ADMISSIONS POLICY (201)
Including EYFS

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.

Introduction
Sutton High School is a selective independent day school for girls. It is part of the Girls' Day School Trust (GDST), the largest educational charity in the country with twenty-five schools. Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women.
Sutton High school offers a distinctive educational experience within a broad, inclusive curriculum and a culture of high expectation. We seek to admit girls with the potential to flourish in the educational environment provided and to contribute fully to the life of the school. Our admissions policy supports the 'all through' nature of the school, encouraging progression of our students throughout their educational journey.
We award scholarships to recognise and reward potential regardless of financial situation or background. The Trust's bursaries scheme aims to give girls of all backgrounds the opportunity to benefit from a GDST education.
The school's Admissions Policy and Procedures operate within the framework of the GDST Admissions Policy:
GDST Admissions 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 and does not unlawfully discriminate regarding entry. 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. The assessments and examinations will be accessible to all candidates, with people from all backgrounds able to participate fully.

- Due consideration will be given to prior educational experience in making any decision on the offer of a place. In exceptional circumstances, schools may adjust their established selection processes, provided that there is sufficient justification in doing so and the alternative procedure adheres to principles of equality, fairness and transparency.
- Reasonable adjustments to entrance assessments will be made for applicants with special educational needs and/or disabilities in order that all applicants are assessed fairly. Parents are required to provide full details to the school upon application if their child has external or in-school learning support, an educational psychologist's report, an Education, Health and Care Plan (EHCP), a disability, allergy or medical condition, to enable the school to make provision, if appropriate. A place will only be offered if the school believes that it can appropriately support a pupil's learning or other needs effectively and that admission is in the best interests of the applicant.
- Special consideration may also be granted in exceptional circumstances (e.g. prolonged illness or bereavement).
- The school relies on the integrity of the admissions procedure and therefore the truthfulness of the information provided by the applicant's parents, as well as the requirement to disclose any information to the school which may be relevant to the application process such as any learning difference or disability. Where relevant information is not disclosed or proves to be false or misleading the school reserves the right to withdraw the offer of a place which may have been granted, deny the applicant admission, or where a child has already been admitted, request that the child is withdrawn from the school.
- There is no automatic right of transfer from one Trust school to another; however, the transfer of existing Trust pupils between Trust schools, for example as a result of relocation or the need for boarding facilities, may be arranged. Where places are available in the relevant year group, priority over external applicants will be given to pupils transferring from another Trust school, subject to other suitability criteria being met. Trust pupils not initially successful in securing a place may where possible be given priority over other external candidates on the waiting list. A transfer cannot be made to any of the Academies sponsored by the Trust.
- The final decision regarding admissions rests with the Head. There is no right of appeal against their decision.
- The school reserves the right to refuse entry to a pupil whose parents have, in the past, failed to meet in full their fee obligations to the school in relation to another child already enrolled at the school.
- A pupil (other than a boarder) must reside with her parent/s or legal guardian while attending the school, or with someone else approved by her parent/s or legal guardian and the Head. Pupils whose parents are overseas must have an educational guardian in the UK and parents must notify the school of the name and address of the guardian
- A pupil must have the right to study in the UK for the duration of her enrolment at the school. The school will request evidence of this during the admissions process, normally in the form of a British or Irish passport or valid visa documentation. The school reserves the right to rescind an offer where the right to study cannot be evidenced.
- As set out in the Trust's parent contract, continuity of education is anticipated throughout each age range and transfer at key stages will be automatic unless, in the

opinion of the Head, the pupil will not benefit from continuing to be educated at the school or has not attained a sufficiently high standard of work or behaviour for continuation or for entry to the next stage.

- 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.
- Within these guidelines schools may determine their own admissions policies, which will set out their individual selection criteria.
- Information provided as part of an application will be held on file with due regard to data protection legislation. The privacy notice available at www.gdst.net/privacy-notice explains what information is collected and how it is used.
- Applicants should be registered by the applicant's parents, including, where parents are separated, each parent with parental responsibility. Each parent with parental responsibility will ordinarily be entitled to information regarding their child's application (unless, for example, there is a court order that suggests otherwise).

This policy shall apply to all GDST schools, save for Academies sponsored by the GDST.

In addition to the above, the following policy provisions apply to admissions to Sutton High School:

Entry requirements and assessment

- There are grade requirements for [progression and] entry to the sixth form which are:
    - Grade 6 or above in at least the three subjects to be studied for A Level. Where a 6 has not been obtained, a tailored learning journey with a reduced curriculum may be offered.
- The order in which applications are made for admission is immaterial in considering the offer of places. Places are offered to external candidates placed in rank order following assessment procedures.
- The school does not publish details of results of admissions tests and, in accordance with data protection legislation, is not obligated to disclose examination scripts. We reserve the right not to disclose candidates' exam marks or their place on the merit order.
- Preparation in advance for admissions assessments is not recommended and the school never releases copies of sample or past papers.
- At certain entry points a reference from the candidate's current school will be requested. However, the application will not be prejudiced if this is not provided.
- Any meetings with prospective parents do not form part of the selection process, but are to enable the school to provide information, answer any questions, and give an opportunity to state any reason why their child may not perform at their best in the selection process.
- Parents are asked to inform us of their ethnic background to help us monitor our admissions processes over time and support us in further ensuring that our systems and procedures are enabling and inclusive to all applicants. This is not part of the selection process, and there is no disadvantage to a girl if her parents decline to provide this information.

Deferred entry, out of age applications, sibling policy and children of staff

- In most cases, we consider that it is within a child's best interests – educationally, socially and emotionally – to be educated within their usual year group, meaning that they would start school in the September following their 4th birthday. Deferred entry may be considered in specific circumstances, for instance being born prematurely or having a diagnosed educational or medical reason for starting school in the following year.
- We consider applications from pupils who are not in the year group which most closely matches their chronological age on a case-by-case basis. We take into account the academic attainment and potential of the pupil, as well as her pastoral and personal development and how well she would be able to fit into the year group for which an application is being made.
- The GDST welcomes applications from siblings of current pupils and a family who enrol their third or any subsequent daughter into any GDST school will be eligible for a fee reduction for the third and all subsequent girls. When a family applies for the sibling of a current pupil, no additional allowances are made within the entry process, other than the option to re-sit the 11+ examination, where this has not been passed.
- Children of staff must follow the same application and selection procedures as all other candidates.

Financial support for younger pupils

- The Early Years Grant (EYG) is available for up to 15 hours per week for children in the school's Nursery provision from the term after their third birthday until they start Reception.
- Parents can apply for a Tax-Free Childcare account online to pay for nursery fees (it is not available to use towards reception fees).

School Admissions Procedures

Applications Process

Information about how parents can apply for a place at the school is published on the school website. Applications should be made online through the website, completed by the date stipulated. A non-refundable registration fee of £125 (£175 for overseas applicants) is required for all applications.

Parents and prospective pupils are encouraged to visit the school or attend an open day prior to application. The school also arranges taster days for pupils due to join Year 7 and the Sixth Form, and information meetings for parents. Full details are published on the website.

Key dates relating to the timing of entrance and assessment examinations, the offer of a place and deadline for acceptance can also be found on the website.

The offer of a place is conditional on the return of the parent contract and the payment of a deposit of £1000 (£3000 for Year 12 entry, £5000 for overseas pupils). The deposit is returned at the end of the child's school career, less any outstanding charges. It is non-refundable if the place is not taken up.

If a pupil is offered a place for entry for the following September but parents ask to defer entry to a later year, the pupil is normally required to re-sit the entrance examination, in which case the registration fee is payable again. Places cannot normally be held over.
Further information can be obtained from the registrar, Mrs Julie White on admissions@sut.gdst.net

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 .

Entrance to Nursery

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

Where necessary, 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.

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)

Parents are invited to bring their daughter to school where she will meet the Head of Prep for a discussion about school. Where necessary, she may be asked to join the class for a short time, to see if she is able to undertake the learning and routines at a suitable level.

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 will 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 between Key Stages (read in conjunction with Academic Progress Through the School Policy)

It is anticipated that pupils will remain at the school until they complete their sixth form studies. However, transfer from Year 6 to Year 7, and from Year 11 to Year 12, may not always be in a pupil's best interests. In such a case, the situation will be discussed at an early stage (in Year 5, for junior school pupils). Parents will be notified of targets for achievement in order to remain at the school, and given advice about alternative options if requested. Transfer in such cases may be refused by the school even if the family would like the girl to remain, but this will always involve careful discussion with the parents. At least a term's written notice will be given in the case of Year 6 and Year 11 pupils, to allow other arrangements to be made. Fees in lieu of notice will not be charged in such circumstances.

At GCSE, continuation of a GCSE subject (other than Maths and English Language) is dependent on satisfactory performance in the Year 10 examinations. Usually, a minimum of a grade 4 is required to continue with a subject into Year 11. An opportunity is given to re-sit the end of year examination if a student does not reach a grade 4. If a student still does not reach this standard, discussions will be held between the school and the student and her parents to agree on the most appropriate programme of study.

Within the sixth form, transfer from Year 12 to Year 13 is dependent on satisfactory performance in the end of Year 12 examinations. An opportunity is given to re-sit the end of year examination if a student does not reach a C grade. If a student still does not reach this standard, discussions will be held between the school and the student and her parents to agree on the most appropriate programme of study.

Although progression from Y6 to Y7 is generally automatic, existing Year 6 pupils sit the Year 7 entrance examination. This is to provide a complete data set for the incoming year group and because all pupils are considered for academic scholarships based on this assessment.

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.

For those candidates who are unable to come to the school on the published dates, we arrange an alternative test date. Should an application to the school be made after our entrance

examination dates, 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 voluntary online interview with the Head. The interview is not assessed and will give candidates (and their parents) an opportunity 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 Applicaa+ 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.

Sixth Form Entry

Assessment for entry to Year 12 consists of a Verbal Reasoning paper, Problem-solving paper, Essay Paper and a Numeracy Paper, along with 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

As a charity, the GDST aims to reach as many girls as possible. There is a central means-tested bursary programme and the school also offers scholarships which are awarded on merit, irrespective of financial means. A scholarship may be combined with a bursary where there is financial need.

Bursaries are available for entry into Year 7 and Year 12. They are dependent on academic merit but awarded on a confidential means tested basis which is assessed independently by the Fees Office of the GDST. Parents will be required to provide financial information with supporting evidence. Awards vary depending on individual circumstances and range from 30% to 100% of school fees. In addition, schools will provide appropriate support to girls in receipt of bursaries of 95% or more for incidental expenses including lunches, uniforms, curriculum trips and travel to and from school. All bursaries are subject to an annual reassessment and renewal process and may go up or down to reflect changes in family circumstances. The final award of a bursary is at the discretion of the Head and may subsequently be withdrawn if, in the opinion of the Head and the GDST, the pupil or a parent has not complied with the obligations associated with a bursary, or if the pupil has fallen below the required standards of conduct and progress. Parents are sent information of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. A bursary may be transferred to another GDST school with the agreement of the Head.

Scholarships are awarded based on an assessment of pupil merit without reference to family circumstances. They exist to recognise distinctive academic ability or special talents. 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, Dance, 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.

A scholarship is a responsibility as well as an achievement and recipients should be prepared to make a significant contribution to the life of the school. The award can be withdrawn at the discretion of the Head if progress, behaviour, and/or a girl's attitude to work is unsatisfactory, and if the conditions of the award are not met.

For further information about scholarships and/or bursaries, please contact the Admissions Officer on 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)

Parents must, as soon as possible in the application process, inform the school in writing (via the application form) of any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties, or other circumstances so that the school can assess whether it can meet these needs, and make any relevant arrangements for reasonable adjustments to assessment processes

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.

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 .

8. Transfer between schools in the GDST

Whilst every effort will be made to support parents wishing for their child to transfer from one GDST school to another, any transfer will be subject to:

- The availability of a place; and
- The professional judgment of the school in which a place is being sought of the ability of the pupil concerned to benefit from such a place, given the overall nature of the intake, as cohorts vary from one school to another and from one year to another.

Arrangements governing transfer will usually vary according to phase. A pupil wishing to enter Year 7 or Year 12 will be expected to follow the normal procedures for admission. For admission at other points or mid-year admissions, arrangements will depend on the circumstances. The Head of the school being asked to accept the pupil will consult the Head of the pupil's existing school to obtain a clear view about their ability and potential. It is not normally a requirement for the pupil being transferred to sit and pass the standard entrance test, although the school may ask the pupil to undertake an assessment if this is considered necessary to give a clear picture of the pupil's ability.