

# SOUTH WILTS GRAMMAR SCHOOL (SWGS)

## Information Leaflet for Parents on the 11+ Selection

*(In this document, "Parent" or "Parents" should be interpreted as one parent, both parents, or guardians, as is applicable.)*

### **The Selection Procedure for Entry at Age 11 in 2018**

The 11+ selection procedure is designed to determine whether or not children in the autumn term of their final year of primary education are suitable for admission to a grammar school. Parents should note that meeting the academic requirements for entry to South Wilts Grammar School (SWGS) is not, in itself, a guarantee of an offer of a place. (See paragraphs 17 - 19, 23 -25, 28 - 29.)

### ***Registering for the 11+ Test prior to the Local Authority Application***

1. Grammar schools are required to run their selection tests and notify parents of the results before parents make an application to their Local Authority for a secondary school place for their child. A Test Registration Form must therefore be completed either online via the SWGS website or in paper format. This should be completed by **Friday 1st September 2017**. This is essential for the administration of the Test and also gives evidence for the application of our oversubscription criteria.

2. Children entered for the test should have been born between 01/09/2006 and 31/08/2007 (both dates inclusive). If a child is either under or over age then the parents should contact the grammar school for permission to take the tests.

3. If a child has a current statement of educational needs, speaks English as an Additional Language or faces any other barrier to learning, whether medical or educational (eg Specific learning difficulties), or parents feel their daughter's circumstances may affect her performance in the test, they can request that special access arrangements be given to her. Parents must complete the Special Access arrangements form and return it with written evidence to SWGS by **Wednesday 5th July 2017**. This evidence must be less than two years old on the date of the 11+ test. SWGS will then conduct a consultation process with appropriate medical or educational professionals (such as the girl's Headteacher, SENCo and the LA Educational Psychologist). Parents will be advised of the outcome of that consultation in writing prior to the date of the test itself, and informed as to whether special access arrangements will be granted. In making such requests, parents implicitly consent to SWGS conducting their consultation process. If a girl's poor performance in the test is directly attributed to her special circumstances, and SWGS has not been informed prior to the test, her circumstances will not be taken into account retrospectively. Whatever the precise nature of the child's specific medical or educational needs, parents should always seek guidance from SWGS at the earliest opportunity.

4. Any girl who meets the academic requirements for entry as determined by the SWGS admission policy, and who has a statement of Special Educational Needs (SEN) or an Education Health Care (EHC) plan that names South Wilts Grammar School, will be made an unconditional offer. In these circumstances, an offer will be made irrespective of whether SWGS has places or not and the girl will take precedence over any children on the waiting list.

### ***11+ Practice***

5. The 11+ test is taken under public exam conditions and clearly most girls will be affected by nerves at some point in the weeks and days before the test. Therefore, parents are strongly advised to monitor and limit any activities which might put undue additional pressure on their daughter and therefore induce poor exam performance.

6. SWGS makes no recommendation to parents as to whether they should or should not have their children tutored. Parents are invited by SWGS to make their own decision as regards tutoring. However, parents wishing to familiarise their child with the format of the tests and the type of questions asked, can obtain GL Assessment practice papers from WH Smith's or direct from GL Assessment at [www.gl-assessment.co.uk](http://www.gl-assessment.co.uk).

7. When completing the Test Registration Form, parents have the opportunity to accept an invitation for their child to take a practice Verbal Reasoning paper (50 minutes) on Saturday 16th September 2017. The practice test will take place just a week before the main 11+ test and will involve the Verbal Reasoning paper only. This practice paper will NOT be marked and therefore cannot be referred to in any future admissions decisions. The sole purpose of the practice test is to provide candidates with the opportunity to become familiar with the test format and test surroundings. Candidates will be seated in the same room and at the same seat that they will be allocated on the main 11+ day. Parents wishing their child to sit the practice test should accept the invitation at the time of registration. Please note that SWGS do NOT charge a fee to enter a child for the practice test.

### ***Details of the 11+ Test***

8. Parents who have registered for the 11+ Test using the Test Registration Form will receive details of the test arrangements approximately one week before the exam. The test will be held on the morning of **Saturday 23rd September 2017**.

9. NB. If a child is unwell or affected by any personal circumstances that may influence her performance, parents SHOULD NOT let her sit the test. Instead, parents should telephone SWGS either before the test or on the morning of Saturday 23rd September 2017 itself. Arrangements will be made for any child who cannot attend on Saturday 23rd September 2017 to sit the tests on Friday 29th September 2017.

10. It is assumed by the School that any girl who sits the exam is fit and well enough so to do. However, any parent who considers that their daughter's performance may have been adversely affected on the day of the test is required to write to SWGS by Friday 6th October 2017 giving full background information. If a child has been unwell, a medical note must be obtained from the GP and a copy sent to SWGS.

11. The test consists of three papers: a. Maths (MA) - 50 minutes b. English (EN) - 45 minutes c. Verbal Reasoning (VR) - 50 minutes

12. The Maths, English and Verbal Reasoning tests are all in multiple choice format and are compiled by GL Assessment (practice papers may be purchased directly from them). The English test may contain aspects of any of the following four areas that are reflected in the National Curriculum: Reading comprehension, Spelling, Punctuation and Grammar. The Maths test reflects all areas of the National Curriculum at Key Stage 2 and covers the areas of Number, Algebra, Measures, Shape and Space, Handling Data. The questions are contained in a booklet and answers are entered on a separate optical mark reader answer sheet. Please note that papers from previous years will not be made available to parents.

13. For security and copyright reasons test papers are administered at SWGS.

14. Each candidate may only sit one 11+ assessment per calendar year. (This does not include the practice Verbal Reasoning paper.)

### ***Details of the Selection Procedure***

15. The scores attained in the MA, EN and VR tests are standardised to make allowances for the child's age in relation to the ages of the other children and to give the three tests equal weighting. The standardisation and calibration are carried out by statisticians at GL Assessment. The three standardised scores are then added together to produce a final result.

16. All candidates whose combined score in the MA, EN and VR papers reaches the standardised pass mark will be regarded as having passed the entrance test. Girls whose combined score falls below the standardised pass mark will be deemed to be unsuited to a grammar school course of education. It must be noted that normally more girls will pass the entrance test than can be accommodated and in these circumstances the oversubscription criteria and waiting list procedures will apply.

17. SWGS has a planned admission number for Year 7 of 160. If more than 160 girls achieve the standardised pass mark, then the school will rank every girl eligible for a place according to the published oversubscription criteria in the order shown below.

**(a)** 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. 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).

**(b)** Girls who attract the Pupil Premium and/or the Service Premium. Evidence will be sought by SWGS directly with the local authority or the child's current school. Parents will be asked to give their consent via the Test Registration Form in order to enable SWGS to complete this checking procedure.

**(c)** Girls who live in the school's catchment area. The address is the place where the girl is permanently resident with her parent or parents or legal guardians. Further clarifications/requirements for this criterion are as follows:

(i) In this context, "permanently resident" is defined as the girl's only or main residence and is either owned or leased/rented by the girl's parent(s)/guardian(s). Documentary evidence of residence not more than 6 months old may be required (eg the child's NHS medical card and the parent's/guardian's recent utilities bill, bank statement or tenancy agreement, an Armed Forces posting order or a solicitor's letter confirming the exchange of contracts on a property). If leased/rented by the girl's parent(s)/guardian(s), then the lease/rental agreement must be for a term of at least 12 months without a break clause. The property owned or leased/rented is to be that in which the girl and her family live.

(ii) Where a girl lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address with which the girl is registered with her GP (documentary evidence not more than 6 months old may be required) or 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).

**(d)** Girls who live outside the catchment area and have a sister (this refers to a sister, half-sister, adopted sister, foster sister or the daughter of the parent / carer's partner, who in every case, is living in the same family unit at the same address) attending the school and living at the same residence on the date of admission of the child.

(e) Other girls in order of nearness to school as the crow flies. This will be measured from the centre of the frontage of the school buildings in Stratford Road to the front door of the applicant's ordinary residence. (Distances supplied by the LA will be used and these will measure straight line distances using the Ordnance Survey eastings and northings of the home and the school address. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots.)

Distance will be used as the tie breaker in each criterion a) to e) with those living nearest the school given priority. Measurement will be as the crow flies as per criterion e) and in the event of being unable to separate applicants based on distance to the school, priority will be decided by random allocation through casting lots.

18. Girls who have passed the entrance test, but whose name (under the oversubscription criteria) falls outside the 160 planned admission number, will be put onto a waiting list for the academic year in which they sat the test. The waiting list is also governed by the priorities listed above. Late applicants who have passed the entrance test will be placed on the waiting list in their relevant position, based on the oversubscription criteria, irrespective of the time of application. This means that a girl's position on the waiting list will change if subsequent additions to the waiting list take higher priority. Parents should contact SWGS for up-to-date information regarding their daughter's position on the waiting list. Re-testing of waiting list candidates will occur after an interval of one calendar year through the "Late Entry Test".

19. To ensure girls are ranked correctly under these published oversubscription criteria, parents are required to complete the SWGS online Test Registration Form (paper copy also available).

### ***Making a Local Authority Application following the Release of the 11+ Results***

20. All applications and offers of places for admission into Year 7 of the 2018-2019 academic year at SWGS will be co-ordinated by Wiltshire Council (WC) acting in their capacity as a Local (education) Authority (LA).

21. Parents of girls living in Wiltshire should access the Wiltshire Council (WC) online application via [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk), where there is a link from the Home Page, or request the paper version ("Secondary Application Form") from their child's primary school or directly from WC County Hall at Trowbridge. Candidates from other counties should apply via their own County's online application form (paper versions also available). Their County Council will then inform WC of a candidate's preference for SWGS.

22. A letter with the 11+ test scores will be posted out on Monday 9th October 2017 in time for parents to complete and return the online application form (or paper version - "Secondary Application Form") for their Local Authority, the deadline for which is 31st October 2017 (for Wiltshire, Hampshire and Dorset residents). This will give details of the test score and whether the student has met the required standard (and is "eligible" for admission). It is important to note that meeting the required standard does not guarantee that your daughter will be offered a place at SWGS if the school is oversubscribed.

23. Parents who wish to apply for a grammar school place at SWGS following the release of the 11+ results should include South Wilts Grammar School as one of their named preferences on the application form. Please be aware that any information given at the time of application which is later found to be false may result in the offer of a place being withdrawn.

24. The LA allocates places using an equal preference system. This means that all school preferences expressed by parents must be given equal consideration although a child will receive only one offer of a school place. The child's details are forwarded to each school on the list who then rank the applicants in order of priority using their admissions criteria. The ranked lists are then forwarded to the LA who allocate places in accordance with their published procedures. It is important that parents understand that the system of allocation of school places by the LA will mean that if, after applying the admissions criteria, a child appears on the eligible list of their first preference school, then this is the place that will be offered. A candidate with South Wilts Grammar School as a second or third preference, even if they are deemed suitable for a grammar school education, would not be offered a place at SWGS on Thursday 1st March 2018 if they are eligible for a school for which they have indicated a higher preference on the application form. Parents should contact their LA if they are unclear about the preference system.

25. Registering for the entrance tests via the Test Registration Form does not replace applying for admission through the LA application form.

26. Registrations to take the 11+ that are received between Friday 1st September 2017 (the deadline for the Test Registration Form) and 31st October 2017 (the deadline for the online/paper LA application forms), will be dealt with by SWGS. Any forms received after the Local Authority deadline for a place at secondary school, will not be considered by SWGS until after all of those which were received on time have been processed.

27. Parents whose daughter's score falls below the required standard and who are dissatisfied with the outcome of the selection process, will still need to apply for a place at SWGS through the LA application form in order to be entitled to lodge an appeal. Although their daughters cannot be considered to be eligible for admission on

Thursday 1st March 2018, application for a place at SWGS via the LA must still be made via the application form and details of how to lodge an appeal will be sent out early March. The appeals will be held in May 2018.

### **Allocation of Places**

28. SWGS will rank all applicants that have expressed a preference for SWGS in order of priority using the oversubscription criteria and then forward the complete list to the LA.

29. The LA considers each expressed preference equally, regardless of whether the school was placed first, second, third etc. The LA matches the SWGS ranked list and:-

(i) Where the child, after application of the admissions criteria, is eligible for only one of the nominated schools, that school will be the allocated place.

(ii) If the child is eligible for two or more schools, a place will be allocated at the school for which the parent has expressed the highest preference.

(iii) If the child is not eligible for any of the nominated schools then the child will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address.

30. The LA will post notification of allocations on Thursday 1st March 2018.

31. Parents will be required to confirm to the LA that they wish to accept the offer of a place by 15th March 2018 and must also inform SWGS of their decision. If the offer is not accepted within the stated deadline, that place will be forfeited. Providing false information on a girl's main residence at the time of application may result in the offer of a place being withdrawn.

32. Any applicant not offered a place will be provided with details of the appeals procedure. Parents dissatisfied either with the outcome of the selection procedure, or by the refusal to offer a grammar school place, may lodge an appeal to an independent appeals panel, who convene under current guidance by the Department for Education.

33. Please note that South Wilts Grammar School is an Academy and that, as such, overall responsibility for admissions rests with the Admissions Committee.

### **Change of Address**

34. Notification must be made in writing of any changes in address by the following deadlines:

- 31st October 2017: notify **SWGS only** of any changes in address since completing test registration.
- 20th December 2017: notify SWGS and LA of any changes in address since completing school application form.
- 30th March 2018: notify SWGS and LA of any changes in address that may affect a student's position on the waiting list.

35. Armed Forces families that are being posted to the local area must provide a copy of the Assignment Order or Posting Order to SWGS and to the LA even if they own a property locally. Alternatively they may provide a covering letter from a commanding officer as verification of the posting and of the family's plans to move locally at a future date.