

# NEWSTEAD WOOD SCHOOL

Avebury Road, Orpington, Kent BR6 9SA



## POLICY FOR ADMISSION TO NEWSTEAD WOOD SCHOOL

Newstead Wood is a Girls' Selective School belonging to The United Learning Trust. It is situated on the outskirts of the London Borough of Bromley. The School is heavily over-subscribed.

### Entry to School for Year 7

#### 1. General Policy

- 1.1 This policy is written in accordance with the Department for Education School Admissions Code.
- 1.2 Newstead Wood School is a selective school for girls and places will be offered to girls on the basis of performance in the School's selection test.
- 1.3 The School's Planned Admission Number (PAN) into Year 7 for September 2024 is 168.
- 1.4 The School is part of the Pan London Co-ordinated Admissions Scheme. In order to make an application to the School, parents/carers must name Newstead Wood School on the application form issued by the girl's Local Authority.
- 1.5 Girls may sit the selection test if their eleventh birthday falls between 1 September 2023 and 31 August 2024. Exceptionally, girls may be considered for places in an academic year other than that of their chronological age subject to there being appropriate written professional evidence including from the relevant primary school and Local Authority (if provided) that this would be in the girl's best interests.
- 1.6 Girls successful in gaining a place must enrol at the school in the September immediately following the test date.
- 1.7 Girls can only sit the selection test once and will not be eligible to sit the test again.

#### 2. The Selection Test and Procedure

- 2.1 Admission to the School will be determined by academic ability by reference to a required standard in the selection test and will be the basis by which decisions about admission will be made in accordance with the Selection Criteria. The required standard will be a score of 210 marks unless this is not sufficient to meet the PAN of the School after completion of the admissions process. If this is the case

the School will determine the required standard so that it is sufficient to meet the PAN of the School after completion of the admissions process. Only girls who achieve the required standard may be admitted to the school.

- 2.2 The Selection Test will consist of papers in Verbal and Non-Verbal Reasoning set by a nationally recognised body. The scores achieved in the tests will be age adjusted and placed in rank order based on the total score achieved. Only girls who achieve the required standard may be admitted to the school. Where necessary the Non-Verbal Reasoning paper will be used to differentiate between applicants on the same overall score.
- 2.3 To register for the selection test parents/carers must complete the Supplementary Information Form (SIF) from the school website [www.newsteadwood.co.uk](http://www.newsteadwood.co.uk). The form must be completed and returned to the School with supporting evidence between 2 May 2023 and midnight 30 June 2023.
- 2.4 SIFs received after the SIF deadline will be treated as late registrations. If the demand for places to sit the September selection test exceeds capacity the selection test for these late registrations will be deferred until January 2024.
- 2.5 An email will be sent acknowledging receipt of the SIF as soon as paperwork is processed. If supporting evidence is missing it will be requested at this stage and if it is not received in a timely manner the application to sit the selection test in September will be deferred to the January sitting of the test.
- 2.6 The Selection Test will be held on 22/23 September 2023. Details confirming timings will be sent out in the first full week of September 2023.
- 2.7 In accordance with Section 1.32 of the Department for Education Schools Admissions Code, Newstead Wood School will inform parents/carers of the outcome of the September selection tests, in the week commencing 16 October 2023, before they complete their Local Authority application form. Their daughter's score and the required standard along with historical information on the cut-off score for the last five years will be provided.  
**It should be noted that providing this information does not equate to a guarantee of a place at the school.**

### 3. The Selection Criteria

- 3.1 The published admission number of 168 is inclusive of students with an Education, Health and Care (EHC) Plan that are admitted to the School pursuant to Newstead Wood School being named in their EHC Plan. Girls with an EHC Plan will have demonstrated their academic ability through the School's Test procedure. Children with an Education, Health and Care (EHC) Plan are dealt with under a separate process by the Special Educational Needs Team, then

3.2 Places will be then allocated in the following order of priority:

3.2.1 Currently Looked After Children and previously Looked After Children\* whose score in the selection test is higher than or equal to the required standard, then

3.2.2 Girls whose permanent place of residence is within a 9-mile radius of the school who are in receipt of Pupil Premium or Service Premium\*\*, at the time of application to sit the test, whose score in the selection test is higher than or equal to the required standard, then

3.3 The remaining places will be allocated strictly from the rank order list of the total score of girls achieving the required standard in the selection test in the following order of priority:

3.3.1 Girls whose permanent place of residence is within a 9-mile radius\*\*\* of the school and girls of a member of Newstead Wood staff who has been employed at the school for two or more years at the time of application to sit the test who live outside a 9-mile radius of the school in rank order, then

3.3.2 Girls whose permanent place of residence is outside a 9-mile radius of the school in rank order.\*\*\*\*

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\* *Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made. Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted, or subject to a residence child arrangements order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989). Applications under this criterion must be accompanied by professionally supported evidence.*

\*\* *Candidates will be considered for a Pupil Premium place only if they provide written confirmation, directly from their current school, of their Pupil Premium eligibility. This evidence must be received at the time of application to sit the test. Please note the School will not contact the current school directly for this information, this is for the girl's parents/carers to provide.*

\*\*\* *Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the candidate's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference for the property.*

\*\*\*\* *Due to the School being heavily oversubscribed, no places have been offered to girls who only qualify under section 3.3.2 above.*

#### **4. Waiting Lists**

- 4.1 A ranked waiting list will be held in the order determined by the School's Selection Criteria and will automatically consist of the names of girls who did not receive a higher preference offer. Only girls who have achieved the required standard in the selection process will be placed on the waiting list. Parents/carers of these girls may withdraw them from the waiting list if they so wish.
- 4.2 The waiting list will be maintained from 2 March 2024 until 31 December 2024. During this period, if the admission number for Year 7 falls below 168, an offer will be made to the next girl on the waiting list.
- 4.3 The names of girls who have sat the tests but who have been offered a higher preference school will not be placed on the waiting list. However, parents/carers of any such girl can request that her name is added to the waiting list, in which case her name will be added and the list ranked again in line with the School's Selection Criteria. Forms to make this request will be available from the London Borough of Bromley after 2 March 2024.

#### **5. Late Local Authority Applications**

- 5.1 Late applications must be made via the home Local Authority of the girl's parents/carers and will only be considered if the application is considered to be on-time within the terms of the home Local Authority's scheme. The addition of each girl will require the list to be ranked again in line with the School's Selection Criteria.
- 5.2 All late applications will be considered after all the on-time applications are processed.

## **Entry to School for Years 8 - 10**

It is very seldom that the School is able to offer places to girls who apply for entry to Years 8 to 10. All applications will be considered.

### **6. In Year Admissions Procedure**

- 6.1 The Planned Admission Number (PAN) of Years 8-10 will remain at either 160 or 168, the same as the PAN was when these year groups were first admitted to the School in Year 7.
- 6.2 In Year applications should be made to the London Borough of Bromley School Admissions Department on their In-Year application form. The Local Authority will maintain the waiting list.
- 6.3 If a place becomes available at Newstead Wood School the applicants on the list will be invited to sit the selection test in order to establish their rank order position. The selection test will comprise papers in Verbal, Non-Verbal, Quantitative and Spatial Reasoning set by a nationally recognised body.
- 6.4 Tests will only be held if a place becomes available and are usually held towards the end of the summer term in preparation for a start in the next academic year.
- 6.5 The scores achieved in the test will be age adjusted and the ranked order will be based on the total score achieved. Where necessary the Non-Verbal Reasoning paper will be used to differentiate between students on the same overall score.
- 6.6 Places will be offered by the Local Authority in accordance with the School's selection criteria (see section 3 above), provided that applicants have reached the same academic standard as students already in the school.
- 6.7 Applicants on the waiting list may only sit the selection test once.

### **Fair Access**

Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list and this includes admitting children over the published admission number.

## Entry to School for Year 12

### 7. Sixth Form Admissions

- 7.1 All students entering the Sixth Form in Year 12 must follow a full timetable of activities which will comprise courses in at least 3 A Levels or equivalent. All applications must specify the course and subjects to be studied.
- 7.2 The school will admit all current students who meet the entry requirements and at least 40 external applicants who meet the entry requirements but subject to the over-subscription criteria.
- 7.3 The minimum qualification for entry into the Sixth Form at the School is eight GCSE passes, achieved in one exam season, which must include English and Mathematics. Four of the passes must be at grade 7 (or equivalent) or above and another four must be at grade 6 (or equivalent) or above, in addition to any subject specific requirements. Full descriptions of the available subjects and courses, together with their relevant entry details, are available in the school's Sixth Form Prospectus (2024-25).
- 7.4 All candidates, internal and external, must demonstrate that their predicted performance at GCSE will meet the entry criteria before the offer of a place will be made. Offers will relate to specific subjects/courses only and are conditional upon the predicted grades, or better, being achieved prior to enrolment.
- 7.5 The timetable will be designed to accommodate all reasonable choices of subject wherever possible. However, it should be noted that it might not be possible to run undersubscribed courses.
- 7.6 Over-subscription criteria will be applied to external applications for all courses where the number of eligible applicants exceeds the places available. The oversubscription criteria, in priority order, will be
  - 7.6.1 any applicants who are currently Looked After Children or previously Looked After Children (as defined in section 3.2 above); provided they are judged to be of the required standard both for entry to the Sixth Form and also for the combination of subjects they wish to study. Applications under this criterion must be accompanied by professionally supported evidence, then
  - 7.6.2 applicants with an 8/9 (or equivalent) GCSE grade in the relevant subject.
  - 7.6.3 applicants with the highest average GCSE point score.
- 7.7 Applicants who fail to gain a place in one of their chosen subjects will be offered an alternative subject with an available place and for which they fulfil the entry requirement.

## **Entry to Year 13**

External applications to join Year 13 will only be considered in exceptional circumstances.

## **Entry to School for Years 12 and 13 for Adults**

The Governors have agreed that students who are 18 or over will not be admitted into Year 12 and those who are 19 or over will not be admitted into Year 13.

## **Admission of children outside their normal age group**

Parents/carers may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

The School will consider applications outside of the child's normal age group on an individual basis taking into account any 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents wishing to apply for a place outside of the normal age group should contact the Head Teacher in writing in the first instance.

## **Appeals**

### **Appeals for Entry to School for Year 7**

Parents/carers whose daughters are unsuccessful in obtaining a place can appeal to the Admission Appeals Panel. Requests for appeals packs should be sent to the Clerk to the Admission Appeals Panel, c/o the school to be received no later than 28 days after the offer date.

### **Appeals for Entry to School for Years 8 - 11**

Parents/carers whose daughters are unsuccessful in obtaining a place can appeal to the Admission Appeals Panel. Requests for appeals packs should be sent to the Clerk to the Admission Appeals Panel c/o the School to be received no later than the date specified which will normally be within fifteen school days of receipt of a letter of rejection.

### **Appeals for Entry to School for Years 12 & 13**

Unsuccessful applicants and/or their parents/carers can appeal to the Admission Appeals Panel. Requests for appeals packs should be sent to the Clerk to the Admission Appeals Panel, c/o the school to be received no later than the date specified which will normally be within fifteen school days of receipt of a letter of rejection.

*Newstead Wood School will comply with all LA agreed dates and procedures for entry.*