



## 4-1 Admissions

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### **Admissions Policy Statement**

Guildford High School is one of the UK's leading schools with a reputation for academic and extra-curricular excellence. We are a day school for girls aged 4-18 and, in line with our mission to provide a first class education for academically able girls, we operate a selective admissions procedure to identify pupils with the academic potential to thrive in our school. We aim to make our assessment days as positive an experience as possible for prospective pupils to put them at their ease. We are an open and friendly community and we encourage parents of prospective pupils to contact us with any queries they may have.

We welcome pupils of all faiths and none, and we conduct admissions in a fair and non-discriminatory way. The school takes reasonable steps to avoid putting disabled pupils at a disadvantage in matters of admission. We seek and welcome additional information from parents to help us make such adjustments in our assessment procedures.

Guildford High School is committed to ensuring that the admissions register is maintained in accordance with *Education (Pupil Registration) (England) Regulation 2006*. Full details are available in the separate Admissions Register Policy.

*This document applies to prospective pupils, including those applying to our EYFS setting. It also applies to current pupils, including those in our EYFS setting. Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document. Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.*

*In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from Senior School and Junior School Reception and should be read in conjunction with the following documents:*

- *Behaviour and Discipline Policy*
- *Equal Opportunities Policy*
- *Exclusion, Expulsion, Removal and Review Policy*
- *Special Educational Needs & EAL Policy*

*This document is reviewed by the Director of Admissions annually or as events or legislation change require. The next scheduled date for review is June 2018.*

## Admissions Procedures

### Registration

- The main intake ages are 4, 7 and 11 and girls may also join at Sixth Form. Occasional vacancies may arise at other ages.
- Parents may register their daughters at any time but, in order to take the entrance examination, girls must be registered by **1<sup>st</sup> November** before the year of intended entry (**1<sup>st</sup> October** for girls entering at Sixth Form level and Reception (4+)). We do not give priority to early registrations; every candidate is considered on an equal basis at the point of assessment.
- Girls whose parents are moving to the Guildford area will be considered at other times.
- A non-refundable registration fee of £100 is payable.

### Information about additional needs during entrance assessment

Before a prospective pupil takes the entrance examination parents are asked to disclose (on the Assessment Reply Slip) whether their daughter has a disability, special educational need or medical condition. If this is the case, the school may then request additional information about the prospective pupil. In assessing any prospective pupil the school may take such advice and require such assessments as it deems appropriate; the school will be sensitive to any issues of confidentiality. Based on the information given and advice received, the school is committed to making reasonable adjustments that will enable a prospective pupil to take up a place (subject to satisfying the academic admissions requirements) and to complying with its legal and moral responsibilities under the *Children and Families Act 2014* and the *SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2014)* and the *UK Equality Act 2010*.

### Key Dates for September 2018 entry

- **4+ entry:** prospective pupils must be registered by 1<sup>st</sup> October, 2017. The assessments will take place in early November, starting on Saturday 5<sup>th</sup> November.
- **7+ entry:** registration by 1<sup>st</sup> November, 2017 and entrance assessments on Friday 5<sup>th</sup> January, 2018
- **11+ entry:** registration by 1<sup>st</sup> November, 2017 and entrance assessments on Friday 5<sup>th</sup> January, 2018. There will also be an Activities Morning on Saturday 1<sup>st</sup> October for prospective Year 7 entry pupils. This is a morning of fun activities at which attendance is completely voluntary and for which there is a separate registration process.
- **Sixth Form entry:** registration by 1<sup>st</sup> October, 2017 and assessments on Monday 6<sup>th</sup> November, 2017. There will also be a Sixth Form Open Morning on Monday 20<sup>th</sup> September for parents and prospective pupils wishing to find out more about the school.

## Assessments

### 4+ Entry

For entry at 4+, girls will be invited to take assessment tests in November (girls will be grouped according to date of birth). Each girl is seen on two separate occasions, with each visit lasting approximately an hour. The first visit consists of a simple aptitude tests and the second involves group activities. Standardised tests are used to assess the learning potential in language development, cognition, physical skills and socialisation. Reading ability is not assessed.

## **7+ Entry**

The entrance examination for ages 7+ and older will take place on Friday 5th January 2018 for entry in September 2018. For entry to the Junior School, the tests consist of written papers in English comprehension and creative writing, and Mathematics.

## **11+ Entry**

This examination is for external candidates and for members of the Junior School wishing to be considered for an academic scholarship. The examination date for September 2017 entry will be Friday 5th January, 2018.

Written papers are set in English and Mathematics. For entry at 12+ or 13+ written papers are also set in English and Mathematics. For entry at 14+ candidates also sit a Science paper. All papers are designed to bring out the skills and potential of the girls, whatever they may have covered in the past. It is school policy not to issue past papers. All candidates are also interviewed on the day of the entrance examination. A report will be requested from the girl's current school prior to the examination.

## **Sixth Form Entry**

Candidates attend the Sixth Form Assessment Day in November (Monday 6<sup>th</sup> November, 2017 for entry in September 2018) when examinations take place and interviews are carried out. Candidates sit 3 papers in subjects of their choice, usually ones they intend to take in the Sixth Form. A report will be requested from the girl's current school prior to assessment. Places are offered subject to the candidate meeting the following requirements:

At least 8 GCSE passes, to include:

- At least 6A or A\* grades (or grades 7 or above if candidates are taking the new 9-1 specifications)
- A pass at A\*-C in English Language and Maths (or grade 5 or above)
- A or A\* grades (or grade 7 or above) in the AS option subjects (or related subjects where these are not taken at GCSE)\*

\*If a candidate does not get A\* or A grades in her chosen subjects (or related subjects e.g. an A or A\* in Biology if wishing to take Psychology AS), she will be offered suitable alternative courses.

These GCSE entry requirements to the Sixth Form at Guildford High School also apply to Year 11 pupils already at the school.

## **Decisions**

Decisions about whether to offer a prospective pupil a place are made on the basis of entrance assessments, interview and references from prior educational establishments. We do not make automatic offers of 'sibling places' and sisters of current pupils will be considered on the same basis as other applicants. Offers of places are normally made within a fortnight of the entrance examination / assessment. Parents then have a period of time (usually a few weeks) to make a final decision.

## **Appeals**

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal in writing to Mr Dan Perrett, Chair of the Local Governing Body of Guildford High School. He will review the evidence, make a considered judgement and notify parents or guardians within two weeks. He is contactable via the school in writing.

If parents or guardians are unhappy with the decision made by the Chair of the Local Governing Body, they may refer the matter to the Chief Executive of United Learning. The decision of the Chief Executive is final.

## **Scholarships**

Academic and Music Scholarships are available at 11+ and 16+.

**i. Academic Scholarships**

At 11+ the Academic Scholarship is worth up to a third of the fees and is awarded on the basis of the entrance examinations and interviews. All candidates sitting on the main entrance assessment day are automatically considered and there is **no separate scholarship examination**. Pupils from Year 6 in Guildford High Junior School are eligible for a scholarship or exhibition if they choose to sit the Senior School entrance examination.

At 16+ the Academic Scholarship is worth up to a third of the fees. Candidates are required to sit a general paper and three other papers in subjects of their choice. The examination and interviews take place on the Sixth Form Assessment Day for September entry the following year.

All scholarships are available to internal and external candidates. Exhibitions (lesser awards) may also be available according to the calibre of the candidates.

**ii. Music Scholarships**

Music Scholarships are open to girls who have satisfied the normal academic entrance requirements. All Music Scholars are expected to be fully committed to school musical activities. An external adjudicator and the Director of Music will be present at the auditions.

11+ Music Scholarships are worth up to a third of the fees. The auditions take place in January. The award is made in light of musical potential as well as actual achievement. Candidates should normally have reached Grade 4-5 on their orchestral instrument and their playing should be of Distinction quality. On certain instruments or in special circumstances it may not have been possible to reach this standard. Candidates are required to perform one piece on their principal instrument and one piece on their second instrument (usually, although not necessarily, piano). Pieces should be approximately three minutes in length. There are also sight-reading and aural tests and an interview. Original compositions are of interest, but not essential.

11+ Music Scholarships are not usually awarded on the strength of a candidate's piano playing, but on an instrument that will more easily allow ensemble playing to develop and flourish. However, candidates may offer piano as the principal instrument if their playing is of an exceptionally high standard. If in doubt, please consult the Director of Music who will be happy to advise.

**iii. Sixth Form Music Scholarships**

Sixth Form Music Scholarships are worth up to a third of the fees. The auditions are held in October for entry the following September. Candidates will be expected to perform a piece of about four to five minutes in length on both their principal and second instruments. Candidates should be around Grade 8 standard on their principal instrument, although the examination may not have been taken, and their playing should be of Distinction quality. If the piano is the principal instrument, candidates should have reached a good standard on an orchestral instrument or be a good choral singer of Chamber Choir standard with the ability to sight-sing and sustain an independent part. There are also sight-reading and aural tests and an interview. The Director of Music and the Adjudicator would welcome the opportunity to look at, and perhaps hear, a composition if the candidate has been involved in composing.

**Financial Assistance**

***Bursaries***

Members of the clergy are eligible to apply for bursary assistance at Guildford High School.

Entrants to the Sixth Form are also eligible to apply for further bursary assistance. These bursaries are awarded on the basis of financial need.

### ***Assisted Places***

United Learning Assisted Places are available at 11+. These places are awarded on the basis of financial need. To be considered for an Assisted Place, the Assisted Place Application Form should be requested from the Admissions Office before the entrance assessment. The application is then considered by United Learning and we will advise you on whether or not financial assistance will be available (and to what level) when we make offers of places.

### ***Sibling Discounts***

A reduction of 5% is made for the second daughter of the same family. A 10% reduction is made for the third or subsequent daughters. This reduction applies when all are in attendance as fee-paying pupils at the same time.

### **Further Queries**

If parents of prospective pupils have any further queries about admissions at Guildford High School, they should contact the Admissions Office on 01483 543 853 or email [Guildford-Admissions@guildfordhigh.co.uk](mailto:Guildford-Admissions@guildfordhigh.co.uk).

### **Admissions Register Policy Statement**

Guildford High School recognises that the admissions register is subject to the Education (Pupil Registration) (England) Regulations 2006. The school recognises that the proper upkeep of the admissions register is essential for the safeguarding of all its pupils, including pupils who have accepted an offer of a place at the school but have not yet joined it. The school recognises its reporting responsibilities to the local authority, as detailed below in the procedures.

### **Procedures**

The admissions register of Guildford High School includes the following information about pupils:

- Name in full
- Sex
- Name and address of every person known to the school to be a parent of the pupil and/or carer (and an indication of the parent/guardian with whom the pupil normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or readmission to the school
- Name and address of previous school, if any (the address is kept on a separate database).
- Any additional addresses at which the pupil lives or any new addresses where the parent informs the school that the pupil is moving residence or taking up residence at an additional address

Guildford High School undertakes to inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admissions register for the following reasons:

- the child's next school is unknown (Guildford High School endeavours to establish the name of the next school and follows up to check the child has been registered there)
- the child joins or leaves Guildford High at an unusual point in the year (i.e. leaves other than in July or joins other than in September) or leaves before the end of a natural GHS transition point (7+, 11+, 16+, A level leaver)
- the child has been taken out of school to be home educated
- the family has apparently moved away
- the child has been certified medically unfit to attend

- the child is in custody for more than four months
- the child has been permanently excluded

*In Surrey, the LEA requests data from all schools about all changes to the admissions register.*

At Guildford High School the Director of Admissions is responsible for maintaining the admissions register. This is done using RS Admissions and iSAMS. All entries are made electronically and the register can be printed. It is stored electronically. The register shows original and amended entries and shows the name of the person making an amendment.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which the school has agreed, or been notified, that the pupil will attend the school.
- Any inclusion or deletion from the register is made by the Director of Admissions, with the consent of the Headmistress, according to the Education (Pupil Registration) (England) Regulations 2006.
- The register is backed-up on a daily basis using an incremental SQL back-up, monthly with a full SQL back-up and monthly into a flat-file format.
- The admissions register can be printed out if required

#### Back-up Storage

The Database Manager is responsible for ensuring database servers are working as expected for the following back-up procedures. The Assistant Network Manager is responsible for ensuring back-ups are being taken.

- Daily back-ups of Database servers are taken and kept for 14 days.
- A copy of the back-ups are taken twice weekly and kept monthly and quarterly.
- Monthly archive back-ups are kept off-site in Nightingale Road.
- The admissions register contains records dating back at least three years and each back-up therefore contains this same data.