

**PLEASE READ THESE NOTES BEFORE COMPLETING
THE APPLICATION FORM
AND KEEP CAREFULLY FOR REFERENCE**

WATFORD GRAMMAR SCHOOL FOR GIRLS

PLEASE REMEMBER that to apply for admission you must complete **BOTH** the School Supplementary Information Form and the Secondary Transfer Form for the Local Education Authority in which you live.

**ADMISSION ARRANGEMENTS FOR ENTRY
TO YEAR 7 FOR SEPTEMBER 2012**

There are 180 places in Year 7; there were 701 applications (all rankings) for these places in 2011. The school will meet its legal obligation to admit a girl who has a statement of special educational need that names the school in her statement. An Open Evening for prospective parents and their daughters is held in the Autumn Term.

ADMISSION NUMBER

The admission number for September 2012 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 girls looked after (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 [note (i)]. In the event of more than 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 2 or 3, 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 6.

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 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).*
4. Places will then be allocated to applicants living closest to the school. *See note (xii).*

SPECIALIST PLACES

5. Applicants selected on the basis of aptitude for music as measured by the school's assessment procedures (18 places, 10% of total admissions).
6. 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.

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

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

- (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 her 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 3, 'a sister' means either
- a) a girl having at least one natural parent (or parent by legal adoption) in common with the applicant, or
 - b) 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 3, 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 3. 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.
- (v) It is the policy of the Governing Body to admit both (or all) sisters in the case of multiple births, provided that at least one of the siblings gains a place at the school 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 admissions.
- (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 5 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 8th November 2011. Applicants will be notified in advance of the date and 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, candidates of all abilities and all cultures have an equal opportunity to succeed.

Those applicants invited back will be given an individual appointment during the school day.

- (viii) Applicants under criterion 6 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 applicants' standardised test scores. Preparation for the tests is unnecessary. The tests will be administered by the school jointly with Bushey Meads School, St. Clement Danes School, Parmiter's School, Queens' School, Rickmansworth 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 date and arrangements will be sent to all applicants under criterion 6. The test date for applicants from the Admission Area is 19th November 2011. Those unable to attend on the date owing 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 note (xii). If this does not determine the place, it will be offered by random allocation carried out by a person independent of the school.
- (x) Applicants who are entitled to be offered a place under more than one of criteria 3, 4, 5 or 6 will be offered a place under the lowest numbered criterion.

Example 1: An applicant who has a sister at the school (criterion 3) and who lives close enough for a place under criterion 4 (proximity) will be offered a place under criterion 3.

Example 2: An applicant whose musical aptitude is sufficient to be offered a place under criterion 5 and who achieves a sufficient score in the tests to be offered a place under criterion 6 will be offered a place under criterion 5.

- (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 using the method applied by Hertfordshire County Council (HCC). 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 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.
- (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 1996 Ref: DfES/581/2001 (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 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) In accordance with the School Admissions Code (para 2.14), the Governors as the admission authority for the school may offer a place at the school for the daughter of staff newly appointed at the school or any other school after the national offer date when the terms described in 2.14 are met.

Special Consideration for the Admissions Tests

If you consider that your child may be disadvantaged under the terms of the Disability Discrimination Act, 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.

Relevant 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.

**INFORMATION ABOUT APPLICATIONS FOR PLACES IN YEAR 7
SEPTEMBER 2011 ENTRY**

Year	Watford Area	Outer Area	Total Applications
September 2011	418	199	617

The table below gives a breakdown of the places offered under each Admission Criterion in each of the geographical areas.

**PLACES OFFERED UNDER EACH CRITERION
SEPTEMBER 2011 ENTRY**

Criterion (as detailed in Prospectus)	Watford Area Acceptances	Outer Area Acceptances	Total Acceptances
1. Statemented/In Care		0	0
2. Distance		18	18
3. Siblings		40	40
4. Distance 2		59	59
5. Music	11	7	18
6. Test	27	18	45
Total Places Offered			180