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# GDST

## GDST ADMISSIONS POLICY (Including EYFS)

<b>Document owner</b>	Head (Miss AH Sefton)
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<b>Audience</b>	Public

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+ (Year 7 entry), 13+ (year 9 entry) and 16+ (Year 12 entry). 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.

All qualifying girls in Nursery are eligible for the universal government grant, covering 15 hours funding for education per week in our published term time.

### 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**

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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. In exceptional circumstances, schools may adjust their established selection processes, provided that there is sufficient justification in doing so and the alternative procedure adheres to principles of fairness and transparency.
- 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.

This policy shall apply to all GDST schools, save for Academies sponsored by the GDST.

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

Transfer between Trust 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 judgement 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. This may necessitate the pupil's involvement in some form of admissions procedure, in addition to a recommendation from the original Head.

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 a 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 they are observed and their development of their early skills, such as their communication and motor control is 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 is invited to spend a day with a class in her current age group. During the morning of this day she will undertake age appropriate tasks with a member of staff to assess the current level of her reading, writing and Mathematical skills. The rest of the day will be spent involved in lessons and activities with her peers.
  - The Form Teacher, whose class the pupil joined for the day, will provide feedback on the pupil's attitude, effort and behaviour.
  - The pupil's current school is asked to complete a standard report form.
  - 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.
  - Selection is made on the basis of the pupil's academic fit within the cohort, to ensure that the school will be able to meet her needs and that she will thrive as a learner.
- **Year 4 to Year 6 (age 7+)** - pupils are admitted by means of assessments during time spent in school.
  - Each pupil is invited to spend a day with a class in her current age group. During the morning of this day she will undertake assessments to determine the current level of her reading, writing and Mathematical skills. The rest of the day will be spent in lessons and activities with her peers.
  - Each pupil will also take part in an interview with the Head of Prep School or nominated member of the Prep Leadership team.
  - Feedback will also be sought from the teachers who have taught the pupil to develop a clearer picture of her attitude towards learning and behaviour.
  - The pupil's current school is asked to complete a standard report form.
  - Selection is made on the basis of the pupil's academic fit within the cohort, to ensure that the school will be able to meet her needs and that she will thrive as a learner.
- **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 Head 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.
    - 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.
- **Sixth Form (age 16+)** - Candidates for entry to the Sixth Form are interviewed by the Head 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 and this can be discussed with the Admissions Registrar.

#### **Bursaries (Senior School and Sixth form only)**

Bursaries are means-tested and designed to ensure that applicants who meet the school's entry requirements are able to take up a place regardless of their family's financial circumstances. Bursary awards will vary depending on individual circumstances and range from 30% to 100% of school fees. 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](#)). The value of any award will be reviewed by the GDST annually around April and will be based on parent income/circumstances.

#### **Scholarships (Senior School and Sixth form only)**

Our scholarship programme is designed to recognise potential and offer opportunity. Expectation is high and our staff work with scholars to nurture their progress. Scholarships are awarded based on an assessment of pupil merit without reference to family financial circumstances. Scholarships are awarded in recognition of evidenced talent. They exist to recognise distinctive academic ability or special talent in art, performing arts, product design or sport. All scholarships are won in open competition and are awarded solely on merit. The value of scholarship awards vary but generally they are small and are more about the honour of the award than the amount given.

Full details of the scholarships available and the criteria for entry can be found on our website ([here](#))

All external 11+ applicants are automatically considered for an Academic Scholarship award when sitting the 11+ entrance assessment. Academic Scholarships are awarded on merit only.

### **Special Educational Needs or Disabilities**

We welcome applicants with special educational needs or disabilities and would advise parents to discuss this with Norwich High School at the point of application so that we can ensure that appropriate support is in place for the entrance assessments. In line with our Special Educational Needs policy, we make provision for appropriate access arrangements for entrance assessments. We will request evidence of Special Educational Needs from the student's current school.

### **Siblings**

We welcome applications from sisters or current or former students. However, places are allocated on merit only.

### **Leavers**

Upon joining Norwich High School, a legally binding agreement is made that will last until the student completes Year 13 (clause 2a and B of the Parent Contract). We understand that there may be a need for a parent to terminate the contract early. Therefore, as per the GDST Terms and Conditions, a full term's written notice that the student will not be returning to the School after the end of a term must be received by the Head from the parent on or before the first day of that term.

If a full term's written notice is not received by the Head, a term's fees in lieu of notice will be due to the Trust as a debt at the full rate applicable for the following term, excluding any discount. The Trust may, in its discretion, accept provisional written notice in lieu of a full term's notice provided that such provisional notice is received by the Head on or before the first day of term and is confirmed in writing to the Head no later than the last day of the first half term.

At the appropriate time, the Admissions Department will inform the local authority, Norfolk County Council, of the details of the student's new school as well as basic contact information for the main parent.

Shortly after the expected start date, Norwich High School is under a safeguarding obligation to verify that a transferring student arrives at the new school, and where appropriate share, in confidence, safeguarding information with the Designated Safeguarding Lead (DSL)

### **Joining or leaving the school at a non-standard transition point**

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.