

# Leader Decision-Making Session

# Agenda

2 October 2009

The Leader Decision Making Session will be held at Shire Hall, Warwick **on Friday 2 October 2009 at 10.00 a.m.**

The agenda will be:

## 1. General

### **(1) Members' Disclosures of Personal and Prejudicial Interests.**

Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the Member must withdraw from the room unless one of the exceptions applies.

Membership of a district or borough council is classed as a personal interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

### **(2) Minutes of the meeting held on 8 September 2009**

## 2. Stratford Upon Avon Grammar School for Girls Admission arrangements – September 2010

### **For Urgent Decision approved by Councillor John Ross Chair of Children Young People and Families Overview and Scrutiny Committee**

Report of the Strategic Director of Children, Young People and Families recommends that the Local Authority's proposed admission arrangements for Stratford Upon Avon Grammar School for Girls be confirmed for admissions in September 2010.

For further information please contact: Nick Williams Assistant Head of Service, Education Partnerships and School Development Tel: 01926 742071 or email [nickwilliams@warwickshire.gov.uk](mailto:nickwilliams@warwickshire.gov.uk)

The public reports referred to are available on the Warwickshire Web  
[www.warwickshire.gov.uk/committee-papers](http://www.warwickshire.gov.uk/committee-papers)

### 3. Any Other Items

Any other items the Leader considers are urgent.

Shire Hall  
Warwick  
August 2009

**JIM GRAHAM**  
Chief Executive

**Councillor Alan Farnell** (Leader of the Council and Chair of Cabinet)  
[cllrfarnell@warwickshire.gov.uk](mailto:cllrfarnell@warwickshire.gov.uk)

**General Enquiries:** Please contact Jane Pollard, Democratic Services Manager,  
Tel 01926 412565 or email: [janepollard@warwickshire.gov.uk](mailto:janepollard@warwickshire.gov.uk)

The public reports referred to are available on the Warwickshire Web  
[www.warwickshire.gov.uk/committee-papers](http://www.warwickshire.gov.uk/committee-papers)

**Minutes of Leader Decision Making Session held on  
8 September 2009**

**Present:**

Councillor Alan Farnell (Chair)

**Cabinet members:**

Councillors Bob Stevens,

**1. General**

**(1) Members Declarations of Personal and Prejudicial Interests**

None.

**(2) Minutes of the meeting held on 9 July 2009**

**Resolved**

That the minutes of the meeting held on 9 July 2009 be approved as a correct record

**2. Revised Delegations to Cabinet**

The Leader considered a report of the Strategic Director of Customers, Workforce and Governance.

**Resolved**

That the revised executive delegations to Cabinet attached at Appendix 1 are approved and replace the current paragraph 3 in Part 2 Section 4 of the Constitution

**3. Any other items**

None.

.....  
Leader

The meeting rose at 2.20 p.m.

## **AGENDA MANAGEMENT SHEET**

**Name of Decision Maker**                      **Leader Decision Making Session-  
Urgent Decision.**

**Date of Decision**                              **2 October 2009**

**Report Title**                                    **Stratford Upon Avon Grammar  
School for Girls Admission  
Arrangements – September 2010**

**Summary**                                        This paper contains responses to the Local Authority's proposed admission arrangements for Stratford Upon Avon Grammar School for Girls for September 2010, including changes to the 11+ process.

**For further information  
please contact:**                              Nick Williams                                      Bob Hooper  
Assistant Head of Service,                      Acting Head of Service –  
Education Partnerships                          Education Partnerships  
and School Development                      & School Development  
Tel: 01926 742071                                  Tel: 01926 2008  
nickwilliams@warwickshire.gov.uk              bobhooper@warwickshire.gov.uk

**Would the recommended  
decision be contrary to the  
Budget and Policy  
Framework? [please identify  
relevant plan/budget provision]**              No

**Background papers**

- Consultation letter
- Responses to the consultation

**CONSULTATION ALREADY UNDERTAKEN:-**

Details to be specified

Other Committees                               .....

Local Member(s)                                 For Information:  
Cllr Ron Cockings  
Cllr Kate Rolfe

Other Elected Members                      X    CYP&F O&S Chair and Vice-Chair for information:  
Cllr John Ross  
Cllr Carolyn Robbins

CYP&F O&S Spokespersons for information:  
Cllr Peter Balaam  
Cllr Carolyn Robbins  
Cllr Tim Naylor

- Cabinet Member  For Information:  
Cllr Alan Farnell  
Cllr Izzi Seccombe
- Other Cabinet Members consulted
- Chief Executive  .....
- Legal  Victoria Gould "*comments incorporated into report*"
- Finance  David Clarke, Strategic Director, Resources "*no comments*"
- Other Strategic Directors  .....
- District Councils  .....
- Health Authority  .....
- Police  .....
- Other Bodies/Individuals

**FINAL DECISION** **YES**

**SUGGESTED NEXT STEPS:**

Details to be specified

- Further consideration by this Committee  .....
- To Council  .....
- To Cabinet  .....
- To an O & S Committee  .....
- To an Area Committee  .....
- Further Consultation  .....

## Leader Decision Making Session

### Stratford Upon Avon Grammar School for Girls Admission Arrangements – September 2010

#### URGENT

#### Report of the Strategic Director for Children, Young People and Families

##### Recommendation:

That

the Local Authority's proposed admission arrangements for Stratford Upon Avon Grammar School for Girls be confirmed for admissions in September 2010.

#### 1. Background

- 1.1 Earlier this year the Local Authority consulted on proposed admission arrangements for Community and Controlled Selective Schools in September 2010. Specifically, the consultation concerned relates to Stratford Upon Avon Grammar School for Girls as arrangements for other selective schools have already been considered and determined by Cabinet at their meeting of 2 April.
- 1.2 A copy of the Local Authority documents are attached as **Appendices A, B, C and D**.
- 1.3 This recommendation is being made to the Leader of the Council as an urgent matter because it is necessary to have the arrangements in place before the children sit the 11+ examination on 3 October.

#### 2. Summary of Responses to the Local Authority Consultation on Admission Arrangements for September 2009

- 2.1 There have been no responses to the proposed arrangements

2.2 There has been a detailed consultation on arrangements for selective schools in Rugby, the responses to which were considered by Cabinet on 2 April.

MARION DAVIS  
Strategic Director for Children,  
Young People and Families  
Saltisford Office Park  
Warwick

22 September 2009

### Children, Young People and Families

Nick Williams

Headteachers of all Secondary, Primary, Junior and Infant Schools

Chair of Governors of all Secondary, Primary, Junior and Infant Schools

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12<sup>th</sup> December 2008

Dear Colleague

### **Consultation on the Process of Admission to Community Secondary Schools 2009 Consultation on the Process of Admission to Community and Controlled Infant, Junior and Primary Schools 2009**

#### **Action required**

- 1 Headteachers and Governors should check the description of their school's priority area and advise the Admissions Service of any concerns.
- 2 Headteachers and Governors should consider the proposed arrangements for admissions in September 2010 and submit comments **by 6 February 2009**

Admission authorities are required to consult annually to community and controlled schools on admission arrangements. This letter is our consultation document regarding the published admissions criteria for entry to infant, junior, primary and secondary schools in 2010.

The proposed admission arrangements for community and controlled primary and non-selective secondary schools for entry in 2009 are attached. Arrangements for selective community schools will be circulated for comment shortly taking account of the Schools Adjudicator's decision regarding admissions to selective schools in Rugby.

Included are the Authority's definitions of sibling links, home address etc., details of the co-ordinated transfer to secondary school and timetables for the Admissions processes.

Any changes from last year are highlighted in red text and include:

#### **Revised description of 'sibling'**

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that child.

#### **Priority Areas**

The description of the priority area served by each school is provided to parents in the booklets "Secondary Schools in ....Area" or "Primary Schools in .....Area". There may need to be discussions with individual schools to cover what are currently 'undefined areas', e.g. where there is



## Appendix A

new housing in what was previously an industrial area. Should your school (or neighbouring schools) be affected by this we will contact you separately. Any changes to the definition of a school's priority area will be notified to all schools in the area through the weekly email.

Copies of the booklets are available on request from the Admissions Service. Please note that any other suggested changes to the priority area and criteria will require consultation with other schools and the Admissions Forum.

Schools are reminded how important the definition of the priority area is to prospective parents and to the schools themselves - particularly when there are more applications than there are places available. The need for Governors carefully to check individual school details is stressed.

Please note that where new buildings are being added to a school's site the capacity of the school will be recalculated by the Service Planning Section and will be discussed with Governors and Heads as a separate exercise.

### **Admission Arrangements for Voluntary Aided and Foundation Schools**

As required by the current School Admissions Code, Foundation and Voluntary Aided schools should be consulting with other schools and admission authorities on their criteria for admission and priority areas. Separate advice has been sent to the Governors of all Foundation and Voluntary Aided schools.

Should other schools wish to view their proposed arrangements please see the County Council web site where consultation on admission arrangements will be posted. The weekly email will carry the names of the Voluntary Aided and Foundation schools which have posted their consultation on the website. The website can be accessed at

[www.warwickshire.gov.uk/admissionsconsultation](http://www.warwickshire.gov.uk/admissionsconsultation)

The User ID is: romeo

The Password is: othello

All Aided and Foundation schools in Warwickshire must consult for 2010. The Admissions Forum have confirmed that this year any schools not consulting or not taking account of the School Admissions Code may be referred to the Schools Adjudicator who can impose his own arrangements.

Consultation should be completed by 1<sup>st</sup> March and arrangements determined by 15<sup>th</sup> April 2009 with notification to statutory consultees afterwards. The local authority should then confirm to the DCSF that all consultation processes are complete.

It would be helpful if you could draw this letter and the attachments to the attention of your Governing Body, making any comments to this office as soon as possible, but by 6 February 2009 at the latest. Any comments or suggestions are welcome and will be referred to the Admissions Forum at their meeting in February. Please respond to the Admissions Service at the above address, email [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk).

Yours sincerely,

**Nick Williams**  
**Assistant Head of Service – (Pupil & Student Services)**  
**Education, Partnerships and Schools Development**

### **Proposed Admission Arrangements for 2010 admissions For Community and Controlled Schools in Warwickshire Infant, Junior, Primary and Non-Selective Secondary Schools**

The relevant area for Warwickshire remains the County of Warwickshire.

Children attending infant and primary schools in Warwickshire can be admitted at the beginning of the academic year in which they attain five years of age, which can be in advance of statutory school age.

Children will transfer from infant to junior (or primary) schools at the beginning of Year 3.

Children will transfer to secondary school at the beginning of Year 7.

The School Admissions Application Forms prompts the parents of children living in Warwickshire to name up to 6 alternative schools in order of preference for infant, junior or primary schools.

The School Admissions Application Forms prompts the parents of children living in Warwickshire to name up to 7 alternative schools in order of preference for secondary school entry.

Electronic applications can be made on line through the county website.

All parents are required to provide proof of home address (for example: Council Tax documents).

#### **Criteria for admission in the event of oversubscription in Community and Controlled Infant Schools :**

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
2. Children living in the priority area who have a sibling at the school at the time of admission.
3. Children living in the priority area who have a sibling at the partner junior school (or primary school) at the time of admission.
4. Other children living in the priority area.
5. Children living outside the priority area who have a sibling at the school at the time of admission.
6. Children living outside the priority area who have a sibling at the partner junior school (or primary school) at the time of admission.
7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority)

Distance will be calculated by the straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the

## Appendix B

preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.  
(The priority area is as defined in the Schools in \*\*\* Area booklet)

### **Criteria for admission in the event of over-subscription for Community and Controlled Junior and Primary schools:**

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
2. Children living in the priority area who have a sibling at the school at the time of admission.
3. Children living in the priority area who have a sibling at the partner infant school at the time of admission.
4. Other children living in the priority area.
5. Children living outside the priority area who have a sibling at the school at the time of admission.
6. Children living outside the priority area who attended the partner infant school immediately prior to transfer.
7. Children living outside the priority area who have a sibling at the partner infant school at the time of admission.
8. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

(The priority area is as defined in the Schools in \*\*\* Area booklet)

**Admission to a nursery class** does not give a higher priority for a place in the linked infant or primary school.

### **Criteria for admission in the event of over-subscription for Community Secondary Schools**

- i. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
- ii. Children living in the priority who will have a sibling at the school at the time of admission.
- iii. Other pupils living in the priority area
- iv. Children living outside the priority area who will have a sibling at the school at the time of admission.
- v. Other children living outside the priority area .

Within these criteria priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ("centroid") of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County's boundary.

(The priority area is as defined in the Schools in \*\*\* Area booklet)

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### Definitions applying to all the criteria

**Looked After Children in Public Care** i.e. Children in the care of or provided with accommodation by a local authority (under Section 22 of the Children Act 1989). A 'looked after child' is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.

Definition of sibling/brother or sister attending the school at the time of admission:

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that child.

A sibling connection will not be accepted if the original school place was obtained by using fraudulent or false information.

**Definition of Home Address:**

Where the child normally resides/sleeps when s/he attends schools. Addresses involved in child minding arrangements (professional or with relatives) are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

**Flats/Apartments** Where applications are made from the same multiple dwelling sharing a single PAF or Postal Address File (the address point location coordinate of the applicant's home address as set by Ordnance Survey), such applications in a single criterion will be considered initially by distance between the PAF and the school in the normal way. Where there are insufficient places to admit all those applicants, the individual priority for each applicant will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service, Children, Young People and Families Directorate in the presence of the Senior Solicitor, Legal Services, Performance & Development Directorate. The order of draw will be recorded and countersigned at the time. NB Any further offers made at a later time from the waiting list will be freshly drawn in the same manner.

**Split Parents**

Where a child lives with two parents in separate addresses the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents

themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

### **Twins, Triplets etc.**

Where the final place in a year group is offered to one of twins (or triplets etc) it is normally our policy to admit the other twin, etc.) too, even if that means going above the admission number. However, it is not possible to do this where the admission would breach the limit on infant class sizes. In that situation only the one place will be offered and the parent has to decide which child will take up the place, if any.

The multiple births must all be born in the same academic year for this to apply. It does not apply to "conceptual twins", etc. born in different year groups.

**Looked After Children in Public Care** i.e. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989). Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays necessitated by the local appeals procedure Community and Controlled schools are being asked to admit, without appeal, looked after children from within their priority area even though their admission limit has already been reached or exceeded. An exception to this arrangement would be in an infant or primary school where admission would result in exceeding 30 pupils in an infant class.

A statement concerning this policy is included in the booklets for the information for parents regarding casual admissions at times other than transfer or first entry.

**Permanently Excluded Pupils:** The following statement is placed near the criteria in the booklets for the information of parents:

Exclusion: Pupils who are **permanently excluded from school** are referred to Area Behaviour Management Panels in order that consideration can be given as to the appropriateness of a return to mainstream school. On the recommendation of the Behaviour Management Panel, schools may offer places to previously excluded pupils even though the school is full in the year group.

Headteachers and Governors of Aided and Foundation Schools are invited to adopt formally the policy.

**Statements of Special Educational Needs:** Children with a **statement of special educational needs** that names the school must be admitted. This may reduce the number of places available to applicants.

**Admissions above PAN:** If a primary or secondary school is full in the year group another place can be offered provided that:

- no other applicants have been refused places in the same year group;
- wherever they live, the child is living or moving into the school's priority area (evidence required);
- the admission will not breach the class size limit for infants;
- the admission will not prejudice the efficient provision of education or the efficient use of resources;
- the school is willing.

### **Under Age and Over Age applications**

It is the policy of the Children, Young People and Families Directorate that all children should be educated within their appropriate age group. In a very few rare cases where it might not be appropriate for the child to be in their age appropriate year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

### **Late applications (Entry or Transfer Groups)**

Late applications will be considered only after the applications received by the closing dates (see timetables).

Late applications because of an impending move:

Offers of places at primary level will take account of a future move involving the child's address only if it can be confirmed before 9th January, 2008 i.e. if the parent can provide independent evidence of the move tenancy agreement [terminating beyond the start of the autumn term] or exchange of house contracts).

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed before 6th February, 2008 i.e. if the parent can provide independent evidence of the move tenancy agreement [terminating beyond the start of the autumn term] or exchange of house contracts).

### **Applications made later than admission or transfer groups (mid-year admissions known as casual admissions)**

Such applications for places will normally be referred direct to the school involved. If a vacancy exists i.e. the number on roll is less than the admission number appropriate to that year group, a place will be offered, except where:

1. such an admission would breach the class size limit, or
2. the child has been permanently excluded twice (once since September 1997) in which case the duty to comply with the application is removed for two years from the second exclusion.

Offers made to casual applicants are normally made no longer than 5 school weeks before the child takes up the place.

### **In Year Fair Access Protocol**

Under paragraph 3.15 of the Admissions Code of Practice, all admission authorities (whether they are the local authority or governing bodies) must have a Fair Access Protocol in place. All admission authorities must participate with the protocol. The local authority has developed this protocol with Headteachers, the Admissions Forum and the Area Behaviour Management Panels. In accordance with the Admissions Code of Practice, the protocol is incorporated into the admissions arrangements of all admission authorities within Warwickshire. The document accompanies this paper.

### **Reserve or Waiting Lists for Transfer and Entry groups:**

The waiting lists are automatic so any child who is refused a place at a community or controlled school (in Warwickshire) of a higher preference than the school which is offered will be added to the waiting list/s automatically. Parents no longer have to



## Appendix B

refresh their interest in the particular school. However, Warwickshire parents applying for schools outside the county need to consider the policies of the other authority.

For selective schools, inclusion on the waiting list is automatic, but the position on the waiting list will depend on the child's score and ranking by the Committee of Reference.

The waiting lists will exist only until the start of the Autumn Term. Any vacancies which occur in the appropriate year group will be re-offered to children on the waiting lists. Vacancies occurring will be offered in the order of the published criteria for admission for each school. The amount of time a child's name has been on the list is not relevant and parents should be aware that a child's position in the list can alter as children with higher priorities are added or withdrawn

Parents changing their preferences for primary or secondary schools are not penalised and are not given a lower position on the waiting list.

See Flats/Apartments – For children in the same category living in multiple dwellings with a single PAF a draw will be held at each reallocation of places.

## Appendix C

Secondary Timetable	Process for Transfer to Secondary School 2010 entry	Action required
<p><b>May 2009</b></p> <p><b>2 June 2009</b></p>	<p>The Admissions Service will write to all Primary and Junior Schools with current year five data.</p> <p>11+ Registration forms to East and South Warwickshire Primary/Junior Schools. Registration information to North and Central Primary and Junior Schools Also to be sent to neighbouring authorities and made available on the Warwickshire website and Grammar School websites.</p> <p>Notice of On-line Application Leaflets to all Primary/Junior Schools</p>	<p>Schools required to check name's, address and d.o.b.</p> <p>Schools distribute to Year 5</p> <p>Grammar Schools' websites</p> <p>Schools distribute to Year 5</p>
<p><b>26 June 2009</b></p> <p><b>10 July 2009</b></p>	<p>On-Line Admissions goes live.</p> <p>Secondary Transfer Applications to all Primary/Junior Schools</p>	<p>Schools to distribute to Year 5</p>
<p><b>17 July 2009</b></p>	<p><b>Closing date for 11+ registration</b> Late registrations will be considered after those received on time.</p>	
<p><b>21 September 2009</b></p>	<p>Allocation of test venues sent to 11+ candidates</p>	
<p><b>3 October 2009</b></p>	<p>Sessions for 11+ Testing</p>	
<p><b>12 October 2009</b></p>	<p>Ranking List to all Primary and Junior School's.</p>	<p>To be completed and returned by Friday 23 October 2009.</p>
<p><b>20 October 2009</b></p>	<p>Supplementary date for 11+ Testing for children who cannot be tested on previous dates for religious reasons or who can provide appropriate written evidence of previous engagements or sickness</p>	
<p><b>23 October 2009</b></p>	<p><b>Closing date for applications to be sent direct to the Admissions Service by freepost or on line.</b> Late applications will be considered after those received on time.</p>	<p>Schools no longer collect and send to Admissions</p>
<p><b>27 November 2009</b></p>	<p>Total and First Preference Count to schools</p> <p>Additional information sent to Voluntary Aided &amp; Foundation Schools in order for children to be prioritised.</p> <p>Electronic full list of applicants to Voluntary Aided and Foundation Schools to include straight line distances</p> <p>First exchange of data with surrounding authorities</p> <p>Sibling Checklists to be sent to all schools</p>	<p>Aided and Foundation Governors prioritise. Must be completed and returned by the 8 January 2010.</p> <p>All schools check</p>

## Appendix C

<b>30 November – 1 December 2009</b>	Admissions send selection scores to all junior and primary schools. Exception reports requested from schools by Admissions.	Schools check for inconsistency and complete reports. NB Confidential
<b>By 8 January 2010</b>	Voluntary Aided and Foundation Schools using their own admission policies to provide full lists of applicants in priority order	Aided and Foundation Governors send priority order to Admissions
<b>22 January 2010</b>	Second exchange of data to surrounding authorities	
<b>5 February 2010</b>	Final date for families moving into the area (proof of address must be provided by this date). Third exchange of data to surrounding authorities	
<b>12 February 2010</b>	Final exchange with surrounding authorities	
<b>19 February 2010</b>	List of allocations posted to junior, primary and secondary schools	Primary/junior schools check for changes NB Confidential
<b>1 March 2010</b>	Offers of places posted to Warwickshire children to include 11+ results Offers to on-line applicants available from 5pm Offers posted to out county children by home authority  Automatic Waiting Lists Open	
<b>15 March 2010</b>	Closing date for parents to accept offer. Acceptance slip to Admissions Service. Places will be reallocated by Admissions Service as and when vacancies arise up to and including 31 August 2010	
<b>April/May/June</b>	Appeals to be scheduled	
<b>14 May 2010</b>	Final Electronic file of allocations to schools via S2S	

## **Admission to Community Selective Secondary Schools, Warwickshire**

### **SOUTHERN AREA**

There is one community selective school in south Warwickshire. Stratford-upon-Avon Grammar School for Girls. (Other selective schools are Voluntary Aided or Foundation).

Stratford-upon-Avon Girls' Grammar School has a planned admission number of 75 places. The school is a single sex school for girls and the site is in Stratford-upon-Avon, South Warwickshire.

### **Eligibility and Priority for Entry in Year 7**

Eligibility for entry to a single sex school will be based on the child's gender being female in relation to schools for girls. Co-educational schools take no account of a child's gender.

There is no guarantee of a place being available, but places up to planned admission number during the normal round of admissions will be allocated in the following order:

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) scoring above the automatic standard set by the Committee of Reference where an application has been made by 5<sup>th</sup> February 2010.
2. All children provided that:
  - the child is living (or proof is provided by 5<sup>th</sup> February 2010 that the child will be living by the start of the autumn term) within the priority circle for the areaand
  - the child has been registered for the 11+ test for the school by the closing date 15<sup>th</sup> July 2009, completed that test and scored on that test within the automatic level set by the Committee of Referenceand
  - the parent/carer has named the school on the common application form submitted on time to their home authority and an offer from a higher preference has not been made.
3. All children will be given next priority for offers in the first round of offers provided that:
  - the child is living (or proof is provided by 5<sup>th</sup> February 2010 that the child will be living by the start of the autumn term) within the priority circle for the areaand
  - the child has been registered for the 11+ test for the school by the closing date 15<sup>th</sup> July 2009, completed that test and their score on that test was considered as possible exceptions to the automatic standard and their priority

order set by the Committee of Reference with reference to additional information.

and

- the parent/carer has named the school on the common application form submitted on time to the home authority and an offer from a higher preference has not been made

and

- in the case Stratford-upon-Avon Grammar Schools for Girls no more than 22 girls scoring below the automatic standard have been offered places, inclusive.

Within this category the order of priority will be

- i. Children in the care of or provided with accommodation by a local authority (under Section 22 of the Children Act 1989).
- ii. Children in the order of priority set by the Committee of Reference.

4. Applications from children living outside the priority area and children whose parents registered for tests after the closing date or applied for a place to their home authority after the closing date will also be considered in this category. Applicants will be placed in order in line with criteria 1, 2 and 3 above.

Places will not normally be offered to category 4 in the first round of offers but retained on the waiting list (see later explanation).

### **Priority areas**

The priority areas for the selective schools in South Warwickshire are based on the traditional areas for application to those schools. As applicants have arrived from in and out of Warwickshire, the traditional areas are based on a circle with the radius being the distance between a point central to the schools and the farthest point from which applications have been made. In drawing a priority area in this manner, the admission authorities are able to comply with their duties flowing from the Greenwich judgement.

In South Warwickshire the radius is approximately 17 miles and runs from the Fountain in Rother Street, Stratford-upon-Avon to the County boundary south of Long Compton.

While all applicants living within the priority circle will be considered for entry to selective schools free transport is only available to those living within the original southern area, i.e. the educational area of South Warwickshire made up of the priority areas of the High Schools, as the other areas have fully comprehensive schools serving them.

### **For entry in years up to and including 2007**

Places were offered to pupils who reached the automatic standard for admission in Moray House Verbal Reasoning Tests. Additional information from the child's school and the children's performance in a Written English Paper were used by the Committee of Reference to decide on the ranking order of children close to but below the automatic standard. The Committee also received referrals for children who have specific difficulties which might have affected their test scores.

In South Warwickshire the Committee of Reference set the automatic standard for Alcester (Foundation) Grammar School in the same way, but the automatic standard of entry for the two single sex schools located in Stratford-upon-Avon (including

Stratford-upon-Avon Girls' Grammar School) was set as 260 since 2004 entry by the Schools Adjudicator. The Adjudicator also set a limit of 22 on the number of children who could be offered places having scored below the automatic standard.

### **For entry to Year 7 in September 2008**

The same principles apply but the tests were bespoke verbal reasoning tests in a standard format provided by the National Foundation for Educational Research.

### **For entry to Year 7 in September 2009 and September 2010**

In schools where there is a selective process, admission at an automatic level will be determined by comparing the children's performances in two tests commissioned by Warwickshire Local Authority from the University of Durham CEM Unit.

The standardisation of the new papers is likely to be different from those of the previous tests, but the Committees of Reference will adhere to a similar standard of ability for admission for each of the schools involved.

### **The Selection Tests for entry to Year 7 in 2010**

The tests will comprise two standard format papers (bespoke papers available only to Warwickshire County Council).

Children whose parents have registered for the tests by the closing date will attend the tests centres to complete the test papers. Normally, each child will attend only one session. Details of the test centre are sent to the parent following registration, normally in August or September. Applications for assistance with transport from the parents of children living in south Warwickshire, who believe that they will have difficulties in transporting their child to a test centre, will be considered on an individual case basis when raised, in writing, with Warwickshire County Council's Admissions Service.

**The tests** will be set in a morning session in test centres on at least one Saturday during the first half of the Autumn Term, 3<sup>rd</sup> October 2009. Warwickshire County Council will determine if a second test date is required and, if it is, it will be on Saturday, 10<sup>th</sup> October 2009.

Each test will be of 45 minutes duration and overall will include:

- verbal reasoning
- short maths questions
- comprehension
- longer maths questions
- data processing questions
- non verbal reasoning
- missing words in paragraph test ('cloze test')

**Verbal reasoning** involves the manipulation of verbal representations and the solving of verbally presented problems. Orthographic, syntactic and semantic abilities, as well as logic and other problem solving skills are needed in verbal reasoning.

**Comprehension tests** the ability to make inferences as to meaning within and between phrases, sentences and paragraphs; to derive the 'gist' of the meaning from

a text; understand the vocabulary, and extract accurate interpretations of the written language.

### **Non-Verbal**

Non-verbal reasoning tests eliminate cultural bias in intelligence testing and the possible bias against individuals who lack experience of a particular language or have difficulties with verbal elements.

**The 'Cloze Test'** consists of several short passages of prose. It needs an overall understanding of the passage, but it requires closer attention to the grammatical and syntactic elements of written language than in the comprehension test. The candidate selects the most appropriate word from a choice of three at various points in the passage so as to make sense of the phrase and/or sentence.

### **Mathematical Sections:**

**Short mathematical questions** will test ability in mental arithmetic and recognition of mathematical patterns (curriculum free as possible). A rigorous test of working memory skills with a speed element to this section. Not all the candidates will be expected to finish.

**Longer mathematics problems** explore numerical problem solving requiring more stages of processing with a greater verbal element involved than in the short maths questions.

One familiarisation paper will be issued to each candidate registered for the tests with the notice of allocation to a particular Test Centre.

A single testing session will include:

Test Paper 1 (45 minutes)

Break for refreshment and toilets (30 minutes)

Test paper 2 (45 minutes)

**Supplementary tests** will be held on 20<sup>th</sup> October 2009. These will only be available for those who provide proof of illness on the day of the original tests (doctor's note) or who are able to provide proof of special circumstances such as religious grounds or previously booked engagements prior to the date of the original tests. Late applications from parents moving into the priority area will be included in this group.

### **Providing information to Parents**

During the summer term of 2008/9 parents of all the children in Year 5 in primary schools in the Eastern Area and Southern Area of Warwickshire will be issued with a leaflet about the process of selection and asking parents to register if they want their child to be tested.

Parents of children not attending those schools can contact the Admissions Service to request that information.

An advert to inform parents will be placed during the early summer term in the local newspapers covering the two priority circles.

**The closing date** for registering for selection tests for all the selective schools in Warwickshire is 17<sup>th</sup> July 2009 (end of the summer term). Registration after that date will be considered as late. An exception will be made for parents who can provide

proof of a move of address into the priority circle by 5th February 2010. Late registrations will only be considered after the first round of offers and may not be tested before the offer date.

**Applications** will be made on the child's home authority's composite parental application forms as part of the co-ordinated process with neighbouring authorities. The closing date for applications is set by the home authority. For children living in Warwickshire the date will be 23<sup>rd</sup> October, 2009. Applications received after this date will be considered late and will be given a lower priority for places. An exception will be made for children moving into the priority area where independent proof of that move can be provided by 5th February 2010.

### **The Role of the Committee of Reference**

Each of the two areas will have a Committee of Reference (a panel of headteachers and teachers appointed according to the terms of reference in each area). The Heads of the area's selective schools or their representatives will be members of the Area Committee.

### **Setting the Automatic Standard**

Performance in the tests and the number of applications for the schools will be used by the Committee of Reference in each area to set the automatic standard. Above and at that standard a child will receive an offer from their highest named preference of selective school (subject to living within the priority circle or not being a late entry or having an offer from a higher preference of school).

The Committee in each area will consider the descending score order and the number of children applying for each school (living within the priority area and who registered before the closing date) and set the automatic standard as close to the planned admission numbers for the schools as possible.

The single sex schools in each area will have the same automatic standard as required by the Equal Opportunities regulations. Above that score all children with a high priority will be offered a grammar school place in the first round of offers (subject to the order of application and that a higher preference is not being offered).

The automatic standard for 2010 will be set by the South Warwickshire Committee of Reference taking account of the previous automatic standard for entry to Stratford-upon-Avon Girls' Grammar School and there will be a limit of offers to no more than 22 girls scoring below the automatic standard.

### **Exceptions to the Automatic Standard (Category 3)**

Children in public care or provided with accommodation by an authority (section 22 of the Children Act 1989) scoring within the possible exceptions group will be placed at the top of the Committee of Reference ranking list in their individual ranking order provided the Committee feels the child's ability would mean they were suitably placed in a grammar school.

The Committee will consider the child's scores as well as additional information provided by the relevant primary school (normally primary schools ranking lists which indicate the school's assessment of the child's performance on a day to day basis) to decide whether some candidates who do not qualify automatically should be included as an exception to the standard (Category 3). An offer is not guaranteed, but will be subject to a vacancy being available.



Referrals of individual cases from primary schools (and in some cases parents) will be considered by the Committee.

The Committee has the right to accelerate a child up the list above their score position (but not above the automatic standard) based on the information received.

Having considered the information the Committee can return a child (including a child in public care) to their original position in the descending school order.

A primary school report will be requested for each child. The scores, the primary school ranking and the school report will be used by the Committee members to provide a ranking or priority order for the exceptions to the automatic standard. Vacancies will be offered in the Committee's ranking order:

The standardised scores for each child will be sent to every primary or junior school during December to ensure that the school considers that the child's score is a reasonable reflection of their ability.

### **Allocation of Places**

In the first round of offers, available places will be offered to high priority pupils (see eligibility) scoring at or above the automatic standard.

Any remaining places will be offered in the first round in the order of ranking set by the Committees of Reference provided the children live within the priority area for the school and their parents have requested the school. If an offer is made it will be for the school of the highest preference with an available place, but it could be for the parent's first or subsequent selective preference.

Children living outside the priority area and late registrations and late applications will be offered places in the first round only if there are insufficient children of the required level of ability living within the priority area. Children living outside the priority area, late registration and late applications will normally be considered for places in the second or subsequent round of offers subject to their position on the waiting list and a vacancy occurring.

If after the subsequent round of offers, there are insufficient children of the required level of ability to fill the Stratford-upon-Avon Girls' Grammar School the school does not have to offer all its available places.

### **Waiting lists**

Places available up to the planned admission number of the school will be offered subject to waiting list order

Vacancies will be offered to those on the waiting list above the automatic level in descending score order. For children on the waiting list who scored below the automatic level (up to the limit of 22 in the case of Stratford-upon-Avon Girls' Grammar School, inclusive of places offered and accepted for year 7) any offers will be made in the ranking order set by the Committee of Reference.

Children living outside the priority circles and attaining scores at or above the automatic standard or scores within the exceptions group will not normally be included in the first round of offers, but will automatically be added to the waiting lists in automatic score or Committee of Reference rank order.

Children registered for tests after the closing date or applying for places after the home authority closing date will be added to the waiting lists in score order (where at or above automatic standard) or in the Committee of Reference rank order (if exception).

Any child being offered their second or subsequent selective preference will be added to the waiting list of their higher selective preference in the order set by the Committee of Reference provided that the scores are within the range of those considered for that school.

Waiting lists are held until the start of the Autumn Term for the incoming Year 7 only.

Provided the school has been named (and a higher preference has not been offered already) offers after the first round will be made in the following order and the waiting list maintained in the same order:

1. Children in public care or provided with accommodation by an Authority (section 22 of the Children Act 1989) scoring within the possible exceptions group will be placed at the top of the Committee of Reference ranking list in their individual ranking order set by the Committee of Reference.
2. Children scoring at or above the automatic standard (irrespective of home address)
3. Children scoring below the automatic standard and considered by the Committee of Reference suitable as exceptions to the standard by ability. They will be listed in the ranking order set by the Committee of Reference.

### **Offers made on 1<sup>st</sup> March 2010**

During the normal round of admissions offers are made by the child's home authority as per the co-ordinated secondary school scheme with neighbouring authorities. Subject to the arrangements of the home authority, parents will be expected to accept the place within 2 weeks of the offer being made. A further letter reminding parents will be sent before the child is withdrawn from the offer lists.

On the offer date letters will be sent to parents indicating the children's scores and position in the descending score order.

### **Late Entry (In Year Applications)**

**Applications for all year groups will be made through the Admissions Service.** Vacancies will be offered to applicants who are deemed suitable for entry:

#### **Years 7 to 9 inclusive (where the child is under 14 years 3 months)**

Children moving into the priority circle and not previously tested who are applying for a place (once the new Year 7 have been admitted) will be tested according to the tests used for that year at entry and appropriate to the age of the child and assessed by comparison to the scores of those who qualified for places or who were considered by the Committee of Reference.

#### **Years 10 and above (or where the child is 14 years 3 months or more)**

A child above 14 years 3 months is too old to test and so entry will be considered in comparison to the existing year group and the child's performance in another school in the appropriate subject areas.

### **Transfer from a non-selective school in the Area**

New applications for children who have already been tested and refused entry as non-qualifiers will be considered taking account of the existing test results and new evidence about the child's performance the current school as proof of ability. It is normally only where the non-selective school is confirming that the child needs a higher level of work than is currently available that a transfer to a selective school will be considered.

A retest is used only where there are grounds and proof to doubt the validity of the original tests.

Where a child has not previously been tested and there is a recommendation from the non-selective school, a test will be arranged (where the child is under 14 years 3 months)

No waiting list is kept for year groups other than the incoming Year 7.

Offers are normally made no earlier than 5 school weeks before the child takes up the vacancy.

Only if a vacancy exists in the appropriate year group will a transfer be arranged without appeal.

### **Appeals**

The parents of all children refused places will be notified that they have a right of appeal to an independent appeal panel. For children not qualifying for places the appeal will consider process for reviewing that child's case was fair & consistent and only if it was not will the appeal consider whether the child is of grammar school ability.

Grammar schools do not have to fill if there are insufficient applicants reaching the appropriate level. Therefore, the case for prejudice to the efficient education or the efficient use of resources will only be considered once the school is full in the appropriate year group.

### **Admission arrangements for Years 12 and 13**

These will be dealt with in a separate consultation document.