



Watford Grammar School for Boys  
Rickmansworth Road, Watford, Hertfordshire, WD18 7JF

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING  
THE APPLICATION FORM AND KEEP THEM FOR REFERENCE

**PLEASE REMEMBER that to apply for admission you must complete BOTH the School Information Form and the Secondary Transfer (or Common Application) Form for the Local Authority in which you live.**

### **ADMISSION ARRANGEMENTS FOR ENTRY TO YEAR 7 IN SEPTEMBER 2017**

An Open Morning for prospective parents and their sons is held in the Autumn Term. There are 196 places in Year 7; there were 631 applications (all rankings) for places in 2016. The school will meet its legal obligation to admit a boy who has a statement of special educational need or EHC (Education, Health and Care) Plan that names the school.

#### **ADMISSION NUMBER**

The number of intended admissions for September 2017 is 196. Boys will be admitted at the age of 11 or after having completed National Curriculum Year 6.

#### **OVERSUBSCRIPTION**

In the event of there being more than 196 applications, priority will be given to Children Looked After [see note (xiii)] and to those whose permanent home address lies within the school's Admission Area [see note (i)].

#### **COMMUNITY AND SPECIALIST PLACES**

The school will designate 128 places (65% of the whole) as Community Places and 68 places (35% of the whole) as Specialist Places.

#### **OVERSUBSCRIPTION**

- 1. For the purpose of applying the Community criteria,** the Admission Area will be treated as a single area.
  - 2. For the purpose of applying the Specialist criteria,** the Admission Area will be divided into two separate areas (the Watford Area and the Rest of the Admission Area) and applicants will be placed in one of them according to the location of their permanent home address. Applications for these places from applicants who live outside the Admissions Area will be set aside (see 3 below).
- \* **Watford Area**  
The school will reserve 41 specialist places (60% of the total specialist places) for applicants whose permanent home address lies within the Watford Area [see note (i)]. In the event of more than 41 such applications, priority amongst them will be given according to these admission arrangements and criteria.
  - \* **Rest of the Admission Area**  
The school will reserve 27 specialist places (40% of the total specialist places) for applicants whose permanent home address lies within the Rest of the Admission Area [see note (i)]. In the event of more than 27 such applications, priority amongst them will be given according to these admission arrangements and criteria.

3. If all the Specialist places are not filled by applicants from within the Admissions Area, applications for Specialist places from outside the Admissions Area will then be considered. Parents should note that “the level of oversubscription makes it unlikely that a boy from outside the admissions area would be offered a place” (Office of the Schools Adjudicator, 2015).

4. If fewer places than the number reserved are accepted by applicants from an Area, the balance will be added to the places reserved for applicants from the other Area.

5. Applicants will be asked to indicate under which criterion or criteria within the community and/or specialist places they are applying

6. Except for those applying under criterion 1, 3 or 4, all applicants are strongly recommended to apply for both a Community Place and a Specialist Place and to sit the school’s admissions test provided for in criterion 8.

7. If any places remain unfilled once all applications from within the Admissions Area, or those under criterion 1, 3 or 4, have been considered, those places will be allocated according to these rules, to applicants from outside the Admissions Area.

8. The following criteria will be applied in all cases:

## **OVERSUBSCRIPTION CRITERIA**

### **COMMUNITY PLACES**

1. Children Looked After and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order). *See note (xiii).*
2. Applicants whose permanent home address is nearest to the school and who would not be allocated a place under any other criterion (19 places, 10% of the total admissions). *See note (xii).*
3. Applicants who are children of a parent who is a permanent member of the school staff. *See note (xvii)*
4. Applicants with a brother enrolled at the school, excluding brothers who first entered the school in the Sixth Form (Year 12 or Year 13). *See note (iii and iv).*
5. Applicants with a sister enrolled at Watford Grammar School for Girls, excluding sisters who first entered the school in the Sixth Form (Year 12 or Year 13). *See note (iv).*
6. Places will then be allocated to applicants living closest to the school. *See note (xii).*

### **SPECIALIST PLACES**

7. Applicants selected on the basis of aptitude for music as measured by the school's assessment procedures (19 places, 10% of total admissions).
8. Applicants selected by academic ability as measured by the school’s assessment procedures, in merit order (49 places, 25% of total admissions)

**NOTES** (these are part of the arrangements)

- (i) The Admission Area comprises the Watford Area and the Rest of the Admission Area as defined in this note.

The Watford Area comprises postcode sectors

WD17 1 to 4  
WD18 0, 6 to 9  
WD19 4 to 7  
WD23 1 to 7 and 9  
WD24 4 to 7 and 9  
WD25 0, 5, 7 to 9  
WD3 3

The Rest of the Admission Area comprises postcode sectors

WD3 1, 4 to 9  
WD4 8 and 9  
WD5 0  
WD6 3  
WD7 7 and 8  
HA3 6  
HA5 1 to 5  
HA6 1 to 3  
HA7 3 and 4

The postcodes in each area are not listed in priority order. All postcodes are treated equally within each area unless there is a need to operate the tie break (*see note ix*).

And the permanent home address of applicants from outside the Admission Area validly applying under criterion 3 or 4.

- (ii) In applying these admission arrangements, 'permanent home address' will be defined as the permanent place of residence of the parent with whom the applicant spends the majority of his time. The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, then both home addresses must be quoted. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.

If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.

- (iii) For the purposes of criterion 4, 'a brother' means either
- a boy having at least one natural parent in common with the applicant, or
  - a boy related to the applicant as a step-brother, or
  - adopted brother, or
  - foster brother [c) and d), whether Looked After or Previously Looked After]

In all cases, the relevant parent must have parental responsibility (sole or shared) for the applicant. For the purposes of criterion 5, the same definitions apply to applicants with a sister at Watford Grammar School for Girls

- (iv) For the purposes of criterion 4, the applicant must have a brother who will be a student at Watford Grammar School for Boys, in Years 7–13, at the time the applicant would be admitted to the school (not when the place is accepted). This means that applicants with an elder brother in Y13 (the Upper Sixth) cannot apply for a place under criterion 4. Those applicants with an elder brother in Y11 can apply under this criterion because it is assumed (for admission purposes only) that Y11 students will enter the Sixth Form. For the purposes of criterion 5, the same principle applies to applicants with a sister at Watford Grammar School for Girls
- (v) It is the policy of each Governing Body to admit both (or all) brothers or sisters in the case of multiple births, provided that at least one of the siblings gains a place at one of the schools under any criterion and that the school is deemed appropriate for the educational needs of the additional child(ren). The additional place(s) will be counted as sibling admission.
- (vi) Those who intend to apply **only** for a Community Place or **only** for a place on the basis of aptitude in music need not sit the school's admissions test of academic ability.
- (vii) The Admissions Code requires admission tests to take place - and the outcomes to be notified to parents - before they apply for a place at any school. All potential applicants for places under criterion 7 therefore must sit a written test of musical aptitude. The test is of approximately 40 minutes' duration and does not require any previous knowledge of music or music theory. There will be 60 questions in total in four sections: pitch, rhythm, texture and melody. Further details are to be found at the end of these notes.

There will be one test session in September 2016. Candidates will be notified in advance of the test venue. The music test will be administered jointly with St. Clement Danes School, Parmiter's School, Queens' School, Rickmansworth School and Watford Grammar School for Girls. Those unable to attend on this date due to compelling religious, medical or other reasons will be offered one alternative date.

A limited number of candidates will be invited back to perform a single piece on their chosen instrument or vocally. This will be a free choice of piece, which should last no longer than three minutes. As there is a free choice of instrument and piece, it will allow candidates of all abilities and all cultures equal opportunity to succeed. Those invited back will be given an individual appointment during the school day.

The outcome of the test of musical aptitude will be notified to parents on or around 17 October 2016.

- (viii) As with note (vii), potential applicants under criterion 8 will be required to take a verbal reasoning test and mathematics test, before parents apply to any school. No minimum score will be required to gain admission, places being offered strictly in descending order of candidates' standardised test scores. Preparation for the tests is unnecessary. The tests will be administered by the school jointly with Bushey Meads School, Parmiter's School, Queens' School, Rickmansworth School, St Clement Danes School and Watford Grammar School for Girls. Applicants to more than one school under criteria requiring a proven measure of academic ability will be assessed by these jointly administered tests.

Information about the tests (including examples of questions) and details of arrangements will be made available to all academic test candidates. The test date for applicants from the Admission Area is Saturday 10 September 2016. Those unable to attend on this date due to compelling religious, medical or other reasons will be offered one alternative date.

The outcome of the academic test will be notified to parents on or around 17 October 2016.

- (ix) In the event that two or more applicants are equally entitled to be offered a place under a criterion, it will be offered to the applicant whose permanent home address is nearest to the school, using the method applied by Hertfordshire County Council (HCC) Children’s Services and data provided by them. [See also note (xii)]. In the event of two applicants living an equal distance from the school (e.g. in a block of flats) the applicants will be ranked numerically by house/door number, the lower number taking priority. If the applicants live at equal distance but in different locations, the place will be allocated by independently verified random allocation.
- (x) Applicants who are entitled to be offered a place under more than one of criteria 3, 4, 5, 6, 7 or 8 will be offered a place under the lowest numbered of those criteria.

*Example 1: An applicant who has a brother at the school (criterion 4) and who lives close enough to be offered a place under criterion 6 will be offered a place under criterion 4.*

*Example 2: An applicant whose musical aptitude is sufficient to be offered a place under criterion 7 and who achieves a sufficient score in the tests to be offered a place under criterion 8 will be offered a place under criterion 7.*

- (xi) In the event of any of the 68 Specialist Places remaining unallocated, the unallocated places will be treated as if they were Community Places (but not vice versa).
- (xii) Hertfordshire County Council’s “straight line” distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBasePremium address point of your child’s house to the address point of the school. AddressBasePremium data is a nationally recognised method of identifying the location of schools and individual residences.
- (xiii) Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.  
Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.  
A “child looked after” 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 (section 22(1) of The Children Act 1989) All children adopted from care who are of compulsory school age are eligible for admission under criterion 1.

#### Relevant definitions

*Child Arrangement Order* - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, Residence Orders have now been replaced by Child Arrangements Orders which settle the arrangements to be made as to the person with whom the child is to live. Any Residence Order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a Child Arrangements Order.

*Special Guardianship Order* – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children in the process of being placed for adoption are classified by law as Children Looked After providing there is a Placement Order and the application would be prioritised under criteria 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a Child Arrangement Order or Special Guardianship Order, **will not** be prioritised under criteria 1.

- (xiv) Where the school is named in a Statement of Special Educational Needs (SEN) or EHC (Education, Health and Care) Plan, the school has a duty to admit the applicant to the school and will do so. The criteria for naming a school are set out in the SEN and Disability Code of Practice: 0 to 25 years, (valid from April 2015) (paragraphs 9.79 and 9.80 specifically, which are reproduced in the appendix to these Admission Arrangements). In such a case, the school will consult with parents and the LA to ensure that such naming is in the best interests of the pupil and is in accordance with the criteria. Any such admission will have priority over all subscription criteria. In the case of applicants with special educational needs but without a Statement or EHC Plan, or of applicants with a disability, the over-subscription criteria will be applied as fairly to them as to other applicants.
- (xv) The school will maintain a Continuing Interest List of applicants who have not gained a place at the school and whose parents/carers have confirmed that they wish to be placed on such a list. These criteria and arrangements will govern further admissions (if any places become available) until the end of Year 7.
- (xvi) The school participates in HCC's Fair Access protocol, which means that children will be admitted under the this protocol before those on the Continuing Interest List.
- (xvii) A member of staff must either have been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or have been recruited to fill a post for which there is a demonstrable skill shortage. In all cases, the member of staff must have parental responsibility (sole or shared) for the applicant.
- (xviii) For in-year applications, parents should contact the school Admissions Officer (01923 208900) in the first instance.
  - a. For places in Year 7, the same criteria as at secondary transfer will be used to place the applicant on the continuing interest list.
  - b. Above Year 7, the applicant will be added to the existing continuing interest list for the year group. In the event that a place becomes available in that year, the school will offer the place to the applicant on the continuing interest list who best fits the place vacated.
  - c. Places are allocated in the expectation that they will be taken up immediately. Places may be withdrawn if the applicant is not able to start at the school within 10 school days.
- (xix) The school's policy is for children to be educated within their correct chronological year group, in line with DfE guidance. An application for a child to be educated out of his age group must be supported by information submitted with the application. The Governing Body is under no obligation to comply with the request nor to offer the child a place in any other year group. Such an outcome does not constitute the refusal of a place and carries no right of appeal.

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### **Special Consideration for the Admissions Tests**

If your child usually receives extra time or special support in class, you must let the Test Co-Ordinator know. The Consortium will accept such information only from the relevant primary school Headteacher. The information should be on school headed note paper indicating the provision usually employed at the school for the SEN child. In order for special arrangements to be made, this information must be received by the Consortium Test Co-ordinator by Friday 17 June 2016.

Parents are required to send details of support arrangements immediately after test registration, together with a copy of the Test Registration confirmation e mail. Please send both documents to:  
The Test Co-Ordinator, SW Herts Schools Tests, PO Box 2439, Watford, Herts, WD18 1UZ.  
It is very important that you do this so that the paperwork is received by **Friday 17 June 2016** at the latest. You will be informed in September of the appropriate special arrangements which will be made for your child.

### **Further Information about the Test of Musical Aptitude**

The test consists of 60 questions of four types: Pitch, Melody, Texture and Rhythm.

**Pitch:** for these questions, candidates listen to two sounds and have to indicate whether the second sound is the same as the first, or whether it is higher or lower. There are twenty of these questions and some of the pitches are less than a semitone apart.

**Melody:** for these questions, candidates listen to two tunes consisting of five notes. Candidates have to decide whether the second tune is the same as the first or if one of the notes has been altered. If there is a change, candidates will be expected to identify which note has been altered, by giving the number of the note. There are ten questions in this section.

**Texture:** for these questions, candidates listen to a number of notes played together at the same time; this is called a chord. Candidates need to decide whether or not each chord has two, three or four notes. There are twenty questions in this section.

**Rhythm:** for these questions, candidates listen to two patterns of notes and have to decide whether the second pattern is the same as, or different from, the first, and where any difference occurs. Each rhythm will be four beats (or pulses) in length. There are ten questions in this section.

### **APPEALS**

Parents are reminded that they have the right of appeal against a decision not to admit an applicant. An independent appeals panel has been established to hear and determine appeals from unsuccessful applicants. In the event that the appeal is unsuccessful, the Governors will not make a further determination if the parents seek to re-apply for admission in the same academic year unless there are, in the opinion of the Governors, significant and material changes in the circumstances.

Parents wishing to appeal who applied on line should log on to their online application and click on the link 'register an appeal'. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

In-Year Appeals: Parents should contact the school directly in the first instance.

Unsuccessful applicants will be notified of the Appeal procedure and time table for the submission of the Appeal. These details also appear on the school website.

### Extracts from SEN Code of Practice.

9.79 If a child's parent or a young person makes a request for a particular school, the local authority **must** comply with that preference and name the school or college in the EHC plan unless:

- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. Where a local authority is considering the appropriateness of an individual institution, 'others' is intended to mean the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis.

9.80 The local authority **must** consult the governing body, principal or proprietor of the school or college concerned and consider their comments very carefully before deciding whether to name it in the child or young person's EHC plan, sending the school or college a copy of the draft plan. If another local authority maintains the school, they too **must** be consulted.

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#### ADVICE (this is not part of these arrangements)

For many years the school has been oversubscribed by applicants from within the Admission Area. It is anticipated that this will remain the case and that applicants outside the Admission Area have no realistic chance of being offered a place under these admission arrangements. Unless you are intending to apply to another school within the SW Herts Consortium, under whose admission arrangements your child would be considered for a place, there is no point in requesting that your child sit the tests.

**Having taken the test before applying to the school will not make your child eligible for a place unless the application complies with the rest of these admissions arrangements.**

In such a case, should you apply, even after your child has taken the tests, your application will merely be acknowledged and retained. Should it transpire that there are insufficient acceptances from applicants within the Admission Area to fill all the places, only then would your application be considered.

### INFORMATION ABOUT APPLICATIONS FOR PLACES IN YEAR 7 SEPTEMBER 2016 ENTRY

	Total for all areas	Watford Area	Rest of the Traditional Area	Other Areas
Number of applications	631	421	219	1

The table below gives a breakdown of the places gained under each criterion in September 2016

Criterion	Places allocated	
1. Looked After Children & children with a statement of SEN	8	
2. Proximity to the school (10%)	19	
3. Boys with a parent who is a member of the school staff	0	
4. Boys with a brother who currently attends the school	40	
5. Boys with a sister who currently attends WGGs	41	
6. Proximity to school	15	
	Watford Area	Rest of the Admission Area
7. Music Test	11	8
8. Academic Test	29	19
<b>Final Total</b>	<b>190</b>	