

SGHS Admission Policy 2018

Skipton Girls' High School ("the School") is a designated state funded, 11- 18 single sex school which allocates places based on selective academic ability.

The school is committed to prioritising places for girls within the Craven area of North Yorkshire.

As an Academy, the School's Local Governing Body is responsible for setting the School's admissions arrangements.

1. Admission of students into Year 7

Number of places

The planned admission number (PAN) for entry into Year 7 is 116. The Governors will admit girls who have reached the required selection test standard, up to this limit.

Selection Tests

For eligible candidates (see Explanatory Note 1) the School will set selection tests for entrance into Year 7. These will consist of three separate tests in:

- Mathematics
- English
- Verbal Reasoning

The tests will take place at the school in the Autumn Term of Year 6. Full details of selection testing arrangements will be announced in the local press, published on the School website, and made available from the School on request.

Late applications will be considered but testing of late applicants will not be possible until after the date in March when places are allocated, except in exceptional circumstances (e.g. relocation into the Skipton area from a long distance).

A candidate may sit the selection tests only once.

Parents/Carers who wish their daughter to take the tests, must complete the School's registration form. Failure to complete the School's registration form will result in the candidate not taking the test.

Priority Area

The School gives priority to applications from girls living in the priority area who have reached the required standard in the selection tests, although it is anticipated that a number of places will be available for girls beyond this area. A map of the priority area can be found on our school website.

Admission Criteria

Once the tests have been marked parents/carers will be informed whether their daughter has reached the required standard to be considered for admission.

Reaching the standard does not guarantee that a place at the School will be made available; if more than 116 girls reach the standard then the over-subscription criteria will be used to determine which girls will be offered places.

Pupils with a current statement of Special Educational Needs issued by a Local Authority, which names the School, and who have achieved the required standard in the admissions test, will be offered a place. The number of available places will be reduced accordingly.

Oversubscription criteria

If more than 116 girls reach the required standard in the School's selection tests, after the offering of places to pupils with a current statement of Special Educational Needs or Health Care Plan which name the School, the following oversubscription criteria will apply:

1. Places will be offered to looked after and previously looked after girls who have reached the required standard (*see definition below)

then

2. to those who at the time of application are registered as Pupil Premium and eligible for Free School Meals or who have been registered for Free School Meals at any point in the last 6 years (*see definition below)

then

3. to those girls living within the School's Priority Area who have reached the required standard;

then

4. to those girls living outside the School's Priority Area who have reached the required standard.

If there are not enough places for all the girls in one of these priority groups, we the School will:

Then offer places

- a) to those living nearest the School.

Distance measurements are based on a straight line from home to the School, as measured by an electronic mapping system. Distances will be measured from the front door of the home to the main School entrance on Gargrave Road. Where more than one dwelling shares the same front door (for example, in a block of flats) the distance will be measured from the front door of the building as a whole (see Note 2). In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the School, the names will be issued a number and drawn randomly to decide which child should be offered a place.

If the School is over-subscribed for entry into Year 7 a waiting list will be kept ranked according to the oversubscription criteria above from the date when places are offered until the 31st December of the

year of admission. If a place becomes available during this period, we will offer it to the waiting list using our Admissions Policy criteria. No waiting list will be kept after this date. Every time a girl is entered on the waiting list it will be ranked again in accordance with the oversubscription criteria.

*A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Children attracting Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application. Parents of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Parents will need to provide evidence of Pupil Premium registration to the schools no later than the end of the September. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.

2. Co-ordinated Admissions Arrangements

The School is required to comply with the North Yorkshire Co-ordinated Scheme for secondary school admissions to Year 7 (See Note 3). Under this scheme only one offer of a school place will be made by the home Local Authority for admission to any secondary school including the School. Parents/carers may express a number of preferences for admission to all maintained secondary schools and academies. The priority in which parents/carers express their preferences will be used to determine which one offer is made.

Application for selection testing is NOT the same as making an application for a place at the School. This must be done through a local authority coordinated admissions scheme. For girls living in North Yorkshire this will be done via North Yorkshire Local Authority (“the Local Authority”), but for girls living outside North Yorkshire it must be done via the local authority in which the girl lives. A place cannot be offered at the School unless the School is named on the Common Application Form, even if the girl has reached the required standard in the tests.

3. Summary of the application process for the admission of students to Year 7

1. The registration form to take the School Selection Tests must be completed and submitted by the School’s closing date in early September. The information on the deadline for application is available in the School’s Admissions Handbook. The Handbook and the accompanying registration form are available from the School or on the School website. This applies both to girls living inside the School’s Priority Area (see attached map) and those living outside the Priority Area.

2. Registration forms received after the closing date will be considered but, except in exceptional circumstances (e.g. relocation into the Skipton area from a long distance), testing will not be possible until after the date when places are allocated.
3. No girl will be able to sit the tests unless a registration form has been completed.
4. The selection tests will be held in the school in the Autumn Term of Year 6.
5. The tests can be taken once only.
6. Parents/Carers will be informed whether their daughter has reached the required standard to be considered for admission. This information will be released sufficiently before the closing date (normally the end of October) for the return of the Local Authority Common Application Form. We advise that parents/carers wait for this notification from the School before completing and returning this form.
7. Parents/Carers submit the Common Application Form. Parents/Carers who wish their child to be considered for a place at the School must list the School as one of their preferences.
8. Parents/Carers will receive notification of allocations from their Local Authority following their published scheme. At the same time in the Spring Term the School will also post offers of places to successful candidates.
9. Parents/Carers will be required to confirm to their Local Authority, within 14 days, if they do not wish to accept the place offered.
10. Parents/Carers whose child has been offered a place at the School will be asked to confirm their acceptance of the place within fourteen days. Failure to accept within 14 days may result in the offer of a place being rescinded.

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4. Admission of students after the start of Year 7

The admission number of 116 applies to all years from Year 7 to Year 11.

Assessment of suitability for the School for prospective entrants after the start of Year 7 is arranged using tests produced by the School in English and Mathematics. These tests are based on national curriculum content appropriate to the age group. Each of the tests lasts for one hour.

Such assessment will only be carried out for an individual pupil once in any academic year. An offer of a place following this assessment will only be made if the number of students currently in the year group is below the admission number of 116.

If one or more places is available, and more students taking the assessment reach the required standard than there are places available, then the oversubscription criteria outlined above will be used to determine which applicants are offered places.

5. Admission into Year 12

Entry into Year 12 for girls who have completed Year 11 elsewhere is welcomed.

There is a target figure of 35 for such applications.

There is no limit for students who have completed Year 11 at Skipton Girls' High School but all applicants, internal and external, must meet the academic entry criteria for the courses which they wish to take.

These academic criteria, along with the closing date for applications, are published annually in the School's Sixth Form Prospectus, and are available from the School on request.

If more external applicants meet these academic criteria than there are places, then the oversubscription criteria above will be used.

6. Appeals

A parent/carer may appeal against the decision of the Governors not to offer a place, to an Independent Appeals Panel appointed under the prevailing Government legislation. The decision of the Independent Appeals Panel is binding on the Governors and on the parents/carers.

Explanatory Notes

1. Eligible candidates are those girls who have reached the age of 11 in the preceding academic year between 1st September and 31st August. Applications for girls whose dates of birth fall outside these limits will be considered at the discretion of Governors only in exceptional circumstances.
2. Any address used must be a permanent residence, defined as owner occupancy or a long term letting contract of at least 6 months of a residential property where community charge is paid.

In the case of a recent change of address, the documentation required may include the following:

- Proof of exchange of contracts or a signed tenancy agreement
- Utility bills
- Driving licence/car insurance documentation.

Where a girl lives with one parent/carer for part of the week and the other parent/carer for the rest of the week, only one address may be used for the application. This must be the child's principal residence from Sunday to Thursday.

Families whose first home is outside the Priority Area will be deemed to live outside the Priority Area.

An offer of a place may be withdrawn if it is subsequently discovered that it was offered on the basis of a falsely claimed or dated address.

3. Details of North Yorkshire's Co-ordinated Admission Scheme may be found in the publication "A Guide for Parents" issued by North Yorkshire to parents/carers of Year 6 pupils early in September, which is also available at www.northyorks.gov.uk/admissions. Parents/carers of children who live in other local authority areas should obtain details of their own local authority's scheme.

