



# UPTON HALL SCHOOL FCJ ADMISSION ARRANGEMENTS SEPTEMBER 2016







**ADMISSIONS SCHEDULE FOR  
ADMISSION TO UPTON HALL SCHOOL FCJ FOR SEPTEMBER 2016**

<b>DATE</b>	<b>ACTIVITY</b>
18 June 2015	Summer Open Evening, 6.00 pm to 8.30 pm
13 July 2015	Deadline for submission of Upton Hall School FCJ Application Forms to the school
End of August 2015	Letter sent to parents of applicants with Entrance Examination arrangements
14 September 2015	Year 6 pupils sit Upton Hall School FCJ Entrance Examination
17 September 2015	Year 6 SEN pupils sit Upton Hall School FCJ Entrance Examination also those who missed the previous date through illness
24 September 2015	Autumn Open Evening, 6.00 pm to 8.30 pm
By 23 October 2015	Results of Upton Hall School FCJ Entrance Examination issued to parents of applicants
31 October 2015	Deadline for submitting Preference Form to the LA
1 March 2016	Allocation Day



## ARRANGEMENTS FOR ADMISSION TO UPTON HALL SCHOOL FCJ FOR SEPTEMBER 2016

The information below explains how parents or carers can apply for a place for their daughter at Upton Hall School FCJ for September 2016.

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 These forms are available from the school or can be downloaded from the School Website and should be completed and returned to **the school by Monday 13 July 2015**.
- 1.2 On receipt of completed form, a place for your daughter will be allocated in the Examination Hall.
- 1.3 The Application Form will be processed and a letter sent out at the end of August giving details of the arrangements for the Entrance Examination.

### 2. ENTRANCE EXAMINATION

- 2.1 The Entrance Examination will take place on **Monday 14 September 2015**.
- 2.2 A second date, **Thursday 17 September 2015**, is available for those girls who have special educational needs and require special consideration and those who missed the previous date through illness.
- 2.3 The Examination consists of two closed NFER tests in Verbal Reasoning. 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. The papers are sent offsite for marking and an age-weighted allowance is made. The test scores are then added together and those girls who achieve 236 or more are deemed to have reached the required standard.
- 2.4 The results of the test will be sent to parents **no later than Friday 23 October 2015**.

### 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 2015** 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 2015 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 of 236, 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 2016**.
- 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 2015** will be dealt with after places have been allocated on **1 March 2016**. However, children will be called to the school in order to sit the Entrance Examination.

## 6. FAIR ACCESS

6.1 The parents of children who have a special educational need which requires special consideration need to write to 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.

## 7. ADMISSION POLICY

*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 under the Trusteeship of the Society of the Faithful Companions of Jesus. The Academy Trust 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 2016, the published admission number based on net capacity is 140.*

### **Admission to the School in Year 7**

An Admissions Committee of the Academy Trust will determine admission to the school for those girls **who have achieved 236 in the Entrance Examination** consisting of two closed NFER tests in Verbal Reasoning.

If there are more than 140 girls who satisfy the requirements stated, places will be offered strictly in accordance with the order of merit based on the results achieved in the Entrance Examination and according to the following priorities:

- (1) 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).
- (2) 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 at the 140th place with equal marks in the order of merit, priority will be given to those girls whose homes are nearest the School.

### **Notes:**

- a. All applicants will be considered at the same time and after the closing date for admissions which is 31 October 2015.
- b. A *Baptised Roman Catholic girl* means a girl who has been baptised into the Roman Catholic Church

and who can produce a baptismal certificate as evidence or one who has been baptised a Christian and can demonstrate that she has subsequently been admitted to the Roman Catholic Church.

- c. *Nearest to the School* means the shortest available safe walking distance as measured by the Local Authority computer mapping system.
- d. For occasional applications received outside the normal admissions round and if places are available then girls qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published over-subscription criteria will be applied. Late and occasional applications will be treated as indicated in the arrangements published by the Local Authority which now allows, for occasional applications, direct application to the school.
- e. **Waiting Lists**  
A waiting list for girls who have not been offered a place 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 which will be retained until the end of the Autumn Term in the academic year for which admission is requested.
- f. **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.
- g. The Admissions Authority reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism or place of residence.

### **Admission to the School in Year 12 (Sixth Form)**

In addition to places available for girls already in the School, the Admissions Authority will make available a further 30 places for girls from other schools. The required minimum standard for all girls wishing to obtain a place in the Sixth Form is five GCSE passes at grade C or above including English and Mathematics, with at least B grades 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 A at GCSE. Should the School receive more external applications for the Sixth Form than can be accommodated, then the criteria applied for entry in Year 7 will be used to determine admissions but without reference to the Governors Entrance Examination.

### **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.