Queen Mary's High School, Walsall

Admission arrangements for the School Year 2025 - 2026

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. The Mercian Trust is the Admission Authority and it delegates responsibility for the admission arrangements to the School's Governing Body. 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 2013 and 31 August 2014.**

Exceptionally, girls may be considered for places in an academic year other than that of their chronological age subject to there being appropriate written professional evidence specific to the child including from the relevant primary school and Local Authority (if provided) that this would be in the girl's best interests.

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible.

Girls can only sit any part of the School's Admission Test procedure once and will **not** be eligible to sit the Test again.

The Test will be held on **14th September 2024.** 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 **28th June 2024** at 4pm**.** 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 2024. 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 High 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 2024**, using the Secondary School Admissions Application Form. This will allow applicants to list a minimum of three preferences.

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

b) The timeline:

i. Last date for registration with the school **28.6.24.**

ii. Candidates take the Test on **14th September 2024.**

iii. Middle to late October 2024: 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 Secondary School Admissions Application Form.

iv. **31 October 2024**: the last date for registration with the Local Authority.

v. Early to mid-November 2024: Governors decide the "qualifying score" (see the section "Admission Criteria (how places will be offered)").

vi. 1 March 2025 (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 2013 and 31 August 2014.**

The Test will be held on **Saturday 14th September 2024.**

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. Any application for special arrangements must be made by **14th June 2024**.

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 West Midlands wide consortium of Grammar Schools, which will all hold the Test within a designated testing window of time (with identical papers and process).

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) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted who achieve the qualifying score by rank order of standardised score. 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 services functions as defined by section 22 (1) of the Children Act 1989.

b) Children in receipt of 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% of pupils in this category (currently 45 places);

   If the number of students applying under this criterion exceeds the number of places available, priority will be given to students as follows:

   B1. For those students attending a State-funded Primary School in Walsall at the time of the Test. A list of such schools is appended.

   B2. For those students who do not attend a State-funded Primary School in Walsall but who achieve the qualifying score by rank order of standardised score.

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 highest score will be offered the place(s).

In the event of the process listed above not producing a result where individual applications can be separated, a random allocation process will be used as a tie-break to decide who has highest priority for admission. This process will be independently verified.

* *The School will require evidence to confirm Pupil Premium status. Documentary Evidence consisting of a letter from the student'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.*

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 **28th June 2024**, 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 **28th June 2024** but before **1st February 2025** 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.

If the circumstances are exceptional, the application will be treated as being in time. The School will arrange to test the candidate at an appropriate time, after which they will be placed in the order of merit.

b) Those received after 4.00 p.m. **28th June 2024** but before **1st February 2025** BUT are not exceptional, and all those which are received after **31st January 2025**.

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.

Please note that candidates taking a late Test may be at a disadvantage because of the standardisation by way of age.

6. Waiting lists for entry to Year 7

A waiting list will be maintained of those candidates who have been tested for admission in September 2025 and who did not receive an offer from the School and will be held in strict oversubscription criteria order until 31st December 2025. Each child added to the waiting list will require the list to be ranked again in line with the oversubscription criteria. This waiting list will be maintained until 31st December 2025 at which time it will cease to exist. Thereafter Parents/Carers may request that their child's name is entered on to the new waiting list which is maintained from 1st January and as detailed at section B1 below.

7. Appeals

If a parent/carer is refused a place at the School for their child, they have the right to appeal to an Independent Appeal Panel.

The appeals timetable and procedures will be published on the School's website by 28 February 2025.

B. <u>Admissions to Year 7 (from Spring Term onwards) and to Years 8 to 10</u>

1. Overview

If a vacancy arises in the first term of Year 7, the waiting list for that cohort will be used and a place offered to the highest scoring student on that list. This is the list as detailed at section A 6. Above and which consists of those students who sat the Test for admission in September 2025 and did not receive an offer from the School.

From January of Year 7 onwards, Parents/Carers may apply for a place directly to the School. In-year vacancies normally only become available if a current student is leaving the School. Applicants who have previously sat the Test for entry to Year 7 in September 2025, but who did not attain the minimum qualifying score, may not re-apply for entry into Year 7. Parents/Carers will need to re-apply at the start of each academic year if they want their child to be included on the waiting list where a place cannot be offered.

2. Process.

a) All such applications for in-year admission to the School will be responded to within 15 working days. If students are refused a place at the School, they will be placed on a waiting list to be informed of the next testing opportunity for the appropriate year group. Where applications have been refused, the reason for the refusal will be given and Parents/Carers shall be informed of their right to appeal.

b) Should vacancies become available, all those on the waiting list will be tested for academic attainment and potential through aptitude tests and/or tests in core subjects as the Governors consider necessary to

determine whether any of those candidates fall within the ability range of the appropriate Year. 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, if no candidate is within the ability range, no offers will be made. Such candidates deemed to be not within the ability range may not re-apply to join the waiting list within the same academic term.

c) An order of merit shall be established with priority being given to Looked After Children and previously Looked After Children as defined at paragraph 4 a) above and which will remain valid until the last day of the year in which a test is taken. The order will be maintained in accordance with the oversubscription criteria and will be subject to re-ranking as any new candidate is tested and added to the order. At the end of the year, Parents/Carers may request to be added to the list for the new academic year.

3. Appeals.

Appeals to admit to Year 7 (from Spring Term onwards) and to Years 8 to 10 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. <u>Admission to Year 12 (the Sixth Form)</u>

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 admission number (PAN) for Year 12 is 1. The PAN relates only to those students admitted to the School for the first time and not to those students moving through the School from Year 11 to Year 12. This is the minimum number which the School will admit.

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 a minimum of 1 applicant 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.

All students in Year 11 currently at QMHS and who meet the entry requirements will automatically be offered a place in 6th Form.

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. Save for candidates who are either Looked After or previously Looked After as defined at para 4 a) above, or in receipt of Pupil Premium**, 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.

In the case of Economics, candidates are expected to have achieved at least a grade 7 in Mathematics. In the case of Politics, candidates are expected to have achieved at least a grade 7 in either History or English (Language or Literature). In the case of Psychology, candidates are expected to have achieved a grade 7 in any one of: English (Language or Literature), Mathematics, History, Geography, Religious Studies, Biology, Chemistry, Physics, Computer Science or Combined Science.

Those candidates already at the school who are either Looked After or previously Looked After as defined at para 4 a) above, or in receipt of Pupil Premium**, together with those candidates applying from other schools to join Year 12 and who are either Looked After or previously Looked After as defined at para 4 a) above, or are eligible for Pupil Premium**, will be required to achieve at least 6 GCSEs at grade 6 or above which include English and Maths. All such candidates would normally be expected to achieve at least grade 7 in the subjects they wish to study at A-Level. For non- GCSE subjects the same requirements as above shall also apply.

All Offers of places in the 6th Form will be conditional upon achievement.

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

** The school will require evidence to confirm Pupil Premium status. The evidential requirements can be found at section A Part 4 above. Please contact the School Office if further information is required.

4. Sixth Form Oversubscription/Waiting List.

Priority will always be given to students who have studied for their GCSE qualifications at QMHS providing always that they meet the entry requirements.

In the case of oversubscription, priority will be given to external students based on the following criteria. The criteria will be applied in rank order:

I. Looked after Children/Previously looked after Children (as defined at section A 4 a) above).
II. Students in receipt of Pupil Premium.
III. Offers shall then be made to other external students with the highest (Best 7) GCSE score.
IV. If distinguishing between external applicants with equal Best 7 subject scores, we will then apply the average score of the 3 stated A-level subjects. Where the subject to be studied has not been taken at GCSE, an equivalent subject may be used at the discretion of the School.

In the event of the process listed above not producing a result where individual applications can be separated then a tie breaker will be applied based on the closest proximity to the School calculated on the basis of a straight line measurement between the Applicant's home address and the main entrance to the School.

If the student meets the general admissions requirement but we are unable to offer a place based on the criteria above; they will be automatically placed on a waiting list. The waiting list will be held in strict oversubscription criteria order. Each student added to the waiting list will require the list to be ranked again in line with the oversubscription criteria.

5. Appeals

If a parent/carer is refused a place for their daughter or son at QMHS 6th Form they have the right to appeal. Appeals must be sent in writing to the Clerk to the Governors at the School, who will arrange an appeal within 30 school days of receiving the appeal.

D. <u>Withdrawal of an offer</u>

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.