



Admissions Policy and Procedures

Introduction

Sheffield High School for Girls educates girls who are, for the most part, of average and above average ability. The school aims to provide a challenging academic education together with a curriculum which helps to develop its pupils morally, spiritually and creatively.

Sheffield High School for Girls is a fee-paying independent school, but seeks to be as accessible as possible to all able girls, regardless of their parents' ability to pay by the provision of scholarships and bursaries at 11+ and 16+. Scholarships are awarded based on performance in the entrance examination and bursaries are awarded on a means tested basis. Please see the School's bursaries and scholarships booklet for full details of the awards available at 11+ and 16+.

Sheffield High School for Girls 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.

Usual entry points are at 4+, 7+, 11+, 14+ and 16+, but girls are admitted at other times when vacancies occur. Admission to the school is based on performance in an assessment, an interview with the Head or Head of the Junior School and, if transferring from another school, a report from the previous school.

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.
- 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.
- 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).
- 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.
- 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.

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

School Admissions Policy

In addition to the above, the following policy provisions apply to admissions to Sheffield High School for Girls:

Applications Process

Information about how parents can apply for a place at the school is published on the school website. Applications should be made via the school's online form, completed by the date stipulated.

A non-refundable registration fee of £50 is required for all applications, although this may be waived on provision of proof of receiving income support or housing benefit.

Parents and prospective pupils are encouraged to visit the school or attend an Open Day prior to application. The school also arranges taster / welcome days for pupils due to join.

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 £300 (this fee is £1000 for international students to cover the additional checks). 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, Louise Froggatt by emailing l.froggatt@she.gdst.net

Entrance Assessment

For entry into Junior School, girls will spend either a half day or a full day in school, depending on their age, during which time they will be assessed in the classroom setting. For entry into Years 3 to 6, this will include an assessment in English (reading, comprehension and creative writing) and Maths (based on KS1 or KS2 work). We take great care to ensure that girls find this an enjoyable day. In our selection process, we also take into account a report from the applicant's current school, where appropriate.

Applicants who have registered for admission into Year 7 are, under normal circumstances, invited to sit the entrance test on a Saturday in January of Year 6. The test comprises two parts: English (comprehension, grammar and extended writing) and Maths (based on National Curriculum KS2 Mathematics and includes number and algebra, shape and measures and data handling). Places are offered approximately two weeks after the test, based on performance in the examination and also taking into account a report from the applicant's current school.

Applicants for available places in Years 8, 9 and 10 are invited into school on a school day to take test papers in English and Mathematics appropriate for that year group. A reference is also requested from the applicant's current school. Outcome of the test is usually given within 1-2 working days. Entry to Year 11 would only be considered in exceptional circumstances.

Whilst the school may disclose a candidate's marks, parents are not entitled to see the actual examination scripts as these are specifically exempt from disclosure under the Data Protection Act 1998.

Any meetings with prospective parents do not form part of the selection process, but are to enable the school to give them information, to answer any questions, and to give them an opportunity to state any reason why their child may not perform at their best in the selection process.

The school welcomes applications into the Sixth Form from external candidates. Applicants to the Sixth Form are invited into school for an interview with a member of the Senior Leadership Team and to attend the Sixth Form Taster Day, which is usually held in January / February. Places are offered subject to the candidate obtaining seven GCSEs at grades 4-9, including English and Mathematics, with at least grade 6 in the subjects to be studied at A level, or comparable subjects where the subject has not been studied at GCSE (grade 7 for

Maths and Science subjects), and a satisfactory reference from the current school. For students applying from international schools, a satisfactory performance in a Sixth Form entrance test in Mathematics and English is required as well as a reference from the current school.

Arrangements for Special Educational and Other Individual Needs

Parents must, as soon as possible in the application process, inform the school in writing [by emailing the Registrar, Louise Froggatt on l.froggatt@she.gdst.net 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

Adjustments for entrance tests will be made at any entry stage for candidates with an established need, such as a disability, special educational need or English being an additional language.

Sibling Policy

The School has on roll a number of siblings and applications from siblings of current pupils are welcome and are considered on the same basis as applications from all other applicants.

Children of Staff

Children of staff must follow the same application and selection procedures as all other candidates.

Key Stage Transfers within the School

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.

Within the Sixth Form, transfer from Y12 to Y13 is dependent on satisfactory performance in the end of Year 12 examinations. Usually a minimum of grade E is required to continue with a subject in Y13. An opportunity is given to re-sit the end of year examination if a student does not reach an E grade. If a student does not reach this standard, discussions will be held between the Head / Deputy Head / Director of Sixth Form and the student and her parents to agree on the most appropriate programme of study for the student.

Transfers between GDST schools

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 admission, 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 and 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, although the school may ask the pupils to undertake an assessment if this is necessary to give a clear picture of the pupil's ability.

Please note: A pupil cannot take up her place at the school until all parents / carers with parental responsibility have completed the online acceptance forms.

Responsibility:	Updated:	Review:
AMW	09/25	09/26