

# BISHOP WORDSWORTH'S SCHOOL

## **ADMISSIONS POLICY 2018**

### A Statutory Policy

#### Notes:

- 1. This Policy applies to main entrants (ie Autumn Term intake) wishing to join the School either at Year 7 in September 2018 or at Year 12 in September 2018. Further information relating to entry into Year 7 is at Annex A. Year 12 information is at Annex C.*
- 2. It also applies to other than main entrants who apply between 1 September 2017 and 31 August 2018 to join the School in the September 2017/ August 2018 academic year; see Annex B.*
- 3. 'Parent(s)' in this policy refers to birth parent(s), guardian(s) or any person who has parental responsibility for the boy or with whom the boy lives eg a foster carer*

#### **INTRODUCTION**

1. The Admissions' Authority for Bishop Wordsworth's School (the School) is the School's Governing Body.

2. The School's Ethos Statement is:

"Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to its pupils."

The School hopes that all parents applying for a place will recognise and support this ethos and its importance to the School. However, it does not affect the right of parents who are not of the faith of the School to apply for and be considered for a place at the School and parents have the right to withdraw their boys from the daily Christian act of worship and from Religious Education.

3. This Admissions Policy is in line with Government legislation and guidance and Wiltshire Council requirements. The statutory Department for Education (DfE) Codes, by which the Governors are bound, are the School Admissions Code of December 2014 and the Admissions Appeals Code of February 2012. The Wiltshire Council document by which the School is bound is the Determined Coordinated Scheme for Secondary School Admissions.

4. The Policy is designed to ensure that there is a fair admissions process for all applicants and to guide parents through the application process.

5. Bishop Wordsworth's School is a Church of England Grammar School for Boys with Academy status and only boys who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible for admission.

6. The School is committed to equality of opportunity (See the School's Equality Policy). Notwithstanding the above, where the number of applicants who have achieved the required standard exceeds the number of places available, the Oversubscription Criteria at Annex E will be applied to determine which applicants are to be admitted.

7. **Qualification for Entry to Bishop Wordsworth's School.** All boys wanting entry to the School in years 7 to 11 must take the relevant entrance test. A period of 12 calendar months must pass before a boy may be re-tested. Boys must have attained a sufficiently high grading in the selection process for the relevant year of entry to show they have the necessary academic ability for admission to the School. Those wishing to enter the Sixth Form must have attained the minimum standard in their GCSE exams as specified in Annex C. However, meeting the academic requirements for entry does not guarantee a place.

8. **Further Information.** Further explanation of the admissions arrangements for all year groups are available on the website at [www.bws-school.org.uk](http://www.bws-school.org.uk) or by request from the School's Admissions Office.

9. **Associated Documents.** The following associated documents are on the School's website under 'Admissions' or can be obtained directly from the Bishop Wordsworth's Admissions office:

a. **Special Access Arrangements Form.** This form should be completed for boys whose circumstances (medical, educational or personal) might affect their performance in the test or are required to be taken into consideration for entry into the Sixth Form

b. **Map.** A map of the School's designated area. This is of relevance to the Oversubscription Criteria: see Annex E Sub-paragraph 1c.

## **ENTRY PROCESS**

10. There are two main intakes: Year 7 and Year 12 (the Sixth Form). Entry is encouraged at these times to aid academic progression of boys without interruption but, subject to space (normally very limited) and the academic criteria, boys may join at any time as described in Paragraphs 11 to 13 below. Boys are encouraged to visit the School with their parents if they are intending to apply and there are several open days each year. Exceptionally, visits may be made outside these dates by arrangement with the Admissions' Office.

11. **Entry at Year 7 (Eleven Plus Entry).** The application process to join Year 7 in September 2018 (the Eleven Plus Selection Procedure) is at Annex A.

12. **Entry in Years 7 to 11 (Post Eleven Plus Entry).** The application process to join in any of years 7-11 but when the application is too late for the Eleven Plus to be taken is at Annex B.

13. **Entry into the Sixth Form.** The application process for entry at Year 12 or 13 is at Annex C.

14. **Admission of Boys Outside Their Normal Age Group.** The School will consider a parental request for a place for their son outside of their normal age group if, for

example, the boy is gifted and talented or has experienced problems such as ill health but who otherwise meets the entry requirements determined by this Policy.

- a. The decision on whether to admit will be taken on the basis of the circumstances of each case and in the best interests of the boy concerned. This will include taking account of the parent's views; information about the boy's academic, social and emotional development; his medical history; the views of a medical professional if relevant; whether he has previously been educated out of his normal age group and the views of his current Head.
- b. The final decision on whether a boy who is outside of his normal age group is allowed to take the entrance test rests with the School's Head. A period of 12 calendar months must pass before a boy may be re-tested and then the test applicable to the next age group will be set.

**15. Applicants with Special Educational Needs or Disabilities.** The School admits pupils with Special Educational Needs or Disabilities (SEND) who can meet the entry requirements determined by this Policy.

- a. If a boy has either a statement of Special Educational Needs (SEN) or an EHC Plan that names Bishop Wordsworth's School he will be offered a place provided he meets the entry requirements specified in this Policy. In these circumstances an offer will be made irrespective of whether the School has places or not and the boy will take precedence over any others on the waiting list.
- b. Additional processes for SEND applicants are at Annex D.

**16. Oversubscription.** The selection criteria outlined in Annex E will be applied where the number of applicants (who have passed the entrance test for entry at Year 7 to 11) exceeds the number of places available. The registration forms referred to in annexes A and B include requests for detail that will ensure that boys are ranked correctly under the Oversubscription Criteria. If parents consider that their son should be given preference on any of the grounds listed in the Oversubscription Criteria they must provide details and evidence as appropriate when registering.

**17. Shared Responsibility.** Where two (or more) adults both have parental responsibility for a boy it is preferable that they agree which is their preferred school before applying for a place.. In cases of dispute, or where two application forms are submitted, the School will process the application in the order of the criteria in sub-paragraphs below:

- a. The application from the parent who has a residence order. If there is no order then:
- b. The application from the parent with whom the boy is living for the majority of the school week. If the parents are in dispute as to whom the boy lives with the majority of the school week then:
- c. The application from the parent at the address where the boy is registered with a GP, otherwise:
- d. The application from the parent who is in receipt of the child benefit.

e. In the event of further dispute regarding the address used, parents may wish to take independent legal advice as to whether they should seek a specific issue order from the Court to decide on where the boy is to be schooled.

**18. Boys from Overseas.** Boys who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at the School. The passport or visa may be required for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

a. Applications on behalf of boys currently living outside the UK will be processed but, until the boy is resident in the UK, their home address will be considered as being their place of residence outside the UK.

b. Notwithstanding Sub-paragraph 18a above, boys whose parents are UK Service personnel, other Crown servants (including diplomats) or British Council employees will be considered as living in the designated area if the parent with whom they live and will continue to live is under notice of posting into the designated area. The School will require proof of future residency or unit postal address in the form of an official government letter (for example: from the MOD, FCO or GCHQ) declaring a relocation date.

c. For security of the test paper the Eleven Plus test provider, the Centre for Evaluation and Monitoring (CEM), will not allow tests to be taken overseas and therefore all Eleven Plus selection tests for entry to the School are held at the School. However, in exceptional circumstances the School will consider allowing post Eleven Plus entry tests (Paragraph 12 above refers) to be held overseas, normally at British Councils, Forces education centers or universities.

**19. Appeals.** Refusal by the School to offer a place may be appealed.

a. Appeals against a decision not to offer a place at the School will be held in accordance with the regulations of the Department for Education that are in force at the time of the appeal.

b. Appeals are handled by an independent panel assisted by an appeals clerk, convened under the arrangements established by the 1998 School Standards and Framework Act.

**20. Deadline for Acceptance of an Offer of a Place.** Parents will be required to confirm that they wish to accept the offer of a place. If a parent does not respond to an offer of a place within two weeks a second offer letter will be sent to give the parent a further opportunity to respond. The second letter will explain that the offer may be withdrawn if there is no response within one week from receipt of the letter (deemed to be 2 days after posting date).

**21. Withdrawal of an Offer.** An offer of a place will be withdrawn in any of the following three circumstances:

a. If the offer was made in error.

b. If a boy has not taken up an accepted place offer at the date agreed.

- c. If the offer has not been responded to in accordance with Paragraph 20 above.
- d. If the offer was obtained through a fraudulent or intentionally misleading application.

**22. Fraudulent or Misleading Applications.** If it is found that an application has been made based on fraudulent or intentionally misleading information the offer of a place may be withdrawn even if the boy has already started school. Most cases of fraudulent applications involve giving a false address. Verification checks on application information will routinely be made and all suspicious applications will be investigated. If an offer of a place is withdrawn because of fraudulent or misleading information, the application will be reconsidered. If an offer of a place is subsequently refused, there is a right of appeal in accordance with Paragraph 19 above.

## **MONITORING**

23. This Policy and procedure will be reviewed by the Heads of Year and staff responsible for administering the selection process.

## **EVALUATION AND CONSULTATION**

24. This Policy and procedure will be evaluated annually by the Governors' Admissions, Property Health & Safety Committee.

25. The Policy for each year will be sent in draft for consultation to the Salisbury Diocesan Board of Education (SDBE), to schools' admissions authorities and other interested persons/groups in the designated area. It will also be published in draft on the School's website for the prescribed period of consultation.

26. This Policy was adopted by Governors for consultation on November 2016 and, after consultation, formally determined by Governors on [TBN] 2017.

## **CONTACT AND WEBSITE**

27. Further information may be obtained from the School's Admissions Office at:

Bishop Wordsworth's School  
Exeter Street  
Salisbury  
Wiltshire SP1 2ED  
Tel: 01722 333851

28. Website. The School Website is: [www.bws-school.org.uk](http://www.bws-school.org.uk)

## **ANNEXES**

- A. Application Process Year 7 in September 2018 (the Eleven Plus Selection Procedure).
- B. Application Process to join Years 7-11 (The Post Eleven Plus Selection Procedure -).
- C. Application Process for Entry into the Sixth Form.
- D. Admission of Pupils with Special Educational Needs and Disabilities.
- E. Oversubscription Criteria.

**APPLICATION PROCESS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2018**

1. **General.** All boys wanting entry to the School in Year 7 must take the Eleven Plus test, normally while in their final year at Primary School. No boy may take the Eleven Plus test more than once and examination papers are confidential to the School. The test mark required to be considered for admission normally is between 70% and 74% but this could vary depending on the number and quality of applicants. It must be noted that normally more pupils will pass the entrance test than can be accommodated and the oversubscription and waiting list processes in Paragraph 5 below and Annex E will apply. All applications for admission and offers of places into Year 7 in 2018/19 are coordinated by the Local Authority - Wiltshire Council.

2. **Year Numbers.** The Published Admissions Number (PAN) for the year commencing 1 September 2018 in Year 7 is 160: ie five forms of 32 pupils.

3. **The Eleven Plus Test Registration.** The Centre for Evaluation and Monitoring (CEM) assessment tests are used for Year 7 entry. Application to sit the Eleven Plus Test is made on the School's Registration Form (downloadable from the Website or obtained from the Admissions Office). This form also requests information to enable the School to apply the Oversubscription Criteria at Annex E.

a. **Main Round Applications.** The main test date is 16 September 2017. The deadline for receipt by the School of registration forms for this test is 5pm on Thursday 13 July 2017. Parents must refer to Bishop Wordsworth's School's Information Leaflet Number One - the First Round Eleven Plus Selection Procedure.

b. **Main Round Applications - Late Registration.** Registration forms received after 13 July 2017 but by 31 October 2017 will be processed as 'late applications'. Boys whose registration form is received 'late' will sit the test in November/December 2017 and therefore will not know the test results until after the deadline of applying for a place to the Local Authority has passed. Boys sitting the test November/December 2017 will be considered for a place alongside those who sat the test in September 2017 provided parents have submitted an 'on-time' (ie by 31 Oct 17) application to the Local Authority for a place at the School.

c. **Second Round Applications.** Applicants outside the Main Admissions Round above but whose registration forms are received by the School before 10 March 2018 are considered in the Second Admissions Round.

(1) Parents who register for the test and apply for a place after 31 October 2017 (the Local Authority closing date) and before 10 March 2018 must apply through the Local Authority and will be categorised as second round applicants. (Unless Sub-paragraph 3c(2) below applies.

(2) If the Local Authority accepts that there are exceptional circumstances why an application made in accordance with Sub-paragraph 3c(1) was not received by the deadline in Sub-paragraph 3a, the application will be re-categorised as a first round application and will be considered with those covered by Sub-paragraph 3b above.

(3) Second round applicants will sit the Eleven Plus after the main round of allocations has been made ie after 9 March 2018. However, as all places are normally filled by first round applicants, second round applicants are unlikely to be offered a place unless they have a very high priority under the Over Subscription Criteria at Annex E and a place offered to a first round applicant is declined.

(4) For more detailed information, parents must contact their local County Council and must also refer to Bishop Wordsworth's School's Information Leaflet Number Two – The Second Round Eleven Plus Selection Procedure.

d. **Third Round Applications.** Parents who apply for a place after 9 March 2018 (the Local Authority closing date) but before 3 July 2018 must register with the School to take the test and also apply through the Local Authority: they will be categorised as third round applicants. Third round applicants will sit the Eleven Plus after the Second Round of allocations has been made ie after 15 May 2018. However, as all places are normally filled by first round and second round applicants, third round applicants are very unlikely to be offered a place. For more detailed information, parents must contact their local County Council and must also refer to Bishop Wordsworth's School's Information Leaflet Number Three – The Third Round Eleven Plus Selection Procedure.

4. **Application and Test Process.** Parents of boys attending schools in the designated area (See Main Body Sub-paragraph 9b above) should be advised about the test and the admissions process' directly through their son's primary school. Parents of boys at other schools should contact the Bishop Wordsworth's Admissions Office for that information. The School will conduct the test and the test scores will be posted two weeks before the end of October 2017 in time for parents to complete and return the Secondary Application Form for their local County Council - the deadline for return is 31 October 2017. Allocations of places at Secondary Schools are posted by Local Authorities on 1 March 2018. The deadline for acceptance of offers is 15 March 2018.

5. **Waiting List – Entry at Year 7 following the Eleven Plus Selection Process.** A waiting list will be maintained of boys who have passed the entry test and applied to the School but who have not been offered a place. A boy's position on the waiting list will be determined by the Oversubscription Criteria at Annex E.

a. All applicants will be placed on the waiting list in their relevant position irrespective of the time of application. Therefore, a boy's position on the waiting list will change if subsequent additions to the waiting list have a higher priority.

b. If a boy passes the test and his parents decline his place but then subsequently wish him to join the School, he will be treated as a late applicant and also retested unless he is reapplying within 24 months of taking the test.

6. **Summary of Dates and Deadlines for First Round Year 7 Applications.**

30 June 17	Deadline for School receipt of Special Access Arrangements Form if applicable (see Info Leaflet 1, Para 6)
13 July 17,	Deadline for registration, after this 'Late registration – first round procedure applies.
16 Sep17	Eleven Plus Test

13 Oct 17 approx	September Eleven Plus test results issued
31 Oct 17	Deadline for return of Secondary Application Form to LA
Nov/ Dec 17	Late Eleven Plus Test
1 Mar 18	LA post allocations of secondary school places for first round applicants
15 Mar 18	Deadline for acceptance of places for first round applicants
Late Mar/ early Apr	Eleven Plus Test for those who apply after 31 Oct

7. **Further Information on Entry Procedures into Year 7.** The following documents are on the School's website under 'Admissions' or obtained directly from the Bishop Wordsworth's Admissions office:

- a. Information Leaflet No 1: the Eleven Plus Selection Procedure.
- b. Registration Form for Eleven Plus test for entry into Year 7 in September 2018.
- c. Information Leaflet No 2: the Second Round Eleven Plus Selection Procedure.
- d. Information Leaflet No 3: the Third Round Eleven Plus Selection Procedure

8. **Historical Statistics.** The following historical data below is included as an aid to understanding the demand for places and what Oversubscription Criteria have been applied in the past:

a. **Number of Applications for Entry into Year 7.**

2012	294
2013	293
2014	270
2015	315
2016	318

b. **Record of Previous Admissions for Entry into Year 7.** In the Table below headings SEND (Special Education Needs & Disabilities) and 1a to 1g refer to the Oversubscription Criteria in place for years 2013 to 2016 (inclusive). The categories are identified as follows: 1 SEND; 1a: Looked After Children; 1b: Boys on Free School Meals; 1c: Boys living in the Designated Area; 1d: Boys with brothers (half-brothers etc) at the School; 1e: Boys whose parents have made an application based on Bishop Wordsworth's being a Church School; 1f: boys of Bishop Wordsworth's School employees; 1g: Service Premium (introduced in 2016) 1h: All other boys.

	SEND	1a	1b	1c	1d	1e	1f	1g	1h	Total
2013	0	0	0	95	5	11	0	-	11	122
2014	1	0	1	77	2	14	0	-	32	127
2015	0	0	4	78	7	10	0	-	29	128
2016	0	0	3	77	9	8	0	4	27	128

**APPLICATION PROCESS FOR ENTRY INTO YEARS 7 – 11 IN THE ACADEMIC  
YEAR SEPTEMBER 2017/ AUGUST 2018  
(The Post Eleven Plus Selection Procedure)**

1. Note that there are often no places available in years 7 (post Eleven Plus)-11.
2. Applications for admission outside the normal point of entry must be made direct to Bishop Wordsworth's School on the Late Entry Registration Form which also provides evidence for the School for the application of the Oversubscription Criteria. Parents must also inform Wiltshire Council of their application irrespective of whether the boy lives in Wiltshire. For more detailed information, parents must refer to Bishop Wordsworth's School Information Leaflet Number Four – The Post Eleven Plus Selection Procedure for Years 7-11 which is on the School's website under 'Admissions' or may be obtained directly from the School Admissions office.
3. The Post Eleven Plus application standard will be assessed through curriculum based tests in English and Mathematics. Tests are run in September, January and May of each academic year. Boys wanting entry into Year 10 will also sit a Science paper if the test is taken in the May of Year 9 or the September of Year 10. Boys will be required to achieve an aggregate score of 72% in the tests.
4. **Year Numbers.** The planned maximum number of boys is 128 in year groups 8-11.
5. **Application.** The application process is for an application to be made (Paragraph 2 above) a test taken (Paragraph 3 above) and, if the test is passed, the boy will be added to the waiting list. If a place is or becomes available, it will be offered to the boy with the highest priority on the Waiting List (Paragraph 6 below) for a place in the relevant year of entry.
6. **Waiting List.** A waiting list will be established of boys who have passed the entry test and applied to the School but who have not been offered a place. The waiting list is governed by the Oversubscription Criteria at Annex E.
  - a. Applicants will be placed on the waiting list in their relevant position irrespective of the time of application. Therefore a boy's position on the waiting list will change if subsequent additions to the waiting list take higher priority.
  - b. If a boy passes the test and his parents decline his place but then subsequently wish him to join the School, he may be retested, at the Headmaster's discretion, depending on the length of time since he passed the test.
  - c. Any boy who is on the waiting list at the April when he is in Year 9 and who has not been tested at any time in the 12 months prior to then will be retested for entry to Year 10 (Key Stage 4) to ensure he has maintained his grammar school ability. Any boy who does not then meet the entry requirements for Key Stage 4 will be removed from the waiting list. This does not affect the right of appeal.

**APPLICATION PROCESS FOR ENTRY INTO THE SIXTH FORM IN THE ACADEMIC  
YEAR SEPTEMBER 2017/ AUGUST 2018**

**ENTRY TO THE SIXTH FORM – YEAR 12.**

1. **Admission.** Admission to the Sixth Form is open to pupils already at the School and to external applicants. Providing the GCSE requirements below are met, the former are entitled to admission but are still required to complete the Application Form which includes details of subject choices and other relevant detail. External applications are to be made direct to the School. External applicants may be invited to attend meetings to discuss their subject choices and are asked to provide comments from their current school so the School can provide best advice on entry requirements and subject choices. However, such meetings and comments are not part of the decision-making process on whether an offer will be made.
2. **GCSE Requirements.** An applicant is required to have at least 6 GCSE/ IGCSE or equivalent passes at Grades A\*- B including English Language and Mathematics or at grades 9 to 6 in reformed courses. Exceptionally, flexibility may be exercised if very high grades have been achieved in the 'A' level subjects to be studied. Details of grade requirements for the subjects wished to be studied are available in the Sixth Form Prospectus for the relevant year of entry and are 'A' grades for some subjects. These entry requirements also apply to pupils who wish to study subjects that are wholly taught at SWGS.
3. **PAN.** The Published Admissions Number (PAN) for external candidates for Year 12 is 70.

**ENTRY TO THE SIXTH FORM – YEAR 13.**

4. Normally only those already at the School in Year 12 enter Year 13. In exceptional circumstances consideration will be given to external applicants.
5. Admission to Year 13 is dependent on satisfactory performance in the internal exams in the Summer term of Year 12.

**OTHER INFORMATION**

6. **Joint Teaching with SWGS.** Some Sixth Form subjects are taught jointly with or wholly at South Wilts Grammar School.
7. **Prospectus and Application.** The Sixth Form Prospectus, the Application Pack, details of subjects taught and open days are on the website (at [http://www.bws-school.org.uk/main/Sixth\\_Form/Admissions](http://www.bws-school.org.uk/main/Sixth_Form/Admissions)) or available from the Sixth Form Office.
8. **Application Form.** The paper application form (downloadable from the Website or from the School Sixth Form Office) must be completed by the candidate and signed by the parent and teacher/tutor. The deadline for receipt of the completed form at the School is on the form but is usually at the end of the January preceding entry.

9. **Discussion and Advice.** Candidates are normally invited to the School in March to discuss their applications and receive advice on subject choices etc.

a. Some applicants may be invited for further discussions with Heads of Department, normally for: foreign languages, art, economics, music and business studies.

b. Applicants for mathematics are required to take a mathematics assessment test. Entry to mathematics courses is not subject to passing or achieving a certain mark in the test but the mark may enable the Mathematics Department to suggest useful preparatory work for the applicant to undertake before the formal start of 'A' Level studies.

10. **Conditional Offer.** Successful applicants are offered a conditional place by letter by Easter. If an applicant's predicted grades are significantly below the School entry requirements (see Paragraph 2 above) this will be highlighted on the conditional offer letter. Those who are not made a conditional offer may make a late application (see Paragraph 12 below) when their results are known and will be considered if their actual grades are suitable.

11. **Firm Offers.** Those who wish to take up conditional offers are required to notify their results to the School either in person or by telephone by 1pm on results day in August and firm offers will be made to those who have met the entry requirements. Those who have not met the entry requirements may contact the School by 1pm on results day and, depending on the results obtained, may be invited to discuss options for entry.

12. **Late Applications.** Late applications may be accepted with the proviso that choices may then be limited because subject numbers and staffing are fixed. The process is as specified at paragraphs 8 and 9 above except that the application deadline will not apply.

13. **Subject Choices.**

a. Applicants choose 3 'A' Level subjects to study plus a reserve option. They will also be offered the chance to study for an EPQ.

b. A maximum of two new subjects (ie without GCSE/ IGCSE study) may be taken.

c. No more than two subjects may be taken that are wholly or partly taught at SWGS.

d. If a subject is oversubscribed, places are usually allocated according to the priority in which the subjects are listed on the application form. The School may also take into account the importance of the subject to the future university or employment plans of an applicant.

14. **Withdrawal of Subjects.** Subjects and combinations initially advised are subject to change and subjects may be withdrawn if there is insufficient demand. Additionally, if there is more demand than can be accommodated, some applicants may not be able to take their subject choices. The Application Pack contains the following proviso: 'Please note that it will not always be possible to timetable every single combination of

subjects, and courses must have a viable number of students for them to run. We will always do our best to meet your needs.'

15. **Waiting List.** The Sixth Form is not normally oversubscribed but, if it is, the Oversubscription Criteria at Annex E will be applied to order the waiting list except that internal applicants have priority over external applicants.

## **ADMISSION OF PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

**1. Pre-Admission Arrangements and Identification of Need.** Prior to testing, parents are requested to inform the School of any special needs which their sons have and indicate how those needs are currently being met via the 'Special Access Arrangements (SAA) Form which is available from the School. Evidence of their son's needs must be also provided as appropriate. Parents are invited to submit their SAA Form and any accompanying documentation to the School as early as possible but, unless there are unforeseen exceptional circumstances, the SAA Form for normal Year 7 entry must be received by the School no later than the deadline date (see Annex A Paragraph 6). The School will then conduct a consultation process with appropriate professionals to determine the most appropriate access arrangements required for taking the test. In coming to their decision, the School will refer to the most recent Wiltshire Council document entitled 'Wiltshire Graduated Response to SEND Support (GRSS)' and the 'Joint Council for Qualifications (JCQ) Access Arrangements, Reasonable Adjustments and Special Consideration' document. The GRSS sets out the requirements for SEN provision in Wiltshire schools under the Government's statutory SEND (Special Education Needs and Disabilities) Code of Practice of 2014: 0-25 years. The JCQ document sets out regulations for making reasonable adjustments in GCSE and GCE qualifications and is used by the School as a guide to what access arrangements might be appropriate for the test at the relevant point of entry. Following this consultation, parents are informed prior to the test if their son is entitled to special measures. Pupils with special educational needs or disabilities who meet the entry requirements determined by this Admissions Policy, are placed under the overall care of the School's SEND Co-ordinator and part of his/her role is to discuss such needs to ensure a smooth transition.

**2. Provision of Individual Needs.** After admission, the SEND Co-ordinator will consider the individual needs of each pupil and provide support as appropriate. Teachers are aware of the need to employ a variety of teaching styles to cater for different individual learning needs.

### **OVERSUBSCRIPTION CRITERIA**

1. **Priority of Criteria.** Where the number of candidates who have achieved the required standard exceeds the number of places available the following Oversubscription Criteria will be applied to decide which boys are to be admitted. Criteria will be applied in the order of sub-paragraphs a to h below:

a. A 'looked after child' or a 'previously looked after child'. The definitions of these are:

(1) **Looked after Children** – a 'looked after child' is in the care of the Local Authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined by section 22 of the Children's Act 1989) at the time of making an application to a school.

(2) **Previously Looked After Children** – are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order (adoption and the orders are as defined by the relevant Acts).

b. Boys who, at the time of the test, meet the eligibility criteria to claim for free school meals currently or in any of the previous six years and who therefore qualify for the Pupil Premium Grant. Documentary evidence that the parent is in receipt of the appropriate support payment entitling him to free school meals will be required.

c. Boys whose permanent home is in the School's designated area (map available on the School's website) at the time of application or who have evidence that they will be permanently relocated to live in the designated area. Further clarification/requirements for this criterion are as follows:

(1) In this context, 'permanent home' is defined as the boy's only or main residence and is either owned or leased/rented by the boy's parent(s). Documentary evidence of residence not more than 6 months old may be required, (eg the boy's NHS medical card together with the parents' recent utilities bill or tenancy agreement). If leased/rented by the boy's parent(s), then the lease/rental agreement must be for a term of at least 12 months without a break clause. The property owned/rented/leased is to be that in which the boy and his family live.

(2) Where a boy lives with parents with shared responsibility each part of the week (see main body Paragraph 17 for further clarification on shared responsibility), the 'home address' will be considered to be where the boy is registered with his GP (documentary evidence not more than 6 months old may be required) or, otherwise, the 'home address' will be considered to be the address of the person whose name is on the child benefit statement (proof of this may be required).

*NB. Sub paragraphs 1c(3) to c(7) only refer to boys entering at the normal 11+ entry point*

(3) Applicants moving into the designated area after the date of Registration but prior to 13 October 2017 who submit an application on time to their current local authority including Bishop Wordsworth's School as a preference may be considered for these criteria as being at their new address if and only if:

(a) Their previous home has been sold or contracts have been exchanged for sale (dated before 13 October 2017) or, if a tenancy, the tenancy was terminated before 13 October 2017. Appropriate legal documentation will be required as proof; or

(b) For leasing agreements: the new lease must commence before 13 October 2017 and be for a minimum term of 12 months without a break clause. Evidence of the lease will be required supported by a council tax charge notification. Additionally, a previous lease must have been terminated and proof of termination may be required;

and the boy became resident at the new home together with his parent(s).

(4) The School must receive the evidence and legal documentation referred to above by 3 December 2017.

(5) Applicants (except for Crown Servants etc, see Sub-paragraph (6) below) who move into the designated area after 12 October 2017, but before the 1 March 2018 (the national offer day), who have made an application on-time to their Local Authority and included Bishop Wordsworth's School as a preference will be considered from the original address on the School Registration Form.

(6) Boys whose parents are UK Service personnel, other Crown servants (including diplomats) and British Council employees who are under notice of posting will be considered as living in the designated area if the applicant would meet the criteria when relocated. Documentary evidence that the applicant meets the criteria will be required: parents must submit proof of future residency or unit postal address in the form of an official government letter (for example MOD, FCO or GCHQ) declaring a relocation date. This evidence must be received by the School by 15 December 2017.

d. Boys who will reside with a brother already at the School at the time of admission (including foster, adopted, step or half-brother or the child of the parent/carer's partner).

e. Boys who attend church regularly and whose parents express a preference for a Church School in accordance with the Bishop Wordsworth's School Ethos Statement. In this case "Church" refers to a Church of England Church or to another Church which is a member of Churches Together in Britain and Ireland ([www.ctbi.org.uk](http://www.ctbi.org.uk)) or to Christian groups sympathetic to the Church of England (eg Quakers, the Salvation Army) Please contact the School if you need further advice. "Attendance at church" means a pattern of church involvement greater than occasional engagement through schools, uniformed organisations, or similar affiliated groups. Precedence will be given to Anglicans. Confirmation of the boy's church attendance and religious affiliation will be required from the relevant Church leader on the Bishop Wordsworth's Registration Form and verification checks will be made. The priest or minister will need to confirm that the boy has attended church regularly over the previous 24 months. 'Regularly' means an average of twice per

month; attendance in more than one church will be taken into account and the referring minister must confirm that the boy is known to him as a practising member of his church. The priest/minister will be advised that their endorsement of a boy's church attendance puts them under a particular obligation to be accurate and that, if the endorsement is challenged for any reason during the admissions process, they will be required to account for possible irregularities which if proven, may lead to the boy's offer of a place being withdrawn.

f. Boys who at the time at which the application for admission is made, reside with at least one parent or step parent who is a contracted member of staff at Bishop Wordsworth's School and has been so for two or more years.

g. Boys who at the time of the test, have been recorded as qualifying for the Service Premium in their school or who have been a Service Child in any of the previous three years or who are in receipt of a child pension from the Ministry of Defence under the Armed Forces Compensation Scheme (AFCS) and the War Pension Scheme (WPS). Documentary evidence that a parent is or has been a member of the regular armed forces will be required.

h. Other boys who are eligible for a grammar school education.

**2. Ordering Within Same Criterion.** The shortest straight line distance from the applicant's home to the School (the Exeter St Gate) will be used to determine priority for admissions within the eight criteria categories in Paragraph 1 above. Distances supplied by the Local Authority will be used and these will measure the straight line distance using the Ordnance Survey Eastings and Northings of the boy's home address and the School. If two or more boys with the same priority for admission live the same distance from the School but cannot all be admitted, then the available place(s) will be allocated by the casting of lots. The casting of lots will be supervised by a person who is wholly independent of the school.

**3. Treatment of Twins, Triplets etc.** The School will endeavour to admit all multiple birth brothers who have passed the Eleven Plus test and who live together where ordering by the criteria above would allow space for fewer than all of them. If there are insufficient places to accommodate all the boys of a multiple birth (i.e. twins, triplets etc.) the parents of the boys will be asked to nominate the boy or boys to take up the available number of places.