2019 will be processed as 'late main round applications' and the applicant will sit the

Test in early December 2019. Therefore their Test results will not be known until after the deadline for applying for a place to the Local Authority has passed. However, they will be considered for a place with the same priority as those who sat the Test in September 2019 provided parents have submitted an 'on-time' (ie by 31 October 2019) application to the Local Authority for a place at the School. See Paragraph 7 above).

11. Second Round Applications. Applications received after 31 October 2019 but by 9 March 2019 are considered in the Second Applications Round unless Sub-paragraph a below applies.

- a. If the Local Authority accepts that there are exceptional circumstances (see the Wiltshire LA Website for guidance) why an application could not be made by 8 March 2019, the application will be re-categorised as a late main round application and processed in accordance with Paragraph 10 above.
- b. Second round applicants will sit the Eleven Plus after the main (including late main) round of allocations has been made. However, as all places are normally filled by first round applicants, second round applicants are unlikely to be offered a place unless they have a very high priority under the Oversubscription Criteria at Annex E and a place offered to a first round applicant has been declined.
- c. For more detailed information, parents should contact their local County Council..

12. Third Round Applications. Parents who apply for a place after 9 March 2020 (the Local Authority closing date) must apply to the School to take the Test and also apply through the Local Authority: they will be categorised as third round applicants. All applications will be processed in line with the LA's co-ordinated admissions scheme 2020/21, which can be found at www.wiltshire.gov.uk. Any applications received by the LA after 9 March 2020 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practically possible. Third round applicants will sit the Eleven Plus after the Second Round of allocations has been made. However, as all places are normally filled by first round and second round applicants, third round applicants are very unlikely to be offered a place.

13. Test Results and Future Action Required. The School will conduct the Test and the scores will be sent to parents two weeks before the end of October 2019 in time for them to complete and return the Secondary/ Common Application Form for their local County Council - the deadline for return is 31 October 2019. The notification of test results will include what action parents must then take, relevant timelines and will say that, if Bishop's is not listed as first preference, then a place will not be offered irrespective of a Test pass. Allocations of places at Secondary Schools are posted by Local Authorities on 1 March 2020. The deadline for acceptance of offers by parents is 15 March 2020.

14. Waiting List – Entry Following the Eleven Plus Selection Process. A waiting list will be maintained of boys who have passed the Test and applied to the School but who have not been offered a place. A boy's position on the waiting list will be determined by the Oversubscription Criteria at Annex E. The waiting list is maintained until the end of Year 7.

- a. All applicants 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 have a higher priority.

b. If a boy passes the Test and his parents decline his place but then subsequently wish him to join the School, he will be treated as a Second Round applicant and also retested unless he is reapplying within 24 months of taking the Test.

15. Summary of Dates and Deadlines for First Round Applications.

Early March 19	Policy and application form on Website.
29 Jun 19	Deadline for receipt by School of Special Access Arrangements Form, if applicable, with evidence (for Main Round)
11 Jul 19	Deadline for Application, after this 'Late Main Round Application' procedure applies.
Sat 14 Sep19	Eleven Plus Test.
Mid Oct 19	September Eleven Plus Test results issued.
31 Oct 19	Deadline for return of Secondary/ Common Application Form to LA.
Dec 19	Late Main Round Application Eleven Plus Test.
2 Mar 20 National Offer Day	LA post allocations of secondary school places for main (incl Late Main) round applicants.
9 Mar 20	Deadline for receipt of second round applications.
16 Mar 20	Deadline for acceptance by parents of places offered to Main (incl Late Main) round applicants.
After 9 Mar 20	Third round applications.
Late Mar/early Apr 20	Eleven Plus Test for those who apply after 31 Oct 19 but by 8 Mar 20 ie Second round applicants) Results and offers made normally within 3 weeks.
May/ Jun 20	Appeals held. (Separate timetable published on website)
31 Aug 20	Deadline for third round applicants.
Jul 20	11+ Test. Results and offers made normally within 3 weeks.

16. **Documents.** The following documents are on the School's website under 'Admissions' or can be obtained directly from the Bishop Wordsworth's Admissions office:

- a. Application Form for Eleven Plus Test for entry into Year 7 in September 2020 (an on-line form)
- b. Special Access Arrangements Form.(an on-line form)

17. **Historical Statistics.** The following historical data below is included as an aid to understanding the demand for places and what Oversubscription Criteria have been applied in the past:

a. Number Taking the Test.

2014 270

2015 315
 2016 318
 2017 282
 2018 281 (expected to increase after Tests for late entries)

b. **Record of Previous Admissions.** In the Table below headings SEND (Special Education Needs & Disabilities) and 1a to 1g refer to the Oversubscription Criteria in place for the years shown. The categories are identified as follows:

1 SEND; 1a: Looked After Children; 1b: Boys on Free School Meals; 1c: Boys living in the Designated Area; 1d: Boys with brothers (half-brothers etc) at the School; 1e: Boys whose application is because Bishop Wordsworth's is a Church School; 1f: boys of Bishop Wordsworth's School employees; 1g: Service Premium (introduced in 2016)
 1h: All other boys.

	SEND	1a	1b	1c	1d	1e	1f	1g	1h	Total
2014	1	0	1	77	2	14	0	-	32	127
2015	0	0	4	78	7	10	0	-	29	128
2016	0	0	3	77	9	8	0	4	27	128
2017	0	0	4	83	9	10	0	5	45	156
2018		2			25					

**APPLICATION PROCESS FOR ENTRY INTO YEARS 7 – 11
(The Post Eleven Plus Selection Procedure)**

1. **General.** Applications will be accepted at any time and places offered, subject to passing an exam set by the School and space being available. However, there are normally very few places available in years 7 (post Eleven Plus) to 11. Spaces available by year are on the School Website under Admissions.
2. **Application for Entry.** Applications for admission if the boy is too old to sit the Eleven Plus Test (see Annex A Paragraph 2 must be made to Bishop Wordsworth's School on the Late Entry Application Form which also provides evidence for the application of the Oversubscription Criteria. There is an on-line form on the Website under Admissions or a paper form can be requested from the Admissions Office if necessary.
3. **Application Coordination.** Parents must also complete the Wiltshire Council Secondary Application Form obtainable on-line at www.wiltshire.gov.uk irrespective of whether the boy lives in Wiltshire.
4. **Academic Assessment.** 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. The pass mark is an overall score of about 72%. Re-examining is not permitted within 12 calendar months. Practice papers are not available.
5. **Year Numbers.** The planned maximum number of boys is 160 in years 7 to 10 and 128 in year 11.
6. **Application and Test Process.** The application process is for an application to be made (Paragraphs 2 and 3 above), an exam taken (Paragraph 4 above) and, if the exam is passed, the boy will be added to the waiting list. If a place is or becomes available, it will be offered to the boy with the highest priority on the waiting list (Paragraph 7 below) for a place in the relevant year of entry. Instructions for the test (timings meeting place etc) will be sent to parents about one week before the exam.
7. **Waiting List.** A waiting list will be established of boys who have passed the entry exam and applied to the School but who have not been offered a place. The waiting list is governed by the Oversubscription Criteria at Annex E. .
 - a. Applicants 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.
 - b. If a boy passes the exam and his parents decline his place but then subsequently wish him to join the School, he may be re-examined, at the Headmaster's discretion, depending on the length of time since he passed the exam.
 - c. Any 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.

**APPLICATION PROCESS FOR ENTRY INTO THE SIXTH FORM IN THE ACADEMIC YEAR
SEPTEMBER 2019/ AUGUST 2020**

SIXTH FORM ENTRY – YEAR 12

1. **Admission.** Admission to the Sixth Form is open to pupils already at the School and to applicants from other schools, both boys and girls. Providing the GCSE requirements below are met, internal applicants are entitled to admission but are required to complete the online application form which includes details of subject choices and other relevant detail. (See Paragraph 7 below). Applicants from other schools may be invited to attend meetings to discuss their subject choices. The School will make contact with the applicant's current school and request comments in order that staff at Bishop Wordsworth's School can provide best advice on entry requirements and subject choices. However, such meetings and comments are not part of the decision-making process on whether an offer will be made.
2. **Published Admissions Number.** The Published Admission Number (PAN) for external applicants joining Year 12 in 2019 is 70.
3. **Entry Criteria – Internal and External Applicants.** Entry to Year 12 is on the basis of academic ability demonstrated by achievement at GCSE/ IGCSE. Therefore, places in Year 12 will be allocated following GCSE results day in August.
4. **GCSE/ IGCSE Requirements.** The minimum requirement for entry to Year 12 is 48 points in the best 8 GCSE subjects including at least a 5 in both English and Mathematics. Additionally, minimum grades may be required for specific subjects dependent on the 'A' levels to be taken. These additional grade requirements are listed in the Sixth Form prospectus.

ENTRY TO THE SIXTH FORM – YEAR 13

5. Normally only those already at the School in Year 12 enter Year 13. In exceptional circumstances consideration will be given to external applicants.

APPLICATION AND ENTRY PROCESS

6. **Prospectus and Application.** The Sixth Form Prospectus, details of subjects taught and open days are on the website (at http://www.bws-school.org.uk/main/Sixth_Form/Admissions) or are available from the School's Sixth Form Office.
7. **Application Form.** The application form (on the website) must be completed by the candidate online. The deadline for receipt of the completed form is on the form but is usually at the end of the January preceding entry.
8. **Discussion and Advice.** Candidates are normally invited to the School in March to discuss their applications and to receive advice on subject choices etc.
 - a. Some applicants may be invited for further discussions with Heads of Department, normally for: foreign languages, art, economics and music.
 - b. Applicants for mathematics are required to take a mathematics assessment test. Entry to mathematics courses is not subject to passing or achieving a certain mark in the test but the mark may enable the Mathematics Department to suggest useful preparatory work for the applicant to undertake before the start of 'A' Level studies.

9. **Conditional Offers.** Successful applicants are offered a conditional place by Easter. If an applicant's predicted grades are significantly below the School entry requirements (see Paragraph 4 above) this will be highlighted on the conditional offer letter. Those who are not given a conditional offer may make a late application (see Paragraph 11 below) when their results are known which will then be considered if their actual grades are acceptable.

10. **Acceptance of Conditional Offers.** Those who wish to take up conditional offers are required to notify their results to the School either in person or by telephone by 1pm on results day in August: firm offers will be made to those who have met the entry requirements. Those who have not met the entry requirements may contact the School by 1pm on results day and, depending on the results obtained, may be invited to discuss options for entry.

11. **Late Applications.** Late applications (ie those made after the deadline on the Application Form) may be accepted with the proviso that choices may then be limited because subject numbers and staffing are fixed. The process is as specified as above.

12. **Subject Choices.**

- a. Applicants choose 3 (or 4, see below) 'A' Level subjects to study plus a reserve option. They will also be offered the chance to study for an Extended Project Qualification (EPQ).
- b. Those taking Further Mathematics will take 4 'A' level subjects and those who are expected to score above an average of 7.5 in their best 8 GCSE subjects may apply study a fourth 'A' level. The application will be considered by Sixth Form staff with the pupil when GCSE results are confirmed but the final decision will be at the discretion of the School.
- c. A maximum of two new subjects (ie without GCSE/ IGCSE study) may be taken.
- d. If a subject is oversubscribed, places are usually allocated according to the priority in which the subjects are listed on the application form except that those with higher GCSE grader will be given priority. The importance of the subject to the future university or employment plans of an applicant may also be taken into account.

13. **Withdrawal of Subjects.** Subjects and combinations initially advised are subject to change and subjects may be withdrawn if there is insufficient demand. Additionally, if there is more demand than can be accommodated, some applicants may not be able to take their subject choices. The Application Pack contains the following proviso: 'Please note that it will not always be possible to timetable every single combination of subjects and courses must have a viable number of pupils for them to run.'

14. **Waiting List.** The Sixth Form is not normally oversubscribed but, if it is, the Oversubscription Criteria at Annex E will be applied to order the waiting list.

15. **Appeals.** All applicants refused a place will be notified that they have a right of appeal to an independent appeals panel. An appeal must be initiated by writing to the Headmaster. The panel will take into account how close the applicant came to meeting the entry requirements and other relevant circumstances. If there are insufficient applicants meeting the entry requirements, the Government's Admissions Code of Practice (2014) states that the School does not have to fill all the places. If more applicants qualify for entry than there are places in their chosen 'A' levels and an eligible applicant is refused an offer of a place because the offer would breach the PAN, the School would defend any appeal on the grounds that it would be prejudicial to efficient education or the efficient use of resources to admit that applicant.

**SPECIAL ACCESS ARRANGEMENTS INCLUDING SPECIAL EDUCATIONAL NEEDS AND
DISABILITIES (SEND)**

1. Identification of Special Access Arrangements for Entry Tests. Prior to testing, parents should complete the 'Special Access Arrangements (SAA) Form (an on-line form) to inform the School of any special needs (medical, educational or personal), which their children have and indicate how those needs are currently being met . Appropriate evidence not more than two years old of any needs must be provided .

a. Parents should complete their SAA Form and any accompanying documentation to the School as early as possible but, unless there are unforeseen exceptional circumstances, the SAA Form for normal Year 7 entry must be received the School Admissions Office by the deadline date (see Annex A Paragraph 15).

b. The School will then consult with appropriate professionals to determine the most appropriate access arrangements required for taking the test. Consultation will take account of the most recent Wiltshire Council document entitled 'Wiltshire Graduated Response to SEND Support (GRSS)' and the 'Joint Council for Qualifications (JCQ) Access Arrangements, Reasonable Adjustments and Special Consideration' document'. The GRSS sets out the requirements for SEN provision in Wiltshire schools under the Government's statutory SEND (Special Education Needs and Disabilities) Code of Practice of 2014: 0-25 years. The JCQ document sets out regulations for making reasonable adjustments in GCSE and GCE qualifications and is used as a guide to what access arrangements might be appropriate for the test at the relevant point of entry.

c. Following this consultation, parents are informed prior to the test if their child is entitled to special access arrangements.

d. Special needs declared after a test will not be taken into consideration.

2. Provision of Individual Needs. After admission, the SEND Co-ordinator will discuss and consider the individual needs of each pupil and provide support as appropriate. Teachers are aware of the need to employ a variety of teaching styles to cater for different individual learning needs.

OVERSUBSCRIPTION CRITERIA

1. **Priority of Criteria.** Where the number of applicants who have achieved the required standard exceeds the number of places available, the following Oversubscription Criteria will be applied to decide which are to be admitted. Criteria will be applied in the order of sub-paragraphs a to h below:

a. A 'looked after child' or a 'previously looked after child'. The definitions of these are:

(1) **Looked after Children** – a 'looked after child' is in the care of the Local Authority or being provided with accommodation by a local authority in the exercise of its social services functions (as defined by section 22 of the Children Act 1989) at the time of making an application to a school.

(2) **Previously Looked After Children** – are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order (adoption and the orders are as defined by the relevant Acts).

b. Applicants who, at the time of the entry test, or the receipt of GCSE results, meet the eligibility criteria to claim for free school meals currently or in any of the previous six years and who therefore qualify for the Pupil Premium Grant. Documentary evidence that the parent is in receipt of the appropriate support payment for entitlement to free school meals will be required.

c. Applicants whose permanent home is in the School's designated area (map available on the School's website) at the time of application or who have evidence that they will be permanently relocated to live in the designated area. Further clarification/requirements for this criterion are as follows:

(1) In this context, 'permanent home' is defined as the applicant's only or main residence and is either owned or leased/rented by the parent(s). Documentary evidence of residence not more than 6 months old may be required, (eg the applicant's NHS medical card together with the parents' recent utilities bill or tenancy agreement). If the permanent home is leased/ rented by the parent(s), then the lease/rental agreement must be for a term of at least 12 months without a break clause. The property owned/rented/leased is to be that in which the applicant and his family live.

(2) Where an applicant lives with parents with shared responsibility each part of the week (see main body Paragraph 17 for further clarification on shared responsibility), the permanent home will be considered to be as follows: (unless there is a specific court order or other compelling evidence) where the applicant is registered with his GP (documentary evidence not more than 6 months old may be required) or, otherwise, the home will be considered to be the address of the person whose name is on the child benefit statement (proof required).

NB. Sub paragraphs 1c(3) to c(6) below only refer to boys entering at the normal Eleven Plus entry point

(3) Applicants moving into the School's designated area after the date of Application but prior to 12 October 2019 who submit an application on time to their current local authority including Bishop Wordsworth's School as a preference may be considered for these criteria as being at their new address if and only if:

(a) Their previous home has been sold or contracts have been exchanged for sale (dated before 12 October 2019) or, if a tenancy, the tenancy was terminated before 12 October 2019. Appropriate legal documentation will be required as proof; or

(b) For leasing agreements: the new lease must commence before 12 October 2019 and be for a minimum term of 12 months without a break clause. Evidence of the lease will be required supported by a council tax charge notification. Additionally, a previous lease must have been terminated and proof of termination may be required;

and the applicant became resident at the new home together with their parent(s).

(4) The School must receive the evidence and legal documentation referred to above by 2 December 2019.

(5) Applicants (except for Crown Servants etc, see Sub-paragraph (6) below) who move into the designated area after 11 October 2019, but before the 1 March 2020 (the national offer day), who have made an application on-time to their Local Authority and included Bishop Wordsworth's School as a preference will be considered from the original address on the School Application Form.

(6) Applicants whose parents are UK Service personnel, other Crown servants (including diplomats) and British Council employees who are under notice of posting will be considered as living in the designated area if the applicant would meet the criteria when relocated. Documentary evidence that the applicant meets the criteria will be required: parents must submit proof of future residency or unit postal address in the form of an official government letter (for example MOD, FCO or GCHQ) declaring a relocation date. This evidence must be received by the School by 14 December 2019.

d. Applicants who will reside with a brother or sister already at the School at the time of admission (including foster, adopted, step or half-brother/ sister or the child of the parent's partner).

e. Applicants who attend church regularly and whose parents express a preference for a Church School in accordance with the School Ethos Statement. In this case "Church" refers to a Church of England Church or to another Church which is a member of Churches Together in Britain and Ireland (www.ctbi.org.uk) or to Christian groups sympathetic to the Church of England (eg Quakers, the Salvation Army). The School may be contacted for further advice. "Attendance at church" means a pattern of church involvement greater than occasional engagement through schools, uniformed organisations, or similar affiliated groups. Precedence will be given to Anglicans. Confirmation of the applicant's church attendance and religious affiliation will be required from the relevant Church leader on the School's Application Form and verification checks will be made. Confirmation from the priest or minister will be required confirming that the applicant had attended church regularly over the previous 24 months. 'Regularly' means an average of twice per month; attendance in

more than one church will be taken into account and the referring minister must confirm that the applicant is known to him as a practising member of his church

f. Applicants who at the time at which the application for admission is made, reside with at least one parent or step parent who is a contracted member of staff at the School and has been so for at least two years.

g. Applicants who, at the time of the Test/ Exam, have been recorded as qualifying for the Service Premium in their school or who have been a Service Child in any of the previous three years or who are in receipt of a child pension from the Ministry of Defence under the Armed Forces Compensation Scheme (AFCS) and the War Pension Scheme (WPS). Documentary evidence that a parent is or has been a member of the regular Armed Forces will be required.

h. Other applicants who have met the entry requirements .

2. **Ordering Within Same Criterion.** The shortest straight line distance from the applicant's home to the School (the Exeter St Gate) will be used to determine priority for admissions within the eight criteria categories in Paragraph 1 above. Distances supplied by the Local Authority will be used and these will measure the straight line distance using the Ordnance Survey Eastings and Northings of the permanent home and the School. If two or more applicants with the same priority for admission live the same distance from the School but cannot all be admitted, then the available place(s) will be allocated by the casting of lots. The casting of lots will be supervised by a person who is wholly independent of the School.

3. **Treatment of Twins, Triplets etc.** The School will endeavour to admit all multiple birth siblings who meet the entry requirements and who live together where ordering by the criteria above would allow space for fewer than all of them. If there are insufficient places to accommodate all the siblings of a multiple birth (i.e. twins, triplets etc.) the parents will be asked to nominate the sibling or siblings to take up the available number of places.