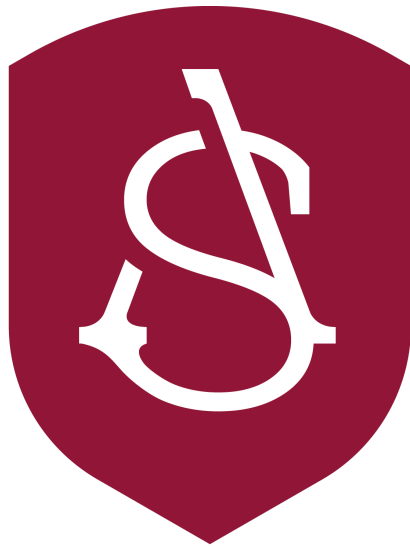


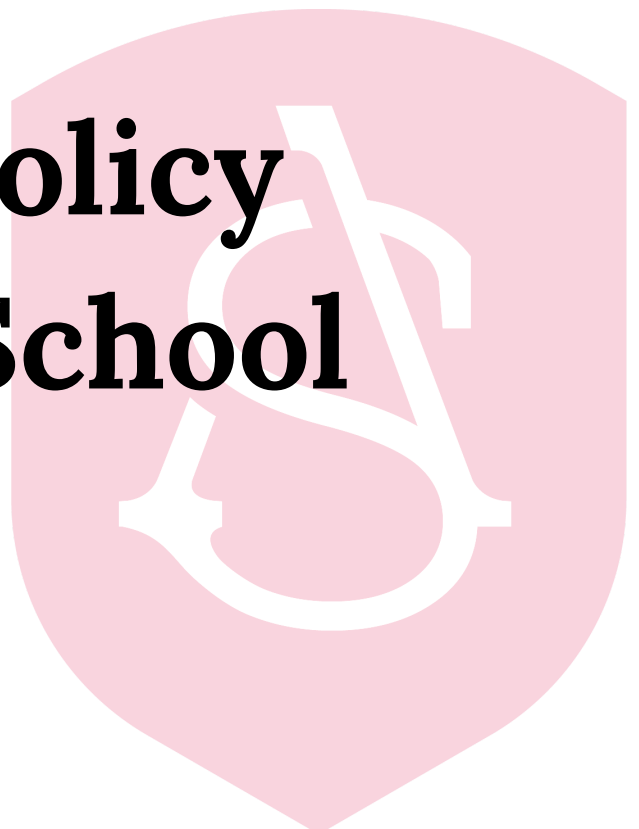


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EDUCATIONAL TRUST



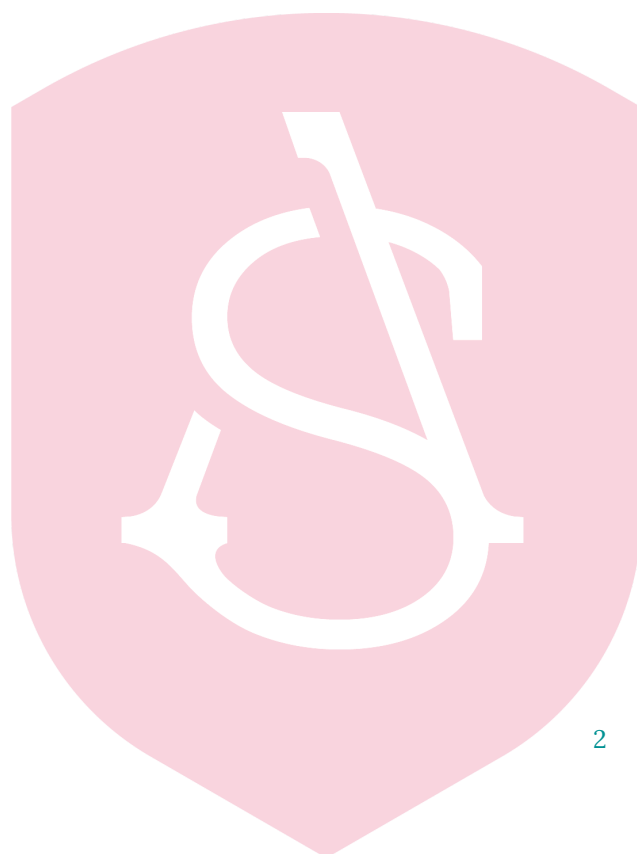
**Admissions Policy  
for Ashlawn School**

**2025-2026**



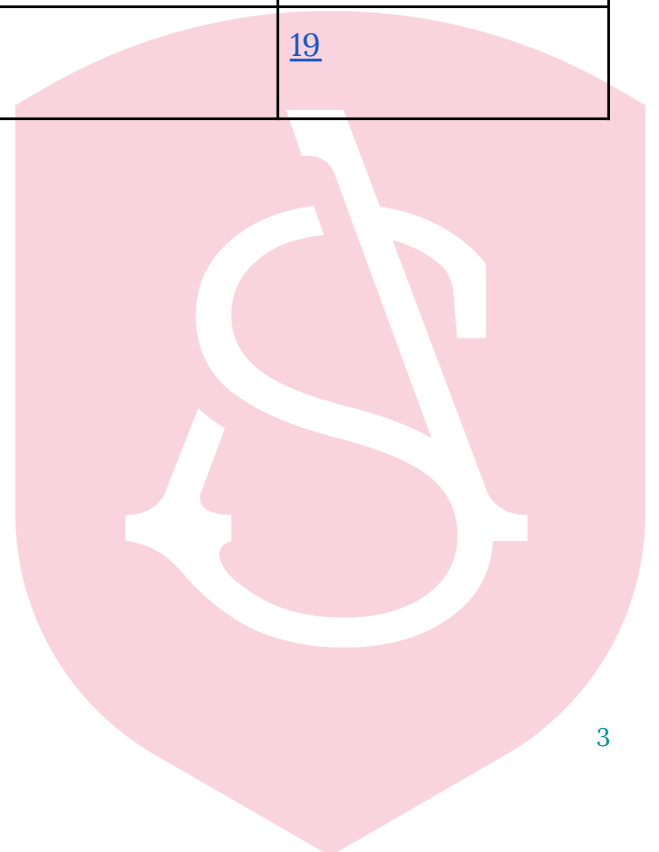
## Version Control

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<b>Author:</b>	S. Hartle	
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## 1 – The TLET Way

Transforming Lives Educational Trust (TLET) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike. Our ambitions are to **Nurture Potential**, **Inspire Community** and **Deliver Excellence**.

### OUR AMBITIONS - As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

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Through the transformative values of courage, kindness and loyalty, together we:



#### NURTURE POTENTIAL

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We flourish in the places we create together.



#### INSPIRE COMMUNITY

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We champion each other to make a difference.



#### DELIVER EXCELLENCE

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We strive to achieve our best.

## 2 – Definition of Terms

**Admission Authority** - The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, For Academies, this body is the Academy Trust.

**Admission Arrangements** - The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

**Admission Number (or Published Admission Number – (PAN)** - The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

**Determination Year** - The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

**Oversubscription** - Where a school has a higher number of applicants than the school's published admission number.

**Oversubscription Criteria** - This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

**The Academy-** Ashlawn School

**The Trust-** Transforming Lives Educational Trust.

**Waiting Lists** - A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria.

## 3 – Rationale and Statutory Requirements

3.1 This policy is subject to The School Admissions Code ('the Code') which was issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')<sup>1</sup>. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

This Code came into force on 1 September 2021 and, unless otherwise stated, applied with immediate effect. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

3.2 This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the bodies listed below:

- a) Admission authorities of maintained schools as defined in Section 88(1) (a) and (b) of the SSFA 1998
- b) Governing bodies and local authorities (when not admission authorities)
- c) Schools Adjudicators
- d) Admission Appeal Panels.

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code.

Where a school is their own admission authority, this responsibility falls to the governing body or Academy Trust.

3.3 All admission authorities must determine their admission arrangements, including their PAN, every year, even if they have not changed from previous years and a consultation has not been required by 28 February in the determination year. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements (this policy) on the school's website or their own website (in the case of a local authority) by 15 March in the determination year and continue displaying them for the whole offer year (the school year in which offers for places are made). Admission authorities must also send a copy of their full, determined arrangements to the local authority as soon as possible before 15 March in the determination year.

## 4 – Scope

This policy refers to:

<b>Parents/Carers</b>	✓	<b>Trustees</b>	✓
<b>Employees</b>		<b>Volunteers</b>	
<b>Pupils/Students</b>		<b>Visitors</b>	
<b>Governors</b>	✓	<b>Community</b>	

## 5 - Principles

- 5.1 As the Admission Authority, TLET will ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective.
- 5.2 As the Admission Authority, TLET will not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.
- 5.3 Parents should be able to look at this set of arrangements and understand easily how places for that school will be allocated.

## 6 - Policy Statement

- 6.1 Ashlawn School is a co-educational, secondary academy in Rugby, Warwickshire catering for students aged between 11 and 18 years of age across seven year cohorts, including Sixth Form provision. The academy has a long-established tradition of providing high-quality education to young people in the local community of Hillmorton, Rugby alongside a selective cohort, accessible through reaching the required standard in the 11+ selective test. More information about Ashlawn School can be found at [www.ashlawn.org.uk](http://www.ashlawn.org.uk)
- 6.2 Ashlawn School is an academy and is part of the Transforming Lives Educational Trust (TLET), which is responsible for its operation. More information about TLET can be found at [www.tlet.org.uk](http://www.tlet.org.uk)
- 6.3 Transforming Lives Educational Trust (TLET) is the Admissions Authority for Ashlawn School.

- 6.4 Responsibility for the admission of pupils rests with TLET which is the Admissions Authority, and which will act in accordance with the School Admissions Code 2021 and the School Admission Appeals Code 2022. In discharging these responsibilities in relation to Year 7, TLET have engaged Warwickshire County Council's Admissions Service (Warwickshire Admissions Service) to operate the process on the school's behalf.
- 6.5 Ashlawn School is a publicly funded, bilateral<sup>1</sup> school.
- 6.6 All applications for places at Ashlawn School will be considered in accordance with the arrangements set out below.
- Ashlawn School admits a proportion of pupils who have reached the required academic standard in the 11+ Selection Test. These are termed as selective places.
  - Ashlawn School admits a proportion of pupils who have scored the highest in the Modern Language (ML) aptitude test. These are termed as aptitude places.
  - All applications to Ashlawn School are now considered under this single admissions policy, including applications for selective, aptitude non-selective and non-selective places. This policy explains under which element parents can apply and the oversubscription criteria for allocation of the remaining available places.

## 7 - Procedure

- 7.1 **Admission Number** - The academy has a published admission number (PAN) of 256 students for entry in Year 7 in 2024-25. Of these places, the school allocates up to fifty-six places on the basis of selection. Thirty-one of these places are for applicants who meet the "automatic qualifying scores" in the 11+ selective test, and twenty-five for applicants who scored most highly in a modern languages (ML) aptitude test. If there are fewer than 56 applicants who meet the requirements set for the selective and aptitude places, then the remaining places are offered as non-selective places.

The academy will, accordingly, admit this number of pupils if there are sufficient applications. Where fewer applications than the published admission number for the relevant year group are received, TLET will offer places at the academy to all those who have applied. Should more than 256 applications be made, the over-subscription criteria will apply.

- 7.2 **Admission Process** - Ashlawn School will coordinate with Warwickshire Admissions Service to process school offers. This means parents/carers will need to complete the relevant Local Authority Common Application Form (CAF):

Warwickshire: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Northamptonshire: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

Leicestershire: [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)

The national closing date for application is 31 October 2024.

Offers will be made on the national offer day of 1 March 2025.

- 7.3 **Late Applications** - Applications received after the closing date are late. Late applications will be considered after those received on time. A late application will only be considered alongside on-time applications if there is written evidence of exceptional and compelling reasons for the late application. Such circumstances will be considered by the admissions authority (TLET) and Warwickshire Admissions Service.

<sup>1</sup> A bilateral school is a partially selective school which selects a proportion of its intake by ability or aptitude. This is permitted as a continuation of arrangements that existed prior to 1997.

7.4 **Oversubscription Criteria** - The criteria in this section apply to entry in the secondary phase of the academy. The same criteria will apply to in-year admissions. Where applications for admission exceed the number of places available, the following oversubscription criteria will be applied in the order set out below.

Children with an Education, Health and Care Plan (EHCP)<sup>2</sup> that names Ashlawn School will be offered a place first. This will reduce the number of places available.

Following the admission of those children with an EHCP which names Ashlawn School, priority for admission will be given to those children who meet the oversubscription criteria set out below, in priority order:

1. Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to child arrangements order or a special guardianship order and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked-after child is defined in Section 22 of the Children Act 1989.<sup>3</sup>
2. Up to 31 selective places will then be allocated to students who have reached the Automatic Qualifying Score in the 11+ Selective Test. (See Section 7.14: Admission to Selective School Places)
  - a. Up to 15 selective places will be allocated to pupils living in the Eastern Area of Warwickshire<sup>4</sup> using the following method of prioritisation:
    - i. Pupils living in the Eastern Area of Warwickshire who would be eligible for the Pupil Premium<sup>5</sup> who achieve the Automatic Qualifying Score<sup>6</sup> or above.
    - ii. Pupils living in the Eastern Area of Warwickshire who achieve the Automatic Qualifying Score or above.
  - b. Up to 16 selective places will be allocated first to children who achieve the Automatic Qualifying Score or above and who live in the priority circle<sup>7</sup> (the centre of which is the Rugby Water Tower), allocated

<sup>2</sup> 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.

<sup>3</sup> 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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). All references to previously looked after children in this document mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A copy of any relevant documents may be requested by Warwickshire Admissions Service as evidence at any time during the admissions process.

<sup>4</sup> The Eastern Area of Warwickshire is described as the following (being the aggregated priority areas of Bilton, Ashlawn and Avon Valley Schools): Rugby plus the parishes of Dunchurch, Cawston, Thurlaston, Leamington Hastings, Birdingbury, Grandborough, Wolfhamcote, Willoughby, Binley Woods, Brinklow, Brandon and Bretford, Ryton-on-Dunsmore, Bubbenhall, Wolston, Church Lawford, Long Lawford, Stretton-on Dunsmore, Princethorpe, Frankton, Marton, Bourton and Draycote, Churchover, Clifton-uponDunsmore, Combe Fields, Cosford, Easenhall, Harborough Magna, Kings Newnham, Little Lawford, Monks Kirby, Newton and Biggin, Pailton, Stretton-under-Fosse, Wibtoft, Willey, Withybrook. Information on The Eastern Area can be found at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

<sup>5</sup> Pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.

<sup>6</sup> Automatic Qualifying Score (AQS): The Committee of Reference has an overriding discretion to set the Automatic Qualifying Score and the required minimum academic standard for admission (minimum score for a place on the waiting list) as it considers appropriate to ensure that those offered places, and those on the waiting list, have reached an academic standard which will enable them to benefit from a grammar school environment. When determining the Automatic Qualifying Score (AQS) for the school, the Committee of Reference will consider all categories of the over-subscription criteria, the ability of the overall cohort and the number of places available for the relevant year of entry. As many places as possible will be allocated, in line with the school's published admission number, and only where the Committee deem the ability of those to be allocated places to be commensurate to cohorts previously admitted to the school. The Committee will also consider the scores of children just below the Automatic Qualifying Score and determine for each school the required minimum academic standard for admission (minimum score for a place on the waiting list) for that year. All applications are considered against the oversubscription criteria, no special consideration will be given in the case of siblings

<sup>7</sup> Priority Circle: The Eastern area priority circle is based on a circle with a radius of 10.004 miles from the Rugby Water Tower. Further information can be found at [www.warwickshire.gov.uk/elevenplus](http://www.warwickshire.gov.uk/elevenplus)



first to those children who are eligible for pupil premium, secondly to other applicants and finally to pupils who have been considered by the Committee of Reference<sup>8</sup> as “having met the minimum academic standard” for admission and placed on a waiting (reserve) list<sup>9</sup>.

- c. Should these places not be filled by applicants within these areas, they will be offered to pupils living outside of the priority area<sup>10</sup> who achieve the Automatic Qualifying Score or above.
  - d. Should there be fewer qualifying applicants than selective places, they will be offered as non-selective places.
3. Up to 25 places will then be allocated to students who have met the required standard in order of their score in the Modern Language Aptitude Test. (See Section 7.15: Admission to Modern Language Aptitude (Non-Selective) Place) Should fewer than 25 pupils meet the required standard, the remaining places will be offered to the next over-subscription category.
4. Places will then be allocated to as follows:
- a. Places will first be allocated to same year siblings<sup>11</sup> of a child admitted for a selective or aptitude non-selective place within the application cycle;
  - b. Places will then be allocated to children living within the Ashlawn School priority area who will have a sibling<sup>12</sup> at the academy at the time of admission;
  - c. Places will then be allocated to children living outside the priority area who will have a sibling at the academy at the time of admission;
  - d. Places will then be allocated to children living within the Priority Area;

The priority area for this academy can be viewed on the Warwickshire County Council website at:

<http://www.warwickshire.gov.uk/mapsecondaryschools>

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<sup>8</sup> *The role of the Committee of Reference: The Eastern Area Committee of Reference sets the Automatic Qualifying Score taking account of the applications for the individual schools and the number of places available. The Committee of Reference is a panel of Headteachers and teachers appointed according to terms of reference which are available from Warwickshire Admissions. The Heads of the selective schools in East Warwickshire or their representatives will be members of the Committee. The Committee also reviews the arrangements for any children with disabilities or Special Educational Needs.*

<sup>9</sup> *Waiting (reserve) list: After the initial round of offers, made on 1 March 2025, further places may become available – if, for example, parents/carers take up places for their child at another school. These places will be offered from the waiting list, up to the Published Admission Number (PAN) of the school in line with the reallocation dates as outlined in the Warwickshire County Council coordinated scheme. The waiting (reserve) list order will follow the same as that outlined in the oversubscription criteria but will also include any applicant who registered late for the entrance test, or who submitted a late secondary school application, or who did not provide the correct address documentation by the specified deadline, and there were no exceptional and unforeseeable events preventing the late submission. Each added child will require the waiting (reserve) list to be ranked again in line with the published oversubscription criteria. Any child who is made an offer for a school which was listed lower on their secondary school application than Ashlawn School will automatically be added to the waiting (Reserve) list, provided that the child achieved the required minimum academic standard for admission (minimum score for a place on the waiting list) or above for this school, for this particular year of entry, in the entrance test. In accordance with the School Admissions Code (2021), waiting lists will be held for one term until 31 December 2024. Until the waiting list is dissolved on 31 December 2024, children aged 12 or under will continue to be tested using the entrance test. (Please note that children already aged 12 will have the oldest age weighting applied to their score and will then be ranked against the other children who have taken the test). After 31 December 2024, the entrance test will continue to be used for children under the age of 12. After 31 December 2024, children aged 12 or over will sit tests in English and Mathematics set by the school to judge academic suitability against the relevant cohort.*

<sup>10</sup> *Priority Area: The area served by a school is known as the priority area (please see Section 16: Priority Area)*

<sup>11</sup> *Definition of sibling in this context: For the same year sibling criterion to be applicable the children must be in the same year cohort **and** one of the following conditions must exist: \* brother and/or sister to be permanently resident at the same address \* stepbrother and/or stepsister to be permanently resident at the same address \* half brothers and/or half sisters to be permanently resident at the same address*

<sup>12</sup> *Definition of sibling in this context: For the sibling criterion to be applicable one of the following conditions must exist: \* brother and/or sister to be permanently resident at the same address \* stepbrother and/or stepsister to be permanently resident at the same address \* half brothers and/or half sisters to be permanently resident at the same address*

5. Next, places will be allocated to children of a permanent member of staff<sup>13</sup> at Transforming Lives Educational Trust, where the child will have a sibling remaining on roll at the school at the time of admission, and where the staff member spends the majority of their time working at the school, with two years' service at the time of application.
6. Then, places will be allocated where the child is the child of a permanent member of staff at Transforming Lives Educational Trust who has been employed for a period of more than two academic years at the time when the application is made;
7. Next, remaining places will be allocated to other children living outside the priority areas who will have a sibling at the academy at the time of admission;

Finally, any remaining places will be allocated to other children.

7.4 **Distance** - Within all criteria, places will be offered in accordance with distance between the child's home address (see below) and the academy (shortest distance = highest priority). Warwickshire Admissions Service uses a Geographical Information System (GIS). Distance will be calculated by the straight-line measurement from the address point coordinate of the applicant's home address (as set by Ordinance Survey) to the centre point ("centroid") of the academy. (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where the distance from home to the academy is identical, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out independently of the academy by Warwickshire Admissions Service.

7.5 **Home address** - The child's home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides, and which is the usual address of the parent/carer with main responsibility for the child. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire Admissions Service using a random number generator to determine which application to process. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friend's or relative's address will not be considered for allocation purposes. Addresses involved in child-minding arrangements (professional or with relatives) are excluded. If a child's home address changes during the admissions process, it is the responsibility of the parent/carer to inform Warwickshire Admissions Service immediately. Where there is a proposed house move taking place during the admissions process Warwickshire Admissions Service may only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by its deadlines. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn.

7.6 **Multiple Births** - Where there is a family of multiple births and they receive the 60th place, the academy will accept all children from the multiple-birth residing at that household over the PAN.

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<sup>13</sup> *Definition of staff member: Staff refers to any person employed by the Governing body of the school, or employed by another organisation who works wholly or mainly in the school. They must meet the following criteria:*

- All full-time teaching staff
- All full-time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more the definition does not include contract or peripatetic staff

- 7.7 **Admission of children outside their normal age range** - Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission outside of normal year group is being requested and the year group in which they wish their child to be allocated a place. When such a request is made to Warwickshire Admissions Service, TLET will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.
- 7.8 **Late applications** - All applications received by the academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. Late applications will be considered alongside on-time applications if there is written evidence of exceptional and compelling reasons for the late application. Such circumstances will be considered by the admissions authority (TLET) and the LA. If, following consideration of all applicants the academy is oversubscribed, parents may request that their child is placed on the academy's waiting list.
- 7.9 **Waiting Lists** - TLET, as the Admissions Authority, will maintain a clear, fair, and objective waiting list until at least 31 December of each school year of admission. The waiting list is compiled in strict priority order against the published oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria so a child's position can move both up and down the waiting list as other children are added. Offers will be made from the waiting lists as vacancies arise. The school may contact parents to ask them to confirm if they wish their child(ren) to remain on the waiting list.
- 7.10 **Appeals** - All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Warwickshire Admissions Service for information on how to appeal. Information on the timetable for the appeals process is available at <https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement>
- 7.11 **In-Year admissions** - Families interested in an in-year place at the academy should contact Warwickshire Admissions Service in the first instance. Applications can then be made directly to Warwickshire Admissions Service, which coordinates in-year admission arrangements. Further details can be found at <https://www.warwickshire.gov.uk/moving-schools-within-school-year>
- 7.12 **Fair Access Protocol** - The academy participates fully in Warwickshire's In-Year Fair Access Protocol. The Fair Access Protocol can be found here <https://api.warwickshire.gov.uk/documents/WCCC-205639421-410> and a parent/carer guide can be found here <https://www.warwickshire.gov.uk/moving-schools-within-school-year/child-admitted-fair-access-protocol>
- 7.13 **Children of UK service personnel (UK armed forces)** - For families of service personnel with a confirmed posting to their area, a place at the academy will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria. #

7.14 **Admission to Selective School Places** - Ashlawn School is a mixed bilateral academy. Admissions are based on a process of selection having regard to children’s academic ability. In Rugby there are two other academically selective schools: a girls’ grammar school with academy status (Rugby High School) and a boys’ grammar school with academy status (Lawrence Sheriff.) At Ashlawn, 31 pupils who have successfully met the “automatic qualifying score” in the 11+ selective test will be admitted.

The following information outlines the automatic qualifying scores which were established for each of the six Warwickshire grammar schools, as well as the criteria used when making offers, for 2023 entry. Also included are details of the minimum score required to be placed on the waiting list for each of the grammar schools. These scores have been determined by a Committee of Reference as part of Warwickshire’s Local Review Process.

School	PAN for selective places	2022 AQS	Minimum score for waiting list
King Edward VI School	87	232	224
Stratford Girls’ Grammar School	120	224	220
Alcester Grammar School	150	218	214
Lawrence Sheriff School	150	211	208
Rugby High School	120	211	206
Ashlawn School	31	208	204

**1.1 Eligibility for application is based upon the following:**

- a. Returning the 11+ registration form by 23:59 on **30 June 2023**. (Registration opens for the Warwickshire **2024 entry on 8 May 2023**.)
- b. Naming Ashlawn School on the CAF
- c. Achieving the qualifying score as determined by the Committee of Reference

**Special Arrangements and Access Arrangements for Children with Special Educational Needs**

Parents whose children have a disability and / or require special resources to sit the test must request this in writing by completing the ‘Special Testing Requirements’ form and providing supporting documents. Forms are available from, and must be returned to, Warwickshire Admissions by 23:59 on **30 June 2024**. Testing arrangements for disabled students seeking entry to Year 7 will be as agreed centrally between Warwickshire Local Authority and the headteachers of the selective schools in East Warwickshire. These students could also be applying through and be tested by The Grammar Schools of Birmingham.

Students with special educational needs who have had an assessment carried out by an assessor holding a recognised qualification in assessing children with special educational needs, will receive an additional time allowance of up to 25% for English and Mathematics, provided that such an allowance forms part of the assessor's recommendations. An amanuensis enlarged papers and other requirements will also be met subject to sufficient notice of the need being given.

## 1.2 Committee of Reference

In East Warwickshire, the Committee of Reference sets the Automatic Qualifying Score taking account of the applications for the individual schools and the number of places available. The Committee reviews the arrangements made for any pupils with disabilities or special educational needs. The Committee of Reference will also consider the scores of students just below the Automatic Qualifying Score and the required minimum academic standard for admission (minimum score for a place on the waiting list.) The admissions authority may decide to admit one or more of these students from the waiting list provided that the Published Admission Number (PAN) for the school is not exceeded.

## 1.3 Entry to Year 7 in September 2025

(NB. The dates below are indicative as the timeline for 2025 entry has not been published yet)

The child must have been registered for the entrance test for the School by the deadline of 23.59 on **30 June 2023** and completed that test; and the parent/carer must have named the school on the Common Application Form, which must have been submitted by 23.59 on **31 October 2023** to the home authority; and the correct residency documentation must have been provided by the deadline of 23.59 on **31 December 2023**. Late entrance test registrations and/or late secondary school applications and/or late/incorrect residency documentation will mean that your child will not be considered in the first round of offers.

The following indicative timeline is published by Warwickshire Admissions annually. This is for 2024 entry and will be updated when the 2025 timeline is published)

Date	Milestone
8 May 2023	11+ entrance test opening date
30 June 2023	11+ entrance test deadline
30 June 2023	11+ special arrangements application deadline, including submissions of supporting evidence
W/C 12 July 2023	Decision letters for access arrangements distributed
W/C 14 August 2023	Invite letters to 11+ test distributed
16 and 17 September 2023	11+ test dates
16 October 2023	Results available on Parent Portal
31 October 2023	Secondary 2024 application deadline (applications by your home local authority)
W/C 4 December 2023	Proof of address (mandatory) to be sent to <a href="mailto:poa@warwickshire.gov.uk">poa@warwickshire.gov.uk</a> . Please see each school's arrangements for accepted proof of address (1 proof for parent, 1 proof for child)
31 December 2023	Proof of address deadline
1 March 2024	National Offer Day



Admission will be determined by comparing the children's performances in two papers commissioned by Warwickshire Local Authority and the number of applications for the schools will be used by the Committee of Reference to set the Automatic Qualifying Score. Above and at that qualifying score a child will receive an offer from their highest named preference of selective school (subject to living within the priority circle, not being a late entry or having an offer from a higher preference of school).

#### **1.4 The 11+ Selection Test**

The main test session date will be on **16<sup>th</sup> and 17<sup>th</sup> September 2023**. Warwickshire reserves the right to conduct these tests over a weekend. In exceptional circumstances, Warwickshire reserves the right to conduct tests at another time in the autumn term.

Information about the test will be available on the Warwickshire Admissions website. Familiarisation information will also be available. The 11+ test will assess verbal reasoning, non-verbal reasoning and numeracy. For each paper, the children will be given a question booklet which contains the test questions and a separate answer sheet to mark their answers. The same test is used for entrance for all Warwickshire schools with selective criteria.

Parents whose child is not able to sit the test on a Saturday for religious reasons must tick the appropriate box on the registration form and enclose a supporting letter from their religious leader. A further date will be confirmed for the testing of these children.

#### **1.5 Illness**

If your child is ill on the test day and is unable to sit the test, you must notify Warwickshire Admissions by no later than 23:59 pm on the day of the test. A medical note (scanned copy, faxed or hand delivered) must be submitted for an alternative date to be arranged.

#### **1.6 Additional 11+ Selection Test Sessions**

These will be held in late November/early December and late January/early February, primarily to accommodate families moving into the area. The same principles apply (for example Warwickshire residents should register with Warwickshire Admissions).

#### **1.7 Registration for the 11+ Selective Test and applying for a school place**

During the summer term of 2024, parents of all children in Year 5 in primary schools in Warwickshire will be issued with information about the process of selection, as will the parents of children attending independent schools if the schools request it. Parents of children not attending those schools can contact the Admissions Service to request that information, or visit the Warwickshire 11+ website at [www.warwickshire.gov.uk/elevenplus](http://www.warwickshire.gov.uk/elevenplus)

#### **1.8 Registration for the Test**

Parents living in Warwickshire should register for the test with Warwickshire Admissions. Parents living in other authorities should register for the test in the region in which they would most like their child to attend a school.

Parents will be able to register for the test from **8 May 2023**. It is recommended that parents do this on-line. Paper copies of the registration form will also be available from Warwickshire Admissions. If you are posting a registration form, you are strongly advised to take steps to ensure your form is received prior to the deadline, such as recorded delivery. Please ensure that any recorded delivery receipt has the postcode printed electronically on it.

The closing date for registrations is 23.59 on **30 June 2023**. All registrations will be acknowledged. If you do not receive an acknowledgement within 14 working days, you should contact Warwickshire Admissions.

Details of test venues will be sent to parents by Warwickshire Admissions. This will include a 'Fit and Well' sheet which must be brought to the test session. Photographic identification **must** also be provided. Warwickshire Admissions reserves the right to contact your child's school and to share the photograph with them for the purpose of establishing proof of identity as part of the entrance test process.

If your form is received prior to the closing date but is not fully completed it will be considered as late. If your registration form is received after the closing date, it will be considered as late.

If your child is sitting the test in a Warwickshire venue and you arrive at the test session without photographic identification of your child, they will not be able to sit the test on that day and your registration will be considered as late.

If you indicate after the registration closing date that you wish for your child's test score to be shared with either Warwickshire Admissions or The Grammar Schools of Birmingham, your registration will be considered as late for the region you wish your child's result to be shared with.

If your registration is considered to be late your child will be tested at the earliest opportunity.

It is unlikely that results will be available prior to the deadline of **31 October 2023** for submitting an application for a school place. Late applications without supporting evidence will be processed after on-time applicants. If your application is late it will therefore affect the likelihood of your child being offered a place at this school.

If your form is received after the closing date of **30 June 2023** it will only be treated on-time for this school if you can provide evidence of exceptional circumstances or a move of address into the priority area by 31 December 2023.

### **1.9 Applying for a school place**

Applications will be made on the home authority's CAF as part of the coordinated process with neighbouring authorities. The national closing date for making a preference will be **31 October 2023**.

Applications received after this date will be considered late and will be given a lower priority for places. An exception will be made for exceptional circumstances and children moving into the priority area where independent evidence can be provided by **31 December 2023**.

### **1.10 Notification of Test Results**

Under the School Admissions Code, there is a requirement for Local Authorities to inform parents of the outcome of selection tests before parents make applications for other schools - while making clear that this does not equate to a guarantee of a selective place.

The parents of all children who sit the 11+ test in September 2023 will be sent details of how their child has performed in the tests. Data from all pupils sitting the test will be used to produce standardised scores.

Weightings will be applied to the scores achieved in Verbal Reasoning, Non-Verbal Reasoning and Numeracy. Parents will be notified by post of their child's score in the 11+ selective assessment. Parents who have either registered with Warwickshire Admissions (or have asked that their child's score be shared with Warwickshire Admissions) will receive the following information:

- a) Your child's total standardised score is broken down by performance in Verbal Reasoning, Non-Verbal Reasoning and Numeracy.
- b) A provisional ranking of where the score places the child out of all children who have sat the test.
- c) The automatic qualifying scores and waiting list scores for each Warwickshire Grammar school for previous years where the weightings have been applied for the three sections. These can be used for comparison purposes but there can be no guarantee that any child, including those scoring above the required score for previous years, will be offered a grammar school place.
- d) The date for the issue of the test results is still to be confirmed by Warwickshire County Council.

### 1.11 Setting of the Automatic Qualifying Score

Performance in the tests and the number of applications for the schools will be used by the Committee of Reference in each area to set the automatic qualifying score. Above and at that score a child will receive an offer from their highest named preference school.

The Committee will consider the descending score order and the number of children applying for each school (living within the priority area and who registered before the closing date) and set the automatic qualifying score as close to the published admission number for the school as possible. Places will then be offered in accordance with the admission criteria.

The automatic qualifying score for 2025 entry will be set by the East Warwickshire Committee of Reference taking account of the previous automatic qualifying score for entry.

### 7.15 Admission to a Modern Language (ML) Aptitude Place

Full details and Terms and Conditions of the Ashlawn ML Aptitude Test are given on the school website at <https://www.ashlawn.org.uk/admissions/modern-foreign-language-aptitude-test/> Applicants should read these conditions and then sign to say they have done so when completing the application form for the Aptitude Test.

A maximum of 25 pupils who meet the required standard in Ashlawn's ML Aptitude Test will be admitted in order of score. Should fewer than 25 pupils meet the required standard, the remaining places will be offered to the next over-subscription category.

Parents and carers who wish their children to be considered for Ashlawn's ML aptitude places must submit a completed application form by noon on the **deadline stated** within the terms and conditions on the school website. This form will be available on the website from **1 June 2024**.

Applicants who are admitted to the school following results of the Aptitude Test will, unless in exceptional circumstances, study two languages.

The Ashlawn ML Aptitude Test aims to identify pupils who have an aptitude for learning the subjects covered by Ashlawn School's Modern Languages Faculty. No part of the test will be conducted in these languages and prior knowledge of any modern foreign language is not required.

The Ashlawn ML Aptitude Test will be administered on **Saturday 23<sup>rd</sup> September 2023**. The test is a listening assessment, and no preparation is required. The school reserves the right to conduct testing on a weekend day. More information will follow after registration.



A pupil whose application has been unsuccessful for a place under the Ashlawn ML Aptitude Test will be equally considered for a place under the other criteria as set out in the oversubscription criteria.

Applicants will be informed of their standardised score in the ML Aptitude Test in writing before 31 October 2023. Applicants will not be informed by the school as to whether or not they have been offered a place; this will be done by the applicant's Local Authority.

## 7.16 Sixth Form Admissions Arrangements

Ashlawn School has an open access Sixth Form catering for students from Rugby and surrounding areas in a comprehensive and inclusive environment. All applications are treated on their own merit. The published admission number (PAN) is 60.

Ashlawn Sixth Form has courses which cater for a range of students and details of entry criteria are available in our Sixth Form Prospectus. Ashlawn Sixth Form has over 30 courses which lead to 3 to 4 A Levels.

The process of Sixth Form application is as follows:

1. Open evening for all prospective Sixth Form students takes place during November of the year preceding entry to Sixth Form.
2. The completion and receipt of application form into Ashlawn School before the advertised date in December of the year preceding entry to Sixth Form.
3. On receipt of a completed application (normally at the end of the autumn Term), an interview will be arranged. The interview is intended to ensure that all students make informed choices and that the choices reflect a student's aspirations and future plans.
4. An offer of places will be made on the following basis:
  - Students seeking entry at 16+ should have at least 5 Level 2 passes or above including either English or Maths.
  - In addition, there are specific GCSE/Level 2 equivalent requirements for individual subjects detailed in the Sixth Form Prospectus.
5. The following students will be prioritised in the application process - students with an Education, Health and Care Plan<sup>14</sup> and those students who are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to child arrangements order or a special guardianship order and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked-after child is defined in Section 22 of the Children Act 1989.<sup>15</sup>

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<sup>14</sup> 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.

<sup>15</sup> 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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). All references to previously looked after children in this document mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A copy of any relevant documents may be requested by Warwickshire Admissions Service as evidence at any time during the admissions process.

- Offers of places are made subject to the entry requirements being met, and to there being places in the subjects of the student's choice.

### Oversubscription Criteria

Students who have an Education, Health and Care Plan naming the academy will be admitted first and this will reduce the number of places available. Places up to the PAN will be allocated where the applicant meets the relevant qualifying standards and where places are available on the preferred courses and in the following order:

- Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to child arrangements order or a special guardianship order and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked-after child is defined in Section 22 of the Children Act 1989
- Other children requesting a place at the school.

Where there is a need to prioritise applicants within a criteria, places will then be offered in accordance with distance between the student's home and the school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the home address point location coordinate of the applicant's home address (as set by the Ordnance Survey) to the centre point of the school. All distances are subject to changes which may occur with updates of mapping data. This applies equally to those living inside and outside the county's boundary.

In the event of two or more students having the same oversubscription priority and living the same distance from the school, the place will be allocated by using a computerised random number generator. This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Warwickshire Legal Services who is independent of the school and the admissions process.

The closing date for applications is **9 December 2023**.

In-Year Applications - Within Year 12 and 13, any request for admission should be made directly to the school using the school's application form which can be found here <https://www.ashlawn.org.uk/sixth-form/applications-process/>

Applications will be considered in line with this policy and offers will be made where there are places available within the appropriate year group and:

- The applicant meets the relevant qualifying standards; and
- There is place on the course or courses preferred by the applicant

Out of Age Admissions - Where an applicant wishes to be placed in a year group outside that which would generally be appropriate for their chronological age, they should initially contact the school to discuss the application and present any relevant evidence to support the request. The admission authority (TLET) will consider all such applications in line with the requirements of the Schools Admissions Code

Waiting List - The admission authority will hold a waiting list for admission to year 12 until the end of the autumn term following the September admission point. Priority will be in line with the oversubscription set out above.

Where new applicants request being placed on the waiting list, it will be necessary to re-rank the list.

Sixth Form Appeals - The student and/or parents/carers of all students who meet the required academic criteria but are refused places will be notified that they have the right of appeal through an Independent Appeal Panel.

## 8 – Monitoring

- 8.1 It is the responsibility of the Board of Trustees, and those to whom they delegate authority, to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice.
- 8.2 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual (with due regard to their protected characteristics), and it helps to promote equality across the Trust.

## 9 – Further contact

**Helpful contact details** – If you have any queries arising from the policy, would like this document in a more accessible format or require support with your application, please use the following contact details:

- **Warwickshire Admissions Service**

[https://forms.office.com/pages/responsepage.aspx?id=BqqwiCdZu0uok4nMJxOsgvGHahQjluVAK\\_w3vzVOTBRUMVhTUEpWWTIzNUZJUE9EUEhOUUhEN1NJMiQIQCN0PWcu](https://forms.office.com/pages/responsepage.aspx?id=BqqwiCdZu0uok4nMJxOsgvGHahQjluVAK_w3vzVOTBRUMVhTUEpWWTIzNUZJUE9EUEhOUUhEN1NJMiQIQCN0PWcu)

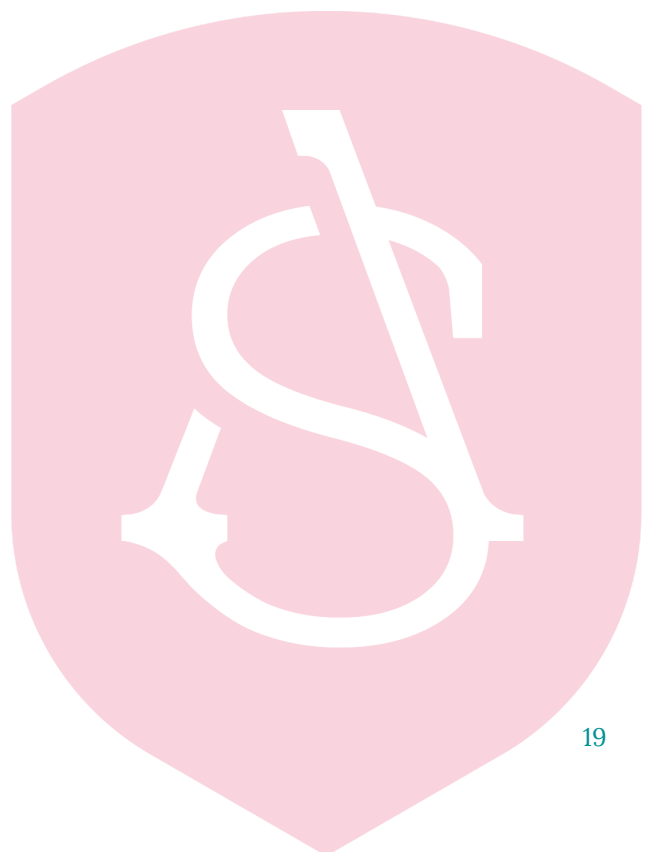
- **Ashlawn School**

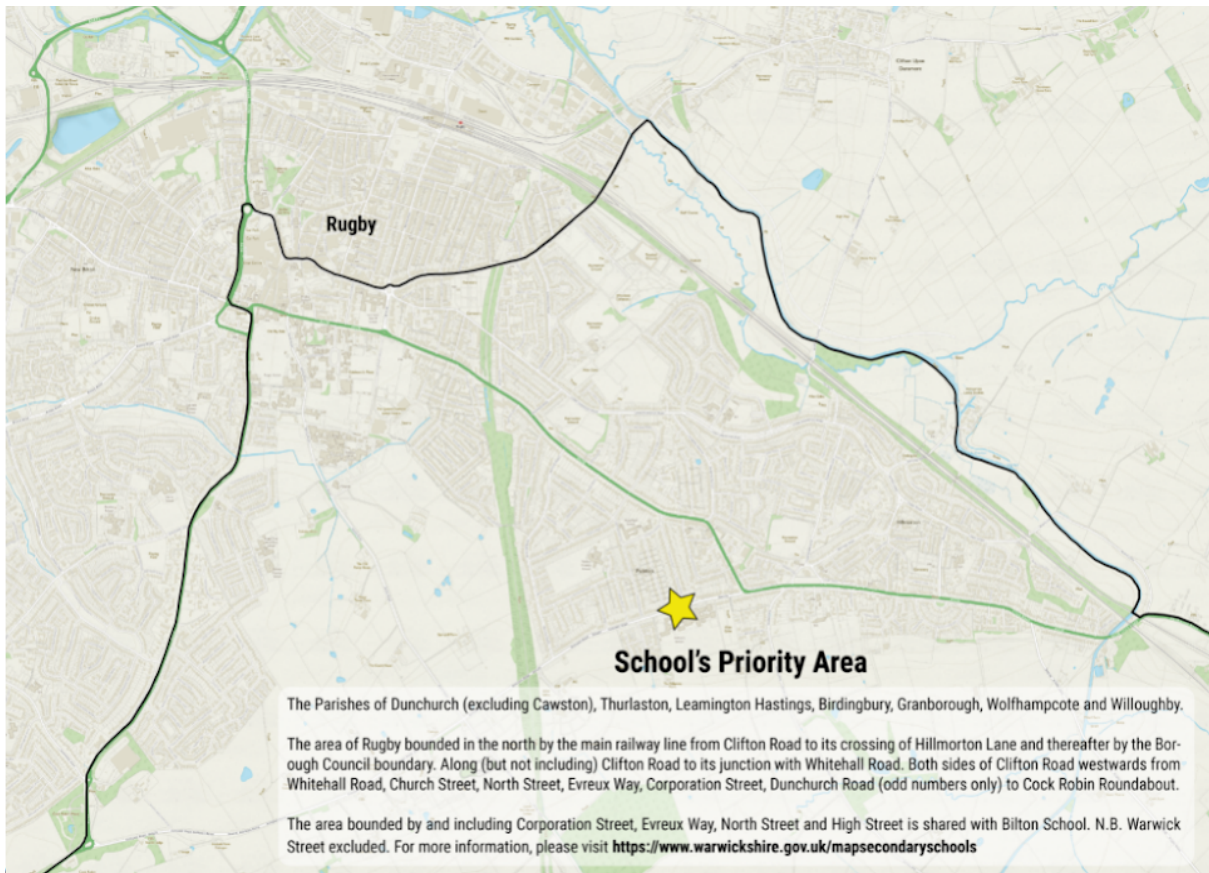
Email - [info@ashlawn.org.uk](mailto:info@ashlawn.org.uk)

Telephone – 01788 573425

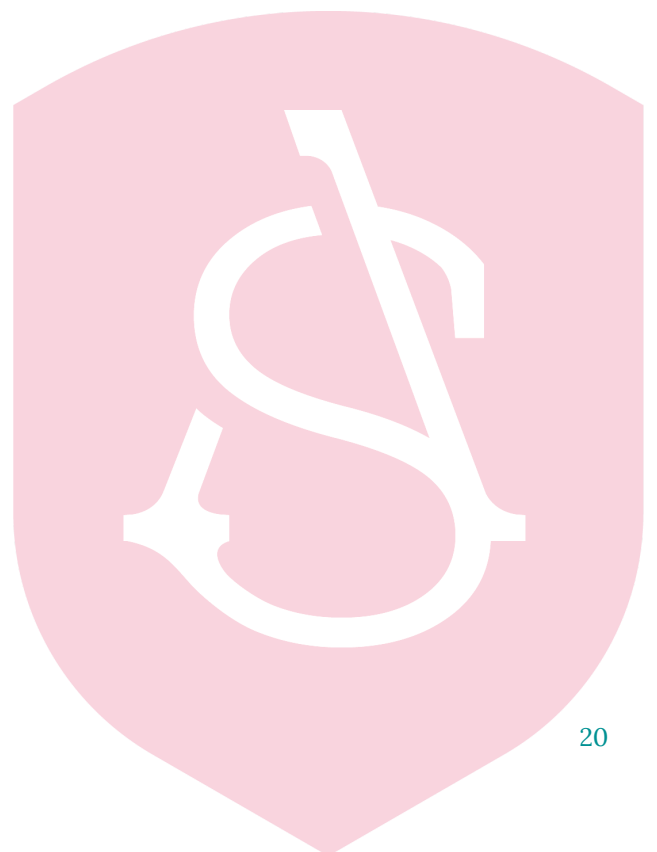
## 10 – Appendix: Priority Area Maps

An illustrative version of the map for our relevant priority area is included below for your convenience. The map shown is for illustrative purposes only. Interactive versions of the map are online at [www.warwickshire.gov.uk/mapsecondaryschools](http://www.warwickshire.gov.uk/mapsecondaryschools). The version online is the most up to date and where discrepancies occur between the map within this policy and online, the online map is the definitive version. If, after consulting the online maps, you are still unsure about whether you are within the priority area, please contact Warwickshire Admissions Service [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)





To support applicants for a selective place, the following map shows the Priority Area for the Eastern section of the Warwickshire grammar system.





# Warwickshire Grammar Schools - Priority Area - East

