



## **NONSUCH HIGH SCHOOL FOR GIRLS**

### **POLICY NOTE 6**

#### **ADMISSIONS**

**(applicable to the 2011 Admission Year)**

#### **CONTENTS**

<b>Section</b>	<b>page</b>
<b>1 ADMISSIONS AUTHORITY</b>	<b>2</b>
<b>2 GENERAL POLICY</b>	<b>2</b>
<b>3 PERSONAL INFORMATION AND VALIDITY OF INFORMATION GIVEN</b>	<b>3</b>
<b>4 ADMISSION AT AGE 11+ IN SEPTEMBER (TRANSFER TO HIGH SCHOOL) SELECTION CRITERIA</b>	<b>3</b>
<b>5 APPLICATION PROCEDURE FOR ADMISSION AT 11+</b>	<b>3</b>
<b>6 TESTING PROCEDURE FOR ADMISSION AT 11+</b>	<b>4</b>
<b>7 APPEALS</b>	<b>5</b>
<b>8 CRITERIA FOR MID-TERM ADMISSION IN YEARS 7 TO 11</b>	<b>5</b>
<b>9 ADMISSIONS TO THE SIXTH FORM</b>	<b>6</b>

Reviewed by the CURRICULUM & PUPIL WELFARE COMMITTEE: 12 January 2010

Approved by the GOVERNING BODY: 28 January 2010

Next Review: December 2010

Next Consultation: December 2011

**Version date: 28/01/10**

## 1. ADMISSIONS AUTHORITY

- 1.1. The Governing Body of Nonsuch High School for Girls is the Admissions Authority for Nonsuch High School for Girls.
- 1.2. The Governing Body undertakes to maintain clear, fair and objective rules for entry into the School, which will have due regard for the *School Admissions Code* issued by the Secretary of State for Education.
- 1.3. The Governing Body will consult widely on the School's Admissions Arrangements in line with the requirements of the School Admissions Code 2009.
- 1.4. The Governing Body will consult every three years on these arrangements.

## 2. GENERAL POLICY

- 2.1. Nonsuch High School for Girls (hereafter referred to as "Nonsuch") is a selective school for girls and all entrants should be of sufficient ability to benefit from the education provided at the School.
- 2.2. The Planned Admission Number (PAN) for entry to Year 7 at Nonsuch is 180.
- 2.3. Children of selective ability with a Statement of Special Educational Needs that names Nonsuch will be allocated a place before other applicants are considered. In this way, the number of places to be offered, as set out in 2.2 and section 4, will be reduced by the number of children with a statement that names Nonsuch.
- 2.4. Children with statements of Special Educational Needs that name Nonsuch and who arrive outside the normal admission round will be admitted to the School even if the School is full, provided that they are of selective ability as determined by the entrance test.
- 2.5. Selection for admission to Year 7 is by an entrance test which is normally held in the autumn term prior to the year of admission.
- 2.6. In the event of over-subscription for available places in Year 7, the school's published selection criteria (described in Section 4 below) will be applied.
- 2.7. Selection for admission to fill residual places in Year 7 (from 1 January in the Admission Year) and in Years 8 to 11 (from 1 October) is by entrance tests which are arranged as vacancies occur. Selection for residual places will be on merit with the highest ranked being admitted (see Section 8).
- 2.8. Exceptionally, candidates may be considered for places in an academic year other than that of their chronological age subject to there being appropriate written professional evidence that this would be in the pupil's best interests.
- 2.9. All applicants will be considered irrespective of the Borough in which their permanent place of residence is situated.
- 2.10. Parents/carers have a statutory right of appeal against the decision of the School not to offer a place.
- 2.11. No pupil will be admitted into the School until all formalities are completed, including school uniform being obtained.
- 2.12. Admissions will be monitored to ensure compliance with:
  - 2.12.1. the School Admissions Code of Practice (2009);
  - 2.12.2. the School's Policy Note 6 Admissions;
  - 2.12.3. the School's Policy Note 16 Equality and Diversity: Students;
  - 2.12.4. the Special Educational Needs and Disability Act 2001.

### **3. PERSONAL INFORMATION AND VALIDITY OF INFORMATION GIVEN**

- 3.1. Nonsuch respects the privacy rights of parents/carers and is committed to ensuring that it protects personal details and other information made available to the School.
- 3.2. The School may share information with the London Borough of Sutton but only the minimum amount of information necessary to administer the admissions process.
- 3.3. It will be assumed that the information provided on the application form by a parent/carer is true to the best of the individual's knowledge and belief.
- 3.4. If a parent/carer submits false or deliberately misleading information or deliberately withholds any relevant information, the application may be deemed invalid and could result in the withdrawal of an offer of a place at the School.

### **4. ADMISSION AT AGE 11+ IN SEPTEMBER (TRANSFER TO HIGH SCHOOL) SELECTION CRITERIA**

- 4.1. The selection criteria for admission to Year 7 described in this section will apply until 31 December in the Admission Year.
- 4.2. Places for girls of selective ability (as identified in the test) and who have named Nonsuch on the Common Application Form and the Supplementary Application Form will, in the event of over-subscription, be allocated in the following priority order:
  - 4.2.1. Children in care (normally looked after by a local authority).
  - 4.2.2. Those who have special medical and/or social reasons supported by appropriate written evidence from a doctor, social worker or educational welfare officer. This may include refugees or asylum seekers. (Written professional evidence will be required setting out the reasons why Nonsuch is the most suitable school and the difficulties that would be caused if the child had to attend another school.)
  - 4.2.3. 80 Places on the basis of score in the assessment tests in order of highest score.
  - 4.2.4. The remaining places (up to the PAN of 180 in order of highest score, to those whose permanent place of residence on 22 October 2010 (the deadline for submission of the Common Application Form) is 5.25 km or less from the front door of Nonsuch measured in a straight line. (Distances are verified using a Geographical Information System (GIS) computer programme.)
- 4.3. In the event of a tie for the final place under the criteria in 4.2.3 or 4.2.4, places will be allocated according to proximity to Nonsuch, with those living nearest gaining the highest priority. Distances are measured in a straight line between the nearest point of the curtilage of the home address and the front door of the school (and verified using a Geographical Information System (GIS) computer programme). In the case of a flat or apartment the distance is measured to the front door of the block.
- 4.4. Should there be insufficient applicants eligible for a place in 4.2.4 above, the remaining places (up to the PAN of 180) will be offered in order of highest score.
- 4.5. Waiting Lists
  - 4.5.1. Ranked waiting lists for admission to Year 7 under criterion 4.2.3 and 4.2.4 will be maintained until 31 December in the Admission Year for all pupils who were deemed selective in the entrance test and whose parents/carers have confirmed that their daughter's name should be added to the relevant waiting list.
  - 4.5.2. Ranked waiting lists will be maintained without regard to the date the application was received or when a girl's name was added to the waiting list.
  - 4.5.3. At 31 December in the Admission Year the ranked waiting list for Year 7 will be deleted. Parents/carers wishing to remain on the waiting list after this date must write to Sutton Local Authority by 31 December 2011 stating their wish and providing the child's name, date of birth and the name of their current school. After 31 December 2011, parents/carers whose children are not already on the waiting list, but who wish them to be, must apply for mid-term admission through their home local authority.

- 4.5.4. The address to be used for waiting lists after the initial allocation of places will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents/carers have a responsibility to notify the School and Local Authority of any change of address.

#### **4.6. Qualification of residence**

- 4.6.1. The child's permanent place of residence is defined as excluding any business address, a relative or childminder's address and must be where the child lives for the majority of the week. If there is a legal equal share custody agreement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.
- 4.6.2. The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address up to 10 December 2010 may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad.

### **5. APPLICATION PROCEDURE FOR ADMISSION AT 11+**

- 5.1. Candidates wishing to sit the entrance test for Nonsuch must complete the Nonsuch Supplementary Application Form (to register for the entrance test) and a Common Application Form (CAF).

#### **5.2. Nonsuch Supplementary Form**

- 5.2.1. The Nonsuch Supplementary Form must be completed by all applicants wishing to sit the entrance test.
- 5.2.2. The completed Nonsuch Supplementary Application Form must be returned to Nonsuch by 3 September 2010.
- 5.2.3. The results of the entrance test held on 18 September 2010 will be published on 8 October 2010 which will enable parents/carers to make an informed decision when completing the Common Application Form.

#### **5.3. Common Application Form**

- 5.3.1. Nonsuch is part of the Pan London coordinated admissions scheme for secondary admissions. Parents / Carers must complete their Home Local Authority Common Application Form (CAF) and return it to their home Local Authority by the closing date. Sutton's CAF is available in Sutton's Starting School booklet or online at [www.sutton.gov.uk/education/admissions](http://www.sutton.gov.uk/education/admissions)
- 5.3.2. The entrance test results will be published before the closing date for submission of the Common Application Form.
- 5.3.3. Should a candidate be deemed selective in the entrance test, parents/carers must include Nonsuch on the Common Application Form to be eligible for a place. (Parent/carers should note that being deemed selective in the entrance test, does not automatically infer that a place will be offered under the School's oversubscription criteria.)
- 5.3.4. The completed Common Application Form must be returned to the home Local Authority by the closing date (22 October 2010 for Sutton residents).

### **6. TESTING PROCEDURE FOR ADMISSION AT 11+**

- 6.1. Information regarding admissions will be available from 1 May in the calendar year previous to the year of admission.
- 6.2. Girls who submit a completed Nonsuch Supplementary Application Form will be invited to take the test at Nonsuch on Saturday 18 September 2010.
- 6.3. The school does not in normal circumstances make arrangements for girls who fail to register for the publicised entrance test.

- 6.4. All information on applicants will be held by the School on a computerised database and shared with the London Borough of Sutton who co-ordinate the allocation of places through the Pan-London Co-ordinated Secondary Admissions Scheme.
- 6.5. In the event of over-subscription, the selection criteria will be applied by the London Borough of Sutton and allocations notified on the national offer date. (National Offer Day is normally 1 March, but where this falls on a weekend, the offer day will be the first working day after 1 March.)
- 6.6. Written acceptance of the offer of a place must be received by Nonsuch within two weeks of the date of the offer of a place.
- 6.7. **Arrangements for girls of eligible age for Year 7 moving into the area after the test and before National Offer Day (normally the first Monday in March).**
  - 6.7.1. Girls of eligible age moving into the area after the date of the test and before National Offer Day will be required to sit the test used for the respective September entry and their results standardised according to age.
  - 6.7.2. Candidates deemed selective in the entrance test will be considered for entry according to the arrangements set out in section 4 above.
- 6.8. **Arrangements for girls of eligible age for Year 7 moving into the area on or after National Offer Day and before 31 December in the year of entry.**
  - 6.8.1. Girls of eligible age moving into the area on or after National Offer Day will be required to sit the test used for the respective September entry and their results standardised according to age.
  - 6.8.2. Girls deemed to be of selective ability will be added to the ranked waiting list according to their score.
- 6.9. **Arrangements for candidates who are ill on the day of the Entrance Test.**
  - 6.9.1. Parents/carers are strongly advised that candidates who are ill or indisposed immediately before or on the day of the test (18 September 2010) must not be presented for the test.
  - 6.9.2. A subsequent test will be arranged within 10 days for candidates who are ill or indisposed immediately before or on the day of the test.

## 7. APPEALS

- 7.1. The Governing Body undertakes to maintain clear, fair and objective procedures for appeals against the decision of the school not to admit a girl, which will have due regard for the *School Admission Appeals Code* effective from 10 February 2009.
- 7.2. Parents/carers will be informed of their right of appeal against a decision of the school not to admit a girl.
- 7.3. All appeals will be considered by The Independent Appeal Panel in accordance with the government's *School Admission Appeals Code (2009)*.
- 7.4. The School will publish annually in advance a timeframe for appeals.
  - 7.4.1. Appeals for on-time applications (i.e. those relating to admissions decisions sent on National Offer Day) should be lodged by 1 May (or the first school day thereafter if 1 May falls on a weekend or Public Holiday). Such appeals will be heard by 6 July (or the next school day if 6 July falls on a weekend).
  - 7.4.2. Appeals for late applications will be heard within 30 school days of the appeal being lodged. Where possible, these appeals will be heard by 6 July. Appeals lodged after 22 May, however, will not be heard by the end of the school's summer term.
  - 7.4.3. Appeals for in-year admissions will be heard within 30 school days of the appeal being lodged.
- 7.5. The Governing Body will notify the London Borough of Sutton of the dates on which appeal hearings will be held.

7.6. In accordance with the Appeals Code (2009) parents/carers cannot appeal twice for a place at the same school in the same school year unless the Admission Authority agrees that your first appeal was not conducted correctly or they accept that there has been a change in your circumstances.

**8. CRITERIA FOR MID-TERM ADMISSIONS IN YEARS 7 TO 11**

8.1. These arrangements will apply to residual places becoming available:

8.1.1. in Year 7 between 1 January in the Admission Year and the end of the School's published summer term, and

8.1.2. in Years 8 to 11 between 1 October and the end of the School's published summer term.

8.2. Nonsuch is part of Sutton's co-ordinated admissions scheme for mid-term admissions. Applications for admission to Year 7 after 1 September 2011 and for admission into Years 8 to 11 in 2011/12 must be made to your Home Local Authority on their mid-term or in-year application form. If you wish to apply for a place at Nonsuch, you must name the school as one of your preferences on the application form.

8.3. Admissions will only be considered when the number of students in the relevant year group falls below the Planned Admission Number of 180.

8.4. Admissions to Year 11 will be considered on an individual basis by the school's Curriculum and Pupil Welfare Committee.

8.5. Applicants on the open waiting list for residual places will be invited to take tests in English, Mathematics and Science appropriate to their age group. Applicants must pass all three tests to be deemed of selective ability.

8.6. In the event of there being more selective applicants than vacancies, places will be allocated according to the following criteria:

8.6.1. Children in care (normally looked after by a local authority).

8.6.2. Those who have special medical and/or social reasons supported by appropriate written evidence from a doctor, social worker or educational welfare officer. This may include refugees or asylum seekers. (Written professional evidence will be required setting out the reasons why Nonsuch is the most suitable school and the difficulties that would be caused if the child had to attend another school.)

8.6.3. In order of merit on the basis of the aggregate results of the tests described in 8.5 above.

8.6.4. In the event of a tie for a place under the criteria in 8.5.3, places will be allocated according to proximity to Nonsuch, with those living nearest gaining the highest priority.

8.7. Entry into Years 10 and 11 will be dependent on there being a vacancy in the options groups for the candidate's chosen subjects. For those whose intended programme of study cannot be met and where the student does not wish to change course choices, a place will not be offered.

8.8. All waiting lists (except Year 7) will be deleted at the 30 September each year and parents/carers will be asked if they wish their daughter's name to continue to be included on the open waiting for the relevant year group.

**8.9. Arrangements for girls of eligible age moving into the area after the entrance tests for residual places.**

8.9.1. Girls of eligible age moving into the area after the entrance tests for residual places described in 8.1 to 8.5 above will be added to a new open waiting list.

8.9.2. In the event of another residual place becoming available, girls on the open waiting list will be invited to take the test appropriate to their age group in accordance with the arrangements set out in 8.5 above.

- 8.9.3. Applicants deemed to be of selective ability on the basis of the tests described in 8.5 will be considered in accordance with the arrangements set out in 8.6.

## 9. ADMISSIONS TO THE SIXTH FORM

### 9.1. General Policy

- 9.1.1. Candidates for entry to the Sixth Form may be in Year 11 at Nonsuch or following GCSE courses at other schools.
- 9.1.2. The anticipated Sixth Form capacity in Year 12 is 170 students.
- 9.1.3. A minimum of 10 places will be offered annually to external candidates.
- 9.1.4. Nonsuch pupils must notify the School in November of their wish to stay on to follow AS Level courses in the Sixth Form in the following September. All pupils will be given a guidance meeting in the Spring term to discuss their option choices.
- 9.1.5. Applications for places from external candidates are considered on receipt of the completed application form which will include a statement of predicted GCSE grades from the candidate's present school.
- 9.1.6. Students are entitled to apply independently for a place in the Sixth Form at Nonsuch. A parental signature is not a requirement.
- 9.1.7. Entry to the Sixth Form for external candidates will be dependent on the number of places available in individual subject groups and in the Sixth Form as a whole. For those whose intended programme of study cannot be met and where the student does not wish to change course choices, a place will not be offered. Candidates will be invited to a guidance meeting to discuss their subject choices prior to an offer of a place.
- 9.1.8. All candidates should be capable of studying four subjects to AS Level (excluding Critical Thinking) and should show an aptitude for their chosen subjects.
- 9.1.9. Applicants with special medical, social and / or educational needs will be considered on an individual basis by the school's Curriculum and Pupil Welfare Committee. This may include refugees or asylum seekers.
- 9.1.10. All Sixth Form A2 courses last for two years and applicants are expected to commit themselves in good faith to remaining for the full duration of the courses. On entering the Sixth Form students are asked to sign the Sixth Form Contract, which is set out in Appendix A.
- 9.1.11. Progression to an A2 course in any subject is dependent on a student achieving a minimum of a Grade D at AS in that subject. All students in Year 13 study a minimum of 3 subjects and Critical Thinking. Entry to Year 13 is, therefore, dependent on a student achieving at least 3 Grade D's in the AS examinations, excluding Critical Thinking.
- 9.1.12. Special provision may be made to accommodate students with significant health problems or other special needs.

### 9.2. Entry Criteria

- 9.2.1. The *minimum* requirement for entry to the Sixth Form is an average points score of 48 over all GCSE subjects and normally gained at one sitting. The expectation is that prospective students will be sitting at least 9 GCSE subjects. (NB. GCSE short courses are awarded half the points score of full courses.)
- 9.2.2. All candidates should have GCSE Grade C or above in both English and Mathematics.
- 9.2.3. Candidates should have at least GCSE Grade B in the subject they wish to study at AS Level.

- 9.2.4. Candidates wishing to take up a new subject in the Sixth Form (e.g. Economics, Government and Politics, Psychology, Sociology) must gain grade B or above in English and Mathematics. Additionally, students wishing to study Psychology should have achieved at least two B grades in Science.

### **9.3. Over-subscription Criteria**

- 9.3.1. Those in care (normally looked after by a Local Authority).
- 9.3.2. Those who have special medical and/or social reasons supported by appropriate written evidence from a doctor, social worker or educational welfare officer. This may include refugees or asylum seekers.
- 9.3.3. Those progressing from Year 11 at Nonsuch.
- 9.3.4. Those progressing from Year 11 in schools other than Nonsuch dependent on the number of places available in individual subject groups and in the Sixth Form as a whole.

### **9.4. Appeals**

- 9.4.1. The Governing Body's general arrangements for appeals against a decision not to allow admission into the school are set out in Section 7 above. The specific arrangements relating to the Sixth Form are set out below.
- 9.4.2. Candidates will be informed of their right of appeal against a decision of the School not to allow entry to the Sixth Form. This applies to internal and external candidates.
- 9.4.3. Students are entitled to appeal independently against a decision of the School not to allow entry into the Sixth Form. A parental signature is not required.
- 9.4.4. Appeals against the School's decision not to allow entry to the Sixth Form must be lodged by 31 August in the year of entry.
- 9.4.5. Appeals under section 7.3.3 will normally be considered by the Independent Appeals Panel by 30 September in the year of entry