

ADMISSIONS POLICY: Entry 2017-2018

YEAR 7 ADMISSIONS

Registrations and Applications

The School participates in the co-ordinated admissions process operated by the London Borough of Barnet.

In order for an application to be considered two forms must be completed: the Common Application Form for your Local Authority (CAF) and The Henrietta Barnett School Entrance Test Entry Form.

1. A Common Application Form (CAF) from the Local Authority in which you live must be filled in and returned to them. This form, on which you name The Henrietta Barnett School as one of your choices, should be completed carefully, and returned to your Local Authority by the published deadline.

The local authority will offer you a place at the school that you have ranked the highest amongst those for which your application meets the admissions criteria. The advice from Barnet is that if you place The Henrietta Barnett School as your first preference, and you are then not offered a place, you will not jeopardise your chances of being given a place at your next preference school. The order of preferences will not be passed on to the schools themselves.

2. The Henrietta Barnett School Entrance Test Entry Form is available from the School website and must be completed in order to enter your daughter for the entrance test. It must be returned to the School by 5pm on Wednesday 20th July 2016 for both on-line applications and paper applications.

In order to apply to sit the test, candidates must be born between 1 September 2005 and 31 August 2006 and/or be in Year 6 at the time of the entrance tests.

It is therefore important that you apply to both the School and your Local Authority.

Please note: If you do not fill in the Entrance Test Entry Form, and submit it to the School by the dates above, it will mean that your daughter will not be able to take the School's Entrance Test, which will affect where she is placed within the rankings.

If your daughter has **special educational or medical needs** which may require positive action, you must inform the School as our staff will need to be aware of these needs before the day of the Entrance Test to ensure appropriate arrangements are made for the Test sitting. There is a section of the Entrance Test Entry Form where this information, along with supporting evidence, is requested. It may not be possible to consider reports and documentation received after the Entrance Test Entry Form deadline due to administrative constraints. It is for the School to decide what adjustments are appropriate having taken account of all the information provided.

If there are special circumstances at the time of the tests, such as illness, you must also inform the School no later than the candidate's drop off time on the day of the tests.

A candidate may only take the Entrance Test for admission to Year 7 once.

If you submit your form on paper and require acknowledgement of your Entrance Test Entry Form, please include a stamped addressed postcard that we will return on receipt of your form. It is the responsibility of parents to check that their forms have been received in time by both their Local Authority and the School. If you have not received your acknowledgement postcard from the School by the closing date, or did not send an acknowledgement card please contact the Admissions Office at the School to confirm your application has been received.

Entrance Test

The Entrance Test consists of two rounds.

Round One

Round One will consist of a verbal and numerical reasoning test set by a nationally recognised body.

Applicants will receive details of the Round One Entrance Test by Monday 22nd August 2016. Information regarding Year 7 entry is regularly updated on the School website. Please do not contact the Admissions Office unless you have not received your invitation letter by Friday 26th August 2016.

The Round One Entrance Test will be held in morning or afternoon sessions on Friday 2nd September 2016. Your daughter will be invited to attend one morning or afternoon session on this day, unfortunately this cannot be changed under any circumstances. The tests will take place at The Henrietta Barnett School. Candidates are not able to sit them elsewhere.

A supplementary date of Thursday 8th September 2016 will be available for candidates who, due to illness, are unable to attend the Entrance Test on the original date. A doctor's certificate, which covers the date of the Round One Test, will be required to confirm that illness was the reason for non-attendance at the Entrance Test.

The first round of Tests is used to determine which candidates are, and which are not, of the necessary academic standard to be considered for a place.

Following the First Round Tests, the results of the verbal and numerical reasoning questions will be combined, standardised and placed in rank order. On the basis of this rank order, the top 300 candidates will be invited back to sit the second round of Tests.

Round Two

The Second Round Test is in English and Mathematics and will take place in School on one day in October 2016. This Test will be for the top ranked 300 candidates in Round One only.

Candidates will only be able to take the Test once and will be tested on literacy and numeracy appropriate to Key Stage 2. Candidates will be asked to apply their skills and knowledge to new situations.

Following the Second Round Test, the results will be combined with the results from the first round, standardised and placed in rank order before being submitted to the Local Authority who will offer the highest ranked applicants in accordance with parental preference. The results of both Tests will be used to determine the final rankings.

Entrance tests: Outcomes

Following the Second Round Tests, the results of both rounds will be used to determine the standardised marks and rank order of candidates.

We will write in October to inform parents of candidates who have sat the Second Round Tests stating one of the following:

i) The candidate has achieved a score which meets the standard required to be eligible for consideration for admission to the School (Band A candidates),

or:

ii) The candidate has achieved a score which does not meet the standard required, and is therefore not eligible to be considered for admission to the School (Band B candidates).

We must emphasise that meeting the standard required is not a guarantee that a place at the School will be offered. It is intended that 93 students will be admitted into Year Seven, but likely that more than this number will meet the standard required to be eligible to be considered should they choose to apply.

Following the above, the ranked order will be passed to the Local Authority who will offer places according to the co-ordinated admission process. Places are allocated by the Local Authority on National Offer Day on the basis of

this ranking, and on parental preference as indicated on the Common Application Form (CAF).

Oversubscription

If the school is oversubscribed, priority for admission will be given to those candidates who meet the criteria set out below, in the following order:

1. A 'looked after' child under the provision of The Children Act 1989, or a child who was 'previously looked after' but immediately after being looked after became subject to an adoption, residence, or special guardianship order, providing that the candidate is capable of following The Henrietta Barnett School education. In this category, a candidate will be considered to have the necessary capability if she is ranked in the top 300 applicants in the tests. Please provide written evidence if you are responsible for a looked after child. This evidence must be received by Wednesday 20th July 2016.
2. A maximum of 20 candidates who are eligible for Pupil Premium funding, providing that the candidate is capable of following The Henrietta Barnett School education. In this category, a candidate will be considered to have the necessary capability if she is ranked in the top 300 applicants in the tests. 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 by Wednesday 20th July 2016.
3. Applicants whose Education, Health and Care (EHC) plan* names the School, providing the candidate is considered to be capable of following The Henrietta Barnett School education. In this category, a candidate will be considered to have the necessary capability if she is ranked in the top 300 applicants in the tests.

** An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.*

Where candidates are equally ranked, geographical proximity to the School as measured by the London Borough of Barnet will be used to decide the final placings.

Candidates who are not invited to sit the second round will be informed of this prior to the deadline for the submission of the Common Application Form (CAF). At this point they will be able to request their daughter's standardised score and also the cut off score for Band A candidates. Scores and rankings will not be released for candidates sitting second round tests.

Second Round candidates who are subsequently not offered a place by the Local Authority on National Offers Day, and who do not wish to remain on the Waiting List for the School, can request their test scores.

Offers

The published admissions number for entry in Year 7 is 93, and places are offered by your Local Authority strictly according to the final rank order on National Offer Day in March 2017.

No offer of a place may be held for more than 14 days and it is expected that an acceptance indicates a firm intention of sending a student to the School. If there is clear indication that this is not the case, for example, if a place at another school has been accepted, then the offer will be withdrawn.

Waiting list

All candidates whose names were forwarded to the Local Authority, but who have not been offered a place at the school on National Offers Day, will automatically be put on the waiting list in rank order of their standardised test score, but only if they have not already been offered a place at a higher ranked school. The waiting list remains open until the end of the first term of Year 7. Should a vacancy occur during this time the next student on the waiting list will be offered the place.

YEAR 12 ADMISSIONS

The Sixth Form at The Henrietta Barnett School aims to allow students to develop as individual learners by providing opportunities for academic excellence, leadership and service to the community. An important aspect of the School's Sixth Form is to prepare students for the next stage of their education and life beyond school.

Admissions Criteria

The Henrietta Barnett School offers the A level curriculum in the Sixth Form. Places will be offered to students born between 1 September 2000 and 31 August 2001 and/or who will be in Year 11 at the time of application.

In addition to transferring students from The Henrietta Barnett School Year 11, applications are welcome from students currently attending other schools. A minimum of 40 places will be offered annually to external applicants.. In September 2015 we enrolled over 50 external applicants.

For all applicants, both internal and external, the minimum requirement is:

- (a) At least 6 A grades at GCSE (grade 7 or above in reformed GCSEs)
- (b) At least B grades in English Language and Mathematics, if these subjects are not being taken in the Sixth Form (grade 6 or above in reformed GCSEs)
- (c) A grades (grade 7 or above in reformed GCSEs) at GCSE in the subjects to be studied at A Level. For subjects not previously studied at GCSE, an A grade (grade 7 or above in reformed GCSEs) in an equivalent subject will be required (please see the Sixth Form Information Booklet).

Admission outside of the normal age group

Requests for admission outside of the normal age group should be made to the Head as early as possible to allow the Governors sufficient time to make a decision, in full consultation with the Head, before the relevant closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the student in question. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria.

Registrations and Applications: Conditional Offers

In order for an application to be considered, candidates must complete the School's Application Form.

The Application Form will be available on the School website from November 2016 and should be completed and returned to the School by 1st February 2017 at 5pm.

Registrations and Applications: Post GCSE Results Day August 2017

It is possible that the School may have some places available in the Sixth Form post GCSE Results Day on Thursday 20th August 2017. Please visit the School's website in the Summer Term for further information.

Oversubscription

Where the number of applicants who have the required entry requirements for admission exceeds the places available, applicants who meet the entry requirements will be ranked in order of the following, and will be offered a conditional place accordingly:

- Applicants who are 'looked after' under the provision of The Children's Act 1989 or have been 'previously looked after'
- Applicants whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the School*
- Applicants who attended the School in Year 11
- External applicants who are ranked according to predicted grades based on a capped number of predicted GCSE grades in relevant subjects (please see below for more details)

**A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.*

A conditional offer of a place is offered to external applicants on the basis of the above criteria.

The offer is provisional and becomes a full offer only if the applicant's GCSE grades meets both their predicted grades and the minimum GCSE requirements outlined above. If particular subject choices are over-subscribed, then priority will be given to those who have achieved the highest grade in that over-subscribed subject and the largest number of top GCSE grades in their top 8 most comparable academic subjects from the list below. Once the subject is full, alternative courses will be offered.

Relevant GCSE and IGCSE Subjects

Due to the highly academic nature of the school, to ensure fairness and parity, and in order to assess academic ability and breadth, external applicants will be made conditional offers based on their top 8 most comparable academic subjects from the list below.

In the first instance, applicants who are studying the subjects listed below will be considered.

If an applicant is not studying enough subjects from the list and if her school does not offer these subjects at GCSE she should make contact with the School.

Subjects

Mathematics
English Language
English Literature
Sciences: Biology, Physics, Chemistry *or* Core and Additional Science
Geography
History
French
German
Spanish
Classical Civilisation
Latin
Classical Greek
RS

All Sixth Form courses last for two years and applicants are expected to commit themselves in good faith to remaining for the full duration of the course.

YEAR 7 – 11 IN YEAR ADMISSIONS

As a small, selective girls' school, vacancies are rare. If a vacancy occurs after the Autumn Term of Year 7, those on the continued interest list for the relevant year group are required to take written tests in English and Mathematics, related to the candidate's current curriculum year (we are unable to provide mock papers). The candidate who achieves the combined highest mark will be offered the place.

If candidates are ranked equally, the following criteria will be used to make a final decision:
candidates who are 'looked after' under the provision of The Children Act 1989 or have been 'previously looked after'
geographical proximity to the School as measured by the London Borough of Barnet

The Local Authority holds the continued interest lists for Years 8 – 11. Parents must contact the local authority if they wish their daughter's name to be entered on the appropriate list or, alternatively, visit the In-Year Application Page on the London Borough of Barnet's website

<https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions/in-year-school-admissions.html>

APPEALS

If you have not been offered a place at The Henrietta Barnett School, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority. The proceedings of the Panel are informal and are usually held at the school. Parents have the opportunity, if they wish, to question the Schools' Representative and to put their case to the Panel.

Appeals are seldom successful because we offer places in strict rank order and admission is on academic ability only.

Year 7

Appeal details will appear on the school website no later than the day before National Offer Day in March 2017. In 2014-2015, 2230 applications were received for 93 places in Year 7. There were 2 appeals heard, neither of which were successful.

Year 12

In the case of applications for Year 12 any appeal should be lodged within 15 days of receipt of the letter refusing a place at the school. Appeals for Year 12 will be held in September. In 2014-15 no appeals were heard.

In Year

In the case of applications for In Year admissions any appeal should be lodged within 15 days of receipt of the letter refusing a place at the school. Appeals will be held within 30 school days of any appeal being lodged with the Appeals Panel's Clerk. In 2014-15 no appeals were heard.