



Admissions Policy

This policy applies to the whole school including our EYFS

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 or with the agreement and understanding of 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).

NGHS Admissions Policy

Nottingham Girls' High School (NGHS) is an independent day school for girls. It is part of the Girls' Day School Trust (GDST), the largest educational charity in the country with twenty-six schools and two academies. NGHS offers a rich academic education and a broad extra-curricular programme for girls aged from 3 to 18.

Pupils are admitted to all year groups in the Infant and Junior School and to years 7, 8, 9, 10 and 12 in the Senior School every September. However, we will consider applications made at any time during the year if places are available within the entry year group.

We are committed to equal opportunities in education. No pupil at, or applicant to, the School receives more, or less, favourable treatment on grounds of race, nationality, colour, ethnic or national origin, religion or creed.

We seek to admit pupils whom we consider to be capable of benefiting from the education provided at the School and of contributing fully to the life of the School, and who have the level of intelligence and the personal attributes to flourish in this environment.

Our concern is to act in a girl's best interests and to foster good relations with parents and guardians.

Key Dates

Each year we publish the Senior School entrance assessment dates, along with details of our open days and events. Junior School assessments are arranged by appointment. Offers of places also give a deadline for acceptance.

Applications are only accepted on the School's application form. A non-refundable registration fee of £120 is payable to the School on application, and a deposit of £500 (£2000 for British Nationals (Overseas)) is payable on acceptance of a place. For international applications requiring visa sponsorship, a deposit of one term's fees (including VAT) is payable on acceptance of an offer, together with an enrolment fee of £2,700 (+ VAT) prior to the issue of a CAS.

Accessibility

In accordance with our equal opportunities policy, the School will make reasonable adjustments to the admissions process for a particular pupil and, where applicable, to the School's provision for specific learning needs in so far as these can be met given the nature and character of the School. Parents should contact Admissions to discuss any special arrangements which would be required in respect of the assessment process.

Assessment

Admission is dependent on achieving an acceptable standard in an assessment or examination appropriate to the applicant's age group and academic pace of the school, as well as the availability of places.

Due consideration is given to a candidate's educational background in assessing a pupil's achievement of an acceptable standard and to maximising access for pupils for whom the School can add value.

Entrance assessments are conducted at the School. In exceptional circumstances, assessment may be taken in the girl's own school with an approved invigilator. In such cases we issue guidelines to the school on the procedure.

We do not publish past papers.

Girls are offered places at NGHS on the basis of successful performance in our entrance assessments. We do not operate any quota system. Priority is not given to pupils with siblings.

Entry into Nursery

Girls may join the Nursery as soon as they turn 3 years of age. Prior to this they are invited to attend a 'Stay and Play' session. They will be observed by the nursery staff who informally assess social and developmental skills. Parents are invited to meet the Head of Junior School.

Entry into Reception

Girls are invited to join one of our current Reception classes for a 'Ready for School' session. This will include a variety of learning activities to informally assess social and developmental skills. Parents are invited to meet the Head of Junior School.

Entry into Years 1-6

Girls are invited to spend a day in class with the appropriate year group. The day will include class-based learning tests and some specialist assessments in Maths and English.

Entry into Years 7, 8, 9 and 10

Candidates are asked to complete papers in English and Mathematics, and an online cognitive abilities test.

Entry to the Senior School from NGHS Junior School

Pupils automatically progress from Year 6 to Year 7 unless we have reason to believe that they are unlikely to succeed or flourish in the Senior School. Where it is deemed that the pupil is academically unsuited to the Senior School, discussions will be held with parents in Year 5 or earlier to advise them on other options. Year 6 pupils who joined NGHS after the start of Year 5 may be required to sit the Year 7 entrance examination.

Entry to the Sixth Form

Entry criteria are published on our website. We require an average of Grade 6 across eight subjects at GCSE, including English and Mathematics, with Grade 7 in some subjects to be taken at A level.

Entry to the Sixth Form from NGHS Year 11

The entry criteria apply to current as well as prospective pupils. The School will contact the parents of any current pupil about whom there is concern after the mock GCSE examinations.

Scholarships

- All girls applying for 11+ entry are automatically considered for an Academic Scholarship on the basis of the result of the January entrance examination.
- A Sixth Form Academic Scholarship is awarded based on GCSE results.
- Key Stage 3 Music Exhibitions (offering free tuition) are available to girls in Year 7.

Bursaries

Girls are considered for a bursary if they have submitted the online bursary application form and meet the GDST criteria.

No financial assistance is available for girls in the Junior School. For further information on the GDST Bursary Scheme, please contact Admissions.

Key Stage Transfers

As set out in the GDST parent contract, continuity of education is anticipated normally throughout each age range (i.e. the Junior and Senior Schools) and at the key stages of transfer unless in the opinion of the Head, after due deliberation, 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. Fees in lieu of notice will not be charged in respect of any pupil who has been notified that transfer into the next stage may not be possible.

References and reports

We liaise closely with the applicants' current schools and require the Head of an applicant's school to provide a confidential report. No confirmed place is normally offered until such a report is received. We ask parents and schools to provide any information which will help us to make our decision and then to cater well for each girl. This includes any existing assessment of need for individual support.

Parents considering transferring their daughter from another school must inform the other school of their plans to enter their daughter for our examination and fulfil all financial obligations to that school.

Offers

The decision to admit each pupil is taken by the Head. Each application is carefully considered. In the case of entry to the Sixth Form (Year 12) places are always conditional on attainment of specified GCSE grades.

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 examination, in which case a registration fee is payable again. Places cannot normally be held over.

We do not release or publish details of results. Furthermore, parents are not entitled to see the examination scripts as these are exempt from disclosure under GDPR (General Data Protection Regulation).

Acceptance

Parents who wish to accept an offer are required to sign an agreement accepting the terms and conditions of the GDST. Parents, or those assuming parental responsibility, are required to sign the parent contract accepting responsibility for the payment of fees even if fees are payable by another party.

A pupil cannot start until the parent contract has been signed and submitted.

Inter GDST school transfer

There is no automatic right of transfer from one GDST school to another; however, the transfer of existing GDST pupils between GDST schools, for example as a result of relocation or the need for boarding facilities, may be arranged.

Any such transfer will be subject to: the availability of a place; and the professional judgement 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 do vary from one school to another and from one year to another.

Fees

Fees are set each year by the GDST and are non-negotiable.