



## FREQUENTLY ASKED QUESTIONS ABOUT YEAR 7 ADMISSIONS IN SEPTEMBER 2027

### **Where can I find the admissions policy?**

Click [here](#) to link to the Admissions Arrangements for 2027/28. Please read them carefully in conjunction with this document.

### **Do disadvantaged children receive any additional support?**

Girls in receipt of Pupil Premium or Service Premium Funding and girls who are Looked After Children or Previously Looked After Children will be offered access to an additional online package of around 10-hours familiarisation material. This has been developed by the Grammar School Heads Association. If you indicate Pupil Premium on the application form and attach the required evidence of being in receipt of this, you will be sent a personalised login code to access the material on the online platform. Evidence should take the form of a letter from your daughter's current school confirming that she is in receipt of free school meals. This letter should be uploaded to your SIF.

### **Do disadvantaged children receive any priority when places are allocated?**

Priority ranking is given to:

- girls living within the catchment area who qualify for receipt of Pupil Premium or Service Premium Funding, and whose score in the selection test is higher than or equal to the required standard, and
- girls who are Looked After Children or Previously Looked After Children whose score in the selection test is higher than or equal to the required standard.

### **What is the catchment area and how do I prove my address?**

The catchment area for the school is any permanent place of residence within a 9-mile radius of the school. The permanent place of residence is the address where your daughter normally resides as their only or principal residence and this address must be given on your application form.

Addresses involved in child minding (professional or relatives) will not be considered. You will be asked to provide documentary evidence to confirm your address. A child's principal residence should be where they sleep for most school nights.

We will require **one** of the following documents:

- A copy of a document from your GP or hospital which shows your daughter's name and address. This can include a screenshot from your GP showing your daughter's registration there



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- A copy of a junior bank statement showing your daughter's name and address
- A copy of your Council Tax statement
- A copy of your Child Benefit statement showing your daughter's name and address

**We cannot accept utility bills as they are proof of ownership, not permanent residence.**

## **How can I check if we live in the catchment area?**

Online distance calculators such as **Daftlogic.com** can give you the straight-line distance between two postcodes. The postcode for the school is BR6 9SA. **Please do not contact the school asking us to determine the distance for you.**

Upon receipt of your Common Application Form (CAF), the Local Authority will calculate all measurements when considering selections made by parents/carers. Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of your home address (including flats) to the main entrance of the school building, using their computerised measuring system that identifies the unique grid reference for the property. The school will consult with the LA if your address is very close to the 9-mile limit.

## **Can my daughter sit the selection test if we live outside the catchment area?**

Yes, girls living outside the catchment area may apply for and sit the selection test. Please note, however, that because the school is heavily oversubscribed no places have historically been offered to those living beyond the 9-mile limit. The Local Authority will check your address when processing Common Application Forms and will make the final decision on whether it is within the catchment or not.

## **If my daughter achieves a score that means she is eligible for entry, but we live outside the catchment, by which date must we move into the catchment?**

This date is not set by the school – it is set by the Local Authority. At the start of September Bromley Admissions will put up all secondary admissions information on their website. They include a link to a booklet and the deadline date to move into a catchment area will be stated within that booklet. The school cannot provide this to you but it is usually a date in early December.

## **How many girls will gain a place in September 2027?**

The intake for Year 7 is 168. This is the PAN, or Published Admission Number, for this year group.

## **Where can I find the SIF (Supplementary Information Form) for Newstead Wood School?**

This is the form that you will complete online to register your daughter for the Year 7 Selection Test and is available via a link on our website from 1 May to 30 June each year.



## **What is the Common Application Form ("CAF")?**

This is the online application form issued by, and submitted to, your local authority. Online application forms are usually available from the start of September with a deadline for submission of 31 October each year.

## **How will I know whether to name Newstead Wood School on my daughter's CAF?**

If your daughter has scored equal to, or more than, the required standard and you want to apply for a place you need to name Newstead Wood School on your CAF. If your daughter does not meet or exceed the required standard but you still apply, your application will be ineligible.

## **If my daughter's score is at or above the required standard, does it mean she will be offered a place?**

No. A score at or above the required standard is not a guarantee your daughter will be offered a place at Newstead Wood School. It means you may name the school as one of your choices on the CAF. How the school ranks those who have sat the selection test is detailed in the Selection Criteria in Section 3 of the admissions policy. The Local Authority will then use the school's ranking list to make decisions on which candidates will receive an offer.

## **Does it matter if I name another school above Newstead Wood School in my list of schools on the CAF?**

Yes. It is very important to put down the names of the schools you want in your true order of preference. If you name a school above Newstead Wood and that school can offer you a place, you will be offered that school regardless of how well your daughter does in our selection test. Similarly, if you put Newstead Wood as your highest preference school but we cannot offer your child a place, she will be offered a place at the next school for which she meets the admissions criteria. Your order of preference is totally confidential to the local authority. No school will know it.

## **What if my daughter has an Education, Health and Care (EHC) Plan?**

If your daughter has an EHC Plan, there is a separate process to follow. You should speak first with your local authority as they administer this process. Your daughter will still need to take the selection test, and you must register her for the test in the normal way, ensuring you provide us with information so we can adjust access arrangements, if necessary.

## **How will I know if my daughter's application for a place has been successful?**

Your local authority will confirm which school your daughter has been offered on National Offer Day, which is Monday 1 March 2027.

## **How do I register my daughter for the selection test?**

You must register your daughter for the test by completing our online Supplementary Information Form (SIF). The link to the form will be on the admissions page of our website from 8.30am on Monday 1 May 2026 until midnight on Tuesday 30 June 2026.



A list of what you **must** upload:

- A recent clear head and shoulders passport-style photo of your daughter. This is purely for identification reasons on the day of the test. Please do not upload photos where more than the head and shoulders are visible.
- Evidence of your address in a format as detailed in the above "What is the Catchment Area" section of this document

A list of what you **may** need to upload, depending on your circumstances:

- Letter from your daughter's school confirming her Pupil Premium status
- Diagnosis letter from an educational psychologist/medical professional with any recommendations for access arrangements if required
- Fully completed and signed Access Arrangements/Reasonable Adjustments form

## **What is the registration deadline?**

All forms must be completed by 10.00pm on Tuesday 30 June 2026. The application form will be closed at that point and no further applications will be accepted for any reason.

## **What do I need to do if my daughter has special educational needs or special medical requirements that I would like to be considered for the test?**

The SIF has a section for you to provide details and evidence of any special needs or relevant medical conditions your daughter may have. You will also need to download and complete [this form](#) and then upload it to your SIF before submitting it. You should also upload all professional diagnostic reports as evidence of the condition.

**Without the completed Application for Special Access Arrangements/Reasonable Adjustments form and supporting evidence, we will not be able to make any special arrangements for your daughter's test.**

We can enlarge question papers to A3 size or print them on coloured paper if required. Please do specify what colour would be suitable if this is a requirement.

**You will need to tell us submit the Access Arrangements/Reasonable Adjustments form details and provide the required evidence before the SIF deadline of midnight on 30 June 2026.** Telling us will not disadvantage your daughter in any way – it will help us support her during her selection test. Candidates who fall into the above categories are usually tested in small groups in a quiet part of the school, away from the main large test rooms.

## **What if my daughter is being educated out of her standard age cohort?**

Please email [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk) attaching a letter from your daughter's current school confirming the reason why she is being educated outside of her age cohort. Please also attach the letter which will have been issued by the local authority giving their permission for



your daughter to be educated out of her age cohort. We will review the documents and confirm by return email if we are happy for your daughter to sit the selection test.

### **How will I know if I have registered successfully?**

You will receive an acknowledgement by email as soon as your registration has been checked and processed.

### **When is the test and can I ask my daughter's test to be rescheduled if we cannot make the allocated date?**

The selection test will be held on 24/25 September 2026 at the school. Please ensure that you keep these two dates free. Test times and dates will be allocated on a first come, first served basis – you will not be able to choose. Due to the exceptionally high number of registrations we receive, we will not be able to change the date of your daughter's test for any reason.

### **Is there a second round of tests?**

No – there is only one round.

### **When will you let me know details about my daughter's test day?**

Details confirming timings and other useful information about the test procedure will be sent out by Friday 4 September 2026. You will be sent a lot of information, and it is vital that you read the entire document.

### **What is the selection test like?**

The selection test is in two parts – first a Verbal Reasoning test and then a Non-Verbal Reasoning test. No other subjects are tested. These are multiple-choice style tests. All answers will be entered on a separate answer sheet. Whilst past papers are not available a short specimen paper may be purchased from the school to show the types of questions which may be involved. Please visit our Reception between 9am – 4pm (term time only) to purchase a copy for £5.

### **When will I get the selection test results?**

The outcome of the test will be sent out by email on a date between Friday 16 October 2026 and Thursday 22 October 2026. Parents should not contact the school during this time asking when results will be circulated. **If you have not received your daughter's result by the end of Thursday 22 October, please email [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk) for assistance.**

### **Do you make allowance for age?**

All test results are calculated, standardised and age-weighted by an independent external company across the full test cohort.



## **Can I request a re-mark of the test paper(s)?**

We do not offer a re-marking service.

All answer sheets are processed using **OMR (Optical Mark Recognition)** technology, which ensures that responses are read and recorded by computer for maximum accuracy. To maintain quality control, the external company that provides this service conducts **manual checks** on the scanned sheets where an answer is automatically flagged by their computer as ambiguous.

We have utilised this process for several years and no marking errors have ever been found. This demonstrates the robustness of the verification process and the reliability of the OMR system.

## **Can my daughter bring her medication (eg epipen, inhaler) with her to the tests?**

Your daughter can bring her usual medication with her to the test venue in a named clear plastic bag. It is important to provide details of her medical requirements at the time of returning the SIF so that we can make sure staff in the exam room are aware. You should contact the Admissions Office on [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk) if changes to your daughter's medical condition occur after the SIF submission deadline.

## **What does my daughter need to bring with her on test day? What should she wear?**

Your daughter must bring her candidate notification details, (sent out in September 2025), two sharpened HB pencils and a good rubber. A drink of still water in a clear non-metallic bottle may be brought if required.

She may not bring food of any kind to the test and should not have a bag or mobile phone with her. These should be left with you.

She does not need to wear school uniform but should dress for the weather as she will be outside for a short period of time.

## **What if my daughter wants to go to the toilet during the tests?**

We offer an opportunity for girls to use the toilet when they arrive at the school – portable toilets will be available out on the field before each test session. Please encourage your daughter to use the facilities before she comes to the registration tent. Candidates will be allowed to go to the toilet during a test if it is urgent but their test timings will NOT be adjusted for the time missed.

## **What time will the tests finish?**

We will advise you of your daughter's collection time when we issue the test invitation in early September. We can only confirm an approximate collection time because our priority is to ensure all girls are settled and can do their best in the tests. If this means waiting while a small issue is sorted out, we do. All rooms start the tests at approximately the same time but sometimes breaks can take longer than anticipated – depending on how quickly we can ensure all girls have had a chance to go to the toilet. Parents may be required to wait a while longer if we are slightly overrunning.



## **What if I am late collecting my daughter?**

Please do your best to return for collection in good time. If you are late, initially your daughter will wait at the arranged collection point, supervised by staff. If you are very late, she will wait in the main reception area. Office staff will phone you to ensure you are on your way.

## **What if my daughter is not well enough on the test day to attend?**

Do not bring her to the test. Call the school on 01689 853626 on the morning of the test, or email [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk), **before** her test is due to start, to let us know the reason for her absence. **You will need to email us professional proof of her absence** (issued by GP or hospital) to [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk) so that we can arrange for her to sit the test on another date. This will be something issued by a hospital/GP etc. The alternative date will be set for around the first **full** week of October and will only be available for candidates that were unwell on their allocated date and who informed us ahead of their allocated time that they would not be attending. **You will therefore need to obtain the medical evidence and send it to us before Wednesday 30 September.**

IMPORTANT - If your daughter is too unwell to sit her test and you do not let us know beforehand that she will not be attending, there will not be another opportunity for her to sit the test.

## **What if my daughter becomes ill during the test?**

We will give your daughter time to try and recover, but she will have to complete the test she has started. If she has started a test but is unable to complete it, she will not be permitted to sit the test again at another time as she will have an advantage.

If she is unwell during the first paper and needs to take the second paper, we will ask her if she wants to stay and take that second test once she has completed the first test. If she does not feel well enough to start the second test, we will call you to collect her, and we will make arrangements for her to sit the second test on another date.

## **What if I lose the detailed instructions which will have been emailed to me in early September?**

Please email the Admissions Office on [admissions@newsteadwood.co.uk](mailto:admissions@newsteadwood.co.uk) to request a further copy.

For other information, please check the school website.

Please note that we will not respond to questions about the tests themselves or to questions that, if we provided the answers, it would disadvantage other candidates who have not asked that question.