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Parkstone Grammar School



ADMISSIONS POLICY For Entry September 2018

DATE APPROVED	September 2016
APPROVED BY	Curriculum & Student Matters Committee
NEXT REVIEW	2017
TYPE OF POLICY	Statutory



ADMISSIONS POLICY 2018 – ENTRY TO YEAR 7

1. OPEN DAYS

The school would be delighted to see parents and prospective students at its Open Evening on **Thursday 6 July 2017**; tours of the school are also available during the normal working day of the school. Parents should contact the school to make an appointment or if there are any queries the Admissions Team can help with.

2. ADMISSIONS AT 11

The admissions arrangements for Parkstone Grammar School are in accordance with the Coordinated Admissions Scheme adopted by all the school admissions authorities within the Borough. Only girls who attain the required standards in the prescribed arrangements for selection by reference to high ability will be eligible to be considered for admission to the school. These arrangements require that in order to be eligible for consideration for admission to the school, would-be students must 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, Bournemouth School for Girls, 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.

3. ADMISSIONS

All applications for entry to the school must be received by the Borough of Poole by 31 October 2017. Please note that registration for testing at a Consortium School does not replace the need to complete the Local Authority form applying for a place at Parkstone Grammar School.

All the admission authorities within Poole 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.

4. ENTRANCE TEST

In line with the DfE Admissions Code (December 2014), parents are entitled to know the results of their daughter’s test prior to submitting an application for a school place. Consequently the selection or entrance test will take place for all schools in the **Consortium** on **Saturday 23 September 2017**. Parents of girls wishing to be considered for admission to Parkstone Grammar School or Bournemouth School for Girls must register with **one** of the schools by 12:00 midday on **Friday 8 September 2017**. The eligibility for admission to one or both schools will be determined on the basis of the entrance test results. The tests may only be taken once by any girl. The tests will be taken at the school with whom the parent has registered their child. All applicants to a Consortium School must complete a registration form to attend the test day at one of the schools. If registering to test at Parkstone Grammar School the registration form must be sent directly to the Admissions Team at Parkstone Grammar School (contact details at the end of this document) and registration forms will be available on the website and from the school office in the summer term of 2017.

Results of the tests will be sent to parents by the school(s) to which the registration form indicated consideration on **Friday 13 October 2017**. This will indicate whether the student has met the required standard; it is important to note that meeting the required standard does not guarantee that a student will be offered a place at any of the schools as all are usually oversubscribed in the same way as other schools.



Students who are unable to take the tests on **Saturday 23 September**, due to illness or other significant acceptable reason, will be offered the opportunity to take the tests at the catch up test date of **Friday 29 September**. The reason must be discussed with the school at the earliest opportunity.

If parents choose to name the school on the Common Application Form although their daughter has not taken the test, there will be no score that can be considered within the oversubscription criteria.

However there will be an opportunity for such students to register to sit the school entrance tests after the allocation of offers on **1 March 2018**. The results of the late tests will be considered with the late applications.

On the day of testing all students will take GL Assessment Verbal Reasoning, Maths and English tests. Details of the tests and arrangements for the day will be sent to parents and students shortly after **8 September 2017**.

On the basis of their test results girls will either reach the required standard for consideration for admission or will not meet the required standard. The scores for the entrance tests are adjusted (or "standardised") according to age.

Please note that a student may only take the tests once in the academic year.

After applications from parents have been received and test results collated, the Governors' Admissions Panel will consider which students can be offered places by applying our oversubscription criteria. This information will then be passed to the Local Authority which will then allocate places in accordance with the ranking order indicated by parents. Test results will also be forwarded to Headteachers of Poole Primary and Junior Schools whose students will be part of this secondary transfer process.

If an application is made it does not commit the applicant to accepting a place.

5. LATE APPLICATIONS FOR YEARS 7

A late application is one that is received after the published closing date (**31 October 2017**). Late applications will not be dealt with until after all applications submitted by the closing date have been considered and after the allocation of offers on 1 March 2018.

6. PUBLISHED ADMISSION NUMBERS

The school's Published Admission Number for Year 7 for September 2018 is **180**. The school's Published Admission Number for Year 12 for September 2018 is 50.

7. OVER-SUBSCRIPTION

Where the number of students who have met the required standard exceeds the Published Admission Number, the following criteria will be applied (using the student's circumstances at the date of application) in the order set out below, to decide which students should be offered a place:

- a. Eligible girls who are classed as "Looked After" or who have previously been "Looked After"¹

¹ A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.



- b. Eligible girls who live within the Borough of Poole and who are currently entitled to the Pupil Premium (at 31 October 2017)². Documentary evidence will be required at the point of test registration.
- c. Eligible girls who live within the Borough of Poole.
- d. Eligible girls who live outside the Borough of Poole, and who are currently entitled to the Pupil Premium (at 31 October 2017)³. Documentary evidence will be required at the point of test registration.
- e. Eligible girls who live outside the Borough of Poole, in rank order of the entrance test scores, with those girls obtaining the highest scores given higher priority.

In the event of over-subscription in any of the above criteria, then priority will be given to those students obtaining the highest scores.

In the event of a tie for the 180th place, the place will be offered to the girl whose home address is nearest to Parkstone Grammar School. If there are insufficient places to accommodate all applicants and the distance criterion is used, the school will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an employee of the school who has no involvement in the school admissions process.

In line with the information provided in the Borough of Poole's Admissions booklet, the distance from home to school is measured by using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) from the nearest point on the public highway to the centre point of the child's home address (see Note 2 above for definition of home address) to a point opposite the nearest approved access point on school property that is for the use of pupils. The centre point of the child's home address is the centre of the land parcel that the building resides on. 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.

For applicants living on islands within Poole harbour the distance measurement will be a straight line from the centre point of the home property (see above) to either:

1. the nearest public landing steps at Poole Quay, or
2. a point on the mainland that the applicant proves to the satisfaction of the school that he/she can access

and from that point the distance will be measured using the shortest, safe and practicable walking route to the nearest point on the public highway and from there using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) to a point opposite the nearest approved access point on school property that is for the use of pupils.

² Pupil Premium children are those who have been eligible for free school meals at any point in the last six years (known as 'Ever 6 FSM'), and children of service personnel in the last six years (known as 'Ever 6').

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If an applicant advises the school that the child would or could use the Sandbanks Chain Ferry in the journey to school, then the distance will be measured on that basis from the home address including the distance travelled by the ferry.

8. STUDENTS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS / EDUCATION, HEALTH AND CARE PLAN

Students who have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) issued by a local authority **naming** Parkstone Grammar School and who have met the required standard will be admitted before preferences are considered for admission in September. Schools are legally obliged to admit such students.

9. HOME ADDRESS

The home address where a child lives is considered to be the address at which she is ordinarily resident during term time. 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.

10. APPLICATIONS FROM SEPARATED PARENTS/CARERS

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

11. 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 for increasing the Planned Admission Number and they will all be admitted if they are all of the required standard.

12. INDEPENDENT APPEALS

In the event that an offer of a place is not made, parents have the right of appeal to an Independent Panel and information will be given at that time on how parents can exercise this statutory right.

Please note that parents cannot make an appeal against the assessment decision posted to them on **13 October 2017**, but they are still allowed by law to appeal for admission to any school they name on their application form and are not offered. This means that, if on **13 October 2017** their daughter has not met the required standard for entry to Parkstone Grammar School they can still name the school on their application form **by 31 October 2017**. Although they cannot be offered a place here on **1 March 2018** as their daughter has not met the required standard, they can **then** ask an independent panel to consider whether there could be an exceptional reason for admitting their daughter.



13. ADMISSION AT AGES 12 – 15

Although the usual ages of admission are 11 and 16, suitably qualified students aged 12 to 15 may be admitted when there are vacancies. Such students will be required to produce evidence that they can benefit from a grammar school education. This is a report from their current school and the results of tests administered by the staff of Parkstone Grammar School. Parents should complete the “In-Year” application form which is available from the Local Authority. If there is a vacancy in the year group, students who wish to be admitted to the school will be required to sit an entrance test. The place will then be offered in accordance with the oversubscription criteria as stated in **7** above. In the event that two or more applicants are of equal ranking for this place then priority will be given to the girl whose permanent address is nearest to Parkstone Grammar School. The process used for this is as described in **7** above.

Alternatively if the year group is full, parents may still request that the school tests their daughter. However, the school will be unable to offer a place as the school cannot offer places above its Published Admission Number but parents will have the right of appeal to an Independent Appeals Panel.

14. APPLICATIONS FOR THE MAIN SCHOOL FOR STUDENTS OUTSIDE THEIR NATIONAL CURRICULUM YEAR GROUP.

Applications for children to be educated outside their normal national curriculum year group will be considered on their individual merits by a panel comprising of members from school’s leadership group.

Applicants must provide with their application form the following information in support of their request:

1. Clear, documented evidence that the child has previously been educated in a year group different to that determined by date of birth and this has had positive benefits, for example, a letter from the Headteacher.
2. Clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
3. Clear evidence that it is in the interests of the child’s social and emotional development to be forward/back yeared.

(A child would need to meet Criteria 1 above in all cases, for an out of year group admission to be agreed. The existence of Criterion 2 & 3 would serve to strengthen a case.)

15. IN-YEAR FAIR ACCESS

All the admission authorities in Poole have established an In Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to an infant class where there are already 30 children in the class.

16. WAITING LISTS



Following the allocation of places in March 2018 for entry to Year 7 at the school in September 2018 the school will keep a “waiting list” of all students who had met the required standard but were not offered places for September as well as those who applied late or during the school year who also passed the entrance test but could not be offered a place. Should a place become available and the school is below its Published Admissions Number then the place will be offered to the student who is the highest ranked applicant on the waiting list after applying our over-subscription criteria. This waiting list will end on 31 December 2018.

17. ADMISSION TO THE SIXTH FORM

Students are required to have achieved six GCSEs (including Mathematics and English Language). English Language and Mathematics must be achieved at grade 5 or above and the additional 4 GCSEs must be achieved at grades 5-9 with an acceptable grade in the subjects chosen at advanced level or in a related subject as outlined in the school sixth form prospectus.

Students attaining this academic qualification in Year 11 at Parkstone have an automatic entry to Year 12.

50 girls can be accepted into the Sixth Form from other schools. They have to have achieved the same academic requirement as students in Year 11 at Parkstone Grammar School.

A student can only be admitted for a particular AS level if there is a place on the course.

In the event of the oversubscription to the Sixth Form from students from other schools, the order set out below will decide which students should be offered a place:

- 1) Eligible girls with a Statement / Education, Health & Care Plan.
- 2) Eligible girls who are classed as “Looked After” or “Previously Looked After” (see Footnote 1).
- 3) Eligible girls who are entitled to Pupil Premium (see Footnote 2). Documentary evidence will be required.
- 4) All other eligible girls.

In the event of over-subscription in any of the above criteria, priority will be given to girls who score highest in rank order on their success at Key Stage 4 measured by the QCA average points score of their eight best results.

REGISTRATION FOR TESTING:

- All parents registering their daughter for testing Parkstone Grammar School scheduled for **Saturday 23 September 2017**, wherever resident, should return their completed Registration Form, available on the website and from the school office, by **Friday 8 September 2017** to:

The Admissions Team
Parkstone Grammar School
Sopers Lane
Poole BH17 7EP

or by e-mail to admissions@parkstone.poole.sch.uk

APPLICATION FORMS FOR ADMISSION FOR 2018:

- Students **resident in the Borough of Poole** should return their completed form by the published closing date to their **current school** or apply on-line



- **Students who live outside the Borough of Poole, irrespective of the school they currently attend, should return their completed form or apply on-line by the published closing date to the local authority within whose boundaries they live e.g. Bournemouth or Dorset.**

The School Admissions Team
Children & Young People and Learning
Dolphin Centre
Poole
BH15 1SA

- Application for places in Years 7 – 11 should be made to:

The School Admissions Team
Children & Young People and Learning
Dolphin Centre
Poole
BH15 1SA

- Applications can be made on-line at the Borough's website: www.poole.gov.uk . DfE regulations have set a national date for the issue of letters offering places which will be **Thursday 1 March 2018**. Parents should respond to the notification letter by the deadline stated.

Further information can be obtained from:

The Admissions Team - Parkstone Grammar School
Sopers Lane
Poole
BH17 7EP
Tel (01202) 605605 Fax (01202) 605606
E-mail: admissions@parkstone.poole.sch.uk