



ADMISSIONS POLICY

(applicable to the 2022 Admission Year)

CONTENTS

Section	Page
1. Admissions Authority	2
2. Personal Information and Validity of Information Given	2
3. Admission to Year 7 – General Policy	2
4. The Admissions Procedure for a Place in Year 7	3
5. Selection Criteria for Year 7 Admission	3
6. Waiting List – Year 7	5
7. Mid-Term Admissions to Years 8 to 11	6
8. Appeals – Year 7 - 11	7
9. Admissions to the Sixth Form – General Policy	8
10. Qualifications Criteria for the Sixth Form	8
11. Oversubscription Criteria for the Sixth Form (External Applicants)	9
12. Other Special Circumstances	9
13. Appeals – Sixth Form	9
Appendix A – The Average Points Score (APS)	11

Approval by the Girls' Learning Trust Admissions Committee: February 2021

Next Review (for the 2023 Admissions Year): October 2021

Next Consultation: by 2025

This Policy supersedes all previous policies: Version date: February 2021

1. ADMISSIONS AUTHORITY

- 1.1 The Admissions Committee of the Girls' Learning Trust (hereafter the 'GLT') is the Admissions Authority for Wallington High School for Girls (hereafter referred to as either 'WHSG' or the 'School').
- 1.2 The GLT Admissions Committee undertakes to maintain clear, fair and objective rules for entry into the School, which will have due regard for the *School Admissions Code 2014* issued by the Secretary of State for Education.
- 1.3 The GLT Admissions Committee will consult widely on the School's Admissions Arrangements in line with the requirements of the *School Admissions Code 2014* (or any later versions of it).
- 1.4 The GLT Admissions Committee will consult at least every seven years on these arrangements.

2. PERSONAL INFORMATION AND VALIDITY OF INFORMATION GIVEN

- 2.1 The School respects the privacy rights of parents/carers and is committed to ensuring that it protects details and other information made available to the School.
- 2.2 It will be assumed that the information given on the application form by a parent/carer is true to the best of the individual's knowledge and belief.
- 2.3 If a parent/carer submits false or deliberately misleading information or deliberately withholds any relevant information, the application may be deemed invalid and may result in the withdrawal of an offer of a place at the School.
- 2.4 The School may share information with the London Borough of Sutton, or other admission authorities, but only the minimum amount of information necessary to administer the admissions process.
- 2.5 The Nonsuch and Wallington Second Stage Entrance Examination (hereafter NWSSEE) scripts and associated paperwork will be kept for a maximum of one year after the examination has been sat.

3. ADMISSIONS TO YEAR 7 - GENERAL POLICY

- 3.1 WHSG is a selective school and all entrants should be of sufficient ability to benefit from the education provided at the School.
- 3.2 WHSG is part of Sutton's Co-ordinated Admissions Scheme. In order to make a valid application for a place in Year 7, parents/carers must:
 - 3.2.1 register with the School to take the Entrance Tests referred to in Section 4.1 by completing the Supplementary Registration Form available online from May in the year prior to entry **and**
 - 3.2.2 name WHSG on their Common Application Form (CAF) issued by their home local authority. The closing date for the CAF is 31 October of the year preceding the admission year.

- 3.3 The Published Admission Number (PAN) for entry to Year 7 is 210.
- 3.4 Children of *selective ability* with an Education and Health Care Plan that names WHSG will be allocated a place before other applicants are considered. In this way, the number of places to be offered, as set out in 3.3 and in Section 5, will be reduced by the number of children with an Education and Health Care Plan who name WHSG.
- 3.5 Children with an Education and Health Care Plan that names WHSG 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 Tests referred to in Section 4.1.
- 3.6 Parents/carers have a statutory right of appeal against the decision of the School not to offer a place.
- 3.7 Parents/carers may request that their child is admitted outside of their normal age group. To do so, parents/carers will need to provide supporting documentation at the time of registering for the Selective Eligibility Test (SET), specifying why admission out of normal year group is being requested. Decisions will be made on the basis of the circumstances of each case.

4. THE ADMISSIONS PROCEDURE FOR A PLACE IN YEAR 7

- 4.1 In order to be eligible for entry to Year 7 (subject to the other provisions of this Policy), all girls must sit and pass **all** parts of the two stage Entrance Tests. The first stage is the Selective Eligibility Test (hereafter the 'SET') and the second stage is the Nonsuch and Wallington Second Stage Entrance Examination (hereafter the 'NWSSEE' and, together with the SET, the 'Entrance Tests').
- 4.2 The SET comprises two multiple choice tests: a Mathematics test and an English test.
- 4.3 Those girls who achieve at least the minimum qualifying threshold in the SET will be invited back to sit the NWSSEE, which comprises two tests: one in Mathematics and one in English, neither of which is multiple choice.
- 4.4 Candidates must pass *both* parts of the NWSSEE to be eligible for a place.
- 4.5 The marks in the NWSSEE will then be added to half of the aggregate mark achieved in the SET, with each part carrying equal weight, to create a total score in the Entrance Tests.
- 4.6 The total scores will be used to create ranked lists.
- 4.7 In the event of the number of eligible applications exceeding the number of places available in Year 7, the School's selection criteria will be applied (see Section 5).

5. SELECTION CRITERIA FOR YEAR 7 ADMISSION

- 5.1 The selection criteria for admission to Year 7 described in this section will apply until the last school day of the Summer Term in the year of entry.
- 5.2 In the event of the number of eligible applications exceeding the number of places available in Year 7, places will be allocated in the order set out below:

5.2.1 Children who are Looked After Children (registered in public care in England or Wales) or who were Looked After but ceased to be so because they were adopted or became subject

to a residence order or special guardianship order, who achieve the minimum qualifying threshold or above in the entrance tests (including the total score) or whose score is up to 10% lower than the standardised pass mark for the SET and the minimum standardised pass marks in the NWSSEE Maths and NWSSEE English (*see worked example below).

Documentary evidence to support such an application will be required from the current primary school or Local Authority prior to the closing date for test registration and before the child sits the Selective Eligibility Test. It is the parents' responsibility to ensure this documentary evidence is available. The School is not able to accept any late evidence received once the SET has taken place. The School reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

5.2.2 100 places on the basis of the score in the Entrance Tests in order of highest score, irrespective of home address.

5.2.3 Up to 35 places will be available for Children in receipt of Pupil Premium who achieve the pass mark or above in the entrance tests (including the total score) or whose score is up to 10% lower than the standardised pass mark for the SET and the minimum standardised pass marks in the NWSSEE Maths and NWSSEE English by rank order irrespective of address (*see worked example below).

Children in receipt of Pupil Premium are those who have been registered for free school meals at any point in the six years prior to the closing date for test registration. Documentary evidence to support such an application will be required from the current primary school or Local Authority prior to the closing date for test registration and before the child sits the Selective Eligibility Test. It is the parents' responsibility to ensure this documentary evidence is available. The School is not able to accept any late evidence received once the SET has taken place. The School reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

Should there be insufficient applicants eligible for a place in 5.2.3, the remaining places (up to a maximum of 35) will be allocated in the first instance according to criterion 5.2.4.

5.2.4 Up to 110 places linked to our catchment area. This will be in order of highest score to those whose permanent place of residence on 31 October 2020 (the deadline for submission of the Common Application Form) is within a 6.7km radius of the main entrance to the School building. (Distances are verified by the London Borough of Sutton using a Geographical Information System (GIS) computer program). The number of places allocated under this criterion will be reduced by the number of places offered under the criteria in sections 3.4, 5.2.1 and 5.2.3. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property. All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn. Applicants living outside

of England may only submit an application if they have a linked address within the Local Authority area and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience. If parents/carers wish to discuss their circumstances prior to making their application, they should contact their home Local Authority. If parents/carers plan to move house after the Common Application Form (CAF) has been submitted, they will need to check with the local authority they are moving into as to the latest date they can make a change to their CAF in order for the new address to be used for the allocation of places. Documentary evidence will be required by the Local Authority.

- 5.3 Should there be insufficient applicants eligible for a place in 5.2.3 or 5.2.4 above, then the remaining places (up to the PAN of 210) will be offered in order of highest score (i.e. according to criterion 5.2.2).
- 5.4 In the event of a tie for the final place under the criteria in 5.2.2, 5.2.3 or 5.2.4, places will be allocated according to proximity to WHSG, with those living nearest gaining the highest priority (Distances are measured as defined at 5.2.4). Where two or more applicants share priority for a place, e.g. where two children have the same score and live equidistant from the School, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots by a person independent of the School and in the presence of at least two witnesses. Where a parent applies for entry into the same Year Group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

* For example, if the minimum standardised pass mark for the SET were 200, then children in receipt of Pupil Premium (including looked after or previously looked after children) would need to achieve a minimum standardised score of 180 or above (up to 10% lower) to be eligible to be invited to sit the NWSSEE. Similarly, in the NWSSEE, if the minimum pass mark for the Maths and English test were set at 80, then children in receipt of Pupil Premium would need to achieve a minimum standardised score in both parts of the NWSSEE of 72 or above (up to 10% lower) to be deemed of selective ability overall.

6. WAITING LIST – YEAR 7

- 6.1 Following the initial allocation of places to Year 7, ranked waiting lists under criteria 5.2.2, 5.2.3 and 5.2.4 will be maintained and will remain valid until the last day of the Summer Term of the year of entry for all candidates who were deemed to be of selective ability in the Entrance Tests but who did not receive an offer of a place at WHSG and who have not had a higher preference offer. At the end of the Summer Term of the year of entry, the ranked waiting lists for Year 7 will be deleted. At this stage, parents/carers will be contacted and asked to confirm if they wish their daughter to be added to the open waiting list for Year 8.
- 6.2 Girls of eligible age who, for whatever reason, have not sat either or both of the Year 7 Entrance Tests (SET and/or the NWSSEE) may join an open waiting list (non-ranked) from the start of the spring term in the year of entry by contacting Admissions at the London Borough of Sutton. Should a place become available after this date in Year 7, any candidate on the open waiting list will be required to sit the Entrance Tests (SET and/or the NWSSEE) so that their name can be added to the ranked waiting lists if they are of selective ability as determined by the Entrance Tests. Candidates deemed to be of selective ability in the Entrance Test will be considered for entry according to the arrangements set out in Sections 5.1 to 5.4 above. Children placed through the London Borough of Sutton's Fair Access Protocol take precedence over other girls on the waiting lists as long as they are of selective ability according to the School's Entrance Tests.

- 6.3 If the admission number for Year 7 falls below the PAN of 210, an offer will be made to the next child on the relevant ranked waiting list.
- 6.4 The address to be used for waiting lists after the initial allocation of places will be the child's current permanent place of residence. Any offer is conditional upon the child living at the appropriate address on the relevant date as published by the Local Authority. See definition of "home address" in paragraph 5.2.4 above. Parents/carers have a responsibility to notify the School and Local Authority of any change of address and provide the relevant documentary evidence.

7. MID-TERM ADMISSIONS TO YEARS 8 TO 11

- 7.1 Admissions will only be considered when there is a vacancy in the relevant Year Group. Only candidates who were deemed to be of selective ability in the Entrance Tests for a place in Year 7, or who are new applicants, will be eligible to be tested.
- 7.2 WHSG is part of Sutton's scheme for mid-term admissions. Applications for admission into Years 8 to 11 must be made to the London Borough of Sutton on their mid-term application form. If parents/carers wish to apply for a place at WHSG, they must name the School as one of their preferences on the application form. Children placed through the London Borough of Sutton's Fair Access Protocol take precedence over other girls on the waiting lists.
- 7.3 Applicants for places in Years 8 to 11 will be put on an open waiting list and should a place become available, will be invited to take mid-term tests in English and Mathematics appropriate to their age group. Applicants must pass **both** tests to be deemed of selective ability.
- 7.4 In the event of there being more selective applicants than vacancies, places will be allocated according to the following criteria:
 - 7.4.1 Children who are Looked After Children (registered in public care in England or Wales) or who were Looked After but ceased to be so because they were adopted or became subject to a residence order or special guardianship order who achieve the pass mark or above in the mid-term tests or whose score is up to 10% lower than the pass mark.
 - 7.4.2 Children in receipt of Pupil Premium who achieve the pass mark or above in the mid-term tests or whose score is up to 10% lower than the pass mark. Children in receipt of Pupil Premium are those who have been registered for free school meals at any point in the six years prior to sitting the mid-term tests. Documentary evidence to support such an application will be required from the current school or Local Authority before the child sits the mid-term tests. It is the parents' responsibility to ensure this documentary evidence is available. The School is not able to accept any late evidence received once the mid-term tests have taken place. The School reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.
 - 7.4.3 In order of highest score on the basis of the aggregate results of the tests described in 7.3 above.

- 7.4.4 In the event of there being a tie for a place under the criterion in 7.4.3, places will be allocated according to proximity to WHSG, with those living nearest gaining the highest priority. Distances are measured in a straight line between the home address and the front door of the School using the GIS computer program referred to above (Section 5.2.4). In the case of a flat or apartment the distance is measured to a point within the footprint of the block.
- 7.4.5 In the event of there being a tie for the final place because two or more applicants have the same score and live exactly equidistant from the School, the final place will be by random allocation, drawn by a person independent of the School in the presence of at least two witnesses.
- 7.4.6 Entry into Years 10 and 11 is also dependent on there being a vacancy in the options groups for the candidate's chosen subjects. Account will be taken of the examination boards and syllabi the candidate has followed at her previous school. For those whose intended programme of study cannot be met and where the student does not wish to change subject choices, a place will not be offered.
- 7.4.7 All waiting lists for Years 8 to 10 will be transferred to the next Year Group at the end of the academic year. The waiting list for Year 11 will be deleted at the end of the academic year.
- 7.5 Candidates who sit the SET or the NWSSEE or any mid-term test and who are not deemed to be of selective ability will not be re-tested at any further time and will not be eligible for entrance to the school until the Sixth Form (subject to Section 9).
- 7.6 Parents/carers may request that their child is admitted outside of their normal age group. To do so, parents/carers will need to provide supporting documentation when submitting the mid-term application form to the London Borough of Sutton, specifying why admission out of normal year group is being requested. Decisions will be made on the basis of the circumstances of each case.

8. APPEALS – YEARS 7 - 11

- 8.1 The GLT Admissions Committee 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 (2012)*.
- 8.2 Parents/carers will be informed of their right of appeal against a decision of the School not to admit a girl.
- 8.3 All appeals will be considered by an Independent Appeal Panel in accordance with the *School Admission Appeals Code (2012)*.
- 8.4 The School will publish annually (on its website) the timeframe during which appeals will take place.
- 8.5 The GLT Admissions Committee will notify the London Borough of Sutton of the dates on which appeal hearings will be held.
- 8.6 In accordance with the *School Admission Appeals Code (2012)* parents/carers cannot appeal twice for a place at the same school in the same school year unless in exceptional circumstances the Admission Authority has accepted a second application from the parent/carer because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

9. ADMISSIONS TO THE SIXTH FORM – GENERAL POLICY

- 9.1 The net capacity of Year 11 is 210 and the majority of these students normally transfer to our Sixth Form.
- 9.2 The anticipated Sixth Form capacity in Year 12 is between 180 and 210 students.
- 9.3 Candidates for entry to the Sixth Form may be in Year 11 at WHSG or following GCSE courses at other schools. A student may make her own application for entry to the Sixth Form.
- 9.4 A *minimum* of twenty places will be offered annually to external candidates.
- 9.5 All WHSG students will be offered a place in the Sixth Form, dependent on them meeting the minimum entry criteria outlined in Section 10 and on the combination of subjects chosen and the number of places available in individual subjects.
- 9.6 Applications for places from internal and external candidates are considered on receipt of the completed application form and predicted/actual GCSE grades from their present school. Offers will be made based on the combination of subjects chosen and the number of places available in individual subjects. The oversubscription criteria in Section 11 may also apply.

10 QUALIFICATIONS CRITERIA FOR THE SIXTH FORM

There are three separate criteria which must all be met for entry to the Sixth Form, as explained in Sections 10.1 to 10.3 and Appendix A.

- 10.1 The **minimum** requirement for entry to the Sixth Form is an average points score of 6.00 (six) or above over the best eight GCSE* subjects attained by the candidate as part of her school's taught curricular or extra-curricular provision (* See Appendix A for an explanation of the changes to how GCSE grades are awarded from Summer 2018 onwards). GCSE average point scores are worked out by taking the points attached to the best eight grades (or more if this includes half course GCSEs) and dividing by eight. The expectation is that students will be sitting at least nine GCSE subjects at their school at one time. We only accept English (Language), English (Literature) and Mathematics GCSE qualifications attained in earlier years as part of the average points score over the best eight. No other subjects sat early count towards the best eight average points score. (NB: GCSE short courses are awarded half the points score of full courses.)
- 10.2 Candidates must have a Grade 6 (six) or above at GCSE in both English (Language or Literature) and Mathematics.
- 10.3. Candidates must normally have a Grade 7 (seven) or above at GCSE in each of the subjects they wish to study in Year 12 if they have studied the subject already at GCSE level.
- 10.4. In some instances, candidates may not have studied a particular course at GCSE but wish to begin studying it at A Level. The requirements for these subjects will be published in our Sixth Form Prospectus in the autumn prior to entry.
- 10.5 The qualifications criteria for external applicants are the same as for students already in the School.

10.6 Applicants to the Sixth Form who meet the necessary qualifications criteria in Sections 10.1 to 10.4 and who have an Education Health and Care Plan will be offered a place.

11. OVERSUBSCRIPTION CRITERIA FOR THE SIXTH FORM (EXTERNAL APPLICANTS)

11.1 Where eligible external applications for admission to the Sixth Form exceed the places available, the following criteria will be applied in the order set out below to decide the candidates to whom we will make a conditional offer of a place:

11.1.1 Children who are Looked After Children (registered in public care) or who were Looked After but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

11.1.2 Students who are in receipt of Pupil Premium. Children in receipt of Pupil Premium are those who have been registered for free school meals at any point in the six years prior to starting their Sixth Form studies. Documentary evidence to support such an application will be required from the current secondary school as evidence of Pupil Premium registration and the School reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

11.1.3 Students in highest rank order according to their predicted Average Point Score (APS) whose choice of all three subjects is such that places in three undersubscribed courses can be filled.

11.1.4 Students in highest rank order according to their predicted Average Point Score (APS) whose choice of subjects is such that places in at least two undersubscribed courses can be filled.

11.1.5 Any remaining places will be allocated to students in highest rank order according to their predicted Average Point Score (APS) until planned capacity in courses is reached.

11.1.6 In the event of there being a tie for a final place because two or more applicants have the same predicted Average Point Score (APS) and wish to follow exactly the same course combination, the final place will be determined by random allocation, drawn by a person independent of the School in the presence of at least two witnesses.

12 OTHER SPECIAL CIRCUMSTANCES

12.1 If there are any extraordinary medical and/or social reasons demonstrating why an applicant, either internal or external, should be admitted to the Sixth Form even if they do not meet all of the qualifications criteria, then these should be submitted to the GLT Admissions Committee who will consider each case on its own merits *before* the GCSE examinations are taken. The reasons must be supported by appropriate written evidence from a doctor, social worker, educational welfare officer or other suitable professional. If upheld, the GLT Admissions Committee will determine the adjusted qualifications criteria to be applied in its discretion and inform the applicant of these.

13 APPEALS – SIXTH FORM

13.1 The GLT Admissions Committee's general arrangements for appeals against a decision not to allow admission into the school are set out in Section 8 above. The specific arrangements relating to the Sixth Form are set out below.

13.2 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.

- 13.3. Students, as well as parents, 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. Only one appeal, lodged by either the student or the parents, can be heard. If both parties decide to appeal, they will be heard together.
- 13.4 Appeals against the School's decision not to allow entry to the Sixth Form should be lodged by the 31 August in the year of Sixth Form entry.
- 13.5 Appeals will normally be considered by the Independent Appeals Panel by 30 September in the year of entry.

APPENDIX A: THE AVERAGE POINTS SCORE (APS)

From August 2018, grades for all GCSE subjects have been expressed as a number from 1 (one - the lowest) to 9 (nine - the highest). The table below shows the approximate equivalence of the old alphabetic grade and the new numeric grade. (Note that IGCSE grades continue to be expressed as an alphabetic grade. Candidates who have sat IGCSEs will be considered separately).

Old Grade	New Grade
A*	9
A	8
	7
B	6
	5
C	4
	3
D	
E	2
F	
G	1
U	U

Therefore, for entry in September 2022, the entry criteria will be as follows:

1. The **minimum** requirement for entry to the Sixth Form is an Average Points Score (APS) of 6.00 (six) or above in the best eight GCSE subjects attained by the candidate as part of her school's taught curricular or extra-curricular provision. The expectation is that prospective students will be sitting at least nine GCSE subjects at their school at one time. We only accept English Language, English Literature and Mathematics GCSE qualifications attained in earlier years as part of the average points score over the best eight.
2. In addition to the Average Points Score (APS) of 6.00 (six), candidates will also require a Grade 6 (six) or above in English (Language or Literature) and a Grade 6 (six) or above in Mathematics (which broadly equates to a Grade B).
3. Candidates will also normally require a Grade 7 (seven) or above to study a subject at A Level. For new subjects, or for cases where a candidate has not studied a subject at GCSE, the requirements for these subjects will be published in our Sixth Form Prospectus in the autumn prior to entry.

The Average Points Score is taken by adding up the best eight grades and dividing by 8:

$$\text{The average GCSE points score} = \frac{\text{Total points from best 8}}{8}$$

For example, a student achieves the following "best eight" grades:

4 Grade 8s	=	32
2 Grade 7s	=	14
2 Grade 6s	=	12
Total	=	58
Divide by 8	=	Average Points Score of 7.25

Please note that figures for GCSE short courses are halved, so that 9 becomes 4.5, 8 becomes 4, 7 becomes 3.5 and so on. These courses count for half a subject so students may choose to use two short courses in place of one full course.