

# *Annual Admissions Booklet*

*2023-24*

# Admissions Procedure and Academic Results

## ADMISSIONS PROCESS

Our admissions process aims to select those girls who we believe will thrive academically, socially and in their personal development in the vibrant and exciting environment which Guildford High has to offer.

The main intake ages are 4, 7 and 11 and girls may also join at Sixth Form. Girls whose parents are moving to the Guildford area will be considered at other times if places are available.

## REGISTRATION

The first step for any girl wishing to join Guildford High is Registration; this involves completion of the registration form and payment of the non-refundable registration fee (currently £150).

Parents may register their daughter(s) at any time (there is no advantage to early registration) but, in order to take the entrance examination, pupils must be registered by the following deadlines.

The registration deadline for pupils entering Reception in September 2024 is 1 October 2023.

The registration deadline for girls entering Sixth Form in September 2024 is 1 October 2023.

The registration deadline for pupils entering Yr 1 – Yr 10 in September 2024 is 1 November 2023.

## OFFERS AND ACCEPTANCE

Offers of places are typically made within a few weeks of the entrance assessment and parents confirm acceptance of a place by returning a signed Acceptance Form and paying a non-refundable £1000 Acceptance Deposit.

## ENTRY AT 4+

For entry at 4+ in September 2024, girls will be invited to take part in our readiness assessments on Wednesday 4 October and Saturday 7 October 2023.

On 4 October there will be a group craft activity session which allows girls to mix with their peers and our teachers. On 7 October girls will take part in games and activities with a teacher. We will assess the learning potential in language development, number and general cognitive skills, manipulative and social skills but reading ability is not assessed. Each of the two sessions will last for approximately 45 minutes and exact timings will be confirmed in October. All applicants are required to attend both sessions.

## ENTRY AT 5+ AND 6+

The entrance assessments for ages 5+ and 6+ will be held on Friday 5 January 2024 for September 2024 entry. For entry for this age group, the assessments consist of number work, story writing and reading comprehension. A report will be requested from each candidate's current school prior to the examination.

## ENTRY AT 7+ AND ABOVE

The entrance assessments for ages 7+ and older will be held on Friday 5 January 2024 for September 2024 entry. For entry to the Junior School, the assessments consist of written papers in English comprehension, creative writing, spelling and grammar and Mathematics. A report will be requested from each candidate's current school prior to the examination.

Entrance assessments for Years 1-2 and 4-5 will only take place if places are available in the Junior School. Please do not register for assessment for these year groups for these year groups until you have spoken to the Admissions team, and they have confirmed that assessments will be held.

## ENTRY AT 11+

The entrance assessments for entry at 11+ will be held on Sunday 19 November 2023 and Friday 5 January 2024. Assessments will take place at Guildford High School. To be considered for a place, a candidate must attend both entrance days.

On 19 November candidates will take part in a one-hour computer-based test (CEM test) comprising verbal, numerical and non-verbal exercises.

All applicants will also be invited to attend our Interview Day on 5 January 2024.

Our Interview Day will provide an opportunity for applicants to experience life at GHS as well as a variety of activity sessions and interview. Whilst informal in nature, the interview will explore creative thinking and analytical skills as well as providing candidates with the opportunity to tell us all about themselves. Girls will not be sitting written test papers during our Interview Day.

A report will also be requested from each candidate's current school prior to the examination. All candidates who attend on both 19 November and 5 January will be automatically entered for academic scholarship and there is no separate scholarship examination.

## ENTRY AT 12+ AND ABOVE

The entrance examination for ages 12+ and older will be held on Friday 5 January 2024 for September 2024 entry.

Candidates sitting for entry to Years 8 and 9 will be assessed in English and Maths and be interviewed by a senior teacher.

The Mathematics examination for entry to Years 8 and above (excluding Sixth Form) is set by the Mathematics department. The test has a short answer format, and the candidates are required to show all of their working. In

recognition of the variety of methods which might be used, any logical and accurate working would be acceptable. There may be questions which require facts, properties, and geometrical names. The paper may also include more rigorous problem-solving questions.

The English examination for entry to Years 8 and above (excluding Sixth Form) is set by the English department and will be a comprehension exercise.

Candidates sitting for entry to Year 10 will also be required to sit a one-hour Science paper covering biology, physics and chemistry.

It is school policy not to issue past papers. Entrance assessments for Years 8-10 will only take place if places are available in the relevant year group. Please do not register for assessment until you have spoken to the Admissions team, and they have confirmed that assessments will be held.

## ENTRY AT 16+

Candidates for entry to the Lower Sixth in September 2024 will attend the Sixth Form Assessment Day on Tuesday 7 November 2023. The day will combine examinations and an interview carried out by the Headmistress, Head of Sixth Form, or other Heads of Department. Candidates sit three, one-hour subject related papers (subjects of their choice from a set of options) and a separate general paper. A report will be requested from each candidate's current school prior to assessment. All candidates will be automatically entered for scholarship and there is no separate scholarship examination.

Offers of places are conditional on the following grades at GCSE:

- Minimum of seven grades 9-7 (or equivalent) including English Language and Mathematics
- Grades 9 or 8 in subjects being studied in the Sixth Form

## STRUCTURE OF GUILDFORD HIGH SCHOOL

Guildford High School is an academically selective independent day school for girls from the ages of 4 to 18.

Junior School	
Reception*	4 to 5 year olds
Year 1	5 to 6 year olds
Year 2	6 to 7 year olds
Year 3*	7 to 8 year olds
Year 4	8 to 9 year olds
Year 5	9 to 10 year olds
Year 6	10 to 11 year olds

Senior School	
Year 7*	11 to 12 year olds
Year 8	12 to 13 year olds
Year 9	13 to 14 year olds
Year 10	14 to 15 year olds

Year 11	15 to 16 year olds
Year 12 (Lower Sixth)*	16 to 17 year olds
Year 13 (Upper Sixth)	17 to 18 year olds

\*Main intake ages

## Scholarships, Bursaries and Fees

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

### ACADEMIC SCHOLARSHIPS

At 11+ the Academic Scholarships are worth up to 5% of the fees and are awarded on the basis of the entrance examination and interviews. All candidates attending the two entrance assessment days are automatically considered and there is no separate scholarship examination.

At 16+ the Academic Scholarships are worth up to 5% of the fees. All candidates sitting for entrance will be automatically considered and there is no separate scholarship examination. All candidates are required to sit a general scholarship paper (logic and essay) plus three other papers.

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

### MUSIC SCHOLARSHIPS

Music Scholarships are open to girls who satisfy 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. Application forms for Music Scholarships are available from the Admissions Office.

11+ Music Scholarships are worth up to 5% of the fees. Auditions take place shortly after the 11+ entrance examination day. The award is made in the 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. An award may be made in respect of a candidate's piano playing if this is of an exceptionally good standard. If in doubt, please consult the Director of Music. Candidates are required to perform one piece on an orchestral instrument and, normally, one on the 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.

Sixth Form Music Scholarships are worth up to 5% of the fees. Auditions take place in November of the year prior to entry. 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 at 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.

## BURSARIES

Bursaries are available for the daughters of the clergy.

## ASSISTED PLACES

A number of Assisted Places are available to all internal and external candidates at 11+ entry. Application forms will be provided by the Director of Admissions prior to sitting the entrance examination. These are awarded on the basis of financial need. The Assisted Place policy sets out the criteria for award.

Please contact the Admissions Office for further details regarding Scholarships, Bursaries and Assisted Places.

## 2023/24 FEES

Tuition fees include the cost of textbooks, iPad and stationery but exclude school lunches, extra subjects, and public examinations. Fees are paid by bank transfer or termly/monthly Direct Debit in advance.

2023/24 Termly Fees	Termly Fees
Senior School Years 7 to 13 (excluding lunches)	£6,949
Junior School Years 3 to 6 (including lunches)	£5,913
Junior School Year 2 (including lunches)	£5,268
Junior School Reception and Years 1 (including lunches)	£4,622

Extra Items	Termly Fees	
Lunches	Seniors (compulsory in Year 7)	£321
	Charge to pupils (Year 8 and above) bringing in packed lunches	£10
Instrumental*	Individual lessons	£210
	Shared lessons (two pupils)	£123
	Admin charge per term	£8
	Theory classes for Associated board examinations	£42.65
	Hire of instruments (limit four terms)	£50.75

\*When published, 2023-24 instrumental fees will be available to view on our website.

Registration and Acceptance		Single Payments
<b>Registration Fee</b>	Non-refundable fee to be sent with Registration Form	£150
<b>Acceptance Deposit</b>	Payable on acceptance of a place. The deposit is non-refundable until your daughter leaves the school. Should your daughter not take up her place, the deposit is forfeited.	£1000

## NOTICE OF WITHDRAWAL

Notice of intention to withdraw a pupil from school, or to discontinue an extra subject, must be given in writing to the Headmistress not later than the first day of the term at the end of which the pupil is to leave. Failing this notice, a full term's fees will be charged.

The United Church Schools Trust reserves the right to require a pupil to be withdrawn for any cause which, at its discretion, it shall deem reasonable. Full Standard Terms and Conditions can be found on the Guildford High website and are provided to all parents on offer of a place.

## *Governance and School Information*

### GOVERNANCE

The United Church Schools Trust, part of United Learning, is the independent Christian educational charity that lies behind Guildford High and a number of other schools. Founded in 1882, the company has built a reputation for considerate and skilful management and there is no doubt that membership of a group of schools gives Guildford High an added stability and breadth of contact.

We seek to maximise every individual's potential, nurturing the self-confidence and self-esteem that will enable them to make the most of their talents. Our objective is to bring out the best in everyone, enabling each student to become a balanced, happy and articulate person with the:

- intellectual freedom to be creative
- confidence to initiate
- flexibility to respond to challenge, change and adversity
- compassion to serve others
- spirit to enjoy life
- integrity to be trustworthy
- motivation to have a lifelong love of learning

Title	Name	
Group Chief Executive	Sir Jon Coles	
Chair of United Learning Trust	Dame Reena Keeble	
Chair of United Church Schools Trust	Dr Rosalind Given-Wilson	
Chair of the Group Board	Mr Richard Greenhalgh	
The Trustees	<p>In accordance with its articles of association, the Trustees of United Learning Trust are appointed by the United Church Schools Trust board. A list of Trustees can be found here:</p> <p><a href="https://unitedlearning.org.uk/about-us/who-we-are/trustees">https://unitedlearning.org.uk/about-us/who-we-are/trustees</a></p>	
Local Governing Body	Ms Kate Richards (Chair)	Ms Zip Jila (EYFS representative)
	Ms Karen Braganza	Dr Sian Jones (Health and Safety representative)
	Mrs Katherine Smith (SEND representative)	Mr Robert Turnbull
	Rev Canon Robert Cotton	Mr Richard Webb (E-safety representative)
	Mrs Anna Lise Gordon (Safeguarding representative)	Mr Nigel Wickham (Health and Safety representative)

*Inspiring Girls*