

## **ADMISSIONS POLICY (201)**

### **Including EYFS**

As part of the Girls' Day School Trust (GDST) and in accordance with GDST policy, Sutton High School's commitment is to offer a distinctive educational experience to girls in our care, within a broad, inclusive curriculum and a culture of high expectation.

Our Admissions Policy supports the 3-18 nature of our school, encouraging transition of our students throughout their educational journey.

Admission to the school is based on all-round potential. Academic excellence does not come at the price of marginalising those aspects of an education which are important to the development of informed and independent minds.

The school aims to help each girl attain her best academic results and also to form a lively spirit of enquiry and the development of personal skills which she will take with her into her future career.

The scholarships and bursaries scheme aims to encourage diversity with girls possessing a variety of talents and from different social, economic and ethnic backgrounds actively enriching the life of our school.

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

GDST-Wide Admissions Statement

### **Admissions: Council Policy**

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

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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.

## **1. Prep School Admissions**

Admission to the Prep School for seven year olds to eleven year olds is dependent on achieving an acceptable standard in an assessment appropriate to their age group and academic pace of the school. Such tests are free of bias, as set out in the GDST Equal Opportunities Policy. Parents are invited to visit the school for Open Events and individual tours which are arranged at a time convenient for them. If you would like to arrange for your daughter to visit, please telephone our Admissions Officer, Mrs Julie White: 020 8225 3001; [admissions@sut.gdst.net](mailto:admissions@sut.gdst.net).

### **Entrance to Nursery**

Parents are invited to bring their daughter to school where she will join the Nursery for a short session. This is an informal session to ensure she is independent enough to manage the Nursery activities.

A meeting with parents and the Head of Prep School (or Head of Early Years Foundation Stage in her absence) will also be completed to gain a strong understanding of the candidate's development and individual needs.

Offers of places will be made shortly afterwards and will be on a first come first served basis, depending on availability. Before the candidate starts school, a home visit will be completed by staff to support the transition into school life. It should be noted that the Autumn Term starts up to three days later for Nursery pupils to allow time for these visits.

### **Entrance to Pre-Prep (Reception and Key Stage 1)**

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Parents are invited to bring their daughter to school where she will join the class for an appropriate length of session, up to a whole day, to be agreed. At this stage we will be looking to ensure they can follow the routines of the school during the activities provided.

Offers of places will be made shortly afterwards and will be on a first come first served basis, depending on availability. Before the Reception candidate starts school, a home visit will be completed by staff to support the transition into school life. It should be noted that the Autumn Term starts up to three days later for Reception pupils to allow time for these visits.

Should the candidate be transferring from another school, a copy of the most recent school report or any other formal assessment is required.

## **Key Stage 2**

Admission to the Prep School for Years 3 to 6 is dependent on achieving an acceptable standard in an assessment appropriate to their age group and academic pace of the school. Such tests are free of bias, as set out in the GDST Equal Opportunities Policy.

An appointment will be arranged for the prospective pupil to attend an assessment day, to complete verbal and non-verbal reasoning assessments, with the Head of Prep School or member of the Prep School Leadership Team. There will also be a brief interview/discussion with a member of PSLG, usually the Head of Prep.

A copy of the most recent school report or any other formal assessment is required.

Offers are made in the order in which applications are received. In Year 4, 5 and 6, places regularly become filled and a waiting list will then be held, based on the rank order in the assessments undertaken for entry.

## **2. Progression from Prep School**

Progression from Prep School into Senior School is automatic for those joining in Years 3 to 6 assessed as meeting the standard at the time. For girls who joined the school earlier, each girl's progress is tracked throughout the Prep School and in the majority of cases, they will have reached the standard required to enter the Senior School, with progression guaranteed before the end of Year 5. There is no requirement for Sutton High Prep School candidates to sit the 11+ entrance examination unless they have not met the standard or they wish to be considered for an academic scholarship. Should it be felt that the Senior School may not best meet the needs of an individual girl, discussions will be held with parents during Key Stage 2 with the Head of Prep School.

There are separate assessment procedures for those wishing to be considered for performance scholarships.

## **3. Senior School Admissions**

### **Examinations for Girls Entering Year 7**

All those wishing to enter Year 7 are required to take our own entrance examination.

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For those candidates who are unable to come to the school on the published date, we arrange an alternative test date, or for papers to be taken at the candidate's present school. Should an application to the school be made after our entrance examination date, we will arrange an individual sitting for the candidate on a convenient date, provided that places are still available.

### **Registering to Sit the Entrance Examination to the Senior School**

In order for a candidate to sit our entrance examination, we must receive the application for registration by the published date on the website, along with the Registration fee, paid online.

Before the examination date, applicants will receive a letter confirming their attendance and enclosing a programme for the day. Parents are also expected to upload the pupil's most recent school report and any reports relating to additional learning needs, at the time of submitting the application.

### **The Examination Day for Year 7 Entry**

Daily entrance examinations for entry to Year 7 will usually be held in the preceding October, November and December.

Assessment will allow us to ascertain the candidates' standardised levels in literacy, numeracy and reasoning.

### **The Interview**

All girls who take the entrance examination attend an informal online interview with the Head. The interview is not assessed and will give candidates an opportunity to demonstrate skills not revealed in written papers and also to ask questions of their own.

### **Receiving the Results and Accepting the Offer of a Place**

Offer letters will be sent to parents, via the online Appicaa+ service, before the end of the Autumn Term. In accordance with the code of conduct of the Girls' School Association (GSA), we require the acceptance of an offer of a place normally by the first Friday in March. Following acceptance of a place we will send information over the course of the rest of the school year including details of uniform and transport by school bus. We hold a New Girls' Day in the summer term, which gives a chance to meet the staff as well as the other girls who are joining. Parents will also be invited to an Information Meeting in June and one-to-one meetings with the Deputy Head: Pastoral and Director of Wellbeing.

### **Occasional Places – Years 7 – 10**

Testing can take place at any time during the school year for Years 7-9 and before the start of the academic year for pupils about to enter Year 10 providing there is a vacancy. Tests are arranged through the Admissions Officer. Years 7-9 are tested in English, Mathematics and Verbal Reasoning via an online examination, and have an interview with the Head of Year. The process is similar for Year 10 entry, but with the addition of a paper-based Maths, English and Science test. In considering applications for occasional places, we always ask for a reference from a candidate's previous school and request a copy of their latest school report should be submitted with their application.

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## **Sixth Form Entry**

Assessment for entry to Year 12 consists of a Verbal Reasoning paper, Problem-solving paper and an interview with the Head of Sixth Form or a member of the Senior Leadership Team.

Conditional offers are dependent upon the candidate achieving 5 GCSE subjects at grades 9-5. These should usually be at grade 6/7 or above in the subjects they wish to study at A level (depending on subject). New entrants to Year 12 will usually be expected to have grade 5 or above in English Language and Mathematics.

## **4. Scholarships & Bursaries**

Academic Scholarships are available for Senior School girls at 11+ and 16+ who excel in the entrance examination at 11+ and the scholarship examination at 16+. Performance Scholarships are awarded at 11+ in Art, Drama, Music and Sport, and at 16+ in Art/Photography, Design, Music, Drama and Sport.

Some scholarships may also be available at 13+ for those entering from another school. A scholarship is a responsibility as well as an achievement and is subject to continued performance and commitment.

Bursaries are based on parental income and assets; they are confidentially means-tested by the GDST and are worth up to 100% of fees. A number of bursaries are available at 11+ and 16+ entries. Their award is based on both academic merit and the income and financial resources of the candidate's family. Bursary applications are assessed by the GDST, but the final award of bursaries and scholarships is at the discretion of the Head. Each bursary award is reviewed annually by the GDST, as income and financial resources may change.

For further information about scholarships and/or bursaries, please contact the Admissions Officer on [admissions@sut.gdst.net](mailto:admissions@sut.gdst.net)

## **5. International Students**

We welcome applications from students who are permanently resident outside the United Kingdom. Overseas candidates follow the same entry process as UK residents with the addition of an online EAL Assessment to ascertain level of English Proficiency. This is also assessed via an informal interview with the Head.

The school provides excellent additional support for EAL, but may offer a place on condition of a girl receiving extra tuition in English. An additional EAL paper to assess their English language skills may be required.

## **6. Pupils with Additional Learning Needs (ALN/SEND)**

In line with our Additional Learning Needs policy, we make provision for appropriate access arrangements for the 11+ entrance examination. Parents are advised to contact the Head of Neurodiversity well in advance to discuss their daughter's needs. Details can be obtained from the Admissions Officer. We will request evidence of Additional Learning Needs from the student's current school.

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## 7. Visits

We hold an Open Event every term, which offers prospective parents and girls a chance to see the school in action and ask questions of our pupils and staff. On these days, tours of the school are provided by our current pupils. We are also very happy to offer personal tours of the school during term time, via our Personal Tour days, held 5 times each year. For more information and to arrange a visit to the school please contact our Admissions Officer on 020 8225 3001, or [admissions@sut.gdst.net](mailto:admissions@sut.gdst.net).

## 8. Transfer between schools in the GDST

When a family relocates, then transfer to another GDST school will be facilitated wherever possible, subject to the availability of places within a year group.

## 9. Sibling Policy

When a family applies for the sibling of a current pupil, no additional allowances are made within the entry process, other than the option of a re-sit of the 11+ examination, where this has not been passed.

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