

Upton Hall School FCJ Admission Policy for September 2025

Upton Hall School FCJ is a Roman Catholic Grammar School for girls aged 11-18. It is situated in the Diocese of Shrewsbury and is part of the Gaudete Trust for Catholic Religious Order Schools. Upton Hall School FCJ is the Admissions Authority and is responsible for decisions on admissions to the School. The co-ordination of admission arrangements is undertaken by the Local Authority. For the school year commencing September 2025, the published admission number based on net capacity is 156.

Admission to the School in Year 7

The information below explains how parents or carers can apply for a place for their daughter at Upton Hall School FCJ for September 2025.

Please note that **two documents** need to be completed:

- Upton Hall School FCJ Application Form for Admission to the School
- The Local Authority Wirral Parental Preference Form

1. APPLICATION FORM FOR ADMISSION TO THE SCHOOL

- 1.1 The online form should be completed by **12 July 2024**.
- 1.2 On receipt of completed form, a place for your daughter will be allocated in one of the examination rooms.
- 1.3 The Application Form will be processed and a letter sent out at the end of July giving details of the arrangements for the Entrance Examination.

2. ENTRANCE EXAMINATION

- 2.1 The Entrance Examination will take place on 14 September 2024.
- 2.2 A second date, **18 September**, is available. This date is for those who missed the previous date through illness (in the event of absence through illness, medical evidence must be provided) and pupils with special needs or disability. This date is also used if the number of girls sitting the exam exceeds capacity.
- 2.3 The Examination consists of two papers, one Verbal Reasoning test and one English test (Comprehension, Spelling, Punctuation and Grammar). Each paper is timed to last for 50 minutes. There is a refreshment break between the papers, both of which are taken on the same morning. When the papers are marked, an age-weighted allowance is made. The test scores are then added together. The top 60% of scores will define the 'required standard'.
- 2.4 The results of the test will be sent to parents **no later than 18 October 2024**.

3. PREFERENCE FORM

- 3.1 Parents of girls who wish their daughters to be considered for a place at Upton Hall School FCJ need to complete the Local Authority Preference Form by **31 October 2024** and have placed Upton Hall School FCJ on the form.
- 3.2 All applicants will be considered at the same time and after 31 October 2024 for a place at the school strictly in accordance with the School's Admission Policy.
- 3.3 If your daughter has not reached the required standard, but it is your intention to lodge an appeal, it is not necessary to put Upton Hall School FCJ on the Preference Form. However, the Preference Form is a list of your preferred schools and it is your decision as to which schools appear on that list.

4. OFFER OF PLACES

- 4.1 Parents will receive an offer of a place from Wirral Local Authority on **1 March 2025**.
- 4.2 Upton Hall School FCJ will also write to you at this point asking you to confirm your acceptance, if you have been offered a place and giving you details of the Appeal Process if a place has not been offered.

4.3 Parents should submit an Appeal within 20 school days of receipt of the letter notifying them of the outcome of their application.

5. LATE APPLICATIONS

5.1 Preference Forms returned to the Local Authority on or after **1 November 2024** will be classed as late and dealt with after places have been allocated on **1 March 2025**. However, children will be called to the school in order to sit the Entrance Examination at a special sitting in early November 2024.

6. FAIR ACCESS

6.1 The parents of children who have a special educational need which requires special consideration need to provide the School with details of their daughter's special educational need and the school will contact them in order to make appropriate arrangements for the Examination. Evidence of the special need will be required.

Of the girls who meet the required standard, 156 places will be offered strictly in accordance with the oversubscription criteria set out below:

- (1) Applicants who are looked after, previously looked after and those who appear (to the admission authority) to have been in state care as a result of being adopted (or who became subject to a child arrangement order or special guardianship order).
- (2) Baptised Roman Catholic girls (including any girl who was baptised a Christian and can demonstrate that she has subsequently been admitted to the Roman Catholic Church) who are eligible for free school meals at the time of application.
- (3) Baptised Roman Catholic girls (including any girl who was baptised a Christian and can demonstrate that she has subsequently been admitted to the Roman Catholic Church).
- (4) Children of school staff where the member of staff has been employed by the school for two or more years.
- (5) Girls, who have not been baptised into the Roman Catholic Church, whose parents wish them to have a Roman Catholic education and who are eligible for free school meals at the time of application.
- (6) Girls, who have not been baptised into the Roman Catholic Church, whose parents wish them to have a Roman Catholic education.

In the event of oversubscription in any of the above categories, places will be allocated in order of merit based on the score in the examination. If there are several candidates with the same total score (i.e. have the same examination ranking), priority will be given to those girls whose homes are nearest the school (see note 'c').

Notes:

- a. All applicants will be considered at the same time and after the closing date for admissions which is 31 October 2024.
- b. A *Baptised Roman Catholic girl* means a girl who has been baptised into the Roman Catholic Church prior to application to sit the Entrance Examination and who can produce a baptismal certificate.
- c. *Nearest to the School* means the shortest available safe walking distance as measured by the Local Authority computer mapping system.
- d. Free school meals eligibility must be detailed on the online preference and will be verified by the Local Authority.
- e. *Home* means the home address of the child (for children who are resident with both parents this means the home address of the parent with whom the child spends more than 50% of the week).
- f. There are clear published dates by which applications and evidence of SEN (available in the arrangements for admission to Upton Hall School document) must be submitted for candidates to sit

the Entrance Examination for Year 7 Admission the following September. This is necessary because of the volume of administrative work which takes place. Candidates whose applications or SEN evidence is received after the published deadline will be offered a date in November to sit the Entrance Examination. These applications will be treated in accordance with the Local Authority procedure as they allocate secondary places. Detail of this can be found on their website <https://www.wirral.gov.uk/secondary-education-information-parents>.

g. In-year admissions

The school is responsible for co-ordinating its own in-year admissions.

An application can be made for a place for a child at any time outside the normal admissions round.

The school holds two sittings of the in-year examination which forms part of the application process. These will be held in November 2024 and March 2025.

An application will be considered 'in-year' if it is submitted on or after the first day of the first term of the relevant admission year. For Upton Hall School, this is Year 7 or Year 12. If the applicant meets the entry criteria and reaches the required standard, she will be admitted by the school governors where there are available places.

For an in-year admission the required standard will be confirmed at the time of application, subject to the standardisation process undertaken after the previous entrance exam sat for applications in the normal admissions round.

Enquiries and an application form may be obtained at the school office or by emailing inyeartransfer@uptonhall.org. In the event, when there are places available but we receive more applications than places, the published oversubscription criteria, as set out above, will be applied.

The school will process any applications forwarded on from the Local Authority in accordance with the above arrangements.

You will receive written confirmation of the receipt of your application and a date for the next sitting of the entrance examination.

You will be advised of the outcome of your application in writing within 15 school days of your daughter sitting the entrance examination.

You have the right of appeal to an independent appeal panel if an offer of a placement is not made. Details of our waiting list arrangements are set out below.

If your application is successful, we will make arrangements for your daughter to start school as soon as possible.

h. Request to be admitted outside of the normal age group

Parents have the right to request that their child is admitted outside of the normal age. In the event that you wish to make such a request please contact the Clerk to Governors with a written request including the following information:

1. the normal age group that the pupil would be admitted to (e.g. Year 7) and the year group which you are requesting your child be admitted to;
2. the reason(s) for your request;
3. your views on why the admission outside of the normal year group should be made;
4. information and evidence about your child's academic, social and emotional development as supported by professionals;

5. confirmation as to whether your child has been educated outside of the normal age group previously; and
6. if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

The Headteacher will be given the opportunity to consider the information and, along with your application, submit the information to the Governors' Admissions Committee to make a determination. If the request for entry outside of the normal age group is made in-year and granted, the child will be offered a place. If the application is not granted and no place is offered by the Admissions Committee, Parents will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed in accordance with the admissions scheme as coordinated by Wirral Council, and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria.

If the application for entry outside the normal age group is rejected by the Governors' Admissions Committee during the normal admissions round, the application for a place at the school will still be subject to our oversubscription criteria but for admission into the normal age group.

For the avoidance of doubt, if a place is offered but for the normal age group there will be no Parental right of appeal.

i. Equality

The school acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents of any disabled child who wishes to attend the school for the examination. Parents should notify the school when they register if their child will need additional support on the test day.

j. Waiting Lists

A waiting list for girls who have not been offered a place in Year 7 and who are eligible, will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their daughter's position on the waiting list. The waiting list will be maintained until 31 December 2025. For the avoidance of doubt, the school does not maintain waiting lists for any other year group.

k. Appeals

If an application for admission has been refused by the Admissions Authority, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days of the refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Admissions Authority.

- l. The Admissions Authority reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, place of residence or any other information in order to seek a place at the school.

Admission to the School in Year 12 (Sixth Form)

The school accepts applications from both boys and girls into year 12.

All students who attend year 11 at the school and who meet the entrance criteria suitable for the courses applied for are entitled to a place in the 6th form.

The required minimum standard for all students wishing to obtain a place in the Sixth Form is five GCSE passes at grade 5 or above including English and Mathematics, with at least grade 6 in subjects to be studied at Advanced Level, with the exception of those students wishing to study Advanced Level Mathematics who will be required to have a grade 7 at GCSE.

Application Procedure

The deadline for application for entry into the 6th form is 7 February 2025. Application is online via a form which is available on the website.

Following applications pupils and external candidates will be interviewed by a member of the senior leadership team. Offers will be made when all of the interviews are concluded which should be no later than mid March 2025.

Oversubscription Criteria

Should the School receive more applications for the Sixth Form than the places available then the following oversubscription criteria will apply to all applicants, internal and external:

- (1) Internal students who meet the academic criteria.
- (2) Applicants who are looked after, previously looked after and those who appear (to the admission authority) to have been in state care as a result of being adopted (or who became subject to a child arrangements order or special guardianship order) and who meet the academic criteria.
- (3) External students who meet the academic criteria.

In the event of oversubscription in any of the above categories, priority will be given to those students whose homes are nearest the school (see note 'd').

Notes:

- a. If an application for admissions from either internal or external candidates has been turned down by the Admissions Authority then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately the appeals must be heard together. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Admissions Authority.
- b. The Admissions Authority expects that all students specifically selecting a Roman Catholic Sixth Form education will wish to be both fully involved in the ethos and spiritual life of the school, and in achieving the aims set out in its Mission Statement.
- c. *Home* means the home address of the child (for children who are resident with both parents this means the home address of the parent with whom the child spends more than 50% of the week).