



# GUILDFORD HIGH SCHOOL

## ADMISSIONS POLICY

### 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 September 2021.*

# ADMISSIONS PROCEDURES

## 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 Admissions

All parents considering Guildford High School for their daughters are strongly advised to visit the school with their daughters prior to registration. The Junior and Senior schools hold multiple events throughout the school year. A Sixth Form visitor morning is held annually in September. Dates for visitor events are shown on our website and parents can book places to attend via the website or directly with the Admissions Office. The main intake ages are 4, 7 and 11 and girls may also join at Sixth Form. Occasional vacancies may arise at other ages and an enquiry should be made the Admissions Office prior to registering for entry outside the main intake ages.

Parents may register their daughters at any time but, in order to take the entrance examination, girls must be registered by **1 November** before the year of intended entry (**1 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. A non-refundable registration fee of £100 is payable at the point of registration.

Girls who wish to be considered for entry on more than one occasion are required to re-register and pay the registration fee for each admissions cycle.

Girls whose parents are moving to the Guildford area will be considered for assessment at other times if an occasional place is available.

## Assessment

Assessments for all age groups take place at Guildford High School and all papers are designed to bring out the skills and potential of the girls, whatever they have covered in the past. As the content is relevant to the appropriate stage of the National Curriculum, the material will be familiar to girls no matter which school they are currently attending. Full details of the admissions process is contained within the annually updated Further Information Booklet which is issued to prospective parents as part of the prospectus pack.

Guildford High School is a popular school and has a high number of applicants to places. Our entrance assessment process is designed to identify those girls who have the potential to learn well at Guildford High School and enjoy all of the opportunities that the school has to offer. Where girls meet the academic criteria for entry and we have to decide between candidates, we reserve the right to give preference to a girl who demonstrates a particular aptitude or talent.

We do not make automatic offers of 'sibling places' and sisters of current pupils will be considered on the same basis as other applicants.

## 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 currently available at 11+ and 16+. Scholarship opportunities for entry to Guildford High School in September 2020 will be confirmed to prospective parents on or before September 2019.

### i. Academic Scholarships

At 11+ a small number of Academic Scholarships and Honorary Scholarships are available, worth up to 5% of fees, and 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 in Year 6 in the Junior School are eligible for a scholarship or exhibition if they choose to sit the Senior School entrance examination.

At 16+ a small number of Academic Scholarships and Honorary Scholarships are available, worth up to 5% of fees, and awarded on the basis of the entrance examinations and interviews. 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 currently 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.

At 11+ a small number of Music Scholarships and Honorary Music Scholarships are available, worth up to 5% of fees. The auditions take place in January, the week after the 11+ entrance exam, and awards are 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. Interested applicants should complete a music scholarship application form. On certain instruments or in special circumstances it may not have been possible to reach this standard.

The Director of Music will review applications and shortlist a number of candidates for audition. Shortlisted 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 and Honorary Music Scholarships are worth up to 5% 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.

### **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 the School and we will advise you on whether or not financial assistance will be available (and to what level) when we make offers of places. The number of Assisted Places we award each year will vary. Assisted places for Sixth Form are not available.

### **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.

### **Residency**

Guildford High School is a day school which is open to pupils from 7.45am-5.50pm Monday to Friday. There are no boarding facilities and therefore the School must be satisfied that appropriate arrangements are in place for the care of each pupil. For this reason the School requires that pupils live locally with a parent during term time and at weekends. A parent is a person legally responsible for the pupil and has signed the Acceptance Form on entry to the School. Parents of overseas pupils must confirm that a parent will be resident locally during term time. The School will comply with UK Visas and Immigration requirements for pupils that do not hold a UK or EEA passport or do not have right of UK residency. The School reserves the right to refuse admission to the School if, after discussion with the prospective pupil's family, it considers that suitable parental guardianship arrangements will not be in place.

## Fluency in English

Many girls within our School speak more than one language but we do require that all girls are fluent in English so that they are able to access the curriculum. Our entrance assessment process, at all ages, assumes that girls have a good knowledge of English appropriate to their age.

## Travel

Guildford High School is a fast-paced and dynamic place in which to study. Girls are required to live within a reasonable distance of the School. Should parents live an unreasonable distance from the School with the intention of moving closer if their daughter is offered a place, they must declare this on the examination entry reply form. The School reserves the right to make offer of a place conditional on a move to within a reasonable distance of the School being completed prior to the pupil starting School in September.

## 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 and which parents hold parental responsibility as defined by Section 3 of the Childrens' Act 1989)
- 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, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live with them
- The name of the destination school notified by a parent and first date of attendance

In accordance with para 228 of the ISI Regulatory Requirements, Guildford High School undertakes to inform the local authority (where the child is resident) where a pupil's name is removed from/added to the admissions register in the following cases:

- the child joins or leaves Guildford High School at non-standard transitions (i.e. where a compulsory school-aged child leaves before completing the school's final year (Year 13) or joins the school after the beginning of the school's first year
- 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 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
- the child has failed to attend school regularly or has been absent from school without leave for 10 or more continuous days

*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.

These procedures are in accordance with KCSiE (2018) and Children Missing in Education (2016). We recognise that children receiving education is a safeguarding issue, particularly when a child leaves with no know destination.