



Admission arrangements for the School Year 2019 - 2020

A. Year 7 entry

1. Overview

Queen Mary's High School ("the School") is a selective school which selects its entire intake (for all years) based on academic ability. As an Academy, the Governing Body is the admissions authority. However, the School operates its admissions procedures in line with the Walsall Council's co-ordinated scheme for school admissions.

Academic ability at Year 7 is assessed by the performance in an entrance test ("the Test") administered by the School. The Test is the only measure used by the Governors to decide which candidates are of the appropriate ability to be admitted. The Test is open to girls born between 1 September 2007 and 31 August 2008.

The Test will be held on the **17 September 2018**. More details about the Test are given below.

2. The Applications Process

a) Registration:

Parents **MUST** register with both the school and their Local Authority if they wish their daughter to be admitted.

i. *Registration with the School*

Parents **MUST** register with the School by **4.00 p.m. on 6 July 2018**. This will be by an online form, and details of the form and how to access it will be provided by the School from early May 2018. If parents do not have online access, they should contact the School. Registrations will be acknowledged, and candidates issued with a number, and a centre at which the Test will be taken, which may not be the Grammar School. See more details about the other centres in the section "The Admission Test".

ii. *Registration with the parents' Local Authority*

Parents **MUST** register with the Local Authority in which they live by **31 October 2018**, using the Local Authority's Common Application Form. This will allow a choice of at least 3 schools.

If parents do not list a preference for Queen Mary's High School on the Local Authority Common Application form their daughter will NOT be offered a place, no matter how well she performs in the Test.

b) The time-line:

- i. 4.00 p.m. 6 July 2018: Last date for registration with the school.
- ii. 17 September 2018: Candidates take the Test.
- iii. Early to mid-October 2018: Parents are given information about how their daughter has performed, to allow them to make an informed decision about whether to select the School as one of their preferences on the Local Authority Common Application Form.
- iv. 31 October 2018: the last date for registration with the Local Authority.
- v. Early to mid-November 2018: Governors decide the "qualifying score" (see the section "Admission Criteria (how places will be offered)").
- vi. 1 March 2019 (national offer day): Parents will be offered a school for their daughter by their Local Authority.

3. The Admissions Test

The Test is open to all girls born between 1 September 2007 and 31 August 2008.

The Test will be held on the 17 September 2018.

Parents may apply for special arrangements to be made for those children who satisfy the Governors that they have special educational needs, or who suffer from a disability. A delegated panel of Governors will take professional advice and decide what arrangements (if any) should be made to allow such a candidate not to be disadvantaged in the Test. Such a decision will be final. It is probable that if special arrangements are made, the Test would be taken on a different day from that indicated above.

If a candidate is unable to sit the Test on the appointed day because of illness or other exceptional reason (and it will be for the Governors to decide whether the reason is exceptional), alternative arrangements will be made to take the Test. The School cannot make allowances for performance in the Test which may have been adversely affected by illness or some other exceptional reason. Parents should telephone the school for advice at the earliest opportunity before the Test.

The Test will consist of 2 papers, testing 3 skill areas: verbal ability including reading comprehension, non-verbal ability, and numerical ability. Candidates will be required to provide their answers on a special answer sheet which is marked at least twice externally. It is not possible for the School to re-mark the answers.

The raw scores will be weighted to take age difference into account, and an order of merit drawn up.

The School is part of a consortium of 5 schools, which will all hold the Test at the same time (with identical papers and process). Candidates' scores will be sent to the school where the Test was taken, and those scores will not be known by the other schools in the consortium when parents are given information in October about how their daughter has performed. Parents of candidates who take the Test at the Grammar School will be provided with the weighted standardised mark with a comparison with a previous year. No other information (including the mark achieved at another school in the consortium) will be given.

4. Admission Criteria (how places will be offered)

The Governors have resolved that the maximum number of pupils to be admitted to Year 7 is 150. This is the Published Admission Number. As a selective High school, Governors are not obliged to admit to this number.

To be eligible for admission to the school, candidates must achieve a minimum standardised score (the 'qualifying score') in the Test. This will be decided by Governors once they have received the order of merit. Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

- a) Looked After Children/Previously Looked After Children who achieve the qualifying score by rank order of standardised score;
- b) Children attracting the Pupil Premium at the time of the Test who achieve the qualifying score by rank order of standardised score but limited to no more than 30 pupils in this category;

Documentary evidence consisting of a letter from the child's current school stating UPN and date of birth, confirming that the child is in receipt of Pupil Premium, will be required to be submitted before the day of the Entrance Test. No paperwork will be accepted on the day of the Test, or after the Test. Please contact the School Office (01922 721013) for further details

- c) Other children who have achieved the qualifying score by rank order of standardised score until the Published Admissions Number is reached.

If one or more candidates satisfy the admissions criteria and are equal on the order of merit, the positions in the three skills areas of the Test will be added together, and the candidate(s) with the lowest number will be offered the place(s)

5. Late applications.

"Late" applications are those where the parents of a candidate have not registered with the School by 4.00 p.m. on 6 July 2018, even if an application is made to the Local Authority by 31 October. The School deals with such applications in this way:

- a) Those received after 4.00 p.m. on 6 July 2018 but before 1 February 2019 AND where there are exceptional circumstances that are outside the control of the applicant (such as moving into the area, or the long-term serious illness of a parent). The Governors will normally expect such applications to be accompanied by appropriate evidence. The decision concerning whether circumstances are "exceptional" will be delegated to a panel of Governors, and is final.

In this case, the application will be treated as being in time, and the candidate will be tested and placed in the order of merit at the appropriate point and will be eligible to receive an offer on the national offer day (1 March 2019).

- b) Those received after 4.00 p.m. 6 July 2018 but before 1 February 2019 BUT are not exceptional, and all those which are received after 31 January 2019.

In these cases, candidates will be tested and placed at an appropriate point in the order of merit only after all the offers of places have been made. This order of merit will then be the waiting list referred to in section 6 below, and places allocated accordingly. Such candidates will, therefore, only be offered a place if a vacancy should occur.

In both cases, arrangements will be made for those candidates to be tested (though not necessarily on the same papers as were taken on the appointed day of the Test). Please note, however, that such candidates may be at a disadvantage because of the standardisation by way of age or if alternative papers are used for the Test.

6. Waiting lists for entry to Year 7

A waiting list will be maintained of those candidates who have been tested and placed in the order of merit but not offered a place. If, in the opinion of the Governors (whose decision shall be final), a candidate is within the ability range, an offer will be made strictly according to this order of merit should a vacancy occur. If, in the opinion of the Governors, no candidate is within the ability range, no offers will be made. This waiting list will be maintained until 31 December 2019, at which time it will cease to exist.

A new waiting list will be maintained from the first day of the spring term 2020. Candidates who have already taken the Test but have not been offered a place and whose score in the test was below that of the candidate last admitted to the school will NOT be eligible to go on this waiting list. If after this date the number of pupils in Year 7 falls below the published admission number, the academic attainment of all those on this secondary waiting list will be assessed, and they will be tested in English, Mathematics, and such other subjects as the Governors consider necessary at the time. An order of merit will be drawn up based on the results of those tests, and if, in the opinion of the Governors (whose decision shall be final), a candidate is within the ability range, an offer of one or more places will be made strictly according to this order of merit. If, in the opinion of the Governors, no candidate is within the ability range, no offers will be made. Priority will be given to Looked After Children, previously Looked After Children, then those attracting Pupil Premium, should there be a tie for a place.

7. Appeals

The appeals timetable and procedures will be published on the School's website by 28 February 2019.

B. Admissions to Years 8 to 11

1. Who is eligible?

Only those candidates who have NOT taken the Test for entry to Year 7 may apply for a place in Years 8 to 11. Candidates who have already taken the Test but have not been offered a place are not eligible for admission until the Sixth Form or to be placed on a waiting list.

2. Process.

- a) Eligible candidates who apply for admission to Years 8 to 11 will be placed on a waiting list.
- b) If vacancies become available, all those on the waiting list will be tested for academic attainment in English, Mathematics, and such other subject as the Governors consider necessary to determine whether any of those candidates fall within the ability range of the appropriate Year. An order of merit will be established, with priority being given to Looked After Children and previously Looked After Children should there be a tie for a place. If, in the opinion of the Governors (whose decision shall be final), a candidate is within the ability range, an offer of one or more places will be made strictly according to this order of merit. If, in the opinion of the Governors, no candidate is within the ability range, no offers will be made.
- c) Tests in respect of this waiting list will normally be undertaken no more than once per term.
- d) Candidates for admission to Key Stage 4 (Years 10 and 11) may be offered places on the above criteria, but must also satisfy the Governors (whose decision is final) that the course of study followed prior to the application is compatible with the courses offered by the School.
- e) The order of merit will remain valid until the last day of the term in which a test is taken. If candidates re-join a new waiting list and a vacancy occurs, all candidates on the waiting list will be tested again, and a new order of merit will be created, and places offered in accordance with the process in paragraph 2 b) above.

3. Appeals.

Appeals to admit to Years 8 to 11 must be sent to the Clerk to the Governors at the School, who will arrange an appeal within 30 school days of receiving the appeal.

C. Admission to Year 12 (the Sixth Form)

1. Overview

The School admits both girls and boys to the Sixth Form, and pupils will be considered for admission based on their academic attainment in GCSE or equivalent examinations and the availability and suitability of courses offered by the school. The Published Admissions Number for Year 12 is 120.

Applications should be made directly to the School, and not to the Local Authority. The application form is available either from the School or from its website. Conditional offers are made in the spring and confirmed after the publication of GCSE results in August.

2. Who may apply

The school will normally admit applicants from other schools to Year 12. However, the number of places offered will be subject to maximum set sizes not being exceeded in individual subjects. Boys and girls are welcome to apply provided they achieve the entry requirements.

Priority for admission to Year 12 will be given to pupils progressing into the Sixth Form from Year 11 of the School, although they will need to achieve the entry requirements.

3. Entry requirements

Entry to Year 12 is dependent upon academic attainment in GCSE examinations* and the availability and suitability of courses offered by the school. The entry requirements, which also apply to those already at the school, are at least 7 GCSEs at grade 6 or above which include English and Maths. Candidates would normally be expected to achieve at least grade 7 in the subjects they wish to study at A Level (or, for non-GCSE subjects, attain an average GCSE points score of at least 6.8).

* Equivalent examinations will be considered, but only when such equivalence can be independently verified (by, for example, the Department for Education).

4. Waiting lists

Applicants for admission to Year 12 who meet the academic requirements for admission but who, in accordance with the admissions criteria, cannot be offered places, will be placed on a waiting list. If the number of pupils studying particular subjects falls below the maximum capacity in the available sets, then those on the waiting list wanting to study those particular subjects will be offered places in order of merit derived from their average GCSE point scores. Where there is a tie for a place, Looked After Children and previously Looked After Children will be given preference.

5. Appeals

Appeals against refusal to admit to Year 12 must be sent to the Clerk to the Governors at the School, who will arrange an appeal within 30 school days of receiving the appeal.

D. Withdrawal of an offer

An offer of a place (to any Year) may be withdrawn if it is subsequently discovered that fraudulent or intentionally misleading information has been supplied resulting in another candidate being denied a place at the school.