



# Wolverhampton Girls' High School

"Ludus Supra Praemium"

Academy Trust Company Number: 8918836

Tettenhall Road, Wolverhampton, WV6 0BY Telephone: 01902 551515 Fax: 01902 551516 Email: enquiries@wgghs.org.uk Web: www.wgghs.org.uk

Headteacher: Mrs Trudi Young BA Hons, PGCE, NPQH

*Developing happy, confident and resilient young women*

TY/JT  
17 December 2018

Dear Colleague

## Consultation of Admission Arrangements for 2020-2021

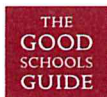
The Governors of Wolverhampton Girls' High School, have in accordance with legislation, given annual consideration to their Admission Criteria and I am writing to consult with you about the proposed admission arrangements for this school.

I enclose a draft copy of the School's proposed arrangements for admissions in September 2020.

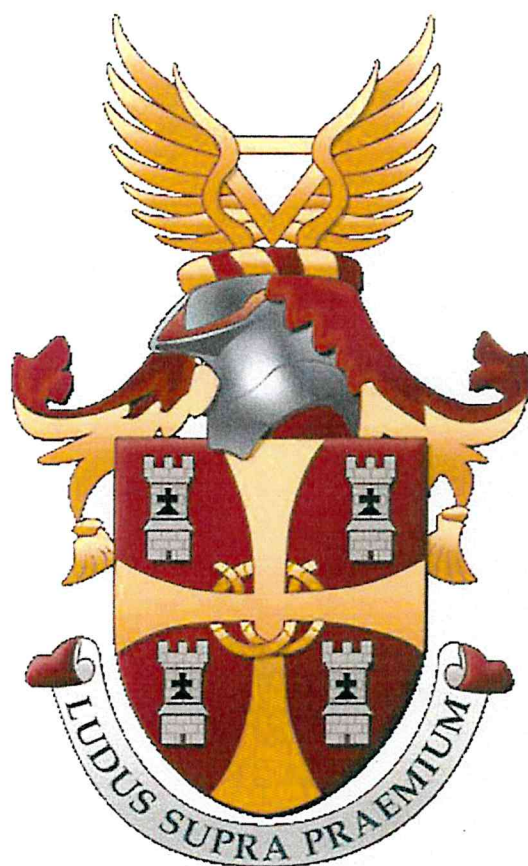
If you have any further comments to make regarding these arrangements, please forward them to me in writing by 28 January 2019.

Yours faithfully

**Mrs T Young**  
**Headteacher**



# Wolverhampton Girls' High School



Admissions Arrangements  
2020 - 2021



## Wolverhampton Girls' High School

### Admission Arrangements for the School Year 2020-2021

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 admission arrangements<sup>1</sup>.

All parents 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 will be offered their highest available preference of school for which their daughter meets the criteria by their home Local Authority on 1 March.

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 entrance test is open to girls who will be no older than 11 years of age on 31<sup>st</sup> August 2020.

#### Application Procedures

Parents who wish their daughter to be considered for a place in Year 7 from 1<sup>st</sup> September 2020 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 must also complete a Common Application Form. The parents of children resident in Wolverhampton should visit the Wolverhampton City Council website to obtain the Secondary Composite Prospectus and Common Application Form. The parents of children not resident in Wolverhampton must obtain a composite prospectus and Common Application Form from the Local Authority in whose area they live. This must also be completed and returned 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 Common Application 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> Admission 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 2020 will be 180.

### Entrance Test

Admission to Year 7 of the school on 1st September 2020 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 2019.

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 who wish their daughter to be considered for entry to Year 7 in September 2020, where she was born either before 1<sup>st</sup> September 2008 or after 31<sup>st</sup> August 2009, 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 should note that a student can only take the Entrance Test for entry into Year 7 once. Therefore, if applying a year ahead of the cohort, a student would not be able to take the following year's test. In addition, an In Year Transfer Test is not possible for entry into Year 7 where a student has already taken the Entrance Test for entrance into Year 7.

### 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 are sent a notification letter (October 2019) containing information about their daughter's performance in the entrance test.

At the point of registration, parents 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 for their daughter to be treated as a Pupil Premium candidate, before their daughter sits the test.

A qualifying score will be set for use in Stage One of the Allocations process as outlined below.

On National Offer day, 180 places are offered at the School through the Co-ordinated Local Authorities Admission 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 2019 and communicated to parents 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 "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, will be

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<sup>2</sup>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).

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 2020, parents 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 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 have shared responsibility for the girl and the girl lives with both parents 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 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. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents have shared responsibility for the girl and the girl lives with both parents for part of the week then the main residence will be determined as the address where the girl lives for the

<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 and is either: owned by the child’s parent/carer or guardian or leased to or rented by the child’s parent/carer or guardian under lease or written rental agreement.

<sup>4</sup>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).



majority of the school week during term time. Parents 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 2019 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 2020.

### 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 2020). On 1<sup>st</sup> March, 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 2020 by Wolverhampton Local Authority. 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 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 will then be sent the necessary forms. Once an appeal has been lodged, parents will receive information about the appeal process, including details as to when and where the appeal will be held.

### Equality Act 2010

Parents 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 admission 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 Admission Arrangements for the school year 2020-21

In addition to the published Admission 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

Movement between schools and to join a school is administered by the Local Authority. Parents considering making a request to move their child into or between schools in Wolverhampton, other than at the normal transfer stage, should contact the School Admissions and Transfers Section of their Local Authority for an In Year Common Application Form (INCAF). The Secondary Social Inclusion and Advisory Placements Panel (SSIAPP) will consider all transfer requests for Wolverhampton Secondary Schools and make their recommendations to the appropriate admission authority for consideration.

#### Number on Roll

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

#### Out of Cohort

Parents 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 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

If there are places available in the year group for which the application was made, the school will make arrangements to test whether the child is of the required academic standard as defined on the school website. 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 will be informed of their right to appeal and the opportunity to go on the waiting list (where eligible to do so).

If there are no places available in the year group for which the application was made, no place will be offered and the parent will be informed of their right to appeal and the opportunity to sit the test for the school to consider whether she is eligible to be placed on the waiting list. If the parent lodges an appeal against the decision not to



admit or requests to be considered for eligibility to go on the waiting list, the school will make arrangements to test whether their daughter is of the required academic standard.

### 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 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 have shared responsibility for the girl and the girl lives with both parents 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 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 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 admission 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' 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 and is either: owned by the child's parent/carer or guardian or leased to or rented by the child's parent/carer or guardian under lease or written rental agreement.





## Wolverhampton Girls' High School

### Admission Arrangements to the Sixth Form for school year 2020-21

In addition to the published admission 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 2020 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 5 (or B where legacy GCSE) or above, including Mathematics and English Language, with a minimum average points score of 6 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 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.
2. Other students who would then be ranked in order of merit based on their average total GCSE points score.

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<sup>7</sup> 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).

### 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 have shared responsibility for the girl and the girl lives with both parents 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 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<sup>1</sup> 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 and students will be informed of their right to appeal.

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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 and is either: owned by the child's parent/carer or guardian or leased to or rented by the child's parent/carer or guardian under lease or written rental agreement.