

## GDST ADMISSIONS POLICY

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Norwich High School for Girls is a fee-paying independent girls' school. It is open to all pupils considered by the Head to be capable of benefiting from the education provided at the school and of contributing fully to the life of the school. It seeks to be as accessible to all able pupils, regardless of their parents' ability to pay, by the provision of scholarships and bursaries at 11+, 13+ and 16+. Scholarships are awarded based on performance in the entrance examination and scholarship assessments, and bursaries are awarded on a means tested basis. Please see the school's scholarships and bursaries booklet for full details of the awards available. Admission is usually dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school, an interview with the Head at senior level, and if transferring from another school, a report from the previous school.

### Linked documentation

- [Equal opportunities](#)
- Scholarship and bursaries

### Equal Opportunities

The Council of The Girls' Day School Trust are committed to equal opportunities in education and will not unlawfully discriminate against, or treat less favourably, any pupil at, or applicant to, its schools on the grounds of race, disability, religion or belief (or lack thereof), gender reassignment, sexual orientation, or pregnancy or maternity ('protected characteristics'). The Trust will also not discriminate against, or treat less favourably, any pupil at, or applicant to, its schools because they are perceived to have one of the protected characteristics or are associated with someone who has a protected characteristic. All pupils and staff shall be encouraged to value and respect others and to challenge inappropriate attitudes, behaviour and practices.

Admissions: Council Policy

### Admission: GDST Council Policy

The admissions policy of the Council of the Girls' Day School Trust (the "GDST") is that:

- The GDST is committed to equal opportunities in education. Admissions to GDST schools will adhere to the GDST's Equal Opportunities Policy
- The GDST is firmly committed to offering a single-sex education for girls. In our experience, students in girls' schools are less constrained in their choice of subjects, show a greater propensity to take risks and innovate, perform better in examinations, have more opportunities to show leadership, and are less likely to conform to gender stereotypes. For these reasons, GDST parents and students choose a predominately single-sex environment over other available options.

- GDST schools are broadly selective. Places are offered to prospective pupils on the basis of their potential to thrive in the educational environment provided
- Admission is usually dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. Such examinations and assessments are expected to be free of bias, and due consideration will be given to individual needs and prior educational experience in making any decision on the offer of a place
- The final decision regarding admissions rests with the Head, who reserves the right to decline to offer a place on grounds other than academic potential (e.g. a pupil's record at a previous school)
- Within these guidelines schools may determine their own admissions policies, which will set out their individual selection criteria
- Each GDST school sets out in its registration the age range of students it is legally allowed to make provision for. Major age range changes are subject to approval by Council. Admission will last until the student completes year 13 unless the parent contract comes to an end sooner.
- In all circumstances, including where a receipt is required for visa purposes, a parent contract (form F7) must be fully completed and submitted to the Fees Department, together with confirmation of the deposit payment (form F30), before the pupil can join the school.

#### **GDST Policy on Inter-School Transfers**

Where places are available in the relevant year group, priority over external applicants will be given to pupils transferring from another GDST school subject to a satisfactory recommendation from the Head of the transferring school and, if deemed necessary, the achievement of a satisfactory standard in an entrance assessment or examination. There is no entitlement to transfer from a GDST school to one of the Academies for which it is a sponsor.

#### **Admission: Norwich High School Policy**

The entrance procedure consists of academic testing appropriate to the age group and on personal interview of each candidate, where possible.

We are following the below methodology wherever possible but some adaptations have been made to allow for remote interviews and assessments as required.

- **Nursery (age 3+)** - pupils entering Nursery are not given a formal assessment, but invited to an informal play session of about an hour during which she will be observed and assessed. This takes place in the Nursery classroom.
- **Reception to Year 3 (age 4+)** - pupils are admitted by means of assessments during time spent at the school.
  - each pupil spends an hour with the Head of the Prep School or a nominated teacher during which time she undertakes a set of standard tasks appropriate to age, to assess various skills and abilities such as recognition of pictures, spatial awareness, hand eye coordination, fine motor skills, sequencing and simple number skills.
  - For girls who speak English as an additional language, consideration is given to language based skills and parents are consulted if a difficulty in understanding instructions is experienced.

- **Year 4 to Year 6 (age 7+)** - pupils are admitted by means of assessments during time spent in school. Selection is made on the basis of potential shown from the tests and the interview, with equal weighting between the components.
  - pupils will sit tests in English and mathematics.
  - pupils take part in an interview with the Head of Prep School or nominated member of the Prep Leadership team.
  - pupils will also take part in some practical activities which are not assessed in order to help them relax between tests and give them an idea of what a typical day at the school might feel like.
  
- **Year 7 (age 11+)** - there is a formal assessment day in January (usually the third Saturday)
  - **Internal candidates** - Norwich High Prep School pupils leaving Year 6 (Lower 3) automatically transfer to the Senior School without formal assessment.
  - If a pupil in the Norwich High Prep School would like to apply for a scholarship, she will be required to sit the same assessment process as an external candidate.
  
  - **External candidates** are invited for an interview with the Head, usually before the entrance examination. Girls are asked questions about a range of topics including their school and their interests in different areas. They also have the opportunity to ask questions about the School.
  - All external candidates must attend the assessment day in January and will take assessments in English, mathematics and reasoning. The tests are designed to assess potential and candidates who have not covered particular topics (e.g. in mathematics) in their present school will not be penalised.
  - The candidate's current school is asked to complete a standard report form.
  - Selection is made on the basis of those candidates who reach the required academic achievement or potential from the combined results of the entrance examination, performance at interview and school report.
  
- **Year 8-10 (age 12-16)** - where there is space in a year group:
  - candidates are interviewed by the Headmistress and take tests in English, mathematics and reasoning appropriate to their age.
  - the candidate's current school is asked to complete a standard report form.
  - examination papers can be sent to a girl's current school if she is moving into the area and unable to attend at the school.
  
- **Sixth Form (age 16+)** - Candidates for entry to the Sixth Form are interviewed by the Headmistress and their current school is asked to complete a standard report form.

Academic selection is based on GCSE results, the minimum standard being six subjects in GCSE at grade 6 or above. Some subjects have additional requirements for GCSE attainment.

### **Admissions of Siblings**

Sisters of girls currently or previously in the school have to meet the same entry criteria. In a case where two or more borderline candidates have achieved the same mark preference may be given to the girl with a sister in school.

### **Informing the local authority**

The school will notify Norfolk County Council when we add or remove a pupil's name from the admissions register at a non-standard transition (i.e. where a compulsory school aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year). This notification will be made within five days of the pupil's name being added to the register.

**Policy on Bursaries**

GDST bursaries may be awarded for entry into the Senior School and Sixth Form only. They are awarded in order of merit in the usual entrance procedure to girls whose parents have met the financial criteria. More information on bursaries can be found on our website ([here](#))