



# Denmark Road High School

## Admissions Policy 2020

This policy has been ratified by The Governing Body at a formally convened meeting in February 2019.

This policy will be reviewed annually.

Policy Approved:.....*[Signature]*..... Date: *15/02/19*.....

Name of signatory (please print):.....*KATE TUCKER*.....

## **ADMISSIONS POLICY 2020**

Denmark Road High School is a selective girls' grammar school with a co-educational Sixth Form provision.

Denmark Road High School is an Academy and as such, the Governing Body of the school is the admissions' authority, whilst operating in line with Gloucestershire County Councils' co-ordinated scheme for school admissions and the Government's Code of Practice on Admissions.

Denmark Road High School is designated as a selective grammar school under S.104 of the School Standards and Framework Act 1998, but gives priority to Looked After Children / Previously Looked After Children and those attracting the Pupil Premium who meet the 'Qualifying Standard' (defined below) in the test.

Note that wherever the term 'parent' is used in this document it is also deemed to include a carer or any other person who is loco parentis.

### **A. YEAR 7 ENTRY FOR SEPTEMBER 2020**

#### **Admissions Test**

Admission to the school is on the basis of selection by reference to ability. To be considered for entry into Year 7 in the normal admissions round a child must achieve a qualifying score in an Admissions Test, which definition shall include the Main Test, Medical Test, Post Allocation Test, and Appeals Test, as defined below, organised by the school. The date of the Main Test, being the test sat each year in September, is the same for all Gloucestershire Grammar Schools, and will be announced several months in advance. Each child may take the Test on one occasion only. The Test consists of 2 papers, comprising multiple-choice questions on verbal ability, numerical reasoning and non-verbal reasoning.

#### **Registration for the Test**

Parents should use the on-line Registration Form on Denmark Road High School's website if they wish their child to sit the Main Test, or request a paper registration form from the Denmark Road High School's Admissions Officer. The deadline for registration is set in consultation with other Gloucestershire Grammar Schools. Further information about the Main Test will then be made available to the parents of all registered children.

#### **Published Admissions Number**

The Published Admissions number (PAN) for the school is 150. Girls in their correct chronological cohort on the date of the test ("eligible cohort") for entry to Year 7 will be eligible to sit the entrance test. Full details of the selection process and the entrance test are available on the school website. Parents/carers who wish their daughters to be considered for entry must register by the published closing date.

## **Age qualification**

A child may apply to take the test for admission into Year 7, whether in the normal way or as a Late Test, on one occasion only. Normally the test is sat when a child is in Year 6 of primary education, during the academic year when the child reaches her 11<sup>th</sup> birthday.

## **Out of cohort applications**

If a child is not in the eligible cohort they will have their case referred to the School's Admissions' Review Group. Evidence for why the child is out of cohort must be submitted.

## **Underage applications**

Underage applications to sit the test will be considered by the School's Admissions' Review Group. The following must apply if an applicant is considered to be underage:

- Their date of birth places them in the cohort below their chronological age and they are following the curriculum for the eligible cohort for testing. (This would normally place the child a maximum of one year below the eligible cohort).
- There is a letter of support of the application from the Primary School and it is confirmed that the candidate is studying the same curriculum as the eligible cohort for testing.

## **Over-age students**

Please note that in normal circumstances Denmark Road 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 Denmark Road High School Committee responsible for Admissions.

Denmark Road 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.

## **Out of county applications**

Applications will be accepted for candidates who live outside Gloucestershire.

## **Equality**

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents of any disabled child who wishes to attend the school for the Test. Parents should notify Denmark Road High School when they register if their child will need additional support on Test day.

## **Taking the Test**

The Test is held at Denmark Road High School although children may also sit the test at another approved venue.

## **Medical Test**

If a child who has registered for the Main Test suffers illness, accident, or sudden bereavement, or there are other exceptional circumstances that mean a child cannot take the Test on the appointed day, parents must contact the Admissions Officer in advance (ideally some days before, but certainly before the Test begins) to explain the circumstances.

In such circumstances, the School may be able to organise a Medical Test, often a few days later. The School will require documentary evidence of the exceptional circumstances (e.g. a medical certificate). In the absence of such evidence, the child will not be permitted to take the Test.

## **Post Allocation Test**

Only children registered for the Main Test will be permitted to sit a Medical Test, but children not registered for the Main Test may be permitted to take either a Post Allocation Test or an Appeals Test (see below).

A Post Allocation Test will be available (in March 2020) to those who failed to register for the Main Test and have decided through the LA's waiting list option process to seek a place at Denmark Road High School.

Those wishing to take the Post Allocation Test must apply directly to the LA before the deadline, application forms can only be accessed on the GCC website. Those taking a Post Allocation Test will only be eligible for a place if there are places available in Year 7 and they meet the Qualifying Standard. If there are no places available they will be placed on the waiting list.

An Appeals Test (for anyone wishing to qualify for a place on the Y7 waiting list) will be available (in April 2020), for those who are without a test score or those who are applying after the LA's reconsideration deadline. The Appeals Test will be held after the appeals deadline and before the appeals are heard.

**Elsewhere in Gloucestershire:** as all Gloucestershire Grammar Schools use the same Test and testing process, a child who wishes to apply for Denmark Road High School will be able to sit the Test at another grammar school more local to them. On registration, parents will be able to specify that they wish to share the results with the other Grammar schools.

**Outside of Gloucestershire:** In order to safeguard the credibility of the Test, if a student takes the same Test on more than one occasion (i.e. in different counties on different dates) then the first sitting shall be taken as the Test score and any place offered will be on the basis of that score.

## **Qualifying standard and oversubscription criteria**

Only students who are deemed to be of selective ability as a result of the testing process will be eligible for entry. The qualifying 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.

Where the number of applications exceeds the number of places available, priority will be given to as follows:

- i) Children in care and children who were in care [b] [c] who achieve the qualifying standard.
- ii) 15 places to students who are registered for Pupil Premium [d] who achieve the qualifying standard and live in Gloucester City (according to electoral maps produced by LGBCE). Please note that evidence of eligibility for Pupil Premium will need to be sent to the test centre prior to test day. The school will make sure enquiries as are necessary of the Gloucestershire County Council or relevant Local Authority as to the entitlement of any children who have qualified when notifying the Gloucestershire County Council of the test results.

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) 15 places to students who are registered for Pupil Premium [d] who achieve the qualifying standard and live outside of Gloucester City. Please note that evidence of eligibility for Pupil Premium will need to be sent to the test centre prior to test day. The school will make sure enquiries as are necessary of the Gloucestershire County Council or relevant Local Authority as to the entitlement of any children who have qualified when notifying the Gloucestershire County Council of the test results.

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.

- iv) If your daughter is not eligible for Pupil Premium but has achieved the qualifying standard then admission is simply by rank order of scores after allocation of places for looked after children/previously looked after children and those children who are eligible for Pupil Premium. (If 30 places are not filled by students on Pupil Premium then they will be offered to students who have reached the qualifying standard in rank order).

### **Tie breaks**

In the event of a tie between two or more girls when applying the above criterion (i.e. girls obtaining the same result) and where there are insufficient places available to offer all girls a place at the school, a process of random allocation will be followed by the admissions' authority.

Any issues arising from the testing process or application of tie break criteria will be considered and resolved by the ARG.

### **Test results and LA application**

Confirmation will be sent to Parents/Carers after the test indicating whether or not the required standard has been attained [a]. However, achievement of the academic standard for entry does not constitute an offer of place. Allocation of places will be advised by the Local Authority on National Allocation Day (normally 1 March).

In order to be considered for a place at Denmark Road 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 schools and must be submitted before the set closing date for applications.

## **B. IN-YEAR ADMISSIONS**

To gain admission into Denmark Road High School in Year 7 (after the normal September admission) and from Years 8 to 11, parents/carers do not have to consult the Local Authority but contact our **In-Year Admissions Officer, (details are available on our website under 'Admissions')** **in order to arrange for testing to assess their daughter's academic ability.** Parents/carers will be advised at this stage whether or not there are places available in the year group and when there will be opportunity to undertake testing.

Priority will be given in accordance with the published oversubscription criteria.

The tests that are used are designed to determine whether or not a prospective student is, on balance, of the similar ability to the rest of the girls in the year group. However, students can also take the tests in their current school if travel to Gloucester is impractical, if for example, the family is currently resident overseas.

Please be aware that a child who has sat the Grammar School Admissions test for entry to Year 7 the previous September will not be able to sit the in-year admissions test until March/April the following year for entry to Year 8.

For entry into all year groups, whenever possible, parents/carers will be informed of the results within 5 working days after the tests.

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.

## **C. Waiting list**

Where Denmark Road High School is oversubscribed during the main admissions' round for entry to the School, a waiting list will be held. Waiting lists are held for the duration of the period that students are eligible for entry (i.e. though Year 7 to 11). The waiting list will be prioritised according to the School's oversubscription criteria, regardless of the date the application was made, and should any places become available at the School they will be offered to the child at the top of the waiting list.

## **Appeals**

Parents/carers whose child has not been offered a place at Denmark Road High School, are entitled to appeal to an Independent Appeals' Panel. Further details about the Appeals' procedure are available from our Admissions' Officer at Denmark Road High School (contact details available on our website under 'Admissions'). Notification of an appeal must be made in writing using the form available from the Admissions' Officer at the School. The deadline date for lodging an appeal will be notified to parents/carers at the same time as offers of school places are made.

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.

#### **D. ADMISSIONS TO HIGH SCHOOL SIXTH FORM**

Year 12 admissions - please note that the school admits boys and girls into the Sixth Form. Applications for Year 12 should be completed by the published deadline. Please refer to the school's website [www.denmarkroad.org](http://www.denmarkroad.org) and the online application system. 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.denmarkroad.org](http://www.denmarkroad.org).

#### **Pupil Admission Number**

All Year 11 students who meet the published academic entry requirements can expect to be allocated a place in the Sixth Form, as well as a **minimum** of 35 new students. The Senior Leadership Team may admit above this figure where it believes no prejudice will ensue.

#### **Academic entry requirements**

The academic entry requirements in September 2020 to the Denmark Road High School Sixth Form will be available on our website ([www.denmarkroad.org](http://www.denmarkroad.org)). Students are also required to achieve the minimum entry requirement(s) for each subject they wish to study, to be confirmed on the school website. All applicants will be given a conditional offer based upon their projected attainment at the end of Key Stage 4.

Where a student meets the overall entry criteria for the Sixth Form, but not the entry requirements for a specific subject, then an alternative subject may be offered. These entry requirements are published annually to all applicants.

We pride ourselves on matching the needs of the students to the courses offered, student's individual pathways will be discussed during his/her visit to the school. If a student wishes to discuss individual pathways beforehand, then he/she can contact the Sixth Form Team through [sixthform@denmarkroad.org](mailto:sixthform@denmarkroad.org).

#### **Requests for consideration**

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 consist of the Headteacher, Assistant Head Progress and Wellbeing and two representatives from the Governing Body (see Role of the ARG, section H).

### **Students continuing from Year 11**

It is the intention of the School to offer all girls a place in the Sixth Form, subject to their meeting the entry requirement. 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).

### **Students choosing to join our Sixth Form**

We welcome applications from new students. Following submission of an application, applicants will be invited to an advisory discussion with a member of the 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 [sixthform@denmarkroad.org](mailto:sixthform@denmarkroad.org) or +44(0)1452 543335.

### **Oversubscription criteria**

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

1. A student who is a Looked After Child [b] [c].
2. Students scoring highest in the admissions criteria.
3. Students opting for subjects where set sizes are not oversubscribed.

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 ARG, which will be supervised by someone independent of the school.

### **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. 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 the end of the admission year, and then it will be disbanded.

### **Year 13 transfer**

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

### **E. Fair access protocols**

Denmark Road High School has signed up to the In-Year Fair Access Protocols held by Gloucestershire County Council. Should a suitably qualified vulnerable student within these



Protocols require a place at the school, they will take precedence over any student at the point of allocation or on the waiting list.

Denmark Road High School is committed to equal opportunity and follows the Equality Act 2010 and adhered to the requirements of the School Admissions Code 2014.

#### **F. Children with Special Educational Needs**

Children who have a Statement of Special Educational Needs (SEN) or Educational Health Care plans (EHC) are placed in schools according to the arrangements set out in the SEN Code of Practice and not through any admission criteria provided that they have reached the qualifying standard. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with a Statement/Educational Health Care plan that names that particular school in their statement or plan, (in the case of Denmark Road High School, if they have reached the qualifying standard for the school in the relevant selection test.) Children who have a Statement of Special Educational Needs/Educational Health Care plan and have reached the qualifying standard will be allocated a place even if that school is full. The admissions' authority will endeavour to make any reasonable adjustments to the testing process to meet the needs of children with special educational needs.

#### **G. Appeals**

Applicants and the parents/carers of applicants who are refused entry to the High School Sixth Form have the right to appeal to an Independent Appeals Panel. The necessary forms and information may be obtained from our website. Appeals against unsuccessful applications for admission should be lodged within one week of receipt of written notification of refusal. 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.

#### **H. The role of the Admissions' Review Group**

This group will consist of at least two Governors plus the Head and a senior member of staff. The ARG will meet to consider appropriate questions regarding admissions and will agree its own protocols.

Applicants to join the school at any stage from Year 7 to the Sixth Form should inform the school as soon as possible of any special consideration circumstances that they wish to be taken into account and usually before the outcomes of tests or examinations are known.

The ARG will consider such issues as late registration, admission limits for the Sixth Form, allocation of additional time for the Test, Late Test arrangements plus health and pastoral circumstances that may impact upon academic performance.

#### **Footnotes**

[a] 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.

## **[b] Looked After Children/Previously Looked After Children**

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4) . (1) 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 a school. In Gloucestershire, such children are referred to as Children in Care. (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). (3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders. (4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one.

**[c]** 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.

**[d]** 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.