

# ADMISSIONS POLICY

## FOR ADMISSIONS FROM 1 SEPTEMBER 2020

### PROCEDURES

#### Primary to Secondary Transfer

Stroud High School is a selective girls' grammar school with a co-educational Sixth Form provision. The Governing Board is the admissions authority. The Published Admissions Number (PAN) for the school is 150.

Students who will be 12 years of age during the academic year Year 7; 1 September to 31 August will be eligible for testing for entry. Full details of the selection process and the entrance test are available on the school website [www.stroudhigh.gloucs.sch.uk](http://www.stroudhigh.gloucs.sch.uk) or from the School Admissions Office on +44(0)1453 764441. Parents/Carers who wish their daughters to be considered for entry must register by the published closing date [i].

#### Eligibility

Only students who are deemed to be of selective ability as a result of the testing process will be eligible for entry. The required standard is not a pre-defined pass mark, but reflects a child's position in the rank order of standardised scores in the entrance test. Confirmation will be sent to Parents/Carers after the test indicating whether or not the required standard has been attained. However, achievement of the required standard does not constitute an offer of place. Allocation of places will be advised by the Local Authority on National Offer Day (normally 1 March).

In order to be considered for a place at Stroud High School, Parents/Carers must complete the Local Authority Common Application Form (CAF) which should be submitted to the Local Authority by the published closing date. Full details of this process are available at [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk) or telephone: +44(0)1452 425000. The form may include up to 4 grammar schools and must be submitted before the set closing date for applications.

#### Offer of Places

Places at Stroud High School will be offered by the Local Authority, on National Offer Day according to the following order:

- i) A student who is a child in Public Care or was previously in Public Care [ii] [iii] who achieves the required standard.
- ii) Students from families eligible for Pupil Premium [iv] or Service Pupil Premium [v] at the time of the test who achieve the required standard (documentary evidence will be required to demonstrate that the Parent/Carer is eligible to receive Pupil Premium or Service Pupil Premium). The school reserves the right to disqualify a student where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the student if an offer has been made on that basis.
- iii) Rank order from the entrance test [vi]. Where there are a number of students with an equal qualifying result the criterion below will be used to determine those who shall be offered places.

Geographical proximity to the school measured in a straight line from the centre of the student's main residence [vii], including flats to the main reception of the school using the 'loqate' address verification and postcode look up system.

### Appeals against Non-Admission

There is a system of appeals against non-admission, and details of how to lodge a request for an appeal will be issued when places are offered. It is the School's policy to accept only one appeal application for each student in an academic year unless there is a significant change of circumstances relevant to the application.

### Out of County Applications

Applications will be accepted for students who live outside Gloucestershire.

### Out of Cohort Applications

### Under-age Students

Parents/Carers who wish their daughters to be considered for entry must register by the published closing date and the following must apply if a student is underage:

- 1 The student must be no more than one year younger than the correct chronological cohort (who will be 12 years of age during the academic year Year 7; 1 September to 31 August).
- 2 There is a letter in support of the application from the Primary School; and,
- 3 Their test result must be in the top 50% of rankings for eligible students for the underage student to be successful.

If the student has a qualifying ranking that is not in the top 50% of eligible students, the student's ranking, upon request, may be carried forward a year to be considered for entry by the Stroud High School Leadership Team Panel and the student will not be required or permitted to sit a further test for Year 7 entry.

Applications from under-age students will be considered by the Primary School, Secondary School, and Parents/Carers. If any party disagrees the application will be referred to the Stroud High School committee responsible for Admissions.

### Over-age Students

Please note that in normal circumstances Stroud High School does not accept students into a year group for which they are over-age.

If any party disagrees the application will be referred to the Stroud High School Committee responsible for Admissions

The Stroud High School committee responsible for Admissions will require evidence in exceptional cases as to why the student is out of cohort. Being summer born is unlikely to be considered as an exceptional circumstance on its own.

### 2<sup>nd</sup> Applications

If a student is unsuccessful in obtaining a place for Year 7 they will be permitted to sit a test once more for entry into a different academic year, See Entrance Post Primary Transfer.

### Fair Access Protocols

Stroud High School has signed up to the In-Year Fair Access Protocols held by Gloucestershire County Council. Should a suitably qualified vulnerable student [viii] within these Protocols require a place at the school, they will take precedence over any student on the waiting list.

Stroud High School is committed to equal opportunity and follows the Equality Act 2010 [ix] and adheres to the requirements of the School Admissions Code 2014 [x].

### Waiting List

In the event that the student reaches the required standard but there are no places available in the relevant year group, she will be placed on a waiting list. The order of this list will conform to the following criteria:

1 A student who is a Child in Public Care [ii] [iii].

2 Students from families eligible for Pupil Premium [iv] or Service Pupil Premium [v] at the time of the test (documentary evidence will be required to demonstrate that the Parent/Carer is eligible to receive Pupil Premium or Service Pupil Premium. The school reserves the right to disqualify a student where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the student if an offer has been made on that basis.

3 Rank order from the Admissions test [vi]. Where two or more students have an equal qualifying result, the following criterion will be used to determine who should be offered a place:

Geographical proximity to the school measured in a straight line from the centre of the student's main residence [vii], including flats to the main reception of the school using the 'loqate' address verification and postcode look up system.

A waiting list will be maintained in line with the published over-subscription criteria. Applicants on the waiting list will be used to fill spaces.

Applicants may remain on the waiting list until the end of year 7. At the end of Year 7 the waiting list will be disbanded. Any students wishing to remain in the system for a place at the school will need to make a second application – see paragraph Applications Post Primary Transfer below.

## **Entrance Post Primary Transfer**

Any applications for school places made outside the normal year of entry to school must be made to the school. Students of a Year 7,8 and 9 cohort will follow the relevant In Year test procedures details of which are available from the school. Priority will be given firstly to any student who is a Child in Public Care [ii] [iii] and secondly to a student from a family entitled to Pupil Premium or Service Pupil Premium who achieves the required standard.

### Applications Post Primary Transfer

If a student is unsuccessful in obtaining a place a further application may be made in a subsequent academic year, however she will be only permitted to sit a test once more for a different academic year, **the latest opportunity being for entry at the start of Year 10. The most recent test result will normally be used to determine eligibility.**

**The school may hold an Indicated Interest Register of those who wish to take an entrance test and make arrangements for testing when (a) space(s) become available.**

There is a system of appeals against non-admission, and details of how to lodge a request for appeal will be received with the notification of the test result. It is the School's policy to accept only one appeal application for each student in an academic year unless there is a significant change of circumstances relevant to the application.

If a parent considers the appeal was not carried out in compliance with the DfE School Admissions Code and School Appeals Code, an objection can be made to the Education Funding Agency (EFA). Details can be found on the Gov.uk website under School Admission Appeals.

All admissions authorities must determine their admission arrangements by 28 February every year. If parents think that the admission arrangements do not comply with the School Admissions Code or other legislation relating to school admissions they may contact the Office of the Schools Adjudicator by 15 May in that same year.

### **Fair Access Protocols**

Stroud High School has signed up to the In-Year Fair Access Protocols held by Gloucestershire County Council. Should a suitably qualified vulnerable student [viii] within these Protocols require a place at the school, they will take precedence over any student on the waiting list.

Stroud High School is committed to equal opportunity and follows the Equality Act 2010 [ix] and adhered to the requirements of the School Admissions Code 2014[x].

### **Waiting List**

In the event that the student reaches the required standard but there are no places available in the relevant year group, she will be placed on a waiting list. The order of this list will conform to the following criteria:

1. A student who is a Child in Public Care [ii] [iii]
2. Students from families eligible for Pupil Premium [iv] or Service Pupil Premium [v] at the time of the test (documentary evidence will be required to demonstrate that the Parent/Carer is eligible to receive Pupil Premium or Service Pupil Premium). The school reserves the right to disqualify a student where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the student if an offer has been made on that basis
- 3 Rank order from the Admissions test [vi]. Where two or more students have an equal qualifying result the following criterion will be used to determine who should be offered a place:

Geographical proximity to the school measured in a straight line from the centre of the student's main residence [vii], including flats to the main reception of the school using the 'loqate' address verification and postcode look up system.

A waiting list will be maintained in line with the published over-subscription criteria. Applicants to Year 7 may remain on the waiting list until the end of Year 7. Applicants in Year 8 or Year 9 may remain on the list until the end of Year 9. Applicants on the waiting list will be used to fill spaces.

## **Admissions to Stroud High School Sixth Form**

1. **Year 12 admissions - Please note that Stroud High School admits boys and girls into the Sixth Form.** Applications for Year 12 should be completed by the published deadline on the application form. Please refer to the school's website [www.stroudhigh.gloucs.sch.uk](http://www.stroudhigh.gloucs.sch.uk) and a copy of the application form. In April applicants will receive notification as to whether a conditional place has been allocated. Conditional places will be confirmed after the GCSE results day in August each year. New students must submit their GCSE results **within one week** of GCSE results day. Please contact the Sixth Form using the contact details as set out in the school website [www.stroudhigh.gloucs.sch.uk](http://www.stroudhigh.gloucs.sch.uk).

## 2. **Capacity**

The PAN for the Year 12 cohort of Stroud High School is 180. The Sixth Form Leadership Team Panel may admit above this figure in exceptional circumstances and where it believes no prejudice will ensue. All Year 11 Stroud High School students who meet the published academic entry requirements can expect to be allocated a place in the Sixth Form, as well as a **minimum** planned admission number of 30 new students [vi].

## 3. **Academic entry requirements**

Students will need to meet all of the following requirements for entry into Stroud High School Sixth Form:

- Students should achieve a minimum of 5 full course GCSEs in separate subjects at Grade 6 or higher (Core and Additional Science count as separate subjects. Short course GCSEs do not count towards the full course GCSE requirements.)
- Students should have a minimum of Grade 5 in both English Language and Mathematics (see below)
- Students should meet individual subject requirements as described in the prospectus in their chosen subjects if previously taken at GCSE level, or a relevant subject as specified in the sixth form prospectus. Details of these requirements are available from the school.

Students will normally choose no more than 2 new subjects to study in Year 12. Students with insufficient formal GCSE qualifications but with demonstrable equivalent qualifications will be considered by the Stroud High School Sixth Form Leadership Team Panel, being guided by points equivalence and evidence of prior learning.

### Admissions Review Group

Internal and new students who have missed the entry criteria may request consideration for a place by the Admissions Review Group who may accept or reject applications. This may include those students who narrowly missed the sixth form or subject entry criteria. Students who have missed the published admission criteria yet meet the standard for entry in their subject areas can have their case reconsidered. The Admission Review Group will also consider the case for all applicants who have previously been in receipt of Pupil Premium or Service Pupil Premium but have not met the published admission criteria. The Admission Review Group will consist of the Headteacher, the Head of Sixth Form and two representatives from the Governors' Communications and Admissions Committee.

## 4. **Students continuing from Year 11 in Stroud High School**

Priority for admission to Year 12 will be given to students progressing into the Sixth Form from Year 11 of the school (see oversubscription criteria below).

## 5. Students joining the school for the first time

We welcome applications from new students. Following submission of an application form, applicants will be invited to an advisory discussion with a member of the Stroud High School Sixth Form Team. Conditional places will be offered on the basis of the predicted GCSE grades supplied by the applicant's school and students should contact the school and submit their GCSE results within one week of GCSE results day, to confirm their place. Please contact either [jmerrett@stroudhigh.gloucs.sch.uk](mailto:jmerrett@stroudhigh.gloucs.sch.uk) or +44(0)1453 847114.

## 6. Oversubscription criteria

If more students meet the required standard than can be offered places, the following additional criteria in this order will be applied:

1. A student who is a Child in Public Care **[ii]** **[iii]**
2. A student from a family that was previously eligible to receive Pupil Premium **[iv]** or Service Pupil Premium **[v]** during Year 11. The school reserves the right to disqualify a student where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the student if an offer has been made on that basis.
3. Students from Stroud High School
4. Students with the highest average GCSE points score (9-5\_ in the student's best eight full course separate subjects where the student has received numbered grades.

In the event of a tie break between two or more students when applying the above criteria a process of random allocation will be followed by the Governing Board, which will be supervised by someone independent of the school.

## 7. Waiting List

In the event that the student reaches the required academic standard but there are no places available in Year 12, the student will be placed on a Waiting List. The order of this list will conform to the oversubscription criteria as listed above (section 6). If the number of students falls below the maximum Year 12 cohort number those on the waiting list will be offered places, in accordance with the oversubscription criteria. The waiting list for Year 12 will be held until 31<sup>st</sup> October.

Students from Year 11 of Stroud High School who left but then wish to return will be treated as new applicants.

## 8. Year 13 Transfer

New students who wish to transfer into Year 13 should in the first instance make contact with the Sixth Form Office.

### Fair Access Protocols

Stroud High School has signed up to the In-Year Fair Access Protocols held by Gloucestershire County Council. Should a vulnerable student **[viii]** within these protocols, who meets the academic entry requirements, require a place at the school, they will take precedence over any student on the waiting list

Stroud High School is committed to equal opportunity and follows the Equality Act 2010 **[ix]** and adhered to the requirements of the School Admissions Code 2014 **[x]**.

## 9. Appeals

There is a system of appeals against non-admission, and details of how to appeal are available from the school. It is the school's policy to accept only one appeal application for each student in an academic year unless there is a significant change of circumstances.

## **Footnotes**

**[i]** In order to safeguard the credibility of the test, where a student (whether or not registered in two or more authorities including Gloucestershire) undertakes the same test on more than one occasion, then the first sitting shall be taken as the test result and any place offered in accordance with the admission arrangements shall be offered on the basis of that result. For the avoidance of doubt where a place is offered on the basis of a fraudulent or misleading application the school may withdraw that offer.

### **[ii] Children in Public Care (Looked After Children)/Previously Looked After Children**

A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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 at the time of making an application to the school).

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines 'a special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**[iii]** In the case of a 'looked after child' or 'previously looked after child' supporting documentation must be submitted to the school at the time of application.

**[iv]** The Pupil Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.

The school will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The evidence/documentation needs to be sent to the school prior to sitting the test. This evidence/supporting documentation may be shared with all the grammar schools you elect to share with.

**[v]** Students who are entitled to Service Pupil Premium are those whose parents are serving in the armed forces, those who have died in action or left due to injury or who has a parent who is on full time reserved service - ref <https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know>

The school will require independent and verifiable evidence of Service Pupil Premium entitlement in the requisite period from a reliable source. The evidence/documentation needs to be sent to the school prior to sitting the test. This evidence/supporting documentation may be shared with all the grammar schools you elect to share with.

**[vi]** A place at Stroud High School will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

[vii] Main Residence is defined as the student's permanent home address and this must be completed on the form. Where a student lives with both Parents/Carers on an equal basis, both Parents/Carers must agree which of their addresses to use and enter this on the application form as the main residence and confirm this before the closing date for test applications.

[viii] See Gloucestershire County Council website [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk) or telephone: +44(0)1452 425000 for Fair Access Protocols and definitions.

[ix] See [www.equalityhumanrights.com/legal-and-policy/equality-act/](http://www.equalityhumanrights.com/legal-and-policy/equality-act/) for Equality Act 2010.

[x] See

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf) for school Admissions Code 2014.

Monitored by: Reviewed annually by the SHS Communications and Admissions Committee  
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