



## ADMISSIONS POLICY

Nottingham Girls' High School (NGHS) is an independent day school for girls. It is part of the Girls' Day School Trust (GDST), the largest educational charity in the country with twenty-four schools and two academies. NGHS offers a rich academic education and a broad extra-curricular programme for girls aged from 4 to 18.

Pupils are admitted to all year groups in the Junior School, including the Reception class within the Early Years Foundation Stage, and to years 7, 8, 9, 10 and 12 in the Senior School every September. However, we will consider applications made at any time during the year if places are available within the entry year group.

We are committed to equal opportunities in education. No pupil at, or applicant to, the School receives more, or less, favourable treatment on grounds of race, nationality, colour, ethnic or national origin, religion or creed.

We seek to admit pupils whom we consider to be capable of benefiting from the education provided at the School and of contributing fully to the life of the School, and who have the level of intelligence and the personal attributes to flourish in this environment.

Our concern is to act in a girl's best interests and to foster good relations with parents and guardians.

### Central Admissions

The process of admissions for both the Junior School and the Senior School is managed by Central Admissions.

### Key Dates

Each year we publish the entrance assessment dates, along with details of our open days and events. Letters offering places also give a deadline for acceptance.

Applications are only accepted on the School's application form. A non-refundable registration fee of £50 is payable to the School on application, and a deposit of £500 is payable on acceptance of a place.

### Disability

In accordance with our equal opportunities policy, the School will make reasonable adjustments to the admissions process for a particular pupil and, where applicable, to the School's provision for specific learning needs in so far as these can be met given the nature and character of the School. Parents should contact Central Admissions to discuss any special arrangements which would be required in respect of the assessment process.

## **Assessment**

Admission is dependent on achieving an acceptable standard in an assessment or examination appropriate to the applicant's age group and academic pace of the school, as well as the availability of places.

Due consideration is given to a candidate's educational background in assessing a pupil's achievement of an acceptable standard and to maximising access for pupils for whom the School can add value.

Entrance assessments are conducted at the School. For senior pupils, in exceptional circumstances, assessment may be taken in the girl's own school with an approved invigilator. In such cases we issue guidelines to the school on the procedure.

We do not publish past papers.

Girls are offered places at NGHS on the basis of successful performance in our entrance assessments. We do not operate any quota system. Priority is not given to pupils with siblings.

### **Entry into Reception (Early Years Foundation Stage), Year 1 and 2**

This is by interview with the Head of the Junior School (or her deputy) and is designed to assess reasoning and creativity. For children who are already at school this will include the informal assessment of reading skills and numeracy.

### **Entry into Years 3, 4, 5 and 6**

This is by written test to assess English and Mathematics. For all age groups children will usually spend time within a class of their own age so that they are in a natural school setting and have the opportunity to meet other children and teachers.

### **Entry into Years 7, 8, 9 and 10**

Candidates are asked to complete papers in English, Mathematics and Verbal Reasoning. They are also required to attend an interview.

## **Scholarships**

All girls applying for 11+ entry are automatically considered for an academic scholarship on the basis of the result of the January entrance examination. Scholarship examinations for entry into the Sixth Form are held on published dates. Music scholarships, are available to girls in or joining Year 10 and above. A Performing Arts scholarship is available to girls joining Year 7.

## **Bursaries**

Girls are considered for a bursary if they have submitted the online bursary application form and meet the GDST criteria.

No financial assistance is available for girls in the Junior School. For further information on the GDST Bursary Scheme, please contact Central Admissions.

## **Key Stage Transfers**

As set out in the GDST parent contract (F7), continuity of education is anticipated normally throughout each age range (i.e. the Junior and Senior Schools) and at the key stages of transfer unless in the opinion of the Head after due deliberation the pupil will not benefit from continuing to be educated at the school or has not attained a sufficiently high standard of work or behaviour for continuation or for entry to the next stage. A minimum of one term's written notice will be given and fees in lieu of notice will not be charged in respect of any pupil who has been sent a letter notifying them that transfer into the next stage may not be possible.

## **Entry to the Sixth Form**

Entry criteria are published on our website and apply to current as well as prospective pupils.

The Headmistress will see the parents of any current pupil about whom there is concern immediately after the mock GCSE examinations.

## **References and reports**

We liaise closely with the pupils' current schools and require the Headteacher of an applicant's school to provide a confidential report. No confirmed place is normally offered until such a report is received. We ask parents and schools to provide any information which will help us to make our decision and then to cater well for each girl. This includes any existing assessment of need for individual support.

Parents considering transferring their daughter from another school must inform the other school of their plans to enter their daughter for our examination and fulfil all financial obligations to that school.

## **Offers**

The decision to admit each pupil is taken by the Headmistress. Each application is carefully considered. In the case of entry to the Sixth Form (Year 12) places are always conditional on attainment of specified GCSE grades.

If a pupil is offered a place for entry for the following September but parents ask to defer entry to a later year, the pupil is normally required to re-sit the examination, in which case a registration fee is payable again. Places cannot normally be held over.

We do not release or publish details of results. Furthermore, parents are not entitled to see the examination scripts as these are specifically exempt from disclosure under the Data Protection Act 1998.

The offer of a place, or not, is made by letter.

## **Acceptance**

Parents who wish to accept an offer are required to sign an agreement accepting the terms and conditions of the GDST. Parents, or those assuming parental responsibility, are required to sign the parent contract (Form F7) accepting responsibility for the payment of fees even if fees are payable by another party.

This acceptance form refers to a number of school policies which are available on request.

A pupil cannot start until the parent contract has been signed and returned.

## **Inter GDST school transfer**

There is no automatic right of transfer from one GDST school to another; however, the transfer of existing GDST pupils between GDST schools, for example as a result of relocation or the need for boarding facilities, may be arranged.

Any such transfer will be subject to: the availability of a place; and the professional judgment of the school in which a place is being sought of the ability of the pupil concerned to benefit from such a place, given the overall nature of the intake, as cohorts do vary from one school to another and from one year to another.

## **Fees**

Fees are set each year by the GDST and are non-negotiable.

Policy last reviewed: October 2016

Next review: October 2017