



Avebury Road, Orpington, Kent BR6 9SA

FREQUENTLY ASKED QUESTIONS ABOUT YEAR 7 ADMISSIONS IN SEPTEMBER 2026

Where can I find the admissions policy?

Click [here](#) to link to the Admissions Arrangements for 2026. 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. This has been developed by the Grammar School Heads Association. If you indicate Pupil Premium on the application form and attach the required evidence of being in receipt of this, you will be sent a personalised login code to access the material on the online platform. Evidence should take the form of a letter from your daughter's current school confirming that she is in receipt of free school meals.

Do disadvantaged children receive any priority when places are allocated?

Priority ranking is given to:

- girls living within the catchment area who qualify for receipt of Pupil Premium or Service Premium Funding, and whose score in the selection test is higher than or equal to the required standard, 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.

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 address 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 school nights.

We will require one of the following documents:



- A copy of a document from your GP or hospital which shows your daughter's name and address
- A copy of a junior bank statement showing your daughter's name and address
- A copy of your Council Tax statement

We cannot accept utility bills.

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

Online distance calculators such as **Daftlogic.com** can give you the straight line distance between two postcodes. The postcode for the school is BR6 9SA. Please do not contact the school asking us to determine the distance for you.

Upon receipt of your Common Application Form (CAF), 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 2026?

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

Where can I find the SIF (Supplementary Information Form) for Newstead Wood School?

This is the form that you will complete online to register your daughter for the Year 7 Selection Test and is available via a link on our website from 1 May to 30 June each year.

What is the Online Application Form/Common Application Form ("OAF"/"CAF")?

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



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

If your daughter has scored equal to, or more than, 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 at or above the required standard does it mean she will be offered a place?

No. A score at or 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 names of the schools you want in your true order of preference. If you name a school above Newstead Wood and that school can offer you a place, you will be offered that school regardless of how well your daughter does in our 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. You should speak first with your local authority as they administer 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, which is Monday 3 March 2026.



The Registration Process

How do 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 will be open from Thursday 1 May 2025 to midnight Monday 30 June 2025.

What is the registration deadline?

All forms must be completed by midnight on Sunday 30 June 2025. Remember to attach all supporting evidence and photographs. The application form will be closed at that point and no further applications will be accepted for any reason.

What if my application is incomplete at the deadline?

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 2026 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 early January 2026. If your daughter is allocated a place in the January 2026 test, this means that you will have to decide whether to name Newstead Wood on your OAF in October 2025 without yet knowing if your daughter will achieve the required score in her test.

How will I know if I have registered successfully?

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

The Selection Test

When is the test?

The selection test will be held on 26/27 September 2025 at the school. Please ensure that you keep these two dates free.

Is there a second round of tests?

No – there is only one round.



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 2025.

What is the selection test like?

The selection test involves Verbal and Non-Verbal Reasoning. No other subjects are tested. These are multiple-choice style tests. All answers will be entered on a separate answer sheet. Whilst past papers are not available a short specimen paper may be purchased from the school to show the types of questions which may be involved.

When will I get the selection test results?

The outcome of the test will be sent out by email on a date between Friday 17 October 2025 and Thursday 23 October 2025. Parents should not contact the school during this time asking when results will be circulated – we will not respond.

Do you make allowance for age?

All test results are calculated, standardised and age-weighted by an independent external company.

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

The SIF has a section for you to provide details and evidence of any special needs or relevant medical conditions your daughter may have.

For physical disabilities such as hearing or vision impairments, we will require:

- Details on the SIF of the disability
- A formal diagnostic report from a relevant medical professional which also suggests what allowances/measures are necessary to support your daughter during timed tests.

We are able to enlarge question papers or print them on a particular coloured paper if required.

For SEN issues such as dyslexia or dyspraxia, we will require both of the following:

- Details on the SIF of the issue
- A copy of the diagnosis report
- A letter from the SENCo at your daughter's current school confirming what access arrangements they have in place for when your daughter sits timed tests in school.



We will follow the same arrangements that your daughter's school currently implements. These arrangements may take the form of extra time, rest breaks etc.

You will need to tell us these details and provide the required evidence before the SIF deadline. Telling us will not disadvantage your daughter in any way – it will help us support her during her selection test. Candidates who fall into the above categories are usually tested in small groups in a quiet part of the school, away from the main large test rooms.

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 in a named clear plastic bag. 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 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 must bring her candidate notification details, (sent out in September 2025), two sharpened HB pencils and a good rubber. A drink of still water in a clear non-metallic bottle may be brought if required.

She may not bring food of any kind to the test and should not have a bag or mobile phone with her.

All relevant information will be in the detailed instructions we send in early September regarding the test day.

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

We offer an opportunity for girls to use the toilet 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 required to wait a while longer if we are slightly overrunning.



What if I am late collecting my daughter?

Please do your best to return for collection in good time. If you are late, 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.

What if my daughter is not well enough on the test day to attend?

Do not bring her to the test. Call the school on 01689 853626 on the morning of the test or email admissions@newsteadwood.co.uk, **before** her test is due to start, to let us know the reason for her absence. You will need to email professional proof of her absence to admissions@newsteadwood.co.uk so that we can arrange for her to sit the test on another date.

If you do not bring your daughter to the test for any reason and do not let us know beforehand that she will not be attending, there will not be another opportunity for her to sit the test.

What if my daughter becomes ill during the test?

We will give your daughter time to try and recover, but she will have to complete the test she has started. If she has started a test but is unable to complete it, she will not be permitted to sit the test again at another time as she will have an advantage.

If she is unwell during the first paper and needs to take the second paper, we will ask her if she wants to stay and take that second test once she has completed the first test. If she does not feel well enough to start the second test, we will call you to collect her, and we will make arrangements for her to sit the second test on another date.

What if I lose the detailed instructions which have been emailed out in early September 2025?

Please email the Admissions Office on admissions@newsteadwood.co.uk to request a further copy.

For other information, please check the school website.

Please note that we will not respond to questions about the tests themselves or to questions that, if we provided the answers, it would disadvantage other candidates.