

# Wolverhampton Girls' High School



Admissions Arrangements

2024 - 2025



## Wolverhampton Girls' High School

### Admissions Arrangements for Year 7 - for the School Year 2024-2025

Wolverhampton Girls' High School is a selective grammar school for girls from 11 to 18 years with Academy Status.

There is no charge or cost related to the admission of a pupil to the school.

The Governing Body of the school is responsible for the admissions arrangements<sup>1</sup>.

All Parents/Carers living both within and beyond the City of Wolverhampton may apply for their daughter(s) to be admitted to the school.

#### Admission of Pupils to Year 7

For admissions at age 11 to Year 7 of the school, the Governing Body participates in the Local Authority's co-ordinated admissions scheme for maintained secondary schools.

Parents/Carers will be offered their highest available preference of school for which their daughter meets the criteria by their home Local Authority on 1 March 2024.

Admission to Year 7 is determined by the performance of candidates in an entrance test, taking into account the priority categories for the allocation of places. Only girls who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for admission to the school. The required standard is deemed to be those students scoring within 2% of the last automatic place and Pupil Premium students securing at least the qualifying score.

The entrance test is open to girls who will be no older than 11 years of age on 31<sup>st</sup> August 2024.

#### Application Procedures

Parents/Carers who wish their daughter to be considered for a place in Year 7 from 1<sup>st</sup> September 2024 must register her for the entrance test by completing and returning the Registration Form to the school by the specified date. This is available to collect from the school or alternatively is published electronically on the Wolverhampton Girls' High School website.

Parents/Carers must also complete a Local Authority Preference Form (also known as the Common Application Form). The Parents/Carers of children resident in Wolverhampton should visit their City of Wolverhampton Council's website to obtain the Secondary Composite Prospectus and Local Authority Preference Form. The Parents/Carers of children not resident in Wolverhampton must obtain a composite prospectus and Local Authority Preference Form from the Local Authority in whose area they live. This must also be completed and submitted by the specified date to their home Local Authority, following the guidelines given in the composite prospectus, and ensuring that Wolverhampton Girls' High School is named as one of their preferred schools. If Wolverhampton Girls' High School is not named on the Local Authority Preference Form, no offer of a place will be made, even if the child has taken the entrance test.

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<sup>1</sup> Admissions arrangements means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

## Admission Number

The number of intended admission for the year commencing 1<sup>st</sup> September 2024 will be 180.

## Entrance Test

Admission to Year 7 of the school on 1st September 2024 will be determined on the performance of all candidates in an entrance test and by taking into account the priority categories for the allocation of places.

Arrangements for taking the test will be announced by the Governing Body in the local press during the Spring Term 2023.

Where a candidate is ill on the day of testing, arrangements will be made for the test to be taken on an alternative date. In such cases the candidate will need to provide a medical note within 5 days of the test date. Any other exceptional circumstances for non-attendance should be notified in writing to the school prior to the test. The school cannot make allowance for test performance which may have been adversely affected by illness or by any other exceptional circumstance.

## Out of Cohort Candidates

Parents/Carers who wish their daughter to be considered for entry to Year 7 in September 2024, where she was born either before 1<sup>st</sup> September 2012 or after 31<sup>st</sup> August 2013, should write to the Headteacher outlining the reasons for the request. The Headteacher will then seek the views of the Governors' Admissions Committee which will assess the request.

## Allocation of Places/Oversubscription Criteria

The school makes the arrangements for girls to sit the entrance test and for it to be marked independently. In order to inform their choice of schools for their daughter, Parents/Carers are sent a notification letter (October 2023) containing information about their daughter's performance in the entrance test.

At the point of the test registration, Parents/Carers are asked to confirm if their daughter qualifies for Pupil Premium. Where this is the case, proof will be requested by the school as outlined on the school website and must be provided by the parent/carer for their daughter to be treated as a Pupil Premium candidate, before their daughter sits the test.

A qualifying score will be set that is expected to be lower than the score required for other girls to gain a place for use in Stage One of the Allocations process.

On National Offer day, offers are made through the Co-ordinated Local Authorities Admissions Scheme. In advance of this date, data is provided to the Local Authority to enable it to make these offers.

Where more than 180 applications are received, the allocation of places will be completed in the following ways:

### Stage 1 - Allocation of places to Looked After Children and Pupil Premium students

1. The school sets a qualifying score. This is set in October 2023 and communicated to Parents/Carers through the notification letter. Students who satisfy the criteria outlined in points 2 or 3 below will receive an automatic offer of a place where the entry criteria are met.
2. A "Looked After Child<sup>2</sup>", or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order, will be offered a place if they have achieved a score equal to or exceeding the qualifying score.
3. The first twenty five "Pupil Premium" students, as at the time of taking the test, whose test scores are ranked highest in the merit order, and have achieved a test score equal to or exceeding the qualifying score,

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<sup>2</sup> A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

will be offered a place. Proof of “Pupil Premium” status will be required in line with the requirements requested by the school and outlined on the school website.

4. Remaining Pupil Premium students will be slotted back into the full order of merit for consideration under the subsequent stage of the process.

## Stage 2 - Allocations of remaining places in order of merit

The scores are put into a table in merit order according to the performance of each girl in the Entrance Test. This table is sent to the Local Authority. Following the allocation of places under Stage 1 of this process, the remaining places are allocated in strict order of merit in accordance with girls’ scores in the test.

Before 1st September 2024, Parents/Carers of successful applicants will be required to provide evidence of the date of birth of their daughter in the form of a short form birth certificate or other documentation acceptable to the School.

### Joint Lowest Last Place Score - Stage 1

In the event that more than one candidate obtains the last score for the twenty five Pupil Premium places a tie break process will be followed. Priority will be allocated to:

Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address<sup>3</sup> to the school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where Parents/Carers have shared responsibility for the girl and the girl lives with both Parents/Carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents/Carers may be requested to supply documentary evidence to support the address used for the application.

### Joint Lowest Last Place Score - Stage 2

In the event that more than one candidate obtains the last score a tie break process will be followed. Priority will be allocated in the following order:

1. A “Looked After Child<sup>4</sup>”, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order (in the event that the score falls below the Qualifying Score and so has not secured an automatic place).
2. A Pupil Premium student, as at the time of taking the test. Proof of “Pupil Premium” status will be required in line with the requirements requested by the school and outlined on the school website (in the event that the score falls above the Qualifying Score and has not been allocated a place at Stage 1).
3. A Pupil Premium student, as at the time of taking the test. Proof of “Pupil Premium” status will be required in line with the requirements requested by the school and outlined on the school website (in the event that the score falls below the Qualifying Score and so has not secured an automatic place).
4. Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address<sup>3</sup> to the school using computerised software.

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<sup>3</sup> The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child’s main residence as a result of parental/carer or guardian home ownership, leasing or other private arrangement.

<sup>4</sup> A looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where Parents/Carers have shared responsibility for the girl and the girl lives with both Parents/Carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents/Carers may be requested to supply documentary evidence to support the address used for the application.

5. Twins, triplets, multiple births - in this situation, in the event that there is a tie between sisters who live at the same address, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

### Late Applications

It is essential that the Registration Form for the entrance test is received by the specified date. In exceptional circumstances, late applications must be submitted to the school with supporting evidence to provide the reasons for the late application. This will be considered and if accepted provision will be made for the child to sit the test at an alternative date.

Candidates who make a late application to their home local authority after the deadline date of 31<sup>st</sup> October 2023 and subsequently take the test late are considered a late applicant. Such candidates will be inserted into the order of merit following the initial allocation of places on 1<sup>st</sup> March 2024.

### Waiting List

Following completion of the annual co-ordinated admissions procedure, should places then become available, girls will normally only be considered for admission if their standardised score in the entrance test is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage (March 2024). On 1<sup>st</sup> March 2024, the School will establish the lowest score to gain an automatic place at the School. From here the School will then calculate that any scores falling within 2% of the girl with the lowest score to have been offered an automatic place, are of the required standard. These candidates will make up the waiting list.

A candidate's position on the waiting list will be determined solely in accordance with the oversubscription criteria, outlined under Stages 1 and 2, allocation of places. Where places become vacant they will be allocated to candidates on the waiting list in accordance with this criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

The waiting list will be automatically generated after initial offers have been notified and maintained until the end of the Autumn Term 2024. Following this date, a waiting list will be held in line with the arrangements outlined in the In-Year Admissions section of these arrangements.

### Appeals

In the event of a place not being offered, Parents/Carers have the right to appeal to an independent appeal panel. The intention to do so must be indicated in writing to the school by the date specified. Parents/Carers will then be sent the necessary forms. Once an appeal has been lodged, Parents/Carers will receive information about the appeal process, including details as to when and where the appeal will be held.

### Equality Act 2010

Parents/Carers who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Need which would disadvantage her during the application of the school's admissions procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.



## Wolverhampton Girls' High School

### In-Year Admissions Arrangements for the school year 2024-25

In addition to the published Admissions Policy for the transfer of pupils at age 11, the Governing Body of Wolverhampton Girls' High School wishes to highlight the following agreed procedure for admission to the school by way of transfer from other schools at other points during the academic year and at ages greater than 11 years.

#### Application Procedures

Parents/Carers considering making an application to join Wolverhampton Girls' High School, other than at the normal transfer stage, should submit an in-year application. The school will respond in writing within 15 school days of receiving the in-year application to advise the Parent/Carer of the next testing date. Following completion of the test, the Parent/Carer will be advised of the outcome within 15 school days. They will either be advised whether a place can be offered where there is a space and the child is assessed to be of the academic standard i.e. of the academic ability range of the cohort in question, or of the right to appeal where the school is at capacity and/or the child is not of the required academic standard. Where the school is at capacity but the child is assessed to be of the academic standard, they will be placed on the waiting list.

#### Number on Roll

The admission number for Years 7, 8, 9 and 10 is 180 and it is expected that there will be no more than 145 places in Year 11.

#### Out of Cohort

Parents/Carers who wish their daughter to be considered for entry to Year 8 and above via the In-Year Transfer Request system, where she is either ahead of her cohort or behind her cohort, should write to the Headteacher outlining the reasons for the request. The Headteacher will then seek the views of the Governors' Admissions Committee which will assess the request. Parents/Carers should note that a student can only request to take an In-Year Transfer Test to join a specific school year group (For example Year 8 or Year 9) once. Therefore, if she is of school age Year 7 and applying to join the school's Year 8 cohort, a student would not be able to take an In-Year Test the following year when of school age Year 8 for entry into the school's Year 8 cohort.

#### Allocation of Places

Following receipt of an in-year application, the school will make arrangements to test whether the child is of the required academic standard, i.e. of the academic ability range of the cohort in question. A place will only be offered if the testing process reveals this to be the case. Where fewer places are available than the number of children who meet the required academic standard, places will be allocated to the child or children who achieved the highest scores in accordance with the oversubscription criteria below. If no place is offered, Parents/Carers will be informed of their right to appeal and the opportunity to go on the waiting list (where eligible to do so).

## Waiting List

The school operates a waiting list for candidates who are interested in joining the school and the year group in question is full. When a candidate has sat the test, where no places are available she will be placed on the waiting list, if the candidate's results are of the academic ability of the year group in question.

To be eligible to go on the waiting list, a candidate's test scores must be judged to be within the ability range of the year group in question. A rank position to indicate at what position within the year group the candidate would fit within the ability range will be allocated. Candidates will then be ranked on the waiting list in merit order of their year group rank position.

At the end of each half term, the school will review the waiting list and where a vacancy has become available a place will be offered to the candidate at highest position on the waiting list to commence studies at the school at the start of the next half term.

Names will be held on the waiting list for the duration of an academic year. Where places do not become available the parent/carer would need to apply again for the following school year. In such circumstances the candidate would need to be tested again to assess eligibility to go on the waiting list for the year group in question.

## Oversubscription Criteria

In the event that more than one applicant obtains an equally high standard, meaning they share a rank position in the tests, priority will be allocated in the order of the points set out below:

1. A "Looked After Child"<sup>5</sup>, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. A Pupil Premium student as at the time of taking the test. Proof of "Pupil Premium" status will be required in line with the requirements outlined on the school website and requested by the school.
3. The student(s) living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address<sup>6</sup> to the designated school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where Parents/Carers have shared responsibility for the girl and the girl lives with both Parents/Carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents/Carers may be requested to supply documentary evidence to support the address used for the application.
4. Twins, triplets, multiple births - in this situation, in the event that there is a tie between sisters who live at the same address, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

No pupil will be offered the opportunity to attend more than one testing date in any one academic year.

## Equality Act 2010

Parents/Carers who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Need which would disadvantage her during the application of the school's admissions procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.

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<sup>5</sup> A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

<sup>6</sup> The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence as a result of parental/carer or guardian home ownership, leasing or other private arrangement.



## Wolverhampton Girls' High School

### Admissions Arrangements to the Sixth Form for school year 2024-25

In addition to the published admissions arrangements for the transfer of pupils at age 11, the Governing Body of Wolverhampton Girls' High School wishes to highlight the following agreed procedure with respect to the admission of students to the Sixth Form.

The admission number for students new to the School in Year 12 in September 2024 is 30.

#### Entry Requirements

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the Sixth Form. These are that students will usually be expected to have achieved a minimum of 6 GCSEs at grades 6 (or B where legacy GCSE) or above, a grade 6 or above in Mathematics and English Language and a minimum average points score of 6.5 from her best 6 subjects. In addition to the Sixth Form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the School's prospectus and on its website. Subjects which are not GCSEs but deemed to be equivalent to GCSEs are not accepted. The Admissions Committee reserves the right to make the final decision on the application of the entry requirements.

#### Application Procedures

Internal students in the current Year 11 are viewed as automatic applicants to the Sixth Form and will be admitted subject to meeting the entry requirements. There are a variety of opportunities for these students to receive advice and guidance from both students and staff at the school, including attendance at a meeting with a senior member of staff to discuss option choices.

Each external student wishing to join the Sixth Form must apply in writing by completing an application form. She will then be invited to come into school for a meeting with a senior member of staff who will provide advice on options and entry requirements for particular courses.

#### Allocation of places/Oversubscription Criteria

Initially, conditional offers of admission to Year 12 will be made and these will be confirmed following the publication of GCSE results. When there are more external applicants than places available that satisfy all aspects of the academic entry requirements, priority will be given in the following order:

1. A "Looked After Child"<sup>7</sup>, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

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<sup>7</sup> A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).



2. Other students who would then be ranked in order of merit based on their average total GCSE points score.

### Joint Lowest Last Place Score

In the event that more than one candidate obtains the last score a tie break process will be followed. Priority will be allocated in the following order:

1. Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address<sup>8</sup> to the school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where Parents/Carers have shared responsibility for the girl and the girl lives with both Parents/Carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents/Carers may be requested to supply documentary evidence to support the address used for the application.
2. In the event that there is a tie between sisters who live at the same address, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

### Waiting List

A waiting list will be compiled of applicants who meet the academic requirements for admission to Year 12 but who, in accordance with the admission criteria, cannot be accommodated. Those on the waiting list will be ranked in accordance with the oversubscription criteria set out above.

Once admitted to the Sixth Form, each student will enter into an agreement with the school. That agreement will outline what students can expect from the school and what the school will expect from each student.

If no place is offered, Parents/Carers and students will be informed of their right to appeal.

### In-Year Admissions

Parents/Carers who wish their daughter to be considered for an In-Year place should see the details outlined within the In-Year Admissions Arrangements for the school year 2024-25.

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<sup>8</sup> The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence as a result of parental/carer or guardian home ownership, leasing or other private arrangement.