



# Notting Hill & Ealing High School GDST

## **Admissions Policy (Whole school including EYFS)**

This is a girls' school, which selects its pupils primarily on academic grounds. The interests of the pupils are paramount. Girls will only be offered a place if the school is considered to be suitable for her by the Head (or by the Head of the Junior School for girls applying to the Junior School).

Selection is primarily by appropriate written testing at each age group, except for the youngest children who are carefully interviewed in a way which is designed to assess the suitability of the school for each child.

In addition to written tests, pupils at all ages will usually be interviewed. The type of interview varies with the age group. Full details about the admission procedure are provided to parents at the prospective parents' meetings.

The candidate's current school will be asked to provide a reference. This generally gives useful information, but a girl's application will not be penalised if a school refuses to provide one.

The aim is to find out as much as is reasonably possible about the candidate's academic potential, and offer places to the most suitable candidates in rank order. The written tests play an important part in determining this ranking, but the experience of the Head and the Head of Juniors is used to adjust this in the light of all the other evidence obtained.

If candidates appear to be of broadly similar potential, priority will be given to the sister of a pupil who will be in the school when the candidate arrives, and to a pupil living distinctly closer to the school. This is because it is recognised that it is often in the interest of a pupil to attend her sister's school, and to be able to attend a school in the locality of her home. However, the school does not wish to show bias against those girls without a sister at the school, nor those living further away, so these factors only come into consideration where other considerations are equal.

If sisters apply to the school, even if they are twins, their applications will be considered separately; if only one is offered a place it will be up to the parents to decide whether or not to accept it. Parents should understand that twins will normally be placed in separate classes for their pastoral groups, although they may be in the same ability teaching groups in the Senior School. Twins are encouraged to develop their individual identities as well as to enjoy their twinship at school.

Girls are unlikely to be considered for admission unless they are the normal age of admission on September 1<sup>st</sup> for their year group. Exceptions are very occasionally made if there are strong reasons for thinking it is in the girl's interest.

Applications should be made before the deadline published in the prospectus. The actual date of application is not taken into account when considering a girl's candidature.

It is the intention of the school to make its selection procedure equally accessible to all those who apply. Every effort is made to remove bias which might disadvantage candidates from particular backgrounds. Parents are asked to inform us of their ethnic background to help us monitor the situation with respect to ethnicity, but that is not taken into consideration in the selection process, and there is no disadvantage to a girl if her parents decline to do so.

If there is any circumstance (e.g. any disability, distressing event, unusual domestic situation, other language or educational history not shown on the application form) about which a parent would like to inform the school, in order that their daughter has a fairer chance of admission, this should be by letter to the Head, and will be welcomed by the school. It will always be considered carefully. It will never be used to hinder a girl's application, but parents should appreciate that it will not necessarily justify a change in the outcome.

If a girl's name is put on the waiting list for a place, it means that she is thought to have the potential to flourish at the school, but that there is no place available at the moment, and there may not be a place available for her in the future. There may be several other names above hers.

The difficulties families face in finding an appropriate school for their children are well understood. The school advises parents to apply early in the September the year before the proposed admission, so that they can visit the school and find out about the admissions process in detail at one of the prospective parents' meetings or open events. Parents are advised to apply to other schools as well, in case we are unable to offer a place.

A pupil transferring from another GDST school will be considered to be a special case unless she is applying for entry in Reception or Year 7. In other year groups, she will normally have priority for a place above most other applicants, if, in the opinion of her current Head she is likely to flourish at this school. She may still be asked to sit tests in certain subjects, to help the Head to decide if she is likely to flourish and which teaching groups she should be in.

Pupils are normally expected to remain at the school until they complete their Sixth Form studies. Transfer from Year 6 to Year 7, and from Year 11 to Year 12, may not always be in the pupil's best interests, however. In that case, the situation will be discussed at an early stage (in Year 5, in the case of the Junior School pupils) and parents will be given any advice they may request over alternative schooling. 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 notice will be given in the case of Year 11 girls and Year 6 pupils, to allow other arrangements to be made.

It is generally expected that girls moving from Year 11 to Year 12 will have obtained A or A\* grades in their chosen A level subjects, with A or above in the majority of the other GCSE subjects. However, we do look at each girl individually in order to help her make the most appropriate choices.

A pupil will not be admitted to the school if there are outstanding fees to be paid to another school. Admittance may be summarily refused if it is found that a parent has deliberately misinformed the school about matters relating to the entrance procedure, or if the pupil is not of good character. A pupil must reside with her parent/s or legal guardian while attending the school, or with someone else approved by her parent/s or guardian and the Head. The Head's decision on admittance will be final in all cases.

Written June 2010

Policy last reviewed and amended July 2014

Next review July 2015