

# NEWSTEAD WOOD SCHOOL

Avebury Road, Orpington, Kent BR6 9SA



## FREQUENTLY ASKED QUESTIONS ABOUT YEAR 7 ADMISSIONS IN SEPTEMBER 2024

### **Where can I find the admissions policy?**

Click [here](#) to link to the Admissions Arrangements for 2024. Please read them carefully.

### **Do disadvantaged children receive any additional support?**

Girls in receipt of Pupil Premium or Service Premium Funding and girls who are Looked After Children or Previously Looked After Children will be offered access to an additional online package of around 10-hours familiarisation material, that has been developed by the Grammar School Heads Association. If you indicate Pupil Premium on the application form, once verified, you will be sent a personalised logon code to access the material on the online platform.

### **Do disadvantaged children receive any priority when places are allocated?**

Girls living within the catchment area who qualify for receipt of Pupil Premium or Service Premium Funding and girls who are Looked After Children or Previously Looked After Children whose score in the selection test is higher than or equal to the required standard will receive priority ranking.

### **What is the Catchment Area?**

The catchment area for the school is any permanent place of residence within a 9-mile radius of the school. The permanent place of residence is the address where your daughter normally resides as their only or principal residence and this must be given on your application form. Addresses involved in child minding (professional or relatives) will not be considered. You will be asked to provide documentary evidence to confirm your address. A child's principal residence should be where they sleep for the majority of the school nights.

### **How can I check if we live in the Catchment Area?**

Online distance calculators eg <https://www.daftlogic.com/projects-advanced-google-maps-distance-calculator.htm#> can give you the straight line distance between two postcodes. The postcode for the school is BR6 9SA. If you are unable to determine the distance from your permanent place of residence to the school and wish to know please contact the Admissions Office on [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk).

The Local Authority will calculate all measurements when considering selections made by parents/carers. Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of your home address (including flats) to the main entrance of the school building, using their computerised measuring system that identifies the unique grid reference for the property. The school will consult with the LA if your address is very close to the 9-mile limit.

### **Can my daughter sit the selection test if we live outside the catchment area?**

Girls living outside the catchment area may apply for and sit the selection test. Please note, however, that because the school is heavily oversubscribed no places have historically been offered to those living beyond the 9-mile limit.

### **How many girls will gain a place in September 2024?**

The intake for Year 7 is 168. This is the PAN, or Published Admission Number, for this year group.

### **What is the Online Application Form (OAF)?**

This is the online application form issued by, and submitted to, your local authority. Online application forms are usually available from September 2023 with a closing date for submission of 31 October 2023.

### **How will I know whether to name Newstead Wood School on my daughter's OAF?**

If your daughter has scored more than or equal to the required standard and you want to apply for a place you need to name Newstead Wood School on your OAF. If your daughter does not meet or exceed the required standard but you still apply, your application will be ineligible.

### **If my daughter's score is above the required standard does it mean she will be offered a place?**

No. A score above the required standard is not a guarantee your daughter will be offered a place at Newstead Wood School. It means you may name the school as one of your choices on the OAF. How the school ranks those who have sat the selection test is detailed in the Selection Criteria in Section 3 of the admissions policy.

### **Does it matter if I name another school above Newstead Wood School in my list of schools on the OAF?**

Yes. It is very important to put down the schools in your true order of preference (there is no gain in trying to overcomplicate things). If you name a school above Newstead Wood and that school is able to offer you a place, you will be offered that school regardless of how well your daughter does in the selection test. Similarly, if you put Newstead Wood as your highest preference school but we cannot offer your child a place, she will be offered a place at the next school for which she meets the admissions criteria. Your order of preference is totally confidential to the local authority. No school will know it.

### **What if my daughter has an Education, Health and Care (EHC) Plan?**

If your daughter has an EHC Plan, there is a separate process to follow and you should speak first with your local authority who administers this process. Your daughter will still need to take the selection test and you must register her for the test in the normal way, ensuring you provide us with information so we can adjust access arrangements, if necessary.

### **How will I know if my daughter's application for a place has been successful?**

Your local authority will confirm which school your daughter has been offered on National Offer Day, 1 March 2024.

## **The Registration Process**

### **How can I register my daughter for the selection test?**

You must register your daughter for the test by completing our online Supplementary Information Form (SIF). The link to the form will be on the admissions page of our website.

### **When can I register my daughter for the selection test?**

Registration is open from Monday 2 May 2023 to midnight Thursday 30 June 2023.

### **What is the registration deadline?**

**All forms must be completed by midnight Thursday 30 June 2022.** Remember to attach supporting evidence and photographs.

### **What if my application is incomplete?**

You will be notified by email if your application is incomplete. Failure to follow any corrections requested in a timely manner will result in your daughter's test date being deferred until the January 2024 sitting.

### **What if I miss the deadline?**

SIFs received after the deadline will be treated as late registrations. If the demand for places for the September test exceeds capacity the selection test for late registrations will be deferred until January 2024.

### **How will I know if I have registered successfully?**

You will receive an acknowledgement by email as soon as your paperwork is processed.

## **The Selection Test**

### **When is the test?**

The selection test will be held on 22/23 September 2023.

### **When will you let me know details about the day?**

Details confirming timings and other useful information about the test procedure will be sent out in the first week of September 2023.

### **What is the selection test like?**

The selection test involves Verbal and Non-Verbal Reasoning. These are multiple-choice style tests. All answers will be entered on a separate answer sheet. Whilst past papers are not available a specimen paper may be purchased from the school to show the types of questions which may be involved.

### **When will I get the results?**

The outcome of the test will be sent out in the week commencing 16 October 2023.

### **Do you make allowance for age?**

All test results are standardised and age-weighted.

### **What do I need to do if my daughter has special needs or special medical requirements I would like to be taken into account for the test?**

The SIF asks you to provide details and evidence of any special needs or relevant medical conditions your daughter may have. It is particularly important to tell us if your daughter has a disability, such as impaired sight or hearing, which may disadvantage her in the context of an examination.

You must also tell us if your daughter has been formally identified as dyslexic or as having dyspraxia and receives help at school, or has any other condition we should be aware of. You will need to tell us before the SIF deadline and provide appropriate professional evidence as soon as possible. Telling us will not disadvantage your daughter in any way.

### **Can my daughter bring her medication (eg epipen, inhaler) with her to the tests?**

Your daughter can bring her usual medication with her to the test venue. It is important to provide details of her medical requirements at the time of returning the SIF so that we can make sure staff in the exam room are aware. You should contact the Admissions Office on [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk) if changes to your daughter's medical condition occur after the deadline.

### **What does my daughter need to bring with her on test day?**

Your daughter should bring her candidate notification details, (sent out in September 2023), two HB pencils and a rubber. A drink of still water may be brought if required. All information will be in the detailed instructions we send regarding the test day.

### **What if my daughter wants to go to the toilet during the tests?**

We offer many opportunities for girls to use the toilets before each test session. They will be allowed to go to the toilet during a test if it is urgent but their test timings will **NOT** be adjusted for the time missed.

### **What time will the tests finish?**

We can only confirm an approximate collection time because our priority is to ensure all girls are settled and can do their best in the tests. If this means waiting while a small issue is sorted out, we do. All rooms start the tests at approximately the same time but sometimes breaks can take longer than anticipated – depending on how quickly we can ensure all girls have had a chance to go to the toilet. Parents may be asked to wait a while longer if we are slightly overrunning.

### **What if I am late collecting my daughter?**

Initially your daughter will wait at the arranged collection point, supervised by staff. If you are very late, she will wait in the main reception area. Office staff will phone you to ensure you are on your way.

### **Where can I park?**

Depending on the weather conditions parking may be offered at the school. Details will be sent out with confirmation of timings in the first week of September 2023. On-site parking may be subject to last minute change in very wet conditions.

Where possible parents are asked not to drive to school to avoid traffic congestion but to use public transport. If you must come by car, please park well away from the school. Please check in advance how to get to the school to take the tests, allowing sufficient time for traffic and parking, preferably by doing a trial run at rush hour.

There is no parking in the neighbouring roads. If on-site parking is not available **DO NOT** park at the school gates to drop off or pick up children. There will be temporary parking and waiting restrictions in neighbouring roads and parking enforcement officers will be patrolling these roads.

### **What if my daughter is not well enough or not fit enough to take the tests on the day?**

Do not bring her to the tests. Telephone the school on **01689 853626 ON THE DAY OF THE TEST AND BEFORE THE TEST IS DUE TO START** if this is the case. You will then need to send us supporting professional proof for her absence which will enable us to make arrangements to test her on another day.

### **What if my daughter becomes ill during the tests?**

We will give your daughter time to recover, but she will have to complete the test she has started. If she is recovered and well enough to sit the other paper, we will ask her if she wants to stay. If she does not want to stay or is not well enough to stay, we will telephone you to collect her and make arrangements for her to sit the other paper on another day.

### **What happens if I lose my detailed instructions?**

If you do not have the information you need to bring your daughter to the tests, please contact the Admissions Office.

If you have further questions please check the school website [www.newsteadwood.co.uk](http://www.newsteadwood.co.uk) or contact the Admissions Office on [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk).

Please note we do not respond to questions about the tests themselves or questions that would otherwise disadvantage other girls.