

Parkstone Grammar School



**ADMISSIONS POLICY
For Entry September 2025**



ADMISSIONS POLICY 2025 – ENTRY TO YEAR 7

1. OPEN DAYS

The school would be delighted to see parents and prospective students at its Open Evening in July (the date will be advertised on the website). 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 (MAIN POINT OF ENTRY)

The admissions arrangements for Parkstone Grammar School are in accordance with the Coordinated Admissions Scheme adopted by all the school admissions authorities within the Local Authority. 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 Local Authority by 31 October 2024. 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 the Local Authority 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 (2021), 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 the 3rd or 4th Saturday in September** (exact date printed in ‘**2025 Admissions Supplementary Date Sheet**’ on the website). 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 the closing date in September 2024 printed on the ‘2025 Admissions Supplementary Date Sheet’**. 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 will be available on the Parkstone Grammar School website in the summer term of 2024 and should be submitted online. Alternatively, paper registration forms can be requested from the school office.

For Access Arrangements for entrance test applicants who have special educational needs, disabilities or temporary injuries please see the ‘Access Arrangements Application Form’ and ‘Access Arrangements for Entrance Tests – guidance notes for parents’ on the website which gives full details and deadlines.

Results of the tests will be sent to parents by the school(s) to which the registration form indicated consideration at least a week before the Local Authority closing date of 31 October (date printed on ‘**2025 Admissions Supplementary Date Sheet**’ on the website). 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 in **September**, due to illness or other significant acceptable reason, will be offered the opportunity to take the tests at the catch up test date in **late September or early October** (date printed on '**2025 Admissions Supplementary Date Sheet**' on the website). The reason must be discussed with the school at the earliest opportunity.

Variation to the arrangements above could be made if we are directed to do so by the DfE documentation they produce relating to assessment processes for selective school admissions.

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 **3 March 2025**. 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 the closing date for registration.

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.

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 2024**). 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 3 March 2025.

6. PUBLISHED ADMISSION NUMBERS

The school's Published Admission Number for Year 7 for September 2025 is **192**. The school's Published Admission Number for Year 12 for September 2025 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 as at **31 October 2024**) in the order set out below, to decide which students should be offered a place:

- a. Eligible¹ girls who are classed as "Looked After" or who have previously been "Looked After"²

¹ "Eligible" means achieving the academic standard required in the school's admission tests.

² A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).



- b. Eligible girls who live within the historic Borough of Poole or Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18 and BH21 3**, and who are currently entitled to the Pupil Premium³ (at 31 October 2024). Documentary evidence will be required at the point of test registration.
- c. Eligible girls who live within the historic Borough of Poole or Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18 and BH21 3**.
- d. Eligible girls who live outside the historic Borough of Poole or Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18 and BH21 3**, and who are currently entitled to the Pupil Premium (at 31 October 2024). Documentary evidence will be required at the point of test registration.
- e. Eligible girls who live outside the historic Borough of Poole or Poole postcodes BH12, BH13, BH14, BH15, BH16, BH17, BH18 and BH21 3** 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 192nd 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 and this will be supervised by someone independent to the school.

In line with the information provided in the BCP Council'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 section 9 below 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.

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.

³ 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').



8. STUDENTS WITH AN EDUCATION, HEALTH AND CARE PLAN

Students who have 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 a residential property that is the child's main or only address during term time. Applicants can 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.

When applying for main point of entry admissions, Parkstone will not accept a change of address once the National Closing Date has passed (31 October 2024). This means if your moving date is after 31 October 2024, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from National Offer Day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

10. APPLICATIONS FROM SEPARATED PARENTS/CARERS

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 (51%), in cases where a child resides at both addresses for 50% of the time, the parents/carers must nominate one of the addresses. Applicants can 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.

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 sent to them in October, 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 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 2024**. Although they cannot be offered a place here on **3 March 2025** 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 OUTSIDE OF MAIN ENTRY POINTS

Although the usual ages of admission are 11 and 16, suitably qualified students between these ages may be admitted when there are vacancies. Such students must reach the year group applicable required standard mark in the entrance assessment 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.

We will notify a parent in writing within 15 school days of the in-year application of either the date for the entrance test, or the reason for refusal with information about the right of appeal (the refusal letter will come directly from the Local Authority). If the year group is full (has 192 students), 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 as the year group is full, but parents will have the right of appeal to an Independent Appeals Panel.

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

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. If the applicant has a medical condition that would deem it appropriate for them to be placed in a year group below their normal year group, written evidence from a medical practitioner would be required. The panel for these cases would include the SENDCo.
3. Clear evidence that it is in the interests of the child’s social and emotional development to be forward/back yearned.

(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.)

OR

If the applicant was born between 01 April and 31 August (a summer born child) evidence that they started in reception year aged 5, and admitting them into Year 7 would be at the same time as their peers with whom they progressed through primary school.

15. IN-YEAR FAIR ACCESS

All the admission authorities within the Local Authority 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.

16. WAITING LISTS

Main Entry

Following the allocation of places in March 2025 for entry to Year 7 at the school in September 2025 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 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.

The waiting list will be cleared on 31st August of the academic year of admission (the end of Year 7).

Outside Main Entry

Waiting lists will be cleared on 31st August each year. Applicants will need to submit a new application if they wish to be considered for the following academic year and resit the entrance assessments, meeting the required standard for the new year group. Applications submitted after the 1st June may request that admission is considered for the following academic year.

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.

Link to the Sixth Form Prospectus: <https://www.parkstone.poole.sch.uk/sixth-form/curriculum/>

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 A 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 an Education, Health & Care Plan.
- 2) Eligible girls who are classed as “Looked After” or “Previously Looked After” (see Footnote 2).
- 3) Eligible girls who are entitled to Pupil Premium (see Footnote 3). 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 at Parkstone Grammar School scheduled for **September 2024**, wherever resident, should return their completed Registration Form, available on the website and from the school office, by **12:00 Midday on the closing date in September 2024 printed on the '2025 Admissions Supplementary Date Sheet'**, either completing the form online or returning printed forms to:

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

or by Email to admissions@parkstone.poole.sch.uk

APPLICATION FORMS FOR ADMISSION FOR 2025:

- Students **resident in BCP Council** should return their completed form by the published closing date by applying online. Applications should be made on the BCP Council website: www.bcpCouncil.gov.uk/schools-and-learning/school-admissions
- DfE regulations have set a national date for the issue of letters offering places, which is **1 March or the next working day if 1 March falls on a weekend**. Parents should respond to the notification letter by the deadline stated.

The School Admissions Team
BCP Council Civic Centre
Bourne Avenue
Bournemouth
BH2 6DY Email: school.admissions@bcpcouncil.gov.uk

- **Students who live outside of BCP Council, irrespective of the school they currently attend, should return their completed form or apply online by the published closing date to the local authority within whose boundaries they live.**
- In year applications for places in Years 7 – 11 should be made online to BCP Council, irrespective of your home local authority (contact details as above). Once an application has been made, the Admissions Team at Parkstone Grammar School will contact you.
- Applications for Sixth Form – the latest information and application form can be found here: <https://www.parkstone.poole.sch.uk/sixth-form/curriculum/>

Further information can be obtained from:

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