



# BOURNEMOUTH SCHOOL FOR GIRLS

## Admissions Policy for 2019 Entry

The admissions policy of Bournemouth School for Girls aims to reflect the underlying ethos of the school which is to provide a selective education for girls aged 11-18, from the Borough of Bournemouth and the surrounding area. Bournemouth School for Girls is an Academy (having converted in August 2011), and is non-denominational. This policy has been developed to meet the requirements of the Department for Education School Admissions Code which came into force in December 2014.

Admission to the school in Year 7 is in accordance with the agreed scheme for co-ordinated admission arrangements. Parents are able to state their school preference without it being taken into account by the school to which they are applying.

Only girls who attain the required standards in the prescribed arrangements for selection by reference to high ability and aptitude will be eligible to be considered for admission to the school. Selection is by means of entrance tests other than for the Sixth Form for which the entry requirement is stated below. Girls are eligible to be considered for admission to Bournemouth School for Girls in Year 7 if they meet the required standard in the tests used and administered by the local selective schools. There is one set of selection tests for Bournemouth School for Girls, Bournemouth School, Parkstone Grammar School and Poole Grammar School (the "Consortium"). This will save children whose parents wish to be considered for admission to more than one selective school in the Consortium from taking multiple tests for those schools. Whilst the testing procedures are shared, each school is its own admissions authority (with its own admissions policy and over-subscription criteria).

We would be delighted to see parents and prospective pupils at our Open Evening. Dates of our Open Evening and informal "open afternoons", including tours of the school, are published on our website. Please contact the school's Admissions Officer if you have any queries.

Within this document the word 'registration' refers to the process of applying to the school for your daughter to be tested for eligibility. The word 'application' refers to the process of applying to the Local Authority for a place at the school. Both processes need to be completed within the timescales set.

### NUMBER OF ADMISSIONS

The school's Published Admissions Number (i.e. the maximum number of pupils admitted each September at age 11) is reviewed annually. The Published Admissions Number for Year 7 in September 2019 is 180. This is a permanent expansion of the PAN.

## **Admission to Year 7 (normal point of entry)**

Admissions arrangements for entry to Year 7 are co-ordinated in conjunction with the Bournemouth Admissions Forum and the Local Authority. For admission to Year 7, girls must have reached the age of 11 years on or before 31<sup>st</sup> August in the year of admission.

Applicants who were born between 1<sup>st</sup> April and 31<sup>st</sup> August (summer born children) and started in Reception aged 5 may be admitted into Year 7 at the same time as those with whom they have progressed through primary school.

In exceptional circumstances, a girl may be considered for early entry provided she has been educated in an older year group for at least one full academic year. In such circumstances, clear and unequivocal evidence must be provided to the school, at the time of application, that her acceleration has the support of the pupil herself, her parents/carers, the primary school's Link Educational Psychologist and SEN/Gifted & Talented Inspector. There must be agreement that accelerated transfer will promote the girl's academic and social development.

## **Registration**

The Code of Practice in paragraph 1.32 (c) states that the school must:

*“inform parents of the outcome of selection tests before parents make applications for other schools – while making clear that this does not equate to a guarantee of a selective place.”*

The selection or entrance tests will take place for all schools in the Consortium on **Saturday 22<sup>nd</sup> September 2018**.

Parents of girls wishing to be considered for admission to a Bournemouth or Poole Grammar School must register with **one** of the schools by **12 noon on Friday 7<sup>th</sup> September 2018**. The eligibility for admission to Consortium schools will be determined on the basis of the entrance test results. The tests may only be taken once by any child. The tests will be taken at the school with whom the parent has registered their child. The test outcomes will be used to determine the eligibility of the child for a place at a Consortium school. Parents then decide to which school they will apply for a place for their child.

The results of the tests will be sent to parents during the third week of October. This will indicate the score and whether the child has met the required standard (and is “eligible” for admission). It is important to note that meeting the required standard and being considered eligible does not guarantee that your child will be offered a place at any of the schools as all are usually over-subscribed.

All subsequent applications for admission to Bournemouth School for Girls must be received by the relevant Local Authority. Registration for the entrance tests does not replace applying for admission through your Local Authority. Application for admission cannot be made directly to the school.

The appropriate application process is dependent on the applicant's normal place of residence.

### ***Bournemouth Residents:***

An application for a place for a girl who is resident in Bournemouth must be made online or on the single Bournemouth application form, a copy of which is available from the girl's current Bournemouth primary school or from the Bournemouth Local Authority. Application forms must be returned by the closing date to the Local Authority at the address shown on the application form.

The closing date for applications will be that published by the Bournemouth Local Authority.

### ***Other applicants (i.e. those residing outside the Borough of Bournemouth)***

All other applicants must apply online or by using the single application form provided by the Local Authority which covers the area in which they live. Applications for Bournemouth School for Girls must be returned to the 'home' Local Authority in good time for that Local Authority to pass the application information to Bournemouth Local Authority by the Bournemouth Local Authority closing date for applications.

## **Registration for the Entrance Tests**

In order to provide all parents with reliable information before submission of the Common Application Form, all applicants to a Consortium School must complete a registration form to attend the test day at one of the centres.

The form to register to test at Bournemouth School for Girls is available online at [www.bsg.bournemouth.sch.uk](http://www.bsg.bournemouth.sch.uk) Registration forms must be completed by **12 noon on Friday 7<sup>th</sup> September 2018**. Paper registration forms are available from the school.

A registration after the closing date for test registrations will only be accepted for the entrance tests where the Consortium is satisfied that illness, bereavement or other circumstance beyond the control of the parent(s) prevented a timely registration, or the child moved into the area after the closing date for test registration. Evidence will be required in these circumstances.

Late notification of the testing timetable by a child's current school or otherwise will not be accepted as a reason why timely registration was not possible. Where the Consortium is not satisfied that a timely registration was prevented, any preference expressed for a Consortium school on a Local Authority common application form will not be considered alongside those who registered for testing within the published deadline as they have failed to meet the school's admission criterion. In such circumstances the application will be considered after the first round of allocations.

For children whose registration or common application form (or both) were submitted after the closing dates, there will be an opportunity to sit the school entrance tests in the following February for consideration **after** the first round of allocations on 1<sup>st</sup> March 2019. This means that girls who registered for testing after 7<sup>th</sup> September, and/or submitted their common application form after 31<sup>st</sup> October, but completed both by 1<sup>st</sup> February 2019, will be tested in time for the second round of allocations on 15<sup>th</sup> March 2019.

Where a child is unable to sit the entrance tests through illness, bereavement or other circumstance beyond the control of the parent(s) or the child moved into the area after the test dates, the Consortium will make arrangements for testing to take place as soon as practicable. Evidence will be required in these circumstances. Children sitting these tests will be considered alongside those children who sat the tests in September 2018.

(For in-year applicants, the school also requires the parents to complete a Registration Form and submit the form directly to the school at least 10 school days before the proposed test date.)

The information given will be used to ensure that each applicant has the opportunity to fully demonstrate her ability.

## The Selection Process

- ❖ Admission to the school in Year 7 is conditional upon achieving the academic standard required in the school's entrance tests and on the availability of places.
- ❖ A completed Registration Form must be received by a Consortium school by **12 noon on Friday 7<sup>th</sup> September 2018**.
- ❖ Details of the entrance tests will be sent to parents after receipt of a completed Registration Form.
- ❖ The tests will be taken at the school chosen by the parent on the registration form.
- ❖ Tests across the Consortium will take place on **Saturday 22<sup>nd</sup> September 2018**.
- ❖ Girls will take tests in Mathematics, English and Verbal Reasoning.
- ❖ The scores for the entrance tests are adjusted (or "standardised") according to age. The scores will be shared with other members of the Consortium.
- ❖ On the basis of their results, girls will either be considered to have met the required standard (and be "eligible"), or not to have reached the required standard ("ineligible").
- ❖ The school will write to parents during the third week of October to advise them whether, on the basis of the tests taken, their child is eligible or ineligible for a place at a Bournemouth or Poole grammar school. **Being considered eligible for a place at a Consortium school does not mean that a place will be allocated as the schools are usually over-subscribed.**
- ❖ Parents apply for admission to the school through their home Local Authority.
- ❖ After all the tests have been completed and all applications have been received via the Local Authority, the Governors' Admission Panel will then place those eligible applicants who have applied for a place at the school in a rank order in accordance with our over-subscription criteria. The rank order of all eligible applicants so determined will persist until 31<sup>st</sup> December of the admission year. This information will be passed to the Local Authority which will then allocate places to reflect parental preferences.
- ❖ Girls who are tested after 1<sup>st</sup> February 2019 and are deemed 'eligible' will be placed in rank order for the second round of allocations by the school's admission panel in accordance with the over-subscription criteria.
- ❖ Notification letters will be posted to parents by the Local Authority at the beginning of March.
- ❖ Parents should respond to the offer of a place by the deadline date specified in the offer letter.
- ❖ Parents have the right of appeal when places have been allocated and will be given information on taking up their statutory right of appeal at that time.
- ❖ Academic assessments will not be repeated within 12 months of the last stage of the process *e.g.* the last panel or appeals meeting at which the candidate was assessed or reviewed. Any subsequent application will require written confirmation from the candidate's Headteacher that accelerated progress has been made.

## Late applications for Year 7

A late application is one that is received by the Local Authority after their published closing date. Late applications will not be dealt with until after all applications submitted by the closing date have been considered.

Parents who move into Bournemouth, or whose daughters have for other reasons missed the initial test dates, should make their application via their Local Authority as soon as possible. Parents who move into the area, but not into Bournemouth, should contact their "home" Local Authority *e.g.* Poole, Dorset, or Hampshire.

## Over-Subscription

Parents should be aware that meeting the academic requirements for entry to a grammar school is not, in itself, a guarantee of a grammar school place.

A school is legally required to admit an eligible child with an Education Health and Care Plan (EHCP) issued by a Local Authority naming that school. Therefore, where a school has a number of children being admitted with an EHCP naming the school, this will reduce accordingly the number of places available, as expressed by the Published Admission Number.

The number of girls eligible for admission as a result of the selection arrangements will usually exceed the Published Admission Number. The following criteria will be used to determine the rank order in which girls will be offered places at the school:

- i. Eligible girls who are looked after children or previously looked after children;
  - a) 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 function (e.g. child with foster parent(s) at the time of making an application to a school).
  - b) 'Previously Looked After Children' are children who were looked after, but immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.
- ii. 130 places will be assigned to girls who scored most highly in the entrance tests, in rank order of the total of their entrance test scores, with those girls obtaining the highest scores given higher priority;
- iii. Of the remaining eligible girls, those who live within the school's designated catchment area\* and are eligible for the Pupil Premium Grant will be ranked next, in order of the total of their entrance test scores, with those girls obtaining the highest scores given higher priority (those eligible for the Pupil Premium Grant are those in receipt of Free School Meals as of 31<sup>st</sup> October 2018, or have been eligible for Free School Meals at any point during the last six years, known as 'Ever 6 FSM' or are the children of UK Armed Forces personnel at any point during the six years before 31<sup>st</sup> October 2018, known as 'Ever 6');
- iv. Of the remaining eligible girls, those who live within the school's designated catchment area\* and are ineligible for the Pupil Premium will be ranked next, in order of the total of their entrance test scores, with those girls obtaining the highest scores given higher priority;
- v. The remaining eligible girls (i.e. those who live outside the school's designated catchment area\* and who are eligible for the Pupil Premium Grant) will then be ranked in order of the total of their entrance test scores, with those girls obtaining the highest scores given higher priority;
- vi. The remaining eligible girls (i.e. those who live outside the school's designated catchment area\* and are ineligible for the Pupil Premium Grant) will be ranked in order of the total of their entrance test scores, with those girls obtaining the highest scores given higher priority.

In the event of there being two or more girls of the same test score and initial ranking, priority will be given to the girl whose home address is nearest to Bournemouth School for Girls as measured by the straight-line distance calculated by Bournemouth Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home). If distances are equal, as calculated by the Local Authority's GIS system, for example a flat in a block of dwellings with the same front entrance, the allocation of places will be made by drawing lots. Applicants in this position will have their names drawn as lots to see who should be offered a place. The person drawing the names will be an employee of the school who has no involvement in the school admissions process.

The rank ordering will be submitted to the Local Authority to allocate places in accord with parental preference.

\*The school's designated catchment area is defined below:

Pupils living in postcodes BH1 to BH11.

In addition pupils living in the postcodes BH12 5xx, BH23 1xx, BH23 2xx & BH23 3xx.

### *Applications for children of multiple births*

If applications from children of a multiple birth span the threshold for the Published Admission Number, this will be treated as an exceptional circumstance and they will all be admitted if they are all of the required standard.

### *Home address*

The home address where a child lives is considered as the address at which she is ordinarily resident during the school week at the time of application. Where a child spends time with parents with shared parental responsibility at more than one address Bournemouth School for Girls will consider the home address as being where the prime carer resides. The prime carer is the parent/carer in whose name Child Benefit payments are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the home address of the prime carer. The final decision on the home address of a child will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading the school may refuse to offer a place, or if already offered, may withdraw the offer.

### *Applications from separated parents*

Only one application can be considered for each child. Where parents are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. If agreement cannot be reached the admission authority will only consider the application from the parent who is the prime carer for the child.

### **Admission outside the normal points of entry**

Although the usual ages of admission are 11 and 16, suitably qualified girls may be admitted between these ages when there are vacancies. Applicants are required to demonstrate that they are of the standard to warrant automatic entry to the school. For admission outside the normal points of entry, applications will only, other than in the most exceptional circumstances, be accepted for admission into the year group appropriate to the applicant's date of birth. Entry to Years 7 to 11 is by means of assessment tests carried out at the school. Tests which are appropriate to the level of entry are used. Further information is available at the time of application. If an applicant has been tested in the past, the assessments will not be repeated within 12 months of the last stage of the process *e.g.* the last panel or appeals meeting at which the candidate was assessed or reviewed. Any subsequent application will require written confirmation from the candidate's Headteacher that accelerated progress has been made.

Testing for admission outside the normal points of entry is carried out as soon as practicable after the application is received by the school. For in-year applicants, the school also requires the parents to complete a Registration Form and submit the form directly to the school at least 10 school days before the proposed test date.

### **Admission to the Sixth Form**

The published admission number (in addition to any pupils already in Year 11 at the school) is 70. All pupils in the Sixth Form are required to have achieved six GCSEs at grades 6 – 9. Individual subjects may have further specific requirements with regard to GCSE grades to be achieved. Pupils attaining this academic qualification in Year 11 at Bournemouth School for Girls have an automatic entry to Year 12.

70 pupils can be accepted into the Sixth Form from other schools. They have to have achieved the same academic requirement as pupils in Year 11 at Bournemouth School for Girls.

A pupil can only be admitted for a particular subject if there is a place on the course.

Please visit the school website for further information about the Sixth Form.

Should there be more candidates of the required level than places, the following criteria will be used to determine the rank order in which students will be offered places at the school:

- i. Eligible students who are Looked After Children or previously Looked After Children;
- ii. Eligible students in rank order of the total of the best 8 GCSE points scores.

In the event of there being two or more students of the same capped GCSE points score priority will be given to the student whose home address is nearest to Bournemouth School for Girls.

### **Waiting Lists**

The school operates a formal waiting list for children wishing to attend the school and who have met the qualification requirements laid out above. For entry into Year 7 until 31<sup>st</sup> December of the year of admission, any available places will be filled using the rank order determined by the Governors' Admissions Panel. Thereafter, the waiting list rank ordering is determined by entrance test score alone. The waiting list does not give priority either to those that have been on the waiting list the longest or to those that applied after the closing date. The waiting list will be adjusted to take account of late and in-year applications.

Waiting lists for Year 7 and 12 entry will cease on 31<sup>st</sup> December. Previous applicants wishing to continue on a waiting list must re-apply to the school between 1<sup>st</sup> and 31<sup>st</sup> December. Waiting lists for all other year groups will cease at the end of the academic year. Applicants will be required to re-apply (in August) for admission if they wish to continue to be considered for a place.

The determination of eligibility for admission into Years 7 – 11 is valid for 2 calendar years from the date of testing. After such time applicants wishing to remain on the waiting list must be re-tested, to ensure they are of comparable standard to the enrolled students in the year group for which they are seeking admission.

The school will review waiting lists whenever a place becomes available.

### **Appeals**

Parents whose application for their child to be considered for admission to the school is unsuccessful have a right of appeal to an independent Admissions Appeals Panel. In the first instance, they are invited to contact the school to discuss their dissatisfaction. If they remain dissatisfied, they will be given details of the formal appeals procedures and the relevant forms to complete. Traditionally, very few appeals are upheld and those that are tend to have significant professional supporting evidence. It must be remembered that for the appeals process to be valid an application to the school must have been made according to the following arrangements:

- submitting a timely Registration Form;
- the applicant taking all components of the entrance tests;
- placing Bournemouth School for Girls on the application form submitted to the Local Authority (if applying for entry into Year 7).