



Carshalton High School for Girls

Admissions Policy
2019/2020

Reviewed March 2018

Admissions Policy

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1.0 **Admissions for September 2019 Entry, Year 7**

Carshalton High School for Girls (CHSG) is part of the Pan London co-ordinated admissions scheme for secondary admissions. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date (**31st October 2018**). Sutton's CAF is available in Sutton's Starting School booklet or on-line at www.sutton.gov.uk/education/admissions. If you wish to apply for a place at CHSG you must name the school as one of your preferences on the CAF.

Open Evening: Tuesday 18th September, 5.30-8.30 pm

Open Evening information and admission criteria are published in the Sutton Admission Booklet. CHSG also produces a prospectus which is available at the Open Evening or Open Days held in the first half of the Autumn Term and on the school's website at www.chsg.org.uk/Admissions.

1.1 **Oversubscription**

Places for Year 7 September entry will be allocated under priorities 1, 2, 3, 4 and 5 including some students with Special Educational Needs (see below) so that the number of offered places is no more than 240.

Girls with an Education Health Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered. In this way, the number of places offered as set out above will be reduced by the number of girls with an EHCP that have named the school.

In the event of oversubscription, the following admissions criteria will be applied in the following order:

- Priority 1 To girls designated as Looked After Children in the care of a local authority (supporting evidence from a Social Worker will be required) and girls who have previously been Looked After Children (supporting evidence of adoption will be required).
- Priority 2 To those with exceptional medical reasons or exceptional social reasons for attendance at this school rather than at any other and, where applicants can show that this school is the most suitable to meet their stated needs, why no

other school could meet those needs, and what the difficulties would be if they had to attend other schools. Applications must be supported by written evidence from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed by the governors' Admissions Committee against a set of criteria. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.)

- Priority 3 A maximum of 24 places for students awarded a scholarship in either Music or Sport. To apply for a scholarship parents must complete the supplementary application form and return it to CHSG by **midnight on Friday 28th September 2018**. (See section 4.0 Scholarship Places).
- Priority 4 Girls who have a sibling at the school up to and including Year 13 at the time of admission. Sibling refers to sister, half-sister, adopted sister, step sister, or the daughter of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Year 11 or 12 at the time of application, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing into the following academic year.
- Priority 5 Places will be offered to those living nearest to the school as measured in a direct line from their home to the main entrance of CHSG. This distance is calculated by LBS and there is a distance checker available on their website for parent use.

Where a parent applies for entry into the same year group for more than one daughter and it is not possible to offer a place to all of them, the names of the girls who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other girls.

If two or more applicants have exactly the same admissions criteria and only one place is available, a ballot will be held by the Headteacher and the Chair of Governors to decide who is successful.

1.2 Notification and Acceptance of Offers

The relevant LA will send notification of offers to parents/carers on the National Offer Date, currently **1st March 2019**. Written acceptance of the offer of a place should be received by the home LA by the closing date **15th March 2019**.

1.3 Closing Date for Applications (31st October 2018)

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. Changes of address up to **12th December 2018** may be considered if there are exceptional reasons behind the change, such as if a family has just moved into the area, or has just returned from abroad. If you are unsure whether your circumstances would be regarded as a 'good reason' you can contact your home LA for further advice.

1.4 Waiting Lists

Where there are more applicants than places available, the waiting list will be maintained according to the oversubscription criteria shown in Section 1.1 and without regard to the date the application was received or when an applicant's name was added to the waiting list.

The waiting lists for Year 7 admission will be kept open until the **end of the Autumn Term 2018**. Parents/Carers wishing to remain on the list after this date must write to the school by **31st December 2019** stating their wish and providing their daughter's, date of birth and the name of their current school. After **31st December 2019** parents/carers whose daughters are not on the waiting list but wish them to be so, must apply for Mid-Term Admission through the London Borough of Sutton on a Mid-Term Application Form. Waiting lists for other year groups will be reviewed at least twice year.

A student's position on the waiting list may go down as well as up. This is because other girls might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example when new families move into the area or when other families who had not previously named CHSG as a preference, ask to go on the waiting list after the initial allocation date.

1.5 Appeals

Parents/Carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals for entry in September 2019 must be received by the School by **24th April 2019** at the latest if these are to be heard by the Independent Appeals Committee by **5th July 2019**. Appeals received after this date, where possible, will be heard by 5th July; however, this will depend on the date the appeal is lodged and cannot be guaranteed. Where it is not possible to hear these appeals, the appeal will be heard as quickly possible, but appeals lodged after **Friday 17th May 2019** will not be heard by the end of the Summer Term.

2.0 In-Year Admissions for Years 7 to 11

Carshalton High School for Girls is part of Sutton's Co-ordinated Admissions Scheme for Mid-Term Admissions. Applications for admissions to Year 7 after **1st September 2019** and for admission into Years 8 to 11 in 2019/20 must be made to the London Borough of Sutton on a Mid-Term Application Form. If you wish to apply for a place at CHSG you must name the school as one of your preferences on the application form.

Successful applicants without a local school place will be admitted mid-term. Those with a local school place will be admitted at the beginning of the next term, unless there are extenuating circumstances.

Waiting lists will be maintained for each year and reviewed at least twice a year and will be based upon the admissions criteria used for the original Year 7 entry for that cohort. For the new Year 7 intake, the waiting list will be reviewed at the end of the Autumn Term.

Parents/carers have a statutory right of appeal if a place cannot be offered. An appeal form is available from the school upon receipt of a written request. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 working days.

3.0 Admission to the Sixth Form

The Sixth Form at CHSG is co-educational; applications from boys are welcomed. It is the School's aim when considering applications to accept students onto a curriculum pathway that will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

The Sixth Form Prospectus is published during the Autumn Term and will be specifically issued to:

- All current Year 11 CHSG students
- Students visiting from other education establishments

- Those making specific requests by contacting the school
- Those attending the Sixth Form Options Evening (mid October)

A copy of the Sixth Form prospectus is available on the school website at www.chsg.org.uk/Admissions.

3.1 **Entry Criteria for Courses**

There are 3 pathways offered in the Sixth Form:

- Russell Route** – Students with a minimum of 5 grade 5's/C's and an APS of 40 or more are encouraged to follow three A Level courses in Year 12 and 13. Students of exceptional ability will be allowed to study four subjects.
- Vocational** – Students with a minimum of 5 grade 5's/C's and an APS of below 40, are encouraged to follow the equivalent of three Level 3 courses within our BTEC offer.
- Mixed Pathway** – for some students it may be appropriate to study a mixture of A Level and Vocational courses.

Students who did not secure a grade 4 in English and/or Maths must re-sit these subjects.

3.2 **External Candidates**

External applications are welcomed from students who wish to continue their studies at Carshalton High School for Girls. The application process and entry requirements are identical for both internal and external applicants.

In the event of the Sixth Form being over-subscribed, places will be offered to those living nearest to the school as measured in a direct line from their home to the main entrance of CHSG.

If a student is refused admission both parents/carers and the student have the right to appeal to an independent appeals panel, either jointly or separately. If the appeal is lodged separately, both appeals will be held separately.

4.0 **Scholarship Places based on Aptitude in Music or Sport**

Carshalton High School for Girls grants priority to up to 24 girls on the basis of aptitude for Music or Sport. Supplementary information regarding these places is at Appendix 1.

The supplementary application form for a scholarship place in either Music or Sport (Appendix 2) in September 2019 must be fully completed and submitted by no later than **midnight Friday 28th September 2018**.

All girls will be invited to attend an assessment early in the Autumn Term. The assessment will give all girls the opportunity to demonstrate their potential and aptitude in either Music or Sport.

Parents or Carers will be notified of the results of the assessment within 5 school days of the assessment taking place. However, success in the assessment does not automatically mean girls will be offered a place at CHSG. If a girl is accepted onto the scholarship list, Carshalton High School for Girls must be named as a preference on the Common Application Form.

Appendix 1

CHSG Scholarship Supplementary Information for Admissions September 2019

A maximum of the equivalent of 10% of our admissions number per year group (currently 24 students) will be designated for Music or Sport scholarships which qualify for entry to the school.

Students wishing to apply for one of our scholarships will need to complete the supplementary application form (Appendix 2) which must be received by the school by midnight Friday 29th September 2017. Successful applicants will be invited to an assessment day (which will be held in the early part of the autumn term).

To be offered a scholarship, applicants must reach the scholarship standard. The highest ranked 24 applicants who have also named the school as a preference will be offered a place. A place will only be offered through the Pan London Co-ordinated Admission Arrangements if CHSG is stated as a preference school on the CAF (Common Application Form).

After the submission date for the CAFs, applicants who have not applied for a place at CHSG who reached scholarship standard will be removed from our scholarship ranking list. The Local Authority, following the outcome of the Pan London Co-ordinated Admission process, will remove applicants from our scholarship ranking list who have been offered a higher preference school. It is only at this point that the top 24 (10% of admissions) of scholarship applicants who have reached the required standard will be offered a scholarship place at CHSG.

Whilst the actual assessment methods differ between different disciplines the process used to determine the actual scholarships is the same. Students will need to reach a pre-determined score to be eligible for a scholarship. If more than the equivalent of 10% of students reach scholarship standard then they will be ranked according to their standardised score with the top 24 (10% of admissions) being eligible for admission. Students who reach scholarship standard but are ranked outside of the top 24 (10% of admissions) will be placed on our scholarship oversubscription list in rank order. Should scholarship places become available then the highest ranked student on the scholarship oversubscription list will be offered a place at the school.

Should places be secured through our other admissions criteria (Looked After Children, students with social or medical needs, siblings or distance) by students who reach scholarship standard then an opportunity to join the scholarship programme will be offered.

Reaching scholarship standard does not guarantee a place at CHSG as we expect there to be more students reaching scholarship standard than scholarship places available.

Assessment Procedure for Sports Scholarship

Assessment activities are organised by the PE department and overseen by staff from the senior leadership team and an independent assessor.

Assessment lasts for approximately 1 hour during which time each student will work alongside other applicants on a variety of sport related tasks.

The assessment is not sport specific but carefully designed to evaluate the key components required for particular sporting activities.

Students will undergo a range of sport aptitude testing through both skill and fitness-related activities.

Assessment Procedure for Music Scholarship

Assessment activities are organised by the Music department and overseen by staff from the senior leadership team and an independent assessor.

Audition:

1. Two performances on their chosen instrument(s) and/or vocal
2. Musical aptitude test (Clapping and singing back exercises)

The scholarship supplementary form can be found on the school website: www.chsg.org.uk/Admissions or is available as a hard copy from the school by request.

ASSESSMENT DATES

Saturday 6th October 2018
Wednesday 10th October 2018
(Times for assessments to be confirmed)

Scholarship programme

Students awarded a scholarship will be expected to undertake the following:

Music

- Attend instrumental/vocal lessons regularly
- Participate in formal and informal concerts
- Participate in school music organised events
- Attend organised visits to hear concerts, musical theatre and other such events
- Attend workshops with professional musicians
- Act as a positive ambassador for the school and department at all times
- Students will have access to subsidised peripatetic teaching
- Study Music at GCSE level

Sport

- Attend every PE/Dance lesson with correct full school PE kit
- Represent the school in at least one sporting activity during the course of the year
- Act as a positive ambassador for the school and department at all times
- Help support the organisation of Inter House activities
- Study PE/Dance at GCSE level
- Students will have access to specialised sports workshops
- Students will be provided with sports leadership courses Students will have a variety of trips organised allowing access to sports events and sessions

This form must be completed on behalf of all children applying for a scholarship place at CHSG in September 2019

Please use block capitals

Child's Surname:	Child's Forename:
Child's Date of Birth:	

Please attach a passport size image of the candidate

For correspondence purposes please provide the following details:

Mother:	Title:	Full name:
Father:	Title:	Full name:
Carer:	Title:	Full name:
Home Address:		Postcode:
Mobile Phone:	Home Phone:	
Work Phone:	Email Address:	

I wish my child to be considered for a scholarship in:

Sport

Music

Both

Assessment Procedure for Music Scholarship

Assessments are held in the Autumn Term during primary Year 6.

Assessment activities are organised by the Head of Music with appropriate staff and an independent assessor.

Audition: 10-15 minutes

1. Two performances on their chosen instrument(s) and/or vocal pieces.
2. Musical aptitude tests.
3. Please indicate whether or not you believe your child will require an assessment by a qualified specialist?

Yes

No

*If your answer to the above question is YES, then please explain why you believe specialist arrangements need to be made for the assessment of your child.

**Please be advised that the final decision regarding the provision of a specialist assessor will be determined by the school.*

Please record the main instrument(s) played and any supplementary information you wish to include about the candidate's musical talents or experiences:

Parent(s)/Guardian(s)/Carer(s) will be informed in writing of the outcome of the audition(s).

Assessment Procedure for General Sports Scholarship

Assessments are held in the Autumn Term during primary Year 6.

Assessment activities are organised by the PE department and overseen by staff from the Senior Leadership Team and an independent assessor.

Assessment lasts for approximately 1 hour during which time each student will work alongside other applicants on a variety of sport related tasks.

The assessment is not sport specific but carefully designed to evaluate the key components required for particular sporting activities. Candidates will be tested on a range of skills and health related fitness.

Please complete this page if you would like you or your child to be considered for any concessions or support in the scholarship assessment process. The Admissions Team will make the decision as to the appropriate concession or support (e.g. wheelchair access, scribes, larger print etc).

Do you or your child have any issues that you feel would need to be taken into consideration for the scholarship assessment process (e.g. Epilepsy, hearing problems, sight conditions, problems with reading etc). Please specify and add any further information you feel we should be made of in the box below:

INTERPRETER REQUIRED: Will you or your child require the help of an interpreter in order to complete the scholarship assessment process?

Yes

No

YES/NO

If the answer is **YES**, it would be helpful if you could advise us in the box below of the language assistance or interpretation/translation required:

Please note that this information will only be taken into consideration for the scholarship assessment procedure.

Please record club or sporting memberships and any supplementary information you wish to include about the candidate's sporting talents or experiences please include the details here:

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Parent(s)/Guardian(s)/Carer(s) will be informed in writing of the outcome of the assessment.

Signed:	Date:
Name (Block capitals):	

We advise supplementary forms be returned by email or in person as the School cannot take responsibility for missing forms without proof of receipt. Where a supplementary form is sent by post i.e. Certificate of Posting, please contact the School to ensure that it has been received. An acknowledgement of receipt will normally be sent within two working days

All forms must be returned to the Admissions Officer at CHSG by **midnight on 27th September 2018**