

NEWSTEAD WOOD SCHOOL

Avebury Road, Orpington, Kent BR6 9SA



POLICY FOR ADMISSION TO NEWSTEAD WOOD SCHOOL

Newstead Wood is an Academy Girls' Selective School situated on the outskirts of the London Borough of Bromley. The School is heavily over-subscribed.

Entry to School for Year 7

There are **160** places for entry to Year 7.

The over-subscription criterion for **entry to Year 7** is as follows:

Girls who have been ranked as one of the top scorers in the selection tests.

Applications will be considered in three groups:

Group 1 Girls who live within a 9 mile radius of the school.

Group 2 Girls of a member of Newstead Wood staff who has been employed at the school for two or more years at the time at which the application for admission is made and who live outside the 9 mile radius.

and

Group 3 Girls who do not meet the above conditions.

Please Note: In practice, given the level of over-subscription to the School, no places have ever been offered to applicants from Group 3.

All girls will be invited to sit the selection tests in September 2016. The selection tests will comprise 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 ranked order based on the total score achieved.

In accordance with the School Admissions Code issued by the Department for Education (2014) Section 1.32, Newstead Wood will inform parents of the outcome of the selection tests before parents make applications for other schools. Their daughter's score along with historical information on the cut-off score from the past five years will be provided. Parents will also be informed as to which group of the oversubscription criterion applies to their daughter. **It should be noted that providing this information does not equate to a guarantee of a place at the school.**

Once Common Application Forms have been returned to and processed by Local Authorities the names of a sufficient number of girls in rank order will be forwarded to the London Borough of Bromley's Schools Admissions Department who will offer places according to the co-ordinated admission arrangements until 160 places have been filled. Where necessary the Non-verbal Reasoning paper will be used to differentiate between applicants on the same overall score.

When the co-ordinated admission arrangements have run their course, applicants who fall below the final cut-off score will automatically be placed on the reserve list for entry. The reserve list will

be ranked according to scores in the selection test. Only girls who have sat the selection process will be placed on the reserve list. Parents of these girls may withdraw them from the reserve list if they so wish.

Parents/Carers will be required to provide documentary evidence of the applicant's residency before the selection tests.

The published admission number (160) is inclusive of students with a statement of special educational needs that are admitted to the school pursuant of the school being named in part 4 of their statement and the student meeting the admissions criteria for the school.

Entry to School for Years 8 - 11

It is very seldom that Governors are able to offer places to students who apply for entry to Years 8 to 11. The Governors will consider all applications made to the school and a waiting list will be maintained for each academic year. An applicant's name will be added to the waiting list provided that she lives within the 9 mile catchment area or is the daughter of a member of Newstead Wood staff employed at the school for two or more years. If a place becomes available the applicants on the list will be invited to sit the Entrance Test in order to establish their position in the list. The Entrance Test will comprise papers in Verbal, Non-Verbal and Quantitative Reasoning set by a nationally recognised body. 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.

Applicants on the waiting list may only sit the Entrance Test once in each academic year.

Students from outside the 9 mile radius, including those from abroad, who expect to be resident within the 9 mile radius in the near future, may approach the school for details of entry. However, they will not be invited to sit the entry tests until they are resident within the 9-mile radius.

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

All students entering the Sixth Form in Year 12 must follow a full timetable of activities which will comprise courses in at least 1 AS and 3 A Level or Level 3 Principal Learning from the Engineering Diploma course subjects. All applications must specify the course and subjects to be studied.

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.

The entry requirement for Year 12 is at least eight GCSE passes, including Maths and English, at grades A* to B (or numerical equivalent), of which eight must be achieved in one exam season.

Admission Policy for 2017/18

Full details of the available subjects and courses, together with the relevant entry requirements, are available in the school's Sixth Form Prospectus (2017-18).

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.

Over-subscription criteria will be applied to external applications for all courses where the number of eligible applicants exceeds the places available. Places will be offered to the applicants with the highest average GCSE point score and then an A* GCSE grade in the relevant subject.

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

Year 12 students enrolled on modular A Level courses are expected to achieve a minimum of grade C in AS exams in order to continue a subject to be studied at A2 in Year 13. For students enrolled on the new linear A Level courses both external and internal exams may be used to inform progress into Year 13 although it is expected that all students will be supported to complete linear A Level courses where at all possible. All students are expected to complete at least 3 A Levels in Year 13.

Students who do not meet the entry guidelines for Year 13 must have an appointment with the Head Teacher by 5.00pm on the day following the publication of external results, for the consideration of any known mitigating circumstances. These circumstances should be reported to school prior to the start of examinations, wherever practicable. Final decisions will be made by the Admissions Committee of the Governing Body within seven working days of the publication of external results.

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.

Appeals for Entry to School for Year 7

Parents 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 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 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.