



Wolverhampton Girls' High School

Admission Arrangements for the School Year 2017-18 **Proposed changes are tracked throughout the document**

Wolverhampton Girls' High School is a selective grammar school for girls from 11 to 18 years with Academy Status. There is no charge or cost related to the admission of a pupil to the school. The Governing Body of the school is responsible for the admission arrangements¹. All parents living both within and beyond the City of Wolverhampton may apply for their daughters to be admitted to the school.

Admission of Pupils to Year 7

For admissions at age 11 to Year 7 of the school, the Governing Body participates in the Local Authority's co-ordinated admissions scheme for maintained secondary schools.

Admission to Year 7 is determined by the performance of candidates in an entrance examination and by the availability of places. Only girls who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for admission to the school.

The entrance examination is open to girls who will be no older than 11 years of age, on 31st August 2017.

Application Procedures

Parents who wish their daughter to be considered for a place in Year 7 from 1st September 2017 must register her for the entrance examination by completing and returning to the school by the specified date the Registration Form. This is available to collect from the school or alternatively is published electronically on the Wolverhampton Girls' High School website.

Parents must also complete a Common Application Form. The parents of children resident in Wolverhampton should visit the Wolverhampton City Council website to obtain the Secondary Composite Prospectus and Common Application Form. The parents of children not resident in Wolverhampton must obtain a composite prospectus and Common Application Form from the Local Authority in whose area they live. This must also be completed and returned by the specified date to their home Local Authority, following the guidelines given in the composite prospectus, and ensuring that Wolverhampton Girls' High School is named as one of their preferred schools. If Wolverhampton Girls' High School is not named on the Common Application Form, no offer of a place will be made even if the child has taken the entrance examination.

Admission Number

The number of intended admission for the year commencing 1st September 2017 will be 145.

Entrance Test

Admission to Year 7 of the school on 1st September 2017 will be determined solely on the performance of all candidates in an entrance examination.

Arrangements for taking the examination will be announced by the Governing Body in the local press during the Spring Term 2016.

Where a candidate is ill on the day of testing, arrangements will be made for the test to be taken on an alternative date. In such cases the candidate will need to provide a medical note within 5 days of the test date. Any other exceptional circumstances for non-attendance should be notified in writing to the school prior to the test. The school cannot make allowance for examination performance which may have been adversely affected by illness or by any other exceptional circumstance.

¹ Admission arrangements means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

Out of Cohort Candidates

Parents who wish their daughter to be considered for entry to Year 7 in September 2017, whose daughter is born either before 1st September 2005 or after 31st August 2006 should write to the Headteacher outlining the reasons for the request. The Headteacher will then seek the views of the Governors' Admissions Committee who will assess the request. Parents should note that a student can only take the Entrance Test for entry into Year 7 once. Therefore if applying a year ahead of the cohort a student would not be able to take the following year's test. In addition an In Year Transfer Test is not possible for entry into Year 7 where a student has already taken the Entrance Test for entrance into Year 7.

Allocation of Places

The school makes the arrangements for girls to sit the entrance examination and for it to be marked independently. The scores are put into a table in merit order according to the performance of each girl in the examination. In order to inform their choice of schools for their daughter, parents are sent a notification letter containing information about their daughter's performance in the entrance examination. The merit table is then sent to the Local Authority.

On the notification date, letters are sent out offering places at Wolverhampton Girls' High School to 145 girls. Places are offered strictly according to the examination order of merit to the first 145 girls for whom Wolverhampton Girls' High School was the highest in their list of preferred schools on their Common Application Form for which they met the criteria.

Before 1st September 2017, parents of successful applicants will be required to provide evidence of the date of birth of their daughter in the form of an original birth certificate or other form of documentation acceptable to the Governing Body.

Oversubscription Criteria

Where applications for admission exceed the number of places available, eligible girls higher in the merit order will be given preference.

In the event that more than one candidate obtains the last qualifying score, priority will be allocated on the basis of the points set out below:

1. A "Looked After Child"² or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address³ to the designated school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents have shared responsibility for the girl and the girl lives with both parents for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents may be requested to supply documentary evidence to support the address used for the application.
3. Twins, triplets, multiple births – in this situation when the sisters live at the same address, the place will be offered strictly according to the examination order of merit list. In the event that there is a tie, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

Late Applications

It is essential that the Registration Form for the entrance examination is received by the specified date. In exceptional circumstances late applications must be submitted to the school with supporting evidence to provide the reasons for the late application. This will be considered and provision will be made for the child to sit the test at an alternative date.

Waiting List

Following completion of the annual co-ordinated admissions procedure, should places then become available, girls will normally only be considered for admission if their standardised score in the entrance examination is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage.

In the event of a place not being offered, your daughter's name will be placed onto an automatic waiting list, provided that Wolverhampton Girls' High School was listed higher in your order of preference on the Common Application Form than the school at which she was allocated a place, and that her standardised score in the entrance examination is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage.

² A 'looked After child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

³ The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence and is either: owned by the child's parent/carer or guardian or leased to or rented by the child's parent/carer or guardian under lease or written rental agreement.

The waiting list will be automatically generated after initial offers have been notified and maintained until the end of the Autumn Term 2017 by Wolverhampton Local Authority. Following this date, no waiting list will be held.

Appeals

In the event of a place not being offered, parents have the right to appeal to an independent appeal panel. The intention to do so must be indicated in writing to the Clerk to the Governing Body at the school by the date specified. Parents will then be sent the necessary forms. Once an appeal has been lodged, parents will receive information about the appeal process, including details as to when and where the appeal will be held.

Equality Act 2010

Parents who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Need which would disadvantage her during the application of the school's admission procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.



Wolverhampton Girls' High School

In Year Admission Arrangements for the school year 2017-18

In addition to the published Admission Policy for the transfer of pupils at age 11, the Governing Body of Wolverhampton Girls' High School wishes to highlight the following agreed procedure for admission to the school by way of transfer from other schools at other points during the academic year and at ages greater than 11 years.

Application Procedures

Movement between schools and to join a school is administered by the Local Authority. Parents considering making a request to move their child into or between schools in Wolverhampton, other than at the normal transfer stage should contact the School Admissions and Transfers Section of their Local Authority for an In-Year Common Application Form (INCAF). The Secondary Social Inclusion and Advisory Placements Panel (SSIAPP) will consider all transfer requests for Wolverhampton Secondary Schools and make their recommendations to the appropriate admission authority for consideration.

Admission Number

The admission number for Year 7 -9 is 145, Year 10 is 116 and Year 11 is 108.

Out of Cohort

Parents who wish their daughter to be considered for entry to Year 8 and above via the In Year Transfer Request system, whose daughter is either ahead of her cohort or behind her cohort should write to the Headteacher outlining the reasons for the request. The Headteacher will then seek the views of the Governors' Admissions Committee who will assess the request. Parents should note that a student can only request to take an In Year Transfer Test to join a specific school year group (For example Year 8 or Year 9) once. Therefore if a student is of school age Year 7 and applying to join the school's Year 8 cohort a student would not be able to take an In Year Test the following year when of school age Year 8 for entry into the school's Year 8 cohort.

Allocation of Places

If there are no places available in the year group for which the application was made, no place will be offered and the parent will be informed of their right to appeal. If the parent lodges an appeal against the decision not to admit, the school will make arrangements to test whether the child is of the required academic standard. This information will be used to inform the appeal process.

If there are places available in the year group for which the application was made, the school will make arrangements to test whether the child is of the required academic standard as defined on the school website. A place will only be offered if the testing process reveals this to be the case. Where fewer places are available than the number of children who meet the required academic standard, places will be allocated to the child or children who achieved the highest scores in accordance with the oversubscription criteria below. If no place is offered parents will be informed of their right to appeal.

Oversubscription Criteria

In the event that more than one applicant obtains an equally high standard in the tests, priority will be allocated on the basis of the points set out below:

1. A "Looked After Child"⁴ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address⁵ to the designated school using computerised

⁴ A 'looked After child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents have shared responsibility for the girl and the girl lives with both parents for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents may be requested to supply documentary evidence to support the address used for the application.

3. Twins, triplets, multiple births – in this situation when the sisters live at the same address, the place will be offered strictly according to performance in the examination. In the event that there is a tie, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

No pupil will be offered the opportunity to attend more than one testing date in any one academic year.

Equality Act 2010

Parents who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Need which would disadvantage her during the application of the school's admission procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.

⁵ The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence and is either: owned by the child's parent/carer or guardian or leased to or rented by the child's parent/carer or guardian under lease or written rental agreement.



Wolverhampton Girls' High School

Admission Arrangements to the Sixth Form for school year 2017-18

In addition to the published admission arrangements for the transfer of pupils at age 11, the Governing Body of Wolverhampton Girls' High School wishes to highlight the following agreed procedure with respect to the admission of students to the Sixth Form.

Criteria

Students (external and internal) wishing to join the Sixth Form at Wolverhampton Girls' High School will usually be expected to have achieved a minimum of 4 GCSEs at grades A*- B, and Mathematics and English Language at grade 6 or above, with a minimum average points score (2017 system) of 6 from her best 6 subjects. Students should preferably have achieved A* or A in the subjects they wish to study at A Level, but with a minimum of grade B. Subjects which are not GCSEs but deemed to be equivalent to GCSEs are not accepted. The Headteacher reserves the right to make the final decision on the application of this criteria.

Application Procedures

Internal students in the current Year 11 are viewed as automatic applicants to the Sixth Form and as such do not need to complete an application form. There are a variety of opportunities for these students to receive advice and guidance from both students and staff at the school, including attendance at a meeting with a senior member of staff to discuss option choices.

Each external student wishing to join the Sixth Form must apply in writing to the Pastoral Leader for the Sixth Form by completing an application form. She will then be invited to come into school for a meeting with a senior member of staff who will provide advice on options and entry requirements for particular courses.

Allocation of places

Initially, conditional offers of admission to Year 12 will be made and these will be confirmed following the publication of GCSE results. Places will be allocated to internal candidates in the first instance who meet the school's entry requirements and then to external candidates who meet the entry criteria in rank order.

A waiting list will be compiled of applicants who meet the academic requirements for admission to Year 12 but who, in accordance with the admission criteria, cannot be accommodated. Those on the waiting list will be ranked in order of merit based on their average total GCSE points score, A "Looked After Child" or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship order who meets the academic criteria, will be given priority. Students will only be admitted subject to vacancies being available in the subject areas requested.

Once admitted to the Sixth Form, each student will enter into an agreement with the school. That agreement will outline what students can expect from the school and what the school will expect from each student.

Admission Number

The anticipated intake into the Sixth Form taking into account, both internal and external candidates for the year commencing 1st September 2017 will be 135.

If no place is offered, parents will be informed of their right to appeal..