

The Governors have proposed admission arrangements on which they are consulting until 1st March 2012 for entry into Year 7 in September 2013.

If you have any comments about these arrangements please write to the Chairperson, Joint Admissions Committee, at the School

WATFORD GRAMMAR SCHOOL FOR GIRLS

ADMISSION ARRANGEMENTS FOR ENTRY TO YEAR 7 FOR SEPTEMBER 2013 DRAFT FOR CONSULTATION UNTIL 1st MARCH 2012

ADMISSION NUMBER

The number of intended admissions for September 2013 is 180. Girls will be admitted at the age of 11 or after having completed National Curriculum Year 6.

OVERSUBSCRIPTION

In the event of there being more than 180 applications, priority will be given to looked after girls see note (xiii) and to those whose permanent home address lies within the school's Admission Area [see note (i)].

COMMUNITY AND SPECIALIST PLACES

The school will designate 117 places (65% of the whole) as Community Places and 63 places (35% of the whole) as Specialist Places.

OVERSUBSCRIPTION WITHIN THE ADMISSION AREA

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 applicants will be placed in one of them according to the location of their permanent home address.

For the purpose of applying the Community criteria, the admission area will be treated as a single area.

*** Watford Area**

The school will reserve 38 specialist places (60% of the total specialist places) for applicants whose permanent home address lies within the Watford Area [see note (i)]. In the event of more than 38 such applications, priority amongst them will be given according to these admission arrangements and criteria.

*** Rest of the Admission Area**

The school will reserve 25 specialist places (40% of the total specialist places) for applicants whose permanent home address lies within the Rest of the Admission Area [see note (i)]. In the event of more than 25 such applications, priority amongst them will be given according to these admission arrangements and criteria.

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

Applicants will have to indicate under which criterion or criteria within the community and/or specialist places they are applying

Except for those applying under criterion 1, 3 or 4, all applicants are strongly recommended to apply for both a Community Place and a Specialist Place and to sit the school's admissions test provided for in criterion 8.

The following criteria will then be applied.

OVER SUBSCRIPTION CRITERIA

COMMUNITY PLACES

1. Children Looked After. *See note (xiii).*
2. Applicants whose permanent home address is nearest to the school and who would not be allocated a place under any other criterion (18 places, 10% of the total admissions). *See note (xii).*
3. Applicants who are children of a parent who is a permanent member of Watford Grammar Schools' staff (as defined in the Admissions Code of Practice). *See note (xvi)*
4. Applicants with a sister enrolled at the school, excluding sisters who first entered the school in the Sixth Form (Year 12 or Year 13). *See note (iv).*
5. Applicants with a brother enrolled at Watford Grammar School for Boys, excluding brothers who first entered the school in the Sixth Form (Year 12 or Year 13). *See note (iv).*
6. Places will then be allocated to applicants living closest to the school. *See note (xii).*

SPECIALIST PLACES

7. Applicants selected on the basis of aptitude for music as measured by the school's assessment procedures (18 places, 10% of total admissions).
8. Applicants selected by academic ability as measured by the school's assessment procedures, in merit order (45 places, 25% of total admissions)

NOTES (these are part of the arrangements)

- (i) The Admission Area comprises the Watford Area and the Rest of the Admission Area as defined in this note. All the postcodes are treated equally within each area.

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

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 (see note ix).

and the permanent home address of applicants from outside the Admission Area validly applying under criterion 3 or 4.

- (ii) In applying these admission arrangements, 'permanent home address' will be defined as the permanent place of residence of the parent with whom the applicant spends the majority of his time. The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, then both home addresses must be quoted. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.

If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.

- (iii) For the purposes of criterion 4, 'a sister' means either
- a girl having at least one natural parent (or parent by legal adoption) in common with the applicant, or
 - a girl related to the applicant as a step-sister by the inter-marriage of one of each of their parents prior to the date of application

In all cases, the relevant parent must have parental responsibility (sole or shared) for the applicant.

- (iv) For the purposes of criterion 4, the applicant must have a sister who will be a student at Watford Grammar School for Girls, in Years 7–13, at the time the applicant would be admitted to the school (not when the place is accepted). This means that applicants with an elder sister in Y13 (the Upper Sixth) cannot apply for a place under criterion 4. Those applicants with an elder sister in Y11 can apply under this criterion because it is assumed (for admission purposes only) that Y11 students will enter the Sixth Form. For the purposes of criterion 5, the same principle applies to applicants with a brother at Watford Grammar School for Boys.

- (v) It is the policy of the 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.
- (vi) Those who apply **only** for a Community Place or **only** for a place on the basis of aptitude in music will not sit the school's admissions test of academic ability.
- (vii) All applicants for places under criterion 7 must sit a written test of musical aptitude. The test is 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. Further details are to be found at the end of these notes.

There will be one test session on XXXX. Applicants will be notified in advance of the test venue. The music test will be administered jointly with St. Clement Danes School, Parmiter's School, Queens' School, Rickmansworth School and Watford Grammar School for Boys. Those unable to attend on this date due to compelling religious, medical or other reasons will be offered one alternative date.

A limited number of applicants will be invited back 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 applicants invited back will be given an individual appointment during the school day.

- (viii) Applicants under criterion 8 will be required to take a verbal reasoning test and mathematics test, which will be used to assess their academic abilities. No minimum score will be required to gain admission, places being offered strictly in descending order of applicant's standardised test scores. Preparation for the tests is unnecessary. The tests will be administered by the school jointly with Bushey Meads School, Parmiter's School, Queens' School, Rickmansworth School, St Clement Danes School and Watford Grammar School for Boys. Applicants to more than one school under criteria requiring a proven measure of academic ability will be assessed by these jointly administered tests.

Information about the tests (including examples of questions) and details of arrangements will be sent to all applicants under criterion 8. The test date for applicants from the Admission Area is Saturday XXXX. Those unable to attend on this date due to compelling religious, medical or other reasons will be offered one alternative date.

- (ix) In the event that two or more applicants are equally entitled to be offered a place under a criterion, it will be offered to the applicant whose permanent home address is nearest to the school, using the method applied by Hertfordshire County Council (HCC) and data provided by them. [See also note (xii)]
- (x) Applicants 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 criterion.

Example 1: An applicant who has a sister at the school (criterion 3) will be offered a place under criterion 3.

Example 2: An applicant 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.

- (xi) In the event of any of the 63 Specialist Places remaining unallocated, the unallocated places will be treated as if they were Community Places (but not vice versa).
- (xii) Distances are measured using a computerised mapping system, accurate to two decimal places. The measurement is taken from the address point of your child's home to the address point of the school. It does not take into account the actual or expected route a child will travel to school.

- (xiii) A Child Looked After means a child who is or has been looked after by a local authority in accordance with section 22 of the Children Act 1989[2] at the time an application for her admission to the school is made, and who the local authority has confirmed will still be looked after at the time when she is admitted to the school. Children who were looked after will be treated as a Children Looked After if they have been adopted, subject to a Residence Order or Special Guardianship Order.
- (xiv) Where the school is named in a Statement of Special Educational Needs, the school has a duty to admit the applicant to the school and will do so. The criteria for naming a school are set out in the SEN Code of Practice, Education Act 2001 (paragraphs 8.62 and 8.83 specifically, which are reproduced in the appendix to these Admission Arrangements). 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. Any such admission will have priority over all over-subscription criteria. In the case of applicants with special educational needs but without a Statement, or of applicants with a disability, the over-subscription criteria will be applied as fairly to them as to other applicants.
- (xv) The school will maintain a Continuing Interest List of applicants who have not gained a place at the school and whose parents/carers have confirmed that they wish to be placed on such a list. The Continuing Interest List will govern further admissions (if any places become available) until the end of Year 7.
- (xvi) A member of staff must either have been employed at the schools for two or more years at the time at which the application for admission to the school is made; and/or have been recruited to fill a post for which there is a demonstrable skill shortage.

Special Consideration for the Admissions Tests

If you consider that your child may be disadvantaged under the terms of the Equality Act 2010, or has special educational needs, you must provide each school to which you are applying with independent evidence, together with the completed School Information Form (SIF) so that appropriate provision can be made.

This **written** evidence must be given to the Admissions Secretary of the school by the closing date for applications.

You will be informed in advance of the test date of any appropriate special arrangements which will be made for your child.

Further Information about the Test of Musical Aptitude

The test consists of 60 questions of four types: Pitch, Melody, Texture and Rhythm.

Pitch: for these questions, candidates listen to two sounds and have to indicate whether the second sound is the same as the first, or whether it is higher or lower. There are twenty of these questions and some of the pitches are less than a semitone apart.

Melody: for these questions, candidates listen to two tunes consisting of five notes. Candidates have to decide whether the second tune is the same as the first or if one of the notes has been altered. If there is a change, candidates will be expected to identify which note has been altered, by giving the number of the note. There are ten questions in this section.

Texture: for these questions, candidates listen to a number of notes played together at the same time; this is called a chord. Candidates need to decide whether or not each chord has two, three or four notes. There are twenty questions in this section.

Rhythm: for these questions, candidates listen to two patterns of notes and have to decide whether the second pattern is the same as, or different from, the first, and where any difference occurs. Each rhythm will be four beats (or pulses) in length. There are ten questions in this section.

APPEALS

Parents are reminded that they have the right of appeal against a decision not to admit an applicant. An independent appeals panel has been established to hear and determine appeals from unsuccessful applicants. In the event that the appeal is unsuccessful, the Governors will not make a further determination if the parents seek to re-apply for admission in the same academic year unless there are, in the opinion of the Governors, significant and material changes in the circumstances.

Extracts from SEN Code of Practice.

8:62 Where an LEA proposes to issue a statement or amend part 4 of an existing statement they **must** name the maintained school – mainstream or special – that is preferred by the parents, providing that:

- _ the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement
- _ the child's attendance is not incompatible with the efficient education of other children in the school, and
- _ the placement is an efficient use of the LEA's resources.

8:83 The LEA have a duty to name the parents' preferred maintained school in a statement so long as the conditions in Schedule 27 (set out in paragraph 8.62) are met. For example, the LEA should not name a maintained school in a statement if the school is selective and the child does not meet the criteria for selection. The governing body of the school cannot refuse to admit a child solely because they have special educational needs.

ADVICE (this is not part of these arrangements)

For many years the school has been oversubscribed by applicants from the Admission Area. It is anticipated that this will remain the case and that applicants outside the Admission Area have no realistic chance of being offered a place under these admission arrangements. Should any apply, their applications will be acknowledged and retained. Such applicants will not be entered for the test on the date arranged for applicants from the Admission Area. Should it transpire that there are insufficient acceptances from applicants within the Admission Area to fill all the places, arrangements will be made for the other applicants to sit the test at a later date.