



ASHLAWN SCHOOL

'A perfect blend of tradition and innovation'

Admission Arrangements for Pupil Places 2022 - 2023

Policy and Procedure Number	AP029		
Date approved by TLET Board of Trustees	24 August 2021		
Date adopted by AIM Board	September 2021		
School Link	Lorna Pountney		
		Website	✓
<i>PRINTED COPIES ARE UNCONTROLLED</i>			

Admission to Ashlawn School

1. Ashlawn School is a publicly funded, bilateral (containing both selective and non-selective (aptitude and community) streams), co-educational, secondary academy.
2. Responsibility for the admission of pupils rests with the Transforming Lives Educational Trust (the Trust), who are the Admissions Authority, and who will act in accordance with the School Admissions Code 2021 and the School Admission Appeals Code 2012.
3. Ashlawn School admits pupils in consultation with Warwickshire Local Authority and other relevant stakeholders.
4. All applications for places at Ashlawn School will be considered in accordance with the arrangements set out below.
5. Ashlawn School admits a proportion of pupils who have been successful in 11+ testing. These are termed as selective pupil places.
6. Ashlawn School admits a proportion of pupils who have scored the highest in aptitude testing for Modern Foreign Languages. These are termed as aptitude pupil places.
7. All remaining places are termed as community pupil places in these arrangements.
8. **All applications to Ashlawn School are now considered under this single admissions policy, including applications for selective, aptitude and non-selective places. This policy explains under which element parents can apply and the oversubscription criteria for the remaining available places.**

Admission to Year 7 in September 2022

Published Admission Number

9. Ashlawn School will admit its allocated Published Admission Number (PAN) to Year 7 in 2022-2023.
10. The PAN is 256. Of these places, up to 31 places will be allocated to selected pupils who have successfully completed the 11+.
11. Up to 25 places of the remaining PAN will be offered to those pupils who received the highest scores in Ashlawn School's Modern Foreign Language (MFL) Aptitude Test.
12. All remaining places will be allocated in accordance with this policy.

Application Form

13. Applicants for admissions to Year 7 in 2022-2023 (including selected, aptitude and community places) must nominate Ashlawn School on the Common Application Form (CAF) provided by the Local Authority or by filling out the form on-line.
14. Applicants wishing to apply for a selected place must also complete an application form for the 11+ examination. In addition, we would recommend applicants also apply for Ashlawn School MFL Aptitude Test.
15. The Common Application Form must be completed and returned to the Local Authority (or submitted on-line) by 23.59 pm on the deadline in the LA Admissions Booklet, which for entry in September 2022 will be 31 October 2021.

Late Applications

16. Applications received after 31 October 2021 but before 31 December 2021 will only be considered after all on-time applications have been processed.
17. Exceptions to paragraph 13 will only be made if there is written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application. Such circumstances will be considered by Ashlawn School alongside consultation with the Local Authority.
18. Applications received after 31 October 2021 but before 31 December 2021 will be classed as late transfers or late preferences, unless evidence is provided of moving into the area by 31 December 2021.

Verification of Information

19. All applicants may be required to produce proof of residence (e.g. Council Tax reference number.) The Trust reserves the right to seek verification from the Local Authority in which the applicant is resident.
20. False information, or the omission of material information, may result in the place being withdrawn after it has been offered, accepted or taken up.

Offers of Places

21. Offers are made by the child's home authority as per the coordinated secondary school scheme with other authorities.
22. Parents must accept or decline their place by contacting Warwickshire Admissions.
23. On the offer date (1 March 2022) Warwickshire County Council will send correspondence to those parents whose children have sat the 11+ test, to confirm their child's score and provide further information about qualifying scores and the waiting lists. Separate correspondence will also be sent by the child's Home Authority offering a secondary school place, where applicable.

Appeal Procedure

24. Parents whose applications for places are unsuccessful can appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time. The school should be contacted directly for further information about the appeal procedure.
25. The determination of the Appeal Panel is binding to the school.
26. Full details of the procedure will be sent to parents with the decision letter on 1 March 2022.

Waiting List

27. In addition to the right to appeal, all applicants will be placed on the Waiting List. The order of the Waiting List will be determined in accordance with the order determined by the over-subscription criteria. Each added child will require the list to be ranked again in line with the published over subscription criteria.
28. Vacancies arising between 1 March 2022 and 31 December 2022 will, in the first instance, be offered to applicants on the Waiting List. This will be processed by the Local Authority.
29. The Waiting List is only maintained for Year 7 entry and will cease to be maintained after 31 December 2022. After this date, applicants must apply for an In-Year place. This is done through the Local Authority.

Education out of year group

30. Parents are entitled to request a place for their children outside of their normal age group.
31. Requests for such consideration should be made in writing to the Principal of Ashlawn School prior to parent/s making an application via the CAF.
32. Decisions on requests for admission outside the normal age group and will be made on the basis of the circumstances of each case and in the best interests of the child concerned.
33. In accordance with the School Admissions Code, this will include taking account of:
 - Parents' views
 - Information about the child's academic, social and emotional development
 - Where relevant, their medical history and the views of the medical professional
 - Whether they have previously been educated out of their normal age group
 - Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
 - The Principal's views
34. Where possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round.
35. Applications will not be treated as a lower priority if parents have made a request for a children to be admitted outside the normal age group.
36. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

In-Year applications

37. Applications for a place in Year 7 that are made after 31 December 2022 will be considered as In-Year applications. These should be made through the applicant's Local Authority.
38. Applicants that were on the Waiting List for Year 7 must make a new application to Ashlawn School should they wish to be considered for a place after 31 December 2022.
39. All applications will be considered using the over-subscription criteria listed below. Should a place be refused, the applicant will have the right to appeal and should contact Ashlawn School for an Appeal Pack.
40. Ashlawn School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Ashlawn School will consult and co-ordinate its arrangements, including the rapid re-integration of children who have been excluded from other schools and who arrive in area after the normal admissions round, in accordance with the Warwickshire Fair Access Protocols for securing schools for unplaced children.

Children with Statements of Special Educational Needs or an Education, Health and Care Plan

41. Ashlawn School will admit applicants that name Ashlawn School who have a statement of special educational need or an Education, Health and Care Plan. Such applicants do not form part of Ashlawn School's oversubscription criteria. The number of places that remain for allocation will be reduced by the number of pupils admitted with an Education, Health and Care Plan.

Over-Subscription Criteria for places

42. If there are more applicants than places, applicants will be offered places in accordance with the following criteria in order of priority:

I **Looked after children**

Children who are in the care of, or provided with accommodation by, a local authority, and children who were looked after by a local authority but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), including those who were adopted outside of England after being in state care will be offered a place in one of the following categories according to the criteria listed. (State care is further defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions.):

- a. Selective place (from the total of up to 31) for pupils meeting the criteria of Looked After Children as defined above who meet the qualifying score through the 11+ test as agreed by the Committee of Reference
- b. Community place for other pupils meeting the criteria of Looked After Children as defined above..

II **Selective Places***

1. Up to **15** selective places will be allocated to pupils living in the Eastern Area of Warwickshire** using the following method of prioritisation:
 - a. Pupils living in the Eastern Area of Warwickshire who would be eligible for the Pupil Premium who achieve the qualifying score or above
 - b. Pupils living in the Eastern Area of Warwickshire who achieve the qualifying score or above
2. Up to **16** selective places will be allocated to children living in the priority circle (the centre of which is the Rugby Water Tower), who achieve the qualifying score or above using the following method of prioritisation:
 - a. Pupils living in the priority circle who would be eligible for the Pupil Premium who achieve the qualifying score or above
 - b. Pupils living in the priority circle who achieve the qualifying score or above
3. Pupils living in the priority circle who have been considered by the Committee of Reference and placed on the reserve list
4. Other pupils who meet the qualifying standard for a school selective place.

- III Next, places will be allocated to children who are of the required aptitude for MFL demonstrated through the Ashlawn MFL Aptitude Test, up to a maximum of 25 places

IV Community places will then be allocated

- a. To same year siblings of a child admitted for a selective or aptitude place within the application cycle

To children living within the priority area who will have a sibling at the academy at the time of admission

- b. Children living outside the priority area who have siblings in Ashlawn School in Years 7-10 at the time the application is made when the older sibling was on role in the academic year 2020-21;
c. to children living within the priority area.

The priority area for Ashlawn School can be viewed on the Warwickshire County Council website at:
<http://www.warwickshire.gov.uk/mapsecondaryschools>

V Next, places will be allocated where the child is the son/daughter of a permanent member of staff at the school who has been employed with a permanent contract for a period of more than two academic years at the time when the application is made and who will have a sibling at the academy at the time of admission.

VI Then, places will be allocated where the child is the son/daughter of a permanent member of staff at the school who has been employed with a permanent contract for a period of more than two academic years at the time when the application is made.

VII 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.

VIII Finally, any remaining places will be allocated to other children living outside the priority area.

1. Where there is need to split category III (above), places will be offered by taking the pupil's standardised score in Part Four of the Ashlawn MFL Aptitude test.
2. Where there is a further need to split any category, places will then be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicant's home address location to the centroid of Ashlawn School. This applies equally to those living inside and outside the county's boundary.

** Within all criteria first priority is given to those achieving the highest score in the 11+ test. Where there is a need to split any category or group of pupils, places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). 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 school in question (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 there is a further need to split any category places will be offered by taking the pupil's score in the Numeracy section of the paper.*

** The Eastern Area of Warwickshire is described as the following (being the aggregated priority areas of Bilton, Ashlawn and Avon Valley Schools). Information on The Eastern Area can be found at www.warwickshire.gov.uk/admissions

Rugby plus the parishes of Dunchurch, Cawston, Thurlaston, Leamington Hastings, Birdingbury, Grandborough, Wolfhamcote, Willoughby, Binley Woods, Brinklow, Brandon and Bretford, Ryton-on-Dunsmore, Bubbenhall, Walston, Church Lawford, Long Lawford, Stretton-on-Dunsmore, Princethorpe, Frankton, Marton, Bourton and Draycote, Churchover, Clifton-on-Dunsmore, Coombe Fields, Cosford, Easenhall, Harborough Magna, Kings Newnham, Little Lawford, Monks Kirby, Newton and Biggin, Pailton, Stretton under-Fosse, Wibtoft, Willey, Witherbrook.

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

43. Where there is a further need to split any category, places will then be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight-line measurement from the applicant's home address location to the centroid of Ashlawn School. This applies equally to those living inside and outside the county's boundary.

Tie Breaker

44. In the event of two or more applicants tying after all the over-subscription criteria have been applied, positions will be determined by random allocation. This random allocation process is administered by Warwickshire County Council Admissions Service.

Sibling Priority

45. "Siblings" mean two or more children who have at least one parent in common and/or who reside in the same home as one another. Where a child has been legally adopted, he or she will be regarded as the sibling of any other children with the same legal guardian, all of whom reside in the same household.

Place of Residence

46. A pupil's permanent address is where the child normally resides/sleeps when they attend school. Addresses involved in childminding arrangements, whether with professional child-minders, friends or relatives, are excluded.
47. Proof of residence may be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to Ashlawn School, the offer of a place can be withdrawn. The offer will be re-assessed using the correct information. If the application is still unsuccessful the parent can appeal for a place through the Independent Appeals Panel.

Admission to Selective Pupil Places

48. Eligibility for application is based upon the following:
- Returning the 11+ registration form by closing date
 - Naming Ashlawn School on the CAF
 - Achieving the Qualifying Score
49. 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 a form describing the child's disability and / or extra resources required to sit the test and must also supply detailed medical evidence. Forms are available from, and must be returned to, Warwickshire Admissions by 11 June 2021.

Please note that this date is earlier than the test registration deadline and that any information provided after this date may not be considered.

Parents making such a request will be notified by the end of July 2021 whether or not their request has been agreed.

50. 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.
51. 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.

Committee of Reference

53. 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 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.

For entry to Year 7 in September 2022

54. Admission will be determined by comparing the children's performances in two papers commissioned by Warwickshire Local Authority from the University of Durham CEM Unit. Performance in the Entrance Test 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).

The Selection Test

55. The main test session date will be on Saturday 11 or Sunday 12 September 2021

There will be two papers, each of approximately 50 minutes. The papers will be divided into smaller, individually timed sessions, which test 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.

Familiarisation questions will be sent upon receipt of a completed registration form. These will allow children to become familiar with the type of questions likely to be asked and the format for writing 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.

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.

Additional 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).

Registration for the 11+ examination and applying for a school place

56. During the summer term of 2021 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

Registering for the test

57. 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 Monday 10 May 2021. 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 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 23.59pm on Friday 11 June 2021. All registrations will be acknowledged. If you do not receive an acknowledgement by post 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 2021 for submitting an application for a school place.

Late applicants are given a lower priority in this school's oversubscription criteria than 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 Friday 11 June 2021 it will only be treated on-time for this school if you can provide evidence of a move of address into the priority area by 31 December 2021.

58. 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 2021.

Applications received after this date will be considered late and will be given a lower priority for places. An exception will be made for children moving into the priority area where independent evidence can be provided by 31 December 2021.

Notification of Test Results

59. 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.

60. The parents of all children who sit the 11+ test in September 2021 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 Entrance Test. 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:

1. Your child's total standardised score broken down by performance in Verbal Reasoning, Non-Verbal Reasoning and Numeracy.
2. A provisional ranking of where the score places the child out of all children who have sat the test.
3. 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.

The date for the issue of the test results is still to be confirmed by Warwickshire County Council.

Setting the Automatic Qualifying Score

61. 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.

62. 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.

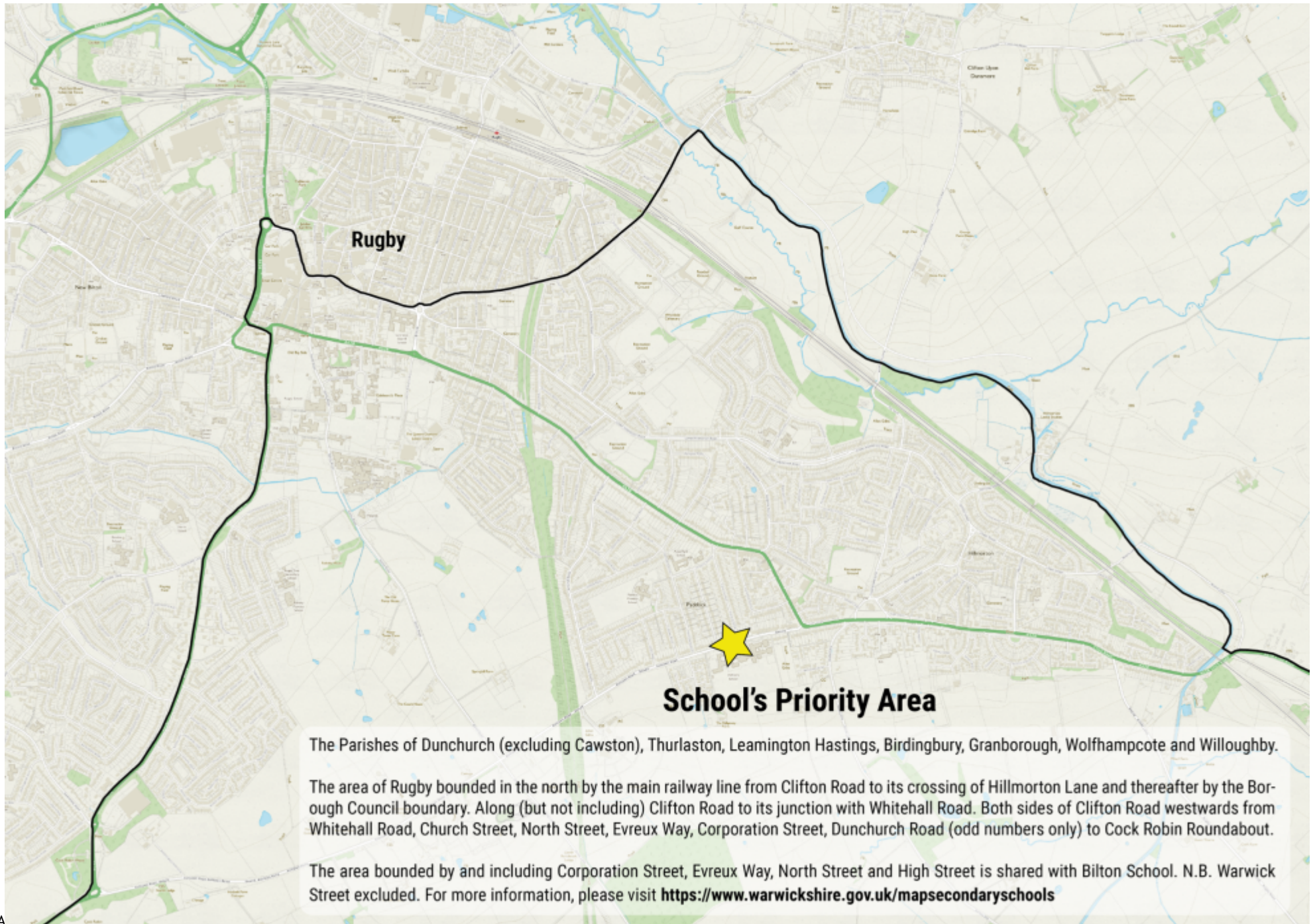
The automatic qualifying score for 2022 entry will be set by the East Warwickshire Committee of Reference taking account of the previous automatic qualifying score for entry

Admission to Aptitude Pupil Places – Modern Foreign Language (MFL)

64. Full details and Terms and Conditions of the Ashlawn MFL Aptitude Test are given on the school website. Applicants should read these conditions and then sign to say they have done so when completing the application form for the Aptitude Test.

65. A maximum of 25 of the total Year 7 intake who have successfully met the requirements of Ashlawn's MFL Aptitude Test will be admitted.

66. Parents and carers who wish their children to be considered for Ashlawn's MFL place 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 2021.
67. Applicants who are admitted to the school following results of the Aptitude Test will, unless in exceptional circumstances, study two languages.
68. The Ashlawn MFL Aptitude Test aims to identify pupils who have an aptitude for learning the subjects covered by Ashlawn School's Modern Foreign Languages Department. No part of the test will be conducted in these languages and prior knowledge of any modern foreign language is not required.
69. The Ashlawn MFL Aptitude Test will be administered on the morning of Saturday 18 September 2021.
70. An independent observer will be appointed to oversee the marking of the Ashlawn MFL Aptitude Test.
71. A pupil whose application has been unsuccessful for a place under the Ashlawn MFL Aptitude Test will be equally considered for a place under the other criteria set out in the oversubscription criteria.
72. Applicants will be informed of their standardised score in the MFL Aptitude Test in writing before 31 October 2021. 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.



The Parishes of Dunchurch (excluding Cawston), Thurlaston, Leamington Hastings, Birdingbury, Granborough, Wolfhampcote and Willoughby.

The area of Rugby bounded in the north by the main railway line from Clifton Road to its crossing of Hillmorton Lane and thereafter by the Borough Council boundary. Along (but not including) Clifton Road to its junction with Whitehall Road. Both sides of Clifton Road westwards from Whitehall Road, Church Street, North Street, Evreux Way, Corporation Street, Dunchurch Road (odd numbers only) to Cock Robin Roundabout.

The area bounded by and including Corporation Street, Evreux Way, North Street and High Street is shared with Bilton School. N.B. Warwick Street excluded. For more information, please visit <https://www.warwickshire.gov.uk/mapsecondaryschools>