

# **Admissions Policy**

## **2027 Entry**

Stroud High School

Stroud High School ("the school") is designated as a selective grammar school under S.104 of the School Standards and Framework Act 1998. It is a grammar school for girls with a co-educational Sixth Form. The school is an Academy and as such, the Board of Trustees is the admissions authority, while participating in Gloucestershire County Council's co-ordinated scheme in the normal admissions round and the School Admissions Code 2021 and School Admission Appeals Code 2022. The school's admission arrangements are formed of this policy (which sets out details of how applications will be prioritised) along with other admission related forms, for example in-year and sixth form application forms.

The Published Admissions number (PAN) for Year 7 is 150. As the school has fully selective admission arrangements it does not have to admit up to this number if insufficient applicants have reached the required standard as described below.

## **1. Primary to Secondary Transfer**

### **Registration for the Test**

Parents should use the online Registration Form on the school's website [www.stroudhigh.gloucs.sch.uk](http://www.stroudhigh.gloucs.sch.uk) if they wish their child to sit the Main Test, or request a paper registration form from the school's Admissions Officer. The period for registration is set in consultation with other Gloucestershire Grammar Schools and is usually mid May to the end of June - Further information about the Main Test will then be made available to the parents of all registered children.

### **Admissions Test**

Admission to the school is on the basis of selection by reference to performance in an Admissions Test. To be considered for entry into Year 7 in the normal admissions round a child must achieve a qualifying standard in an Admissions Test, which definition shall include the Main Test, Medical Test, Late Test, and Appeals Test, as defined below, ('the Test') organised by the school. 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.

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 well in advance and published on the school's website.

### **Eligible applicants**

Applicants in their correct chronological cohort on the date of the test ("eligible cohort") for entry to Year 7 will be eligible to sit an Admission Test. Please see below for Overage/Underage applications. Full details of the selection process and the Admission Test are available on the school website. Parents who wish their child to be considered for entry must register for the Admission Test by the published closing date [i].

## **Overage and Underage Children**

Students who will normally be 12 years of age during the academic year Year 7; 1 September to 31 August will be eligible for testing. In addition to this parents may seek a place for their child outside of the child's normal age group. Parents should send their application marked for the attention of the Trustees Admissions Committee. This can be either via email to [admissions@stroudhigh.glos.sch.uk](mailto:admissions@stroudhigh.glos.sch.uk) or in writing directly to the school.

With the application, parents should make it clear that they are requesting the child is admitted to a year group outside of the child's normal age group, and the reasons for that request, for example educational reasons or health reasons. Parents are welcome to submit any evidence in support of their case with the application, for instance from a medical practitioner or headteacher, with clear links to the impact on the child's education. Some of the evidence a parent could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born premature

## **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 [ix] and will therefore consider a request for reasonable adjustments from the parents of any disabled child who wishes to attend the School for an Admission Test. It is the parents' responsibility to notify the school when they register their child for an Admission Test if their child will need additional support or special consideration on the day of an Admission Test.

## **Taking the Test**

The Admission Test is held at the school although children may also sit the Admission Test at one of the other Gloucestershire Grammar Schools.

## **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 Main Test on the appointed day, parents must contact the Admissions Officer in advance (ideally some days before, but certainly before the Main Test begins) to explain the circumstances. In such circumstances, the school may be able to organise for the child to take the Test 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.

## **Creative Aptitude Assessments**

Students who have a aptitude for Music or Art can choose to undertake a Creative Aptitude Assessment. Students who meet the threshold in the assessment will be included in the aptitude category for priority, provided they also meet the standard for entry in the entrance test.

**The school offers aptitude assessment separately in Music and Art. A total of 15 places will be allocated** as per the oversubscription criteria and ranked in order of scores from the **Aptitude Assessment Day for each discipline**. All applicants who have registered for the aptitude test will be invited to attend the assessment. There is one opportunity for candidates to be assessed for one of the aptitudes.

Any candidate who has expressed an interest in the **Creative Aptitude Assessment** (by way of registration) will be invited to attend the **relevant Aptitude Assessment**, which will take place in July.

An individual can only attend a Music or Art Aptitude Assessment. There will be no other opportunity to attend the Aptitude Assessment. The assessment will provide candidates with the opportunity to demonstrate their ability and potential through a series of assessments and practical performance evaluations.

The Creative Aptitude Assessment will give all participants the opportunity to demonstrate their potential and propensity to develop ability in Music or Art through a variety of assessed tasks. When all assessments have been completed, a rank order for the Music and Art places will be produced and a threshold will be applied. Parents will be told whether their child has achieved the threshold and is therefore eligible to be considered for a place under the Music or Art criterion.

There are a limited number of places (up to 15) available under the Music and Art criteria. Once these places have been allocated, any children who met the threshold but were not offered a place will be placed into the next oversubscription category that applies to them, where they will be considered alongside other applicants in accordance with the school's admissions arrangements.

Details about the Creative Aptitude Assessments are available from the school website.

## **Test Results and LA application**

Confirmation will be sent to parents after the Test indicating whether or not the Qualifying Standard has been attained. However, achievement of the Qualifying 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).

The school operates within the LA coordinated admissions scheme. For those parents living in the LA area for Gloucestershire you must make your application to GCC for a secondary school place, by completing the Common Application Form ('CAF') online, via the GCC website before the deadline (paper version also available from them).

For parents living outside of the LA area for Gloucestershire, you must apply to the local authority in which you live.

To be considered for a place at the school parents must include the school as one of their ranked preferences on the CAF if they have reached the Qualifying Standard. Failure to submit the CAF to the appropriate Local Authority with the school as a ranked choice will mean that a child cannot be considered for entry in the initial admissions round which completes on National Allocation Day (normally 1 March) even if the child achieves a Qualifying Standard Test score.

### **Late Test or an Appeals 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 Late Test or an Appeals Test (see below).

A Late Test will be available (normally February) to those who failed to register for the Main Test and have decided through the Local Authority's waiting list option process to seek a place at the school. This period in the Admissions process is known as reconsideration. Following Allocation Day (1 March annually) parents may accept or decline the place allocated to their child and follow the Local Authority's procedures to be maintained on the school's waiting list.

Those wishing to take the Late Test must register online, on one of the Gloucestershire Grammar School websites, in January.

The above reconsideration process usually concludes at the end of March (see Gloucestershire County Council Admissions website for accurate details).

After reconsideration the Appeals process starts (see Gloucestershire County Council Admissions website for accurate details). If at this stage of the Admissions process a child does not have a test score and wishes to qualify for a place on the Year 7 waiting list, or for those who are applying after the Local Authority's reconsideration process, an Appeals Test will be available (normally April). The Appeals Test will be held after the appeals deadline and before the appeals are heard.

### **Qualifying Standard and oversubscription criteria**

Applicants who are deemed to meet the Qualifying Standard as a result of the testing process will be eligible for entry subject to the oversubscription criteria listed below. The Qualifying Standard is not a pre-defined pass mark, but is determined each year having regard to the standardised scores achieved by all candidates taking the Gloucestershire Grammar School test that year. The Qualifying Standard is ultimately determined by the school's Admissions Committee.

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

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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) [ii] [iii] [iv]
- Students from families eligible for Pupil Premium [v] or Service Pupil Premium [vi] 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).
- **Up to 15 places** are available for students who achieve the required standard in either the Music or Art Aptitude Assessment. These places will be allocated based on oversubscription criteria and ranked by assessment scores.
- Rank order from the entrance test. Where there are a number of students with an equal qualifying result the tie break criteria will be used to determine their rank order.

### **Tie Break**

Geographical proximity to the school measured in a straight line from the centre of the applicant's main residence [vii], including flats, to the main reception of the school using appropriate Ordnance Survey software will be used to determine the rank order of students with an equal qualifying test result. In the event of one or more applicants having the same score and residing an equal distance from SHS, random lots will be drawn to determine the order of applicants. The process will be supervised by someone independent of SHS.

### **Fraudulent or misleading applications**

The school reserves the right to withdraw a place offered to a student in error (for example on the basis of incorrect information) or where an application has been made which contains fraudulent or intentionally misleading information. [i]

## **2. In Year Admission**

To gain admission into the school in Year 7 (after the normal September admission) and from Years 8 to 11, parents do not have to consult the Local Authority but contact our Admissions Officer, (details are available on our website under 'Admissions / Join Us') in order to arrange for testing to assess their child's academic ability. Parents will be advised at this stage when the next testing session will take place.

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 admitted cohort for the admission year applied for. There will be no Creative Aptitude Assessments for any in year application.

If a student is unsuccessful in obtaining a place, a parent has the legal right to appeal, details are available on the school website. A further application may be made in a subsequent academic year, however the student will be only permitted to sit a test once more for a different academic year. The most recent test result will normally be used to determine eligibility.

### **3. Waiting List**

In the event that the student reaches the required standard but there are no places available in Year 7, they will be placed on a waiting list if parents follow the Local Authority's procedures.

A waiting list will be maintained in line with the published over-subscription criteria in rank order. This means that the position of a child on the waiting list may change to be higher or lower over time due to new applications. Applicants on the waiting list will be used to fill spaces.

Applicants may remain on the waiting list until 31 December of Year 7 and then the waiting list will be disbanded.

In the event that a student reaches the required standard in an In Year Test but there are no places available in the relevant year group, they will be placed on the in year waiting list. This will be maintained in line with the published over-subscription criteria in rank order. At the end of each academic year the in year waiting lists will be disbanded.

The school participates in the Fair Access Protocols held by Gloucestershire County Council. Should an unplaced child [viii] meeting the FAP criteria who meets the academic entry requirements, be placed at the school, they will be admitted.

### **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 refused and on the school website. The school is only able 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.

The deadline date for lodging an appeal will be notified to parents at the same time as places are refused and all information will be available on the school website.

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

**Please note that Stroud High School admits boys and girls into the Sixth Form.**

Applications by external applicants 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.

Offers of a place will be confirmed after the GCSE results day normally in August each year. External students must submit their GCSE results **as soon as possible ideally within 24 hours** of GCSE results day. Please contact the Sixth Form on [6thform@stroudhigh.gloucs.sch.uk](mailto:6thform@stroudhigh.gloucs.sch.uk).

## Admissions Number

The total for the Year 12 cohort of Stroud High School is 180. All Year 11 Stroud High School students who meet the published academic entry requirements are able to transfer into the Sixth Form, as well as a **minimum** published admission number (PAN) of 50 external applicants (which is calibrated on the School's experience of the typical number of internal students who will qualify to enter the Sixth Form.)

## Academic entry requirements

For admission to the Sixth Form each student must have as a minimum, a total 'points' score across their Best 8 GCSE grades which matches or exceeds the minimum published in the relevant Sixth Form Prospectus which is available on the website:

- The Best 8 GCSE points score" is the sum total of their highest 8 GCSE grades, using the numerical 9-1 system.
- In Mathematics and English a minimum score of 5 in both subjects.

Further, the student will be required to attain the subject specific GCSE grades appropriate to each course in any subject to be studied at A Level, as specified in the Sixth Form Prospectus and on the school website.

If a student is not studying GCSE or iGCSE, then NARIC equivalency must be sought by the applicant. If NARIC cannot provide a GCSE equivalency then we will be unable to consider the application further.

## Admissions Process

All applicants must complete the relevant application form, available from the school's website, and return the application in time to be processed prior to GCSE results. Late applications may be considered if circumstances permit.

Stroud High School students will be notified on GCSE results day whether or not they have a confirmed Sixth Form place.

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.

There is the right of appeal to an independent appeals panel if a Sixth Form place is not offered; This information will be provided to all refused applicants as standard (including Year 11 students refused transfer).

## Oversubscription Criteria

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

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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) [ii] [iii] [iv]A student from a family that was previously eligible to receive Pupil Premium [v] or Service Pupil Premium [vi] during Year 11.
2. Students with the highest average GCSE points score (9-5) in the student's Best 8 full course separate subjects where the student has received numbered grades.

### **Tie Break**

In the event of a tie break between two or more students after applying the above criteria, priority will be as stated above in the Primary to Secondary school process.

The website sets out the subjects delivered in the Sixth Form. While the school's policy is to offer a very broad curriculum, and every effort is made to accommodate any combination of subject in exceptional circumstances, a subject may become oversubscribed or, for staffing reasons, may have to be withdrawn. Ultimately an offer is for admission to the Sixth Form, not a guarantee of a specific course of study

### **Admission Review by the Board of Trustees**

To manage Admission queries in a timely fashion, the Board of Trustees will determine an Admission Review Group (ARG). The ARG comprises of at least two Trustees plus a relevant member of staff and is supported by the Clerk to the FGB. It has delegated authority to monitor routine admissions policy and processes, and to reach judgements about how individual admissions cases should be managed. It is the ARG that will consider (for example) questions arising from: late registration; late tests; adjustment of Test arrangements or Sixth Form entry criteria necessary to ensure fair and equitable treatment of individuals whose specific (prior notified) physical or pastoral needs may have affected academic performance; and Sixth Form admission protocols. Any particularly wide-ranging or contentious issues arising will be considered first by ARG, who will recommend a course of action to FGB for their final decision.

## **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 and on the school website.

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## 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.

An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

**[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] A child is regarded as having been in Public Care or previously in Public Care outside of England, if the child was accommodated by a Public Authority, a Religious Organisation or any other provider of care whose sole or main purpose is to benefit society. Supporting evidence of previously looked after status must be submitted to the school prior to sitting their test for Year 7 entry or for Year 12 with their GCSE results.

[v] 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.

[vi] 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.

[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 on an equal basis, both parents 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.goucestershire.gov.uk](http://www.goucestershire.gov.uk) or telephone: +44(0)1452 425000 for Fair Access Protocols and definitions.

[ix] Click [HERE](#) for Equality Act 2010.

Monitored by: Reviewed annually by the SHS Admissions Committee

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