skipton girls' high school an engineering academy



Admission Arrangements and Information for Entry September 2021

Date of Selection Testing: Saturday, 26th September 2020



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Head of Academy's Introduction

Dear Parents/Carers

Thank you for your interest in Skipton Girls' High School.

You are warmly invited to our Year 5 Open Evening, where teaching staff and students are available for questions and to celebrate their experience of our school.

Wednesday 8th July 2020, 6.00pm - 8.30pm

The admissions procedure will be explained during this evening. You can also find out more information about Skipton Girls' High School by visiting our website <u>www.sghs.org.uk</u>

This booklet is designed to assist parents/carers to understand the admissions process and to provide information about the selection tests at Skipton Girls' High School and it includes sample questions.

It should be read in conjunction with your Local Authority's admission documentation. North Yorkshire Local Authority will be distributing their admission booklets and details of how to apply for school places to parents/carers of all Year 6 pupils living in North Yorkshire and other Local Authorities will make similar arrangements. There is also an online website at: www.northyorks.gov.uk/school-admission

We are holding our selection tests on Saturday 26th September 2020. This will give girls time to settle into Year 6 but is also early enough to ensure that parents/carers know whether their daughter has reached the required standard for Skipton Girls' High School before they fill in the Common Application Form for their Local Authority.

It is very important that if you wish your daughter to sit the selection tests, **you must submit the online registration form by 4pm on Wednesday 9th September 2020**. If you haven't registered by this deadline your daughter will not be able to sit our selection tests and therefore cannot be considered for a place at Skipton Girls' High School.

Please do not hesitate to contact our Admissions Office at <u>admissions@sghs.org.uk</u> if there is anything that requires further explanation or clarification.

Yours faithfully

Mr M Turner Head of Academy

Timetable for 2021 Entry

Wednesday 8th July 2020	Open Evening for September 2021 entry. The Open Evening is for Year 5 pupils and their parents/ carers. The school is open from 6:00pm to 8:30pm. Presentations at: 6:15pm and 7:00pm
July 2020	North Yorkshire LA composite admissions prospectus circulated to parents/carers (via primary schools). Parents/ carers of children living outside the area should obtain the equivalent document from their own Local Authority.
Wednesday 9th September 2020	Closing date for online registration. The form must be submitted by 4.00pm, Wednesday 9th September to ensure your daughter is registered for the selection tests.
w/c l4th September 2020	Two copies of your daughter's personal registration card will be posted out to you.
Saturday 26th September 2020	Selection tests at Skipton Girls' High School 9:15am till approximately 1:00pm.
By 4.00pm Wednesday 30th September 2020	Inform school in writing of any circumstances which may have affected performance during the tests.
By Monday 12th October 2020	Test results to parents/carers.
By Saturday 31st October 2020	For Year 6 pupils living in North Yorkshire (NY), parents/ carers will be required to return the completed NY LA Common Application Form to NY LA. Parents/carers of children attending a NY school but who live outside NY must complete the appropriate LA Common Application form. All parents/carers must return their completed applications by 31st October 2020.
By Monday 1st March 2021	The appropriate LA will write to every parent/carer, who completed an application, to inform them of their allocated secondary school place.

Procedures for Applications for Admission





Applications for Admission into Year 7

The Governors welcome applications from the parents/carers of girls born between 1st September 2009 and 31st August 2010. Applications will be considered for admission to Year 7 from parents/ carers of girls born after 31st August 2010, but the Governors will require evidence of exceptional academic ability together with adequate social and physical development to enable such girls to benefit from early entry.

Application forms

Parents/carers will need to complete two separate forms.

LA Common Application Form

The Local Authority (LA) in which you live will provide a Common Application Form. Copies of this will be circulated to the parents/carers of all Year 5 pupils living in North Yorkshire in early July 2020. Parents/carers of girls who do not live in North Yorkshire will need to obtain the corresponding form from their home LA.

Parents/carers will be invited to state on the Common Application Form the names of a number of secondary schools in priority order and this order of preference will be crucial (see page 8). It will not be possible to guarantee a place if SGHS is not identified as first priority on the Local Authority form.

Skipton Girls' High School Registration Form

The online form registers your daughter for the selection tests. An automated message will confirm successful registration. **Closing date: 4.00pm, Wednesday 9th September 2020.**

Early September you will receive, by post, two copies of your daughter's personal registration card, which will help with organisation on the day.

Further Information

How will I know if my daughter has reached the required standard in the selection tests?

Your daughter will sit the tests on Saturday 26th September 2020. The tests are marked in school. The Governors' Admissions Committee then considers which girls have reached the required standard to be considered for education at the school. Parents/carers will receive a letter informing them whether their daughter has reached the required standard by Monday 12th October 2020. Parents/carers will be informed the scores when the required standard has not been reached. **We will not release test scores for the pupils who have reached the required standard as we feel successful students should start at SGHS on an equal footing.**

If the school receives applications from more than our pupil admission number who reach the required standard in the tests, it will not be possible to offer places to all of them. It has always been possible to offer places to all girls living in the Priority Area (see map on page 17) who have reached the required standard in the tests but it may not be possible to offer places to all girls living outside this area who have reached the required standard. The Governors' Admissions Committee will decide which girls to offer places to by using our oversubscription criteria (see Admissions Policy on page 12 for details).









How does the equal preference scheme work?

The Local Authority Common Application Form requires parents/carers to nominate a number of schools in order of preference. Once the various admissions criteria have been applied by the nominated schools, some pupils may be eligible for places at more than one school. The Local Authority will always allocate places by reference to the parents'/carers' order of preference as expressed on the Common Application Form. It is important that parents/carers realise that the school which can offer a place and is listed highest in priority on the form will be the school which will be offered to parents/carers on 1st March 2021. Therefore, it is impossible to guarantee a place at SGHS unless SGHS is entered as a first preference on the Local Authority form.

For example, if SGHS is put as first choice:

- Preference I SGHS
- Preference 2 School X

Outcome: Either

I. A place will be offered at SGHS

Or

 If no place can be offered at SGHS School X must consider the application as if it was the first choice.

If School X is put as first choice:

- Preference I School X
- Preference 2 SGHS

Outcome:

If there is a place available at School X that place and that place only will be offered.

SGHS can only consider the application if no place is available at School X.



What should I do if my daughter is ill on the test day?

If your daughter is totally incapable of sitting the tests on the day, telephone the school (01756 707600) before 9.15am. You must then take her to see the doctor as soon as possible and obtain a medical certificate or doctor's letter. A copy of the certificate or doctor's letter must be received by 4.00pm Wednesday 30th September 2020 at the very latest. We will then make arrangements for your daughter to sit the test as soon as possible. This will be within a week of the original date.

What should I do if I think my daughter's performance in the selection tests may have been affected by certain factors?

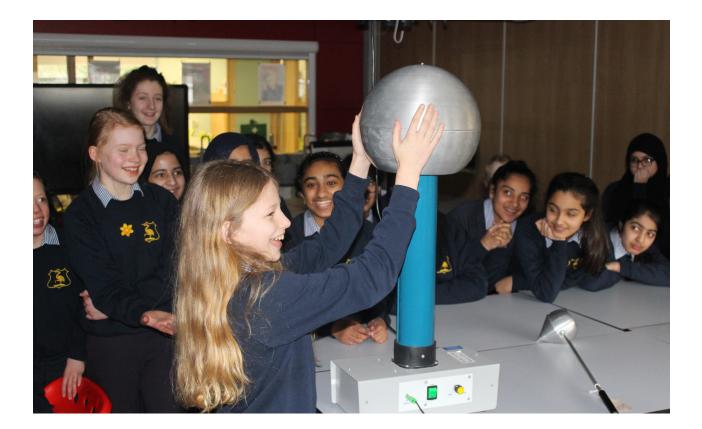
If your daughter has a medical condition which may affect her performance, again it is important that we know about this beforehand.

Does your daughter have any access requirements?

If your daughter has any additional needs, such as a hearing or visual impairment or other Specific Learning Difficulty (SpLD), or language need, it is important that you tell us about this well before the tests so we can make the necessary adjustments.

Priority of entry

The School gives priority to applications from girls living in the Priority Area who have reached the required standard in the selection tests, although it is anticipated that places will be available for girls beyond this area (see Map on page 17).



Selection Tests

The School's entrance tests are set by GL Assessment. Each applicant must sit three multiple choice tests in: English, Mathematics and Verbal Reasoning.

These are GL Assessment Papers and are copyright.

- The Mathematics paper is comprised of multiple choice questions.
- The English paper consists of two extracts with questions, plus questions which may include spelling, punctuation and grammar. All questions are multiple choice.
- The Verbal Reasoning paper is comprised of multiple choice questions.

Once the three tests have been marked, each test result is expressed as a standardised score; this allows comparison with a national standard. Skipton Girls' High School is part of a local consortium of north of England grammar schools. Testing uses the same assessment instruments and takes place on the same day allowing local comparison of mark distributions.

As the papers used in the entry tests are obtained from an educational foundation and are copyright, we cannot include past papers in the admissions handbook.

The following information for Parents/Carers has been provided by GL Assessment

GL Assessment Practice Papers: Tests For 11+ Preparation

GL Assessment publishes tests used in the admissions procedure by Skipton Girls' High School. We are, therefore, in a position to provide authentic materials to help your child prepare. In particular, GL Assessment Practice Papers provide:

Relevant Question Practice

Experience questions similar to those used within the real tests from the test publishers themselves.

Authentic design

Question design, practice items, written and oral instructions are all just as your child will encounter in the real tests.

Appropriate answer format and coverage

Skipton Girls' High School will be using 'multiple choice format' tests, with children placing their answers on a separate sheet.

The most appropriate packs from the range of GL Assessment Practice Papers are as follows:

Pack Name	ISBN	Price
Multiple Choice Verbal Reasoning Pack I	9780708727614	£10.50
Multiple Choice Mathematics Pack I	9780708727584	£10.50
Multiple Choice English Pack I	9780708727553	£10.50
Multiple Choice Verbal Reasoning Pack 2	9780708727621	£10.50
Multiple Choice Mathematics Pack 2	9780708727591	£10.50
Multiple Choice English Pack 2	9780708727560	£10.50
Multiple Choice Verbal Reasoning Pack 3	9780708727577	£10.50
Multiple Choice Mathematics Pack 3	9780708727607	£10.50
Multiple Choice English Pack 3	9780708727638	£10.50
Verbal Reasoning Bundle	9780708727690	£29.95
Mathematics Bundle	9780708727683	£29.95
English Bundle	9780708727676	£29.95

These packs are part of a full range of GL Assessment Practice Papers available online. NB: Other similar practice papers are available from a range of publishers.

Useful link and webpage to purchase practice papers:

https://www.gl-assessment.co.uk/free-familiarisation

APPENDIX I

SGHS Admission Policy 2021

Skipton Girls' High School ("the School") is a designated state funded, 11-18 single sex school which allocates places based on selective academic ability.

The school is committed to prioritising places for girls within the Craven area of North Yorkshire.

As an Academy, the School's Local Governing Body is responsible for setting the School's admissions arrangements.

I. Admission of students into Year 7 (prior to the start of Year 7)

i. Number of places

The planned admission number (PAN) for entry into Year 7 is 116. The Governors will plan to admit girls who have reached the required selection test standard up to this limit.

ii. Selection Tests

For eligible candidates (see Explanatory Note 1) the School will set selection tests for entrance into Year 7. These will consist of three separate tests in:

- Mathematics
- English
- Verbal Reasoning

A candidate may sit the selection test only once in the academic year.

Late applications will only be considered after the date in March when places are allocated. If there are places available, testing will be offered. These will take place in the May preceding the September of admission.

Parents/Carers who wish their child to take the test, must complete the School's registration form. Failure to complete the School's registration form will result in the candidate not taking the test.

A parent/carer may appeal against the decision of the Governors not to offer an assessment or a place, to an Independent Admissions Appeals Panel appointed under the prevailing Government legislation. The decision of the Independent Admissions Appeals Panel is binding on the Governors and on the parents/carers.

iii. Priority Area

The School gives priority to applications from girls living in the priority area who have been deemed suitable in the selection testing, although it is anticipated that a number of places will be available for girls beyond this area. A map of the priority area can be found on our school website.

iv. Admission Criteria

Once the tests have been marked parents/carers will be informed whether their child has been deemed suitable and can be considered for admission.

Reaching the standard does not guarantee that a place at the School will be made available; if more girls are deemed suitable than there are places then the over-subscription criteria will be used to determine which girls will be offered places.

Pupils with a current Education, Health Care Plan issued by a Local Authority, which names the School, and who have been deemed suitable in the admissions testing, will be offered a place. The number of available places will be reduced accordingly.

v. Oversubscription criteria

If more pupils than there are places for are deemed suitable in the School's selection tests, after the offering of places to pupils with a current Education, Health Care Plan which names the School, the following oversubscription criteria will apply:

I. Places will be offered to looked after (*see definition below) and previously looked after girls who have been deemed suitable

then

 to those who at the time of application are registered as Pupil Premium and eligible for Free School Meals or who have been registered for Free School Meals at any point in the last 6 years (**see definition below)

then

3. to those girls living within the School's Priority Area who have been deemed suitable;

then

4. those girls living outside the School's Priority Area who have been deemed suitable.

If there are not enough places for all the girls in one of these priority groups, we the School will:

Then offer places

a. those living nearest the School.

Distance measurements are based on a straight line from home to the School, as measured by an electronic mapping system. Distances will be measured from the front door of the home to the main School entrance on Gargrave Road. Where more than one dwelling shares the same front door (for example, in a block of flats) the distance will be measured from the front door of the building as a whole. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the School, the names will be issued a number and drawn randomly to decide which child should be offered a place.

If the School is over-subscribed for entry into Year 7 a waiting list will be kept ranked according to the oversubscription criteria above from the date when places are offered until the 3 Ist December of the year of admission. If a place becomes available during this period, we will offer it to the waiting list using our Admissions Policy criteria. No waiting list will be kept after this date. Every time a girl is entered on the waiting list it will be ranked again in accordance with the oversubscription criteria.

*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 service functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. 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.

**Children attracting Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application. Parents of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Parents will need to provide evidence of Pupil Premium registration to the school no later than the end of the September. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.

2. Co-ordinated Admissions Arrangements

The School is required to comply with the North Yorkshire Co-ordinated Scheme for secondary school admissions to Year 7 (See Note 3). Under this scheme only one offer of a school place will be made by the home Local Authority for admission to any secondary school including the School. Parents/carers may express a number of preferences for admission to all maintained secondary schools and academies. The priority in which parents/carers express their preferences will be used to determine which one offer is made.

Application for selection testing is NOT the same as making an application for a place at the School. This must be done through a local authority coordinated admissions scheme. For girls living in North Yorkshire this will be done via North Yorkshire Local Authority ("the Local Authority"), but for girls living outside North Yorkshire it must be done via the local authority in which the girl lives. A place cannot be offered at the School unless the School is named on the Common Application Form, even if the girl has been deemed suitable in the test.

3. Summary of the application process for the admission of students to Year 7 prior to the September of the Year 7 admission

- I. The registration form to take the School Selection Test must be completed and submitted by the School's closing date in early September. The information on the deadline for application is available in the School's Admissions Handbook. The Handbook and the accompanying registration form are available from the School or on the School website. This applies both to girls living inside the School's Priority Area (see attached map) and those living outside the Priority Area.
- 2. Registration forms received after the closing date will only be considered after the date in March when places are allocated. If there are places available testing will be offered. These will take place in May preceding the September of admission.
- 3. No girl will be able to sit the test unless a registration form has been completed.
- 4. The selection tests will be held in the school in the Autumn Term of Year 6.

- 5. The tests can be taken once only in the academic year.
- 6. Parents/Carers will be informed whether their child has been deemed suitable for admission. This information will be released sufficiently before the closing date (normally the end of October) for the return of the Local Authority Common Application Form. We advise that parents/carers wait for this notification from the School before completing and returning this form.
- 7. Parents/Carers submit the Common Application Form. Parents/Carers who wish their child to be considered for a place at the School must list the School as one of their preferences.
- 8. Parents/Carers will receive notification of allocations from their Local Authority following their published scheme. At the same time in the Spring Term the School will also post offers of places to successful candidates.
- **9.** Parents/Carers will be required to confirm to their Local Authority, within 14 days, if they do not wish to accept the place offered.
- 10. Parents/Carers whose child has been offered a place at the School will be asked to confirm their acceptance of the place within 14 days. Failure to accept within 14 days may result in the offer of a place being rescinded.

4. Admission of students after the start of Year 7

The planned admission number of 116 applies to all years.

Assessment of suitability for the School for prospective entrants after the start of Year 7 is arranged using tests produced by the School in English and Mathematics. These tests are based on national curriculum content appropriate to the age group. Each of the tests lasts for one hour.

Such assessment will only be carried out for an individual pupil once in any academic year and will only be offered if the number of students currently in the year group is below the number of places available. Dates will be published on our website from 1st May for the subsequent academic year. We do not normally admit into Year 11; however, exceptional circumstances may be taken into consideration by the Governors' Admissions Committee.

If one or more places is available, and more students taking the assessment reach the required standard than there are places available, then the oversubscription criteria outlined above will be used to determine which applicants are offered places.

A parent/carer may appeal against the decision of the Governors not to offer an assessment or a place, to an Independent Admissions Appeals Panel appointed under the prevailing Government legislation. The decision of the Independent Admissions Appeals Panel is binding on the Governors and on the parents/carers.

5. Admission into Year 12

Entry into Year 12 for girls who have completed Year 11 elsewhere is welcomed. There is a target figure of 35 for such applications.

There is no limit for students who have completed Year 11 at Skipton Girls' High School but all applicants, internal and external, must meet the academic entry criteria for the courses which they wish to take.

These academic criteria, along with the closing date for applications, are published annually in the School's Sixth Form Prospectus, and are available from the School on request.

If more external applicants meet these academic criteria than there are places, then the oversubscription criteria above will be used.

A parent/carer may appeal against the decision of the Governors not to offer a place, to an Independent Admissions Appeals Panel appointed under the prevailing Government legislation. The decision of the Independent Admissions Appeals Panel is binding on the Governors and on the parents/carers.

Explanatory Notes

- I. Eligible candidates are those children who have reached the age of 11 in the preceding academic year between 1st September and 31st August. Applications for girls whose dates of birth fall outside these limits will be considered at the discretion of Governors only in exceptional circumstances.
- 2. Any address used must be a permanent residence, defined as owner occupancy or a long term letting contract of at least 12 months of a residential property where community charge is paid.

In the case of a recent change of address, the documentation required may include the following:

- Proof of exchange of contracts or a signed tenancy agreement
- Utility bills
- Driving licence/car insurance documentation.

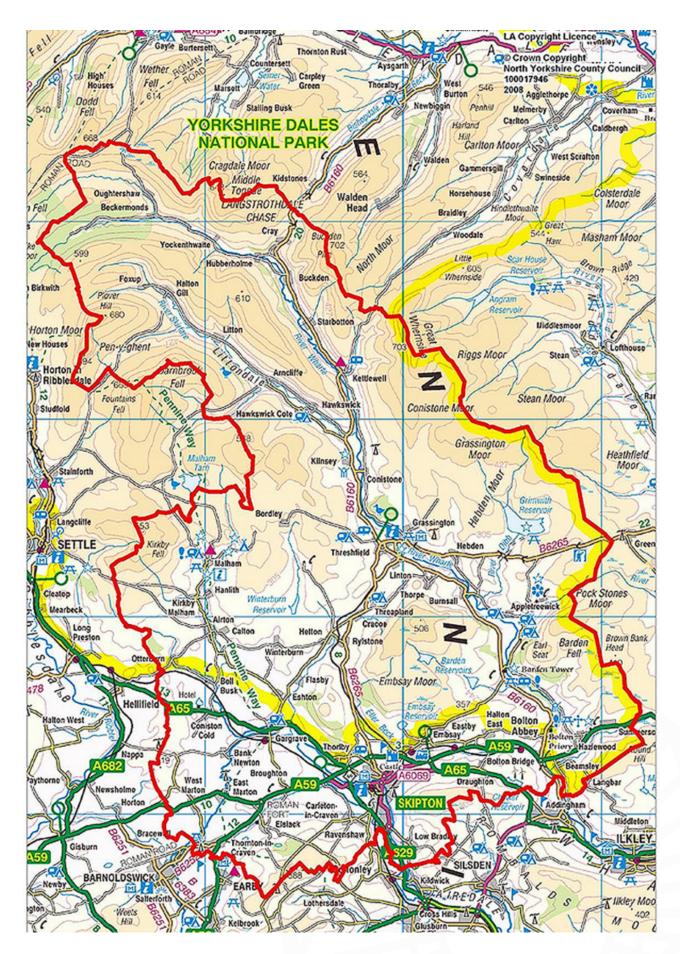
Where a girl lives with one parent/carer for part of the week and the other parent/carer for the rest of the week, only one address may be used for the application. This must be the child's principal residence from Sunday to Thursday.

Families whose first home is outside the Priority Area will be deemed to live outside the Priority Area.

An offer of a place may be withdrawn if it is subsequently discovered that it was offered on the basis of a falsely claimed or dated address.

3. Details of North Yorkshire's Co-ordinated Admission Scheme may be found in the publication "A Guide for Parents" issued by North Yorkshire to parents/carers of Year 6 pupils early in September, which is also available at <u>www.northyorks.gov.uk/admissions</u>. Parents/carers of children who live in other local authority areas should obtain details of their own local authority's scheme.

Map of School Priority Area



Admissions Booklet for 2021 Entry // Page 17

APPENDIX 2

Sample Questions, Specimen Papers and Information for Candidates

The Selection Tests

Introduction

You will sit three test papers:

- Mathematics Test
- English Test
- Verbal Reasoning Test

We are unable to reproduce full specimen papers for copyright reasons, however we have provided some sample questions.

How to write your answers on an Optical Mark Recognition (OMR) sheet

The answer sheet is an OMR sheet (Optical Mark Recognition sheet) and your answers to the tests should be marked by putting a single clear line through the answer of your choice. See examples below.

[A] [B] [C] [D] [E] - This is correct
[A] [C] [D] [E] - This is incorrect
[A] [P] [C] [D] [E] - This is incorrect
[A] [I] [C] [D] [E] - This is incorrect

The Mathematics Test

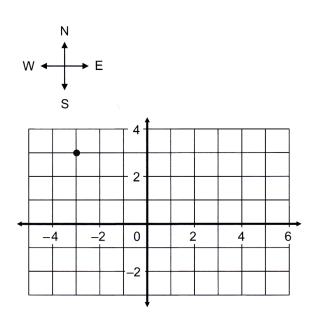
The mathematics test lasts for 50 minutes and consists of 50 multiple choice questions.

You will be given a question booklet which contains the questions and you will have an answer sheet where you record your answers. There are two sample maths questions in this booklet.

Mathematics Sample Questions:

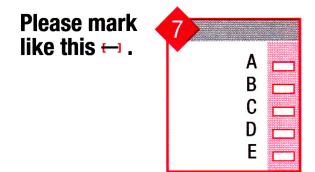
Sample I

A robot moves from the point (-3, 3) to the point (5, -2) along the lines of a square grid.



Which of these could describe its route?

- a. 2 steps West and 1 step South
- b. 2 steps East and 5 steps South
- c. 5 steps East and 2 steps South
- d. 8 steps East and 5 steps South
- e. 8 steps West and 5 steps North



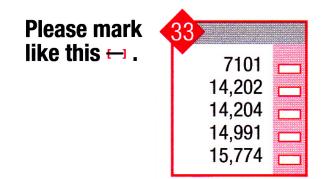
Sample 2

Look at this number fact:

789 × 36 = 28,404

What is 18 x 789?

- 7101
- 14,202
- 14,204
- 14,991
- 15,774



The English Test

The English test lasts for either 45 or 50 minutes and consists of multiple choice questions.

You will be given a question booklet which contains two extracts with comprehension questions and there will also be questions on spelling, punctuation and grammar.

There are examples of the spelling, punctuation and grammar questions below.

Sample English questions:

Spelling sample question

In the passage below there are some spelling mistakes. On each numbered line there is either one mistake or no mistake. Find the group of words with the mistake in it and mark its letter on your answer sheet. If there is no mistake, mark N.

End of Term

1.	It was nearly time to go to	school so Emily h	urredly began to p	ack her bag w	vith	
	Α	В	С	D		Ν
2.	all of the things she needed	d. She was looking	g forward to the h	oladay next w	eek when she	
	А	В		С	D	Ν
3.	was going to the beach. Sh	ne loved to make s	sand castles and p	addle in the w	aves.	
	A	В	С	D		Ν

ANSWER:

- 1. [A] [B] [C] [D] [N]
- 2. [A] [B] [C] [D] [N]
- 3. [A] [B] [C] [D] [N]

Sample Punctuation Questions

In this passage there are some mistakes in the use of capital letters and punctuation. On each numbered line there is either one mistake or no mistake. Find the group of words with the mistake in it and mark its letter on your answer sheet. If there is no mistake, mark N.

The Lesson

1.	The geography teach	her was explainin	ng to the class that a	imerica was a world	
	Α	В	С	D	N
2.	superpower when sh	ne noticed that E	milys hand was up.	"What is it, Emily?"	
	Α	В	С	D	N
3.	she asked. Emily cle	ared her throat a	and then asked her	question.	
	Α	В	С	D	N

ANSWER:

1.	[A] [B] [C] [D] [N]
2.	[A] [B] [C] [D] [N]
3.	[A] [B] [C] [D] [N]

Sample Grammar Questions

In each question you have to choose the best word, or group of words, to complete this passage so that it makes sense and is written in correct English. You should choose one of the five answers and mark its letter on your answer sheet.

The Writer

George O'Connor sank back into his seat and scratched his head. He knew that he

	should of	should have	ve	could of	will have	will of
	Α	В		С	D	E
.ι	used a dictionary	because	since	despite	whereas	however
		Α	В	С	D	E

- 2. [A] [B] [C] [D] [N]
- 3. [A] [B] [C] [D] [N]

The Verbal Reasoning Test

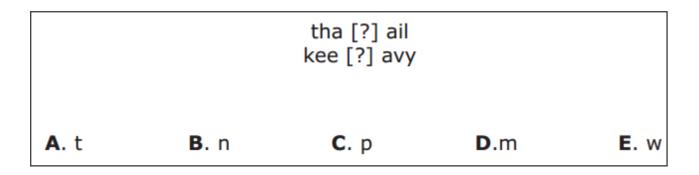
The VR (Verbal Reasoning) test lasts for 50 minutes and consists of 80 multiple choice questions.

You will be given a question booklet which contains the questions and an answer sheet to record your answers.

Sample Verbal Reasoning Questions:

Sample I

In this question, the same letter must fit into both sets of brackets, to complete the word in front of the brackets and to begin the word after the brackets. Choose the correct answer from the options beneath.



Sample 2

In this question, one letter can be moved from the first word to the second word to make two new words. The letters must not otherwise be rearranged and both new words must make sense. Find the letter that moves from the options beneath.

	trowel	petty		
A . t	B . w	C . o	D .r	E . e

ANSWER:

1.	[A] [B] [C] [D] [N]
2.	[A] [B] [C] [D] [N]

If you want to do more practice papers see the information on page 11.

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