



**Watford Grammar School for Girls**  
**Lady's Close, Watford WD18 0AE**

## **ADMISSIONS POLICY 2018**

The school admits pupils from a wide geographical area and is heavily oversubscribed. This admissions policy is designed to allocate places fairly, according to clearly defined criteria.

The school's admissions policy is laid down by the governing body and its implementation is delegated to the admissions committee. The detailed execution of the policy is further delegated to the headmistress and a senior member of staff with responsibility for admissions.

### **1. Admission Numbers**

The published admission number for each year group is as follows:

Year 7                    210 girls: 137 community places (65% of the whole) and 73 specialist places (35% of the whole)

Year 12                  65 places for external students who have fulfilled the entry requirement.

### **2. Admission to Year 7 (Secondary Transfer in 2018)**

Girls will be admitted at the age of 11 or after having completed National Curriculum Year 6. To apply for admission, parents must complete both the School Information Form and the Secondary Transfer (or Common Application) Form for the local authority in which they are resident. The deadline for completing these forms is 31<sup>st</sup> October 2017.

The school will meet its legal obligation to admit a girl who has a Statement of Special Educational Need or EHC (Education, Health and Care) Plan that names the school and such an admission will count towards the published admission number.

In the event of there being more than 210 applications, oversubscription criteria will be applied. The school will designate 137 places (65% of the whole) as community places and 73 places (35% of the whole) as specialist places.

#### *2.1 Specialist places*

The school will reserve 21 places (10% of total admissions) for girls selected on the basis of aptitude for music and a further 52 places (25% of total admissions) for girls selected by academic ability. For the purpose of applying the specialist criteria, the admission area will be divided into two separate areas (the Watford area and the 'rest of the admission area') and girls will be placed in one of them according to the location of their normal home address. Applications for these places from candidates who live outside the admission area will only be considered in the event that all of the specialist places are not filled by girls from within the admission area<sup>1</sup>.

**Watford area:** The school will reserve 44 specialist places (60% of the total specialist places) for girls whose normal home address lies within the Watford area. Of these places, 13 are reserved for musical aptitude and 31 are reserved for academic ability. In the event of more than 44 such applications, places will be offered strictly in descending order of candidates' test scores.

**Rest of the admission area:** The school will reserve 29 specialist places (40% of the total specialist places) for girls whose normal home address lies within the 'rest of the admission area.' Of these places, 8 are reserved for musical aptitude and 21 are reserved for academic ability. In the event of more than 29 such applications, places will be offered strictly in descending order of candidates' test scores.

If fewer places than the number reserved are accepted by applicants from an area, the balance will be added to the places reserved for girls from the other area.

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<sup>1</sup> "The level of oversubscription makes it unlikely that a girl from outside the admissions area would be offered a place." (Office of the Schools Adjudicator, 2015)

The Admissions Code requires that the outcomes of admission tests are communicated to parents before they apply for a place at any school. The admissions tests will take place in September in the academic year prior to admission.

*2.1.1 Testing for musical aptitude:* Round one is an aural test of approximately 40 minutes' duration and does not require any previous knowledge of music or music theory. There will be 60 questions in total in four sections: pitch, rhythm, texture and melody. The highest scoring candidates will be invited back for round two to perform a single piece on their chosen instrument or vocally. This will be a free choice of piece, which should last no longer than three minutes. As there is a free choice of instrument and piece, it will allow candidates of all abilities and all cultures equal opportunity to succeed. Those invited back will be given an individual appointment during the school day. The outcome of the test of musical aptitude will be notified to parents on or around 17 October 2017.

*2.1.2 Testing for academic ability:* Academic ability is determined through tests in verbal reasoning and mathematics. No minimum score will be required to gain admission, with places being offered strictly in descending order of candidates' standardised test scores. Preparation for the tests is unnecessary. The outcome of the academic test will be notified to parents on or around 17 October 2017. Those who intend to apply **only** for a community place or **only** for a place on the basis of aptitude in music need not sit the school's admissions test of academic ability.

*2.1.3 Administration of testing:* Both the academic and music tests are administered by the SW Herts Consortium (Watford Grammar School for Girls, Parmiter's School, Watford Grammar School for Boys, Rickmansworth School, Queen's School, Bushey Meads School and St Clement Danes School) and registration for these tests must have been made by the deadline which is indicated on the SW Herts Consortium website ([www.swhertsschools.org.uk](http://www.swhertsschools.org.uk)). This website also provides answers to frequently asked questions, with examples of the test questions and information regarding access arrangements.

## 2.2 Community places

The school will reserve 137 places (65% of total admissions) for applicants who are eligible under our community criteria. For the purpose of applying the community criteria, the admission area will be treated as a single area.

In the event of any of the 73 specialist places remaining unallocated, the unallocated places will be treated as if they were community places, but not vice versa.

## 2.3 Admission area

The admission area comprises the Watford area and the 'rest of the admission area'. The postcodes in each area are not listed in priority order. All postcodes are treated equally within each area unless there is a need to operate the tie break.

The Watford area comprises postcode sectors:

WD17 1 to 4  
WD18 0, 6 to 9  
WD19 4 to 7  
WD23 1 to 7 and 9  
WD24 4 to 7 and 9  
WD25 0, 5, 7 to 9  
WD3 3

The Rest of the Admission Area comprises postcode sectors:

WD3 1, 4 to 9  
WD4 8 and 9  
WD5 0  
WD6 3  
WD7 7 and 8  
HA3 6  
HA5 1 to 5  
HA6 1 to 3  
HA7 3 and 4

*2.3.1 Normal home address:* In order to qualify for admission under rules referring to the school's admission area, the girl must have been resident for a majority of school nights at her normal home address since 1<sup>st</sup> September of the calendar year preceding proposed admission. A school night is defined as Sunday through to Thursday night. Additionally, where a girl's designated normal home address is rented, evidence of a long term tenancy agreement (12 months or longer) must be provided to the school. If a parent, with whom the girl is resident for the majority of school nights, owns an alternative property within 20 miles of the school which has been the main family home within the last five years, a property closer to the school will not be accepted as the designated normal home address for the purpose of applying the admission rules, even if the former property is leased to a third party. The school may require additional evidence of residence qualification if there are reasons for casting doubt on the accuracy or completeness of an application. The governors may refuse to base an allocation on an address which might be considered to be only a temporary address.

*2.3.2 Exceptions from the definition of normal home address:* Where Service families or other Crown Servants, who often move within the UK and from abroad, are posted to the area, we will be able to allocate a place in advance of the family move if an

official government letter is provided declaring a relocation date and an intended address within the admission area. Evidence must be provided by 31<sup>st</sup> January in the year of admission in order to be included in the first allocation round.

#### 2.4 Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or an EHC Plan, priority for admission will be given to those girls who meet the criteria below, in order.

##### Community places

1. Looked After Children and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
2. Girls whose normal home address is nearest to the school and who would not be allocated a place under any other criterion (21 places, 10% of the total admissions).
3. Girls with a parent who is a permanent member of the school staff. To qualify, the member of staff must either have been employed at the school for two or more years at the time at which the application for admission is made or have been recruited to fill a post for which there is a demonstrable skill shortage. In all cases, the member of staff must have parental responsibility (sole or shared) for the girl.
4. Girls with a sibling (sister) enrolled at the school, excluding sisters who first entered the school in the Sixth Form (Year 12 or Year 13).
5. Girls with a sibling (brother) enrolled at Watford Grammar School for Boys, excluding brothers who first entered the school in the Sixth Form (Year 12 or Year 13).
6. Places will then be allocated to girls in increasing distance order using straight line distance between the family's normal home address and the school.

##### Specialist places

7. Girls selected on the basis of aptitude for music as measured by the school's assessment procedures, in merit order (21 places, 10% of total admissions).
8. Girls selected by academic ability as measured by the school's assessment procedures, in merit order ( 52 places, 25% of total admissions)

Qualification under criteria 1, 3 and 4 does not require residence at a home address within the admission area.

Except for those applying under criteria 1, 3 or 4, all applicants are strongly recommended to sit the school's admissions test s.

Girls who are entitled to be offered a place under more than one of criteria 3, 4, 5, 6, 7 or 8 will be offered a place under the lowest numbered of those criteria<sup>2</sup>. If any places remain unfilled once all applications from within the admissions area and those under criterion 1, 3 or 4 have been considered, those places will be allocated to girls from outside the admissions area in distance order using the 'straight line' distance measurement system applied by Hertfordshire County Council (HCC). Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBasePremium address point of the normal home address to the address point of the school. AddressBasePremium data is a nationally recognised method of identifying the location of schools and individual residences.

**2.4.1 Tie-breaker:** In the event that two or more girls are equally entitled to be offered a place under a criterion, it will be offered to the girl whose normal home address is nearest to the school, using the 'straight line' distance measurement system applied by Hertfordshire County Council (HCC). In the event of two girls living an equal distance from the school (e.g. in a block of flats) the applicants will be ranked numerically by house/door number, the lower number taking priority. If the girls live at equal distance but in different locations, the place will be allocated by independently verified random allocation.

#### 2.5 Late Transfer to Year 7 – The Waiting List

Girls who are unsuccessful in gaining admission to Year 7 and have expressed continuing interest will be kept on a waiting list for one academic year. During that year any vacancies that arise in Year 7 will be filled using the same criteria as those applied to the original allocation of places. The waiting list will be ranked in accordance with the order of priority shown in the oversubscription criteria. This means that girls will move up and down the list as the list will be re-ordered every time a new girl is added to it.

The school participates in HCC's Fair Access protocol, which means that children will be admitted under this protocol before the late transfer procedure.

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<sup>2</sup> Example 1: A girl who has a sister at the school (criterion 4) and who lives close enough to be offered a place under criterion 6 will be offered a place under criterion 4.

Example 2: A girl whose musical aptitude is sufficient to be offered a place under criterion 7 and who achieves a sufficient score in the tests to be offered a place under criterion 8 will be offered a place under criterion 7.

### **3. Late Transfer Procedure (Years 8-11)**

Girls seeking admission to Years 8 to 11 will be considered in accordance with the school's late transfer procedure.

The school participates in HCC's Fair Access protocol, which means that children will be admitted under this protocol before the late transfer procedure.

#### *3.1 Late transfer oversubscription criteria*

Where a place becomes available, the following criteria will be applied in the order set out below to determine which girl to admit:

1. Looked After Children and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
2. Girls with a parent who is a permanent member of the school staff. To qualify, the member of staff must either have been employed at the school for two or more years at the time at which the application for admission is made or have been recruited to fill a post for which there is a demonstrable skill shortage. In all cases, the member of staff must have parental responsibility (sole or shared) for the girl.
3. Girls who have moved into the admission area within the preceding 12 months.
4. Places will then be allocated to girls in increasing distance order using straight line distance between the normal home address and the school. In the event of two girls living an equal distance from the school (e.g. in a block of flats) the applicants will be ranked numerically by house door number, the lower number taking priority. If the girls live at equal distances, but in different locations, the place will be allocated by independently verified random allocation.

Girls who have statements of Special Educational Needs or EHC Plans that name the school will be admitted prior to the application of the late transfer oversubscription criteria.

#### *3.2 Normal home address*

In order to qualify for admission by late transfer under rules referring to the school's admission area, the girl must be resident at her home address for a majority of school nights and, where a property is rented, the period of tenancy must be for at least one year. A school night is defined as Sunday through to Thursday night. If a parent, with whom the girl is resident for the majority of school nights, owns a property within 20 miles of the school which has been the main family home within the last five years, a property closer to the school will not be accepted as the designated normal home address for the purpose of applying the admission rules, even if the former property is leased to a third party. A school night is defined as Sunday through to Thursday night. The school may require additional evidence of residence qualification if there are reasons for casting doubt on the accuracy or completeness of an application. The governors may refuse to base an allocation on an address which might be considered to be only a temporary address.

#### *3.3 Late transfer waiting list*

Girls who have applied for admission under the late transfer procedure who are not allocated a place in the first instance may have their name placed on a waiting list. The waiting list will be ranked in accordance with the school's late transfer oversubscription criteria as detailed in 3.1 above. Parents are required to indicate their desire to remain on the waiting list in each subsequent year and the school reserves the right to require additional evidence of residence qualification in each successive year.

Places are allocated in the expectation that they will be taken up immediately. Places may be withdrawn if the applicant is not able to start at the school within 10 school days of the offer of a place.

### **4. Admission to Sixth Form (Year 12) in 2018**

The school's published admission number for the Sixth Form will be 65 (external) students. Applications from external students should be made by completing and submitting an application form, available on the school's website, before 30<sup>th</sup> November, 2017.

Minimum entry requirements: Candidates are required to achieve a minimum of 46 points from the best eight GCSEs (or equivalent) including at least a Grade 5 in English and Maths. This is the same for both internal and external applicants.

The point score will be determined through the addition of the numerical grades awarded in reformed GCSEs. GCSEs which form part of phase 3 of curriculum reform will be ascribed with a numerical score as follows:

A\* = 8; A = 7; B = 6; C = 5; D = 4; E = 3; F = 2; G = 1

All GCSE subjects are equally valid for inclusion in the calculation of the best 8 score.

In addition, candidates must meet the entry requirements for each course for which they have applied. These are published annually in the school's Sixth Form prospectus.

#### *4.1 The Sixth Form application process*

The applicant must send with her application form, a school authorised copy of her predicted grades in whatever format her present school uses. If the girl's predicted GCSE grades, as reported on the Additional Information Form by her current school, meet the entry requirements, she may be invited to the school to meet a member of staff to discuss the suitability of her subject choices. Applicants will receive notification in writing of any offer of a place and will be required to accept the place in writing by the date given in the letter.

If the girl's predicted grades, as reported on the Additional Information Form by her current school, do not meet the entry requirements, she will be invited to contact the school upon receipt of her GCSE results, should she have a continuing interest in a Sixth Form place and achieve the required qualifying grades.

Each applicant will be informed of the deadline by which the achievement by the girl of the required GCSE grades must be confirmed.

#### *4.2 Sixth Form oversubscription criteria*

Where the number of academically qualified external applications exceeds the number of places available, the following criteria will be applied in the order set out below to decide which students to admit.

1. Looked After Children and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
2. Places will then be allocated to girls in distance order using straight line distance between the family's normal home address and the school. In the event of two girls living an equal distance from the school (e.g. in a block of flats) the girls will be ranked numerically by house door number, the lower number taking priority. If the applicants live at equal distances, but in different locations, the place will be allocated by independently verified random allocation.

Places will be offered using the oversubscription criteria until planned capacity in a given subject or course is reached and the school reserves the right to refuse access to subjects when planned classes are full.

### **5. SEND Admissions**

Where the school is named in a Statement of Special Educational Needs or EHC Plan, the school has a duty to admit the girl with priority over all other oversubscription criteria. The criteria for naming a school are set out in the SEN and Disability Code of Practice: 0 to 25 years (valid from April 2015). In such a case, the school will consult with parents and the LA to ensure that such naming is in the best interests of the pupil and is in accordance with the criteria. In the case of applicants with special educational needs but without a Statement or EHC Plan, the oversubscription criteria will be applied.

### **6. Admission of children outside their normal age group**

The school's policy is for girls to be educated within their correct chronological year group. An application for a girl to be educated out of her age group must be supported by information submitted with the application. When assessing such an application, the school will consider headteachers' views, parents' views, information about the girl's academic, social and emotional development, whether she has been previously educated out of her normal age group and, where relevant, her medical history and the views of medical professionals. Having considered the request, the school will write to the parents to notify them of the decision and set out the reasons for the school's judgement. The governing body is under no obligation to comply with a request nor to offer the girl a place in any other year group. Such an outcome does not constitute the refusal of a place and carries no right of appeal.

## 7. Appeals

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wish to appeal, who applied online, should log onto their school application and click on the link “register an appeal”. If the application was not made using Hertfordshire’s online application system, parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack.

## 8. Explanation of terms used in the oversubscription criteria

8.1. *“Sibling”*: means one of two (or more) children who have at least one parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. For the purposes of criteria 4 and 5, the girl must have a sibling who will be a student at Watford Grammar School for Girls (criterion 4) or Watford Grammar School for Boys (criterion 5), in Years 7–13, at the time the girl would be admitted to the school (not when the place is accepted). This means that girls with an elder sibling in Year 13 cannot apply for a place under criteria 4 or 5. Those girls with an elder sibling in Y11 can apply under this criterion because it is assumed (for admission purposes only) that Y11 students will enter the Sixth Form. It is the policy of each Governing Body to admit both (or all) sisters or brothers in the case of multiple births, provided that at least one of the siblings gains a place at one of the schools under any criterion and that the school is deemed appropriate for the educational needs of the additional child(ren). The additional place(s) will be counted as sibling admission.

8.2. *“Looked After Children”*: means 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 (section 22(1) of The Children Act 1989). All children adopted from care who are of compulsory school age are eligible for admission under criterion 1. Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. Children who were not “looked after” immediately before being adopted, or made the subject of a Child Arrangement Order or Special Guardianship Order, will not be prioritised under criteria 1.

8.2.1 *“Child Arrangement Order”*: under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, Residence Orders have now been replaced by Child Arrangements Orders which settle the arrangements to be made as to the person with whom the child is to live. Any Residence Order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a Child Arrangements Order.

8.2.2 *“Special Guardianship Order”*: under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians. Children in the process of being placed for adoption are classified by law as Children Looked After providing there is a Placement Order and the application would be prioritised under criteria 1.