



GUILDFORD HIGH SCHOOL

4-1 ADMISSIONS POLICY

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ADMISSIONS POLICY STATEMENT

Guildford High School (GHS) 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 pupils, we operate a selective admissions procedure to identify pupils with the academic potential to thrive in our school. As one, we inspire brilliance and GHS is an exceptional place of possibility. A place where pupils grow as brave, resilient learners, guided by kindness, happiness and a shared spirit of aiming high.

We are committed to a fair, transparent and inclusive admissions process that reflects our values as a United Learning school. This policy complies with the *Equality Act 2010*, the *Education (Independent School Standards) Regulations 2014*, the *Children and Families Act 2014 (SEND Code of Practice)* and is informed by the *SEND Code of Practice 0-25 years (last updated 2024)*.

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

In line with our Privacy Notice, this policy 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
- Exclusion Policy
- Special Educational Needs Policy
- English as an additional language (EAL) Policy

ADMISSIONS AIMS

The aim of our admissions process is to give prospective pupils and their families a sense of GHS and what it is like to be a pupil at the school. We aim to make our assessment days as positive an experience as possible for prospective pupils and to put pupils at ease. We are an open and friendly community, and we encourage parents of prospective pupils to contact us with any queries they may have about the admissions process and criteria.

GHS ensures a clear and fair process for admissions, and will not discriminate against any prospective pupil, supporting equal opportunities and inclusion. We conduct admissions in a fair and non-discriminatory way. We will take reasonable steps and make reasonable adjustments to avoid putting disabled students at a substantial disadvantage in matters of admission. The School seeks and welcomes additional information from parents and/or a prospective pupil's current school to help us make adjustments in our assessment procedures if required.

ADMISSIONS CRITERIA

Admission is subject to the availability of places and the School's ability to meet the needs of the child. Criteria may include:

- Academic suitability (assessed through entrance tests/interviews as appropriate)
- Behaviour and attitude aligned with School values

- Availability of places in the relevant year group

In the event of oversubscription, applicants who meet the academic requirements will be ranked according to the admissions criteria and may be placed on any relevant waiting list. Where we have to decide between applicants, we reserve the right to give priority to:

- applicants who demonstrate a particular aptitude or talent
- those who live within a 12-mile radius of the school
- we do not make automatic offers of 'sibling places' and sisters of current pupils will be considered on the same basis as other applicants.

School days at GHS are busy, with most pupils choosing to take part in extra-curricular clubs before or after school. Pupils 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 assessment entry reply form. The School reserves the right to make an 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.

ADMISSION OF PUPILS WITH EAL

GHS welcomes pupils with English as an Additional Language (EAL). The School will make reasonable adjustments to support access to our education and co-curricular offer. 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 applicants have a good knowledge of English appropriate to their age.

ADMISSION OF PUPILS WITH SEND

GHS is committed to promoting equality, diversity and inclusion, and adheres to its legal obligations under the *Equality Act 2010*. The School welcomes applications from pupils with Special Educational Needs and Disabilities (SEND), and assesses each application individually, considering both the specific needs of the applicant and the School's capacity to make reasonable adjustments. In line with statutory guidance, we aim to ensure that no child is placed at a substantial disadvantage in the admissions process due to their disability or diagnosed learning need(s) and the School uses its best endeavours to provide the appropriate support.

To support a fair and informed admissions process, parents/carers of an applicant must provide the School with full and transparent disclosure of any known or suspected SEND or medical condition at the point of application. This should include up-to-date professional assessments, medical reports, including referrals and documentation under the neurodiverse pathway, educational psychologist evaluations, and any existing Education, Health and Care Plans (EHCPs) and Individualised Educational Plans (IEPs).

The *SEND Code of Practice* emphasises the importance of early identification and collaborative planning to meet the needs of children and young people effectively. Accurate and timely documentation enables the School to assess whether it can meet the applicant's needs and to plan for any reasonable adjustments of additional support required, under the *Equality Act 2010*. Where necessary, the School may request further information or consult with external professionals to ensure a thorough and informed decision. Failure to provide relevant information may affect the School's ability to support the pupil appropriately and could impact the outcome of the application, including an applicant's offer of a place being withdrawn. The School will contact parents to confirm which, if any, special arrangements will be made for the applicant. Late requests will not be accepted, except in the case of recent injury.

Based on the information given and advice received, the School is committed to making reasonable adjustments that will enable a prospective pupil who satisfies the academic admissions requirements to take up a place. In this regard, the School is committed to complying with its legal obligations under the *Children and Families Act 2014*, the *SEND Code of Practice 0-25 years* and the *Equality Act 2010*. If, complying with its legal obligations, the School is unable to offer an adequate level of support for the pupil should they be offered a place, the offer of a place may be withdrawn.

Although Independent settings are not required to comply with the *SEND Code of Practice: 0-25 years*, we see this as best practice and use our best endeavours to implement the school's chapter.

As part of the admissions process is an entry assessment, it is important to advise the School and provide evidence if a pupil has previously had additional exam access arrangements and this is the pupil's normal way of working. This information and previous history of need will then be taken into consideration on whether this is awarded in the entry assessment. The School is obliged to follow statutory exam criteria via the Joint Council for Qualifications (JCQ), which stipulates that the SENDCo has the final decision on awarding any exam concessions.

Please read our additional policy on SEND financial charging prior to submitting an application.

ADMISSIONS PROCEDURES

The main entry points are Reception (4+), Year 3 (7+) and Year 7 (11+) and pupils may also join at Sixth Form (16+). Occasional places may arise at other ages but an enquiry should be made to the Admissions Office prior to registering for entry outside the main entry points. All entry points are subject to assessment and are dependent on space being available in the relevant year group.

Occasionally, offers may be made to pupils out of their standard year group if the School considers that this would be in the best interests of the pupil and the School. Applicants for an out of year place, should contact the Admissions Office prior to registration.

All GHS pupils in Year 6 in the Junior School are automatically offered a place to join Year 7 in the Senior School. These offers are made in the Trinity Term of Year 5.

Key dates for Admissions

Visitor Events

All parents considering GHS 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 event is held annually in September/October. 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.

Registration

Parents may register their daughters at any time but, in order to take the entrance assessment, girls must be registered by the following dates in the year before intended entry:

- **1 October** for pupils entering Reception (4+)
- **1 October** for pupils entering at Sixth Form (16+)
- **1 November** for pupils entering Year 7 (11+) and all other year groups

Registration deadlines may vary year on year and parents should refer to the 'key admissions dates' on our website for up-to-date information. We do not give priority to early registrations; every applicant is considered on an equal basis at the point of assessment.

To register an applicant, parents must:

- Submit a registration via the School's website; and
- Pay a non-refundable registration fee of £150.

Applicants 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.

Applicants 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 the School and the entrance process is designed to bring out the skills and potential of the girls, whatever they have covered in the past. Admissions to Early Years Foundation Stage (EYFS) follow the same inclusive approach. We ensure all legal and welfare requirements under the EYFS statutory framework are met.

All assessment content is relevant to the appropriate stage of the National Curriculum and the material will be familiar to girls no matter which school they are currently attending. Full details of the admissions process is set out on the School's website and specifically in the Admissions Guide, which is also available on the website. The Admissions Guide provides details of the admissions process for each age group and is updated on an annual basis.

GHS 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 GHS and enjoy all of the opportunities that the school has to offer.

From time to time, if the number of places in a particular year group is very limited, exceptional applicants may be offered deferred entry to a different year group. Deferred entry would only be offered in specific circumstances determined by the School.

International Pupils

GHS 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. The School will comply with UK Visas and Immigration (UKVI) requirements for pupils that do not hold a UK or EEA passport. Where applicable the School ensures that non-UK pupils have the right to study in the UK. 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.

Appeals

If a parent wishes to appeal an admissions decision, they may appeal in writing to the Head within 20 school days of receiving the admissions decision, setting out the reason for the appeal. The Head will consider the parent's submissions and will provide a response in writing within 20 school days. The decision of the Head is final.

This appeals process is separate from and not covered by the School's Complaints Policy.

ADMISSIONS REGISTER POLICY STATEMENT

GHS is committed to ensuring that the admissions register is maintained in accordance with *The School Attendance (Pupil Registration) (England) Regulations 2024*.

GHS 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.

Admissions Register Procedures

From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the School, an entry will be made in the school's admissions register. The admissions register of GHS includes the following information about pupils:

- Full name
- Name that the pupil uses at school
- Sex; this is the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18)
- 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 Children's Act 1989)
- 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.
- At least one telephone number at which the parent with whom they live can be contacted in an emergency plus one further emergency contact number (if only one parent is contactable, at least one telephone number for another family member or close friend). All pupils will therefore have a minimum of two emergency contacts and telephone numbers.
- 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 name of the destination school notified by a parent and first date of attendance, where it is reasonably practicable for the school to ascertain this information

The preservation of the School's admissions register, and amendments to, and deletions from, the register are regulated and will occur in line with the relevant regulations in *The School Attendance (Pupil Registration (England) Regulations 2024*. In line with these regulations and statutory guidance in *Working together to improve School Attendance (2024)*, the School will also notify the Local Education Authority (LEA), within 5 days, (the School's and 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 GHS 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 (GHS 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 GHS, the Director of External Relations is responsible for maintaining the admissions register using 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 directed by the Director of External Relations, with the consent of the Head, according to *The School Attendance (Pupil Registration (England) Regulations 2024*.
- Any inclusion or deletion from the register is notified to the LEA in the cases set out above.
- The admissions register can be printed out if required.

These procedures are in accordance with KCSiE (2023) and Children Missing in Education (2016). We recognise that children receiving education is a safeguarding issue, particularly when a child leaves with no known destination.

APPLICANT RECORDS

- Applicant's details will be held on file with due regard to current data protection legislation and the School's Privacy Notices which can be viewed via our website.
- The School will not hold the personal data of you or your child past the end of the Trinity Term in which your child will turn 18 if your child does not become a pupil of the School.

This policy is reviewed by the Director of External Relations annually or as events or legislation change require. The next scheduled date for review is June 2027.

Appendix 1: GHS INTERNAL PROCESS FOR MOVING FROM YEAR 6 TO YEAR 7

ADMISSIONS PROCEDURES

Our assumption is that all pupils who join GHS Junior School will automatically move through to the Senior School. Parents do not need to register their daughters for Year 7 entry to the Senior School. Year 6 pupils considering a move to another senior school should advise the Admissions Office which schools they have applied to by November in the year before Year 7 entry.

A pupil's academic performance and personal development are assessed and monitored throughout their time in the Junior School. If a teacher is concerned that a pupil is not performing as we would expect, and thriving at GHS, we will share our concerns with parents. In very rare cases, if an automatic move to the Senior School is not considered right for any pupil, this will be discussed with the parents in advance, and a final decision will be made no later than the end of the Lent Term of Year 5.

Assessment

The offer of a place for Year 7 is not dependent on any assessment, but all pupils in Year 6 at GHS Junior School will sit a benchmarking assessment in November of Year 6. No offers will be withdrawn based on the results of the benchmarking assessment.

Offers

The offer of a place for Year 7 in the Senior School will be made in the Trinity Term of Year 5. Places must be accepted by 1 November in the year before entry. Parents wishing to consider other senior schools for Year 7 must advise the Admissions Office by this date. If the offer is not accepted by this date because other schools are being considered, the final deadline for acceptance of the offer will be the same deadline as all 11+ applicants in line with the notice requirements set out in the School's Standard Terms and Conditions. If the offer is declined after this date, the School will retain the deposit.

Please see Appendix 3 for information on scholarships and Appendix 5 for information on applying for an assisted place.

Appendix 2: UNITED LEARNING SCHOOLS EARLY APPLICATION PATHWAY FOR YEAR 7 ENTRY

ADMISSIONS PROCEDURES

Pupils in Year 5 at Coworth Flexlands Prep School, Rowan Preparatory School and St Ives School (UL Schools) have the opportunity to apply for a place in Year 7 at GHS through an early application process (Early Application Pathway).

This opportunity is offered to families who believe GHS is the right choice for their daughter for senior school. If prospective families wish to apply to GHS and other schools for 11+, they should follow the standard 11+ admissions process.

Prospective families must complete an 'expression of interest' form, provided by their current school, which consents to Key Stage Two (KS2) assessment data, including CAT scores, progress test results, and tracking information being shared with the Admissions office at GHS. A school report will also be requested for each applicant.

Providing an applicant meets the academic criteria for early consideration, they will be invited to visit the School for a Taster Day in the Trinity Term of Year 5.

Assessment

The offer of a place for Year 7 is not dependent on any further assessment, but all pupils from UL Schools will sit a benchmarking assessment in November of Year 6. No offers will be withdrawn based on the results of the benchmarking assessment.

Offers

The offer of a place for Year 7 will be communicated to families in the Trinity Term of Year 5. Places must be accepted by the end of the Trinity Term. If the offer is not accepted in accordance with the offer terms and conditions, the place will be forfeited.

Please see Appendix 3 for information on scholarships and Appendix 5 for information on applying for an assisted place.

Appendix 3: SCHOLARSHIPS

SCHOLARSHIPS

Academic and Music Scholarships are currently available at 11+ and 16+ and are outlined on the school website and in the Admissions Guide, which is also available on the school website.

Academic Scholarships

Guildford High School prides itself on providing a scholarship level education for all. Mentoring, extension topics and stretch opportunities are available to every pupil. We award scholarships to recognise applicants who performed particularly strongly in the entrance assessments.

i. 11+ Academic Scholarships

At 11+, we offer a small number of awards, which may include:

- Academic/All Rounder Scholarships (usually 5%-10% fee reduction)
- Academic/All Rounder Exhibitions (usually £300 per year)
- Honorary Scholarships (no monetary value)

11+ Scholarships and Exhibitions are awarded based on the entrance assessment and interview. All applicants sitting on the main entrance assessment day are automatically considered. There is **no separate scholarship examination** .

Pupils in Year 6 in GHS, pupils who have been offered deferred places, and pupils applying through the Early Application Pathway from other UL Schools, are eligible for a scholarship or exhibition. These are awarded based on the results of their benchmarking assessment and there is **no separate scholarship examination** . The awards are considered on a separate basis to those available for 11+ applicants. Pupils will be advised of any award in the Lent Term in the year before entry.

ii. 16 + Academic Scholarships

At 16+, we offer a small number of awards, which may include:

- Academic/All Rounder Scholarships (usually 5%-10% fee reduction)
- Academic/All Rounder Exhibitions (usually £300 per year)
- Honorary Scholarships (no monetary value)

16+ Scholarships and Exhibitions are awarded based on the entrance assessments and interviews. Applicants are required to sit a general paper and three other papers in subjects of their choice. All applicants sitting on the main entrance assessment day are automatically considered and there is

no separate scholarship examination . The assessments and interviews take place on the Sixth Form Assessment Day in November for September entry the following year.

Pupils in Year 11 in GHS are eligible for a scholarship or exhibition based on the results of their GCSE mock examinations taken in January of Year 11. There is **no separate scholarship examination** . Year 11 pupils with existing awards are also eligible for a scholarship or exhibition and may be awarded an extension of their existing award. Any awards will be made to pupils in the Lent Term of Year 11.

Music Scholarships

Music Scholarships are open to girls who have satisfied the normal academic entrance requirements. All Music Scholars should demonstrate exceptional musical talent and are expected to be fully committed to school musical activities.

iii. 11+ Music Scholarships

At 11+, we offer a small number of awards, which may include:

- Music Scholarships (usually 5%-10% fee reduction)
- Music Exhibitions (usually £500 per year)
- Instrumental Awards (usually £300 per year)
- Honorary Music Scholarships (no monetary value)

All applicants wishing to apply for a music scholarship will need to submit a music scholarship application. Applicants 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. The application must include a short videoclip (no longer than one minute in length) of the applicant performing a piece of their choice. The Director of Music will review each application and shortlisted applicants will then be invited to audition in January, shortly after the Interview Day has taken place. An external adjudicator and the Director of Music will be present at the auditions. Awards are made based on musical potential as well as actual achievement.

Shortlisted applicants 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 four to five minutes in length, but it may not be possible for both pieces to be heard in their entirety. There are also sight-reading and aural tests and an interview. Original compositions are of interest, but not essential. An external adjudicator and the Director of Music will be present at the audition. 11+ Music Scholarships are not usually awarded on the strength of an applicant's piano playing, but on an instrument that will more easily allow ensemble playing to

develop and flourish. However, applicants 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.

iv. 16+ Music Scholarships

At 16+, we offer a small number of awards, which may include:

- Music Scholarships (usually 5%-10% fee reduction)
- Music Exhibitions (usually £500 per year)
- Instrumental Awards (usually £300 per year)
- Honorary Music Scholarships (no monetary value)

All applicants wishing to apply for a music scholarship will need to submit a music scholarship application. Applicants 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. The application must include a short videoclip (no longer than one minute in length) of the applicant performing a piece of their choice. The Director of Music will review each application and shortlisted applicants will then be invited to audition in November of the year prior to entry. An external adjudicator and the Director of Music will be present at the auditions.

Applicants will be expected to perform a piece of about four to five minutes in length on both their principal and second instruments. If the piano is the principal instrument, applicants 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 applicant has been involved in composing.

Appendix 4: WAITING LISTS

If an applicant is successful in their entrance assessment, but a place cannot be offered because of over-subscription in the relevant year group, a pupil may be placed on a waiting list. The position on the waiting list will be determined by the pupil's ranking in the entrance assessments. A pupil's position on the waiting list is subject to change and, unless the pupil's parents advise that they wish their daughter's name to be removed from the waiting list, the pupil's name will remain on the list until the beginning of the year for which entry was applied. Applicants who do not receive an offer from the waiting list who wish to be considered for entry into the next year group are required to re-register and pay the registration fee for the next admissions cycle.

The Admissions Office will monitor acceptances received in respect of offers made and notify applicants on the waiting list of any movement that may affect their waiting list position.

Applicants offered a place from the waiting list are not eligible for academic or music scholarship awards, except in exceptional circumstances.

Appendix 5: FINANCIAL ASSISTANCE

Bursaries

Full-time members of the clergy of any Christian denomination are eligible to apply for bursary assistance at GHS for entry into Year 7 or Year 12. Further information is set out in the Assisted Places Policy.

Assisted Places

GHS is able to offer a limited number of means-tested bursaries at entry in Year 7 to deserving applicants, irrespective of financial circumstance.

United Learning Assisted Places are available for entry into Year 7 (11+). These places are awarded based on financial need and are reviewed annually. To be considered for an Assisted Place, parents of an applicant must request the link to our online assisted place application platform from the Admissions Office by 1 November using the Assisted Place application form. Following receipt of an Assisted Place application form, an account is set up on an external assisted place platform and information must be provided by each parent with parental responsibility in order for an application to be considered.

All applications are then reviewed by Bursary Administration Limited and a recommendation is made to the School. Each recommendation is then considered by the School and the School will advise you whether or not financial assistance will be available (and to what level) at the same time that offers are made.

The award of financial assistance for new pupils is subject to satisfactory performance in the entrance assessment and, if demand exceeds funding available, awards will be made with reference to the pupil's performance ranking in the entrance assessment.

The number of Assisted Places we award each year will vary.

In exceptional circumstances, and at the discretion of the School, assisted places may be available for Sixth Form. Applicants must notify the Admissions Office at the point of registration if they would like to apply for an assisted place.

Prospective pupils applying through the UL Schools Early Application Pathway must notify the Admissions Office at the point of registration if they intend to apply for an assisted place. The Admissions Office will send applicants the assisted places process for pupils applying through the Early Application Pathway.

Applicants offered a place from the waiting list are not eligible for assisted place awards, except in exceptional circumstances.

Assisted Places are not available for any other entry point.

Further information regarding our Assisted Places is set out in the Assisted Places Policy.

