



BOURNEMOUTH SCHOOL FOR GIRLS

Admissions Policy for 2024 Entry – DRAFT

INTRODUCTION

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 Bournemouth and the surrounding area. Bournemouth School for Girls is an Academy and is non-denominational. Only girls who attain the required standards will be eligible to be considered for admission to the school.

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

PUBLISHED ADMISSION NUMBER

The Published Admission Number for Year 7 in September 2024 is 180.

YEAR 7 ADMISSIONS ARRANGEMENTS

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

Applicants who were born between 1 April and 31 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 from the child’s primary school must be provided to the school, at the time of registration, that accelerated transfer will promote the child’s academic and social development.

Selection is by means of entrance; 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”). Whilst the testing procedures are shared, each school is its own admissions authority (with its own admissions policy and over-subscription criteria).

REGISTERING FOR THE ENTRANCE TESTS

- The form to register to test at Bournemouth School for Girls is available through our website www.bsg.bournemouth.sch.uk Registration forms must be completed by **12 noon on Friday 8 September 2023**. Paper registration forms are available from the school.
- Registration for the tests is confirmed on receipt of an email confirmation consequent to the successful submission of the registration form. Applicants must inform the school if this confirmation is not received immediately.

YEAR 7 SELECTION PROCESS

- Confirmation of the entrance test arrangements will be sent to parents one week before the test date.
- The tests will be taken at the school chosen by the parent on the registration form.
- Tests across the Consortium will take place during the autumn term and specific dates will be published on our website. **The tests may only be taken once by any candidate.** Candidates may be required to provide photographic means of identification at the time of testing.
- Candidates will take tests in Mathematics, English and Verbal Reasoning. Details of the nature of the tests and familiarisation materials may be found on the school's website.
- 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, candidates 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 oversubscribed.**

APPLYING FOR A PLACE

- 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.
- Applicants must apply online or by using the common application form provided by the Local Authority which covers the area in which they live.
- Applications must be made through the relevant Local Authority by **31 October 2023**.

AFTER SUBMITTING YOUR APPLICATION

- After all the tests have been completed and all applications have been received via the Local Authority, the Admissions Panel will then place those eligible applicants who have applied for a place at the school in a rank order in accordance with our oversubscription criteria. The rank order of all eligible applicants so determined will persist until 31 December 2024. This information will be passed to the Local Authority which will then allocate places to reflect parental preferences. The school is usually over-subscribed, so all available places are usually allocated during this first round of admissions. Those not allocated a place will be placed on a waiting list.
- Applicants who are tested after 26 January 2024 and are deemed "eligible" will, after the first round of allocations, be assimilated into the waiting list rank order in accordance with the oversubscription criteria (assuming that there are no available places after the first round of admissions).
- 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 with 12 months of the last stage of the process i.e. the last panel or appeals meeting at which candidates were assessed or reviewed.

LATE REGISTRATION AND/OR APPLICATION

A registration after the closing date for test registrations will only be accepted for the September entrance tests where the Consortium is satisfied that illness, bereavement or other circumstances beyond the control of the parent(s) prevented a timely registration. Evidence will be required in these circumstances. In these cases, the Consortium will make arrangements for testing to take place as soon as practicable. Candidates sitting these tests will be considered alongside those candidates who sat the tests in September 2023.

Late notification of the registration deadline 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 Local Authority 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. The opportunity to sit the entrance tests in February is only available to those who have both registered for the entrance test through the school and have applied for a place through the Local Authority by 26 January 2024. Applicants who registered for testing after 12 noon on 8th September 2023, and/or submitted their common application form after 31 October 2023, but completed both by 26 January 2024 will be tested in time for the second round of allocations.

YEAR 7 ADMISSIONS OVER-SUBSCRIPTION CRITERIA

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 candidates 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 in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.
 - b) A 'Previously Looked After Child' is a child who was looked after, but immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order. Applicants will be asked to provide additional evidence in order to verify the child's status.

- c) An 'Internationally Adopted Previously Looked After Child' is a child regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Applicants will be asked to provide additional evidence in order to verify the child's status.

All children in category i will be given equal priority regardless of whether they fall into a, b or c.

- ii. Girls who are eligible for the Pupil Premium Grant will be ranked next, in order of the entrance test scores, with those candidates obtaining the highest scores given higher priority (those eligible for the Pupil Premium Grant are those in receipt of Free School Meals as of 31st October 2023, or have been in receipt of Free School Meals or are the children of UK Armed Forces personnel at any point during the six years before 31st October 2023);
- iii. 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;
- iv. Of the remaining eligible girls, those who live within the school's designated catchment area* and are ineligible 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;
- v. 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.

*The school's designated catchment area is defined as:

BH1 000 BH2 000 BH3 000 BH4 000 BH5 000 BH6 000
 BH7 000 BH8 000 BH9 000 BH10 000 BH11 000 BH12 500
 BH23 100 BH23 200 BH23 300

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 the 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.

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 to be a residential property that is the child's main or only address during term time. Applicants may be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the school what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the school. The home address used by the school to rank order candidates using the published over-subscription criteria is that given to the Local Authority **at the time of application**. Changes of home address subsequent to the Local Authority's deadline for applications of 31 October will not change the candidate's rank order. 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/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants may be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the school what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). 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.

ADMISSION OUTSIDE THE MAIN POINT OF ENTRY (In-Year Admissions)

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 entry to the school. For admission outside the main point 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.

Parents wishing to apply outside a normal point of entry must do so through BCP Council. We will notify parents in writing within 15 school days of the application of the date for the assessment of ability. Parents will be required to complete a supplementary information form before the test date can be confirmed. This is to ensure the school takes all reasonable steps to ensure the child performs at their best.

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 candidates were assessed or reviewed. Applications which are refused may appeal the decision (see section below on appeals).

The determination of eligibility for admission into Years 7-11 is valid for 2 calendar years from the date of testing. Following the expiry of the test's validity, parents who still wish for their child to be considered for a place must make arrangements for their child to be re-tested to ensure that they are of comparable standard to the enrolled students in the year group for which they are seeking admission. The administration of the waiting list is outlined in section on waiting lists below.

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's 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 or who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;
- 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

Those children who were deemed eligible having passed the test within the last 2 years, but were not offered a place are placed on a waiting list. Should a place become available and the year group is below its Published Admission Number the place will be offered to the child who is the highest ranked applicant on the waiting list after applying our over-subscription criteria. Waiting lists will operate until the end of the academic year for which the application was made. 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.

The waiting list for each year group will cease on 31 August 2025. Parents who wish for their child to remain on the waiting list for the following academic year will need to submit a new application to BCP Council from 1 June 2025. 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 that they are of comparable standard to the enrolled students in the year group for which they are seeking admission.

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. 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.