



BOURNEMOUTH SCHOOL FOR GIRLS

Admissions Policy for 2014 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 September 2011), and is non-denominational.

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.

We would be delighted to see parents and prospective pupils at our Open Evening on Thursday 12th September 2013. Informal "open afternoons", including tours of the school, will also be held during the year – dates are published on our website. Please contact the school's Admissions Officer if you have any queries.

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. For September 2014, the Published Admissions Number for places in Year 7 is 166.

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 31st August in the year of admission.

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.

All the admission authorities within Bournemouth operate an equal preference admissions system. This means that all first, second and third preference applications are considered equally by the different Admissions Authorities which will not know the ranking that the parents have given to the individual schools. The Local Authority will then offer the highest ranked preference possible.

Applications

The DfE Code of Practice for School Admissions 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 entrance tests take place on **Saturday 28th September 2013**. All applicants must register to sit the entrance tests with the school by **12 noon on Monday 16th September 2013**. The results of the tests will be sent to parents by the school during the third week of October. This will indicate whether the pupil 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 daughter will be offered a place at Bournemouth School for Girls.

All applications for admission to Bournemouth School for Girls must be received by the relevant Local Authority. Registering 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 by their published closing date for applications.

Registering for the Entrance Tests

In order to provide all parents with reliable information about a girl’s eligibility before submission of the Common Application Form, all applicants to Bournemouth School for Girls must complete a registration form to attend the test day.

This is available online on the school’s website www.bsg.bournemouth.sch.uk and must be completed by **12 noon on Monday 16th September 2013**.

A “Registering for Testing” application made after the closing date for test registrations will only be accepted where the school 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 school is not satisfied that a timely registration was prevented, any preference expressed for the 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 3rd March 2014. This means that pupils who registered for testing after 16th September, and/or submitted their common application form after 31st October, but completed both by 3rd February 2014, will be tested in time for the second round of allocations on 17th March 2014.

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 school 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 2013.

For in-year applicants, the school also requires the parents to complete a "Registering for Testing" 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 "Registering for Testing" form must be received by the school by **12 noon on Monday 16th September 2013**.

Details of the entrance tests will be sent to parents after receipt of a completed "Registering for Testing" form. Tests will take place on **Saturday 28th September**.

Girls will take tests in Mathematics, English and Verbal Reasoning.

The scores for the entrance tests are adjusted (or "standardised") to take account of the girl's age.

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 in the third week of October to advise them whether, on the basis of the tests taken, their daughter is eligible or ineligible for a place at Bournemouth School for Girls. **Being considered eligible for a place at the school does not mean that a place will be allocated.**

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 **all** eligible applicants in a rank order in accordance with our oversubscription criteria. The rank order of all eligible applicants so determined will persist until 30th September 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 3rd February 2014 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.

Girls may not resit the entrance test 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 for registration for testing. 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 Special Educational Needs where there is a statement issued by a Local Authority naming that school. Therefore, where a school has a number of children being admitted with a Statement 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;
- ii. 133 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 Borough of Bournemouth will be ranked next, in order of the entrance test scores, with those girls obtaining the highest scores given higher priority;
- iv. The remaining eligible girls (i.e. those who live outside the Borough of Bournemouth) will be ranked in order for the 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. The distance from home to school is measured by using the shortest, safest, practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles *i.e.* cycle ways) from a point outside the centre of the girl's home address to a point opposite the nearest approved access point on school property that is for the use of pupils. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle *i.e.* September in the year prior to admission, any footpaths or roads added after this time will not be taken into consideration until the next academic year of application. If applicants live in a block of flats 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 rank ordering will be submitted to the Local Authority to allocate places in accord with parental preference.

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. Where a child spends time with parents with shared parental responsibility at more than one address the local authority will consider the home address as being where the child is ordinarily resident during the school week.

Applications from separated parents

Only one application can be considered for each pupil. 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 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 "Registering for Testing" 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 (including Mathematics and English) at grades A*-C, preferably with an A*, A or B in the subjects chosen at Advanced Level or in a related subject. 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 AS level if there is a place on the course.

Progression onto the second year of the course (A2) is dependent on successful completion and passing of three or more AS levels at grade E or above. A separate booklet giving information about the Sixth Form is available on request.

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 pupils wishing to attend the school and who have met the qualification requirements laid out above. For entry into Year 7 until 30th September 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 31st December. Previous applicants wishing to continue on a waiting list must re-apply to the school between 1st and 31st 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 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. It must be remembered that for an appeal to be valid an application to the school must have been made according to the following arrangements:

- submitting a timely "Registering for Testing" 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).