



ADMISSIONS POLICY AND PROCEDURES

Owner	Headteacher and Registrar
Authorised by	Headteacher and Governors
Dated	September 2018
Review	September 2019

POLICY

At Derby High School we seek to ensure that every child admitted to the school will thrive in an environment of high expectation in both academic and extra-curricular pursuits, be able to benefit from the rounded education provided and be happy within the school community.

We recognise our duty to embrace diversity and to work to overcome prejudice; we do not discriminate on grounds of diversity, gender, sexual orientation, race or religion. We seek to offer places to those whom we believe will contribute positively to our community and whom we can educate and safeguard within our own teaching, pastoral and learning support structure.

Every child is an individual and each application for entry to the school is considered separately. In addition to academic testing for entry, the school will assess the needs of any prospective pupil with a disability and, in consultation with the child and his/her parents, make a decision about whether the school can make sufficient reasonable adjustments to support the disability. Those adjustments are to support the appropriate educational opportunity through access to the environment, curriculum and wider school activities as well as to meet the school's broader responsibilities to a broad and balanced education. The school understands that circumstances can change so a similar assessment and review would be conducted for any current pupil who becomes disabled after entry to the school. Any provision made is subject to review at regular intervals to ensure it is still fit for purpose.

(See also DHS Accessibility Policy)

At Derby High School all children are expected to attend assemblies and collective acts of worship, which are in the Anglican tradition, however, children of other faiths and no faiths are welcomed into the school community. All children must also abide by the school's uniform code.

All prospective pupils and their parents are expected to be in sympathy with Derby High School's ethos and aims (which can be accessed via our website, are available on request and are included in the Parent Handbook) and co-operate with the teaching and support staff in order to achieve them.

Prior to entry, parents are expected to disclose any learning support assessment, identified need, medical condition, behavioural issue or disability, which might make it difficult for their child to access fully the educational provision of the school. Failure to disclose such information would constitute grounds for the withdrawal of an offer of a place at the school. It is important to establish a full partnership with parents, based upon mutual honesty and respect, in order to promote the interests of all pupils.

We reserve the right to make direct contact with any previous school or educational establishment and to request a confidential report on any applicant to the school. This will ask for comment on academic progress to date, attendance issues, involvement in the broader life of the school and general behavioural standards. Where a child is transferring from another fee-paying school, an offer of a place is subject to a check that fees owing to the previous school have been paid.

Progression from one part of the school to another is expected but cannot be guaranteed: there are occasions when such progression is not in the interests of either the child or the wider community. In such circumstances we inform parents well in advance and offer guidance as to future options for schooling.

All decisions about entry to the school and progression from one part of the school to the next are ultimately at the Head's discretion.

PROCEDURES

BOYS AND GIRLS UNDER 11 YEARS OF AGE

We do not have a specific date when pupils of primary age are assessed. Arrangements are made on an individual basis at the mutual convenience of parents and the school.

Briefly the process is as follows: -

1. Contact the Registrar, to arrange to see the Head and to tour the school. Parents will meet the Head and Head of Primary and be shown the Primary Department. Parents of girls will also have the chance to tour the Senior School.
2. If you would like your child to be considered for entry into the school, complete the Registration Form and we will arrange a date for assessment.
3. Your child will spend a day (or a half day for the youngest pupils) with us during which time he or she will be assessed. You will be contacted shortly afterwards in order to let you know if we can offer your child a place.
4. All places are subject to availability.

GIRLS WHO WILL BE 11+ (YEAR 7)

Internal pupils

Girls who are currently in Year 6 in our Junior School are regularly assessed throughout the Junior School and confirmation of a place in Senior School will be made for most girls without formally sitting the entrance tests. However, the tests will still be completed in January to provide information for the Senior School. Occasionally, there is concern about whether the pace and level of the Senior School curriculum is right for the child. In such cases, there will be a requirement to sit the entrance tests as final confirmation as to whether or not a place will be offered. Parents will have been kept informed of the situation in advance.

Internal pupils who wish to apply for a scholarship (Academic, Sport, Drama, Music or Art & Design) do so in the same way and with the same time-scale as external candidates. See below.

External pupils

The majority of external candidates sit the Entrance Examination in January. (Pupils are occasionally tested later than this but this is dependent on places still being available.) Girls wishing to sit the Entrance Examination must first have registered and paid the non-refundable registration fee of £100. The Entrance Examination is designed to discover not only the student's knowledge but also potential for future progress

Tests

Tests are set in Non Verbal Reasoning (NVR), English and Mathematics. These are nationally standardised tests and are intended to be taken by pupils who come from a variety of school backgrounds. Standardised scores reflect a candidate's performance, adjusted for age and related to the average performance across the country. The 'average' score is 100. We look carefully at the standardised tests when considering the offer of a place, but there is no 'pass mark' as such. We are looking to assess overall performance and both academic and extra-curricular potential. We want girls who join us to be happy in their work and also to play a full part in the broader life of the school. We request a reference from a candidate's current school and girls have a short discussion about their interests and achievements with a senior member of staff on the day of the Entrance Examination.

Process

In November, all external girls registered for the Entrance Examination are sent an information pack. This includes examples of the style of each paper and a form to be completed. Girls should indicate whether they wish to be considered for a Music, Art & Design, Drama or Sport Scholarship and whether they wish to sit the Academic Scholarship papers. Girls applying to sit the Academic Scholarship papers will be sent an example of each of the two papers. **Scholarships can only be awarded to girls who sit the Scholarship papers in January.**

Girls registered to take the Entrance Examination will be invited to drama and music events in the Autumn Term and will be invited to one of several Taster Days with our current Year 6 pupils towards the end of the Autumn Term. Year 6 pupils, both internal and external, are invited to a Senior School Discovery Day in October. We encourage all external applicants to have a tour of the school with their parents and to meet the Head. (See timescale overview for Year 7 Entry in **Appendix A**)

Scholarships & Awards

Scholarships will usually be between £1000 and a maximum of £2500 and are awarded to girls with outstanding academic potential or particular talent in music, art & design, drama or sport. The number of awards made and their value will vary from year to year. The school reserves the right to review all awards annually in the light of the effort and performance of the award-holders. Girls can hold only one award in addition to any Assisted Place but this will not exceed a total of 50% of the full school fees. **Any remission offered applies to the basic fees, not any extras.**

Academic: All girls wishing to be considered for an Academic Scholarship, whether internal or external, must sit the Scholarship papers. One of these papers will be a 15 minute General Knowledge paper and the other will be a 45 minute Reasoning Paper. The Scholarship test is optional; it should be noted that the Scholarship papers are intended for high academic achievers. **External applicants should only consider sitting the Scholarship papers if they attain highly in both English and Maths.** The Head of Primary will advise whether pupils are of the right level to consider entering for an Academic scholarship; if parents are unsure they should arrange to speak to the Head of Primary before submitting an application.

Sport: Girls submit an application form listing sporting achievement and participation and a reference from a teacher or coach. Shortlisted candidates are then invited to the trials session where they talk to the Head of PE and demonstrate their own sport and their fitness in a group session.

Music: Girls submit an application form listing their musical achievement and participation and grade exam levels. Shortlisted candidates are invited to audition; they perform one piece of music on each instrument/voice, sight read on one instrument, have an aural test and an interview with the Head of Music.

Drama: Girls submit an application form listing their achievement and participation in drama and a reference from a teacher or drama coach. Shortlisted candidates are invited to an audition and interview with the Head of Drama.

Art & Design: Girls submit an application form and, on the basis of this, will be shortlisted and invited to bring a portfolio of their work to an interview with the Head of Art and Head of Design Technology and to undertake a drawing task.

Application forms for these awards must be completed by the child.

ENTRANCE IN YEARS 8 - 11

If places are available, we accept applications for entry at any time during Y7 – early Y10. Entry mid-way through GCSE is dependent on testing and on the compatibility of courses and any controlled assessment necessary. Parents are asked in the first instance to contact the Registrar, to arrange to meet the Head and have a tour of the school. Girls are encouraged to come and spend a Taster Day with their year group. On receipt of the registration form and registration fee, girls will then be asked to spend a day in school, the first part of which involves taking assessment papers in maths, English, science (Y9 only) and a modern foreign language as well as a non-verbal reasoning test. Break and lunchtime are spent with girls from the relevant class, as are afternoon lessons. There is no pass mark as such - we are looking for current levels of performance and potential. Assuming a satisfactory performance on the assessment tests and reference from the current school, the offer of a place can then be made. About two weeks will normally be allowed for parents to decide if they wish to accept the place.

SIXTH FORM ENTRY

Our Sixth Form is open to any girls who meet the entry criteria. The expected minimum grade requirement is seven full GCSE passes at grade A* - B (including English and Maths at grade 5 and above), in addition to meeting any subject specific requirements listed in the 'Introduction to the Sixth Form' booklet, which is published annually.

The Admissions Process

Please ring or e-mail 01332 514267 or admissions@derbyhigh.derby.sch.uk to arrange a tour of the school with the Head and one of our Senior Prefects. We also encourage potential Sixth Form pupils to attend our Sixth Form Open Evening in October. If, after a visit, parents wish to take their daughter's application further, they will need to register her with the school, for which there is a fee of £20.

On receipt of the registration form a Taster Day will be arranged. This gives prospective pupils the opportunity to meet girls in Year 11 and Lower Sixth (Year 12), go to some Sixth Form lessons in subjects in which they might be interested and spend time in the Sixth Form Common Room. They will also sit a short reasoning paper and meet the Head of Sixth Form and the Head.

Girls interested in applying for a scholarship or an award will usually spend an additional morning in school to be assessed for these awards, usually within two weeks of their Taster Day. It may sometimes be possible for assessments for awards to take place on the Taster Day. All applications are handled individually and, as far as possible, we tailor arrangements to individual needs.

After the Taster Day and, if applicable, the assessment for an award, the Head will write with a formal offer of a place, provisional to the entry requirements being met and subject to a satisfactory reference from a girl's current school. Offers usually need to be accepted or declined within two weeks of the offer letter being sent out.

Sixth Form Scholarships and Awards

A wide variety of scholarships and awards is available, the details of which are given below. Scholarships usually range in value from £1000 - £2500. We also have an Assisted Places scheme – see detail below.

All girls applying for an Academic Subject Scholarship will take two short core papers in English and Maths & Reasoning to demonstrate competency in the written and numerical thought processes that A Level study demands. In addition to the core papers, girls will choose one or two optional units and will be interviewed by the Head. The first option must be a subject they intend to take at A level. The second option may be a subject which they wish to take at A level, although this is not obligatory. Applicants may ask to be considered for a scholarship in either or both of their option subjects but they must take the subject for A Level if they accept an award in it (see also **Award of Scholarships**). Art & Design students will be expected to submit a portfolio of their work and will be interviewed. Music candidates will submit a composition and have a practical audition, interview and written task. For both of these, candidates may also choose a second optional paper, as with other subject scholarships. The details of each subject specific paper will be published with the scholarship application forms. Subject specific scholarships will be awarded to girls who perform well in both core papers and exceptionally well in one optional paper; they are not automatically awarded in each subject area every year.

Please be aware that Subject Scholarships are aimed at pupils who can demonstrate outstanding achievement and potential in their chosen option, therefore it is only sensible to apply for a subject in which they are very likely to achieve a good A* grade at GCSE.

Award of Scholarships

If a girl demonstrates outstanding performance in two optional papers, together with the core papers and gives a strong performance at interview, she will be considered for a Major Academic Scholarship linked to both subjects; in this case she would be expected to take both subjects at A level.

All scholars will be expected to show commitment to their chosen subject and help to support younger girls and raise the profile of the subject in school; it is clear, therefore, that if a girl who has been awarded a subject specific scholarship decides not to take that subject at A level, she will no longer qualify for the scholarship.

Sport, Music, Drama, All-rounder and Headteacher's Awards

In addition to the Academic Scholarships that are available in PE, Music and Theatre Studies, we also offer Sport, Music and Drama Awards.

In sport, talented sportswomen of county standard can apply for a Sports Award which will be decided on the basis of their application form and a discussion and trial with the Head of PE.

A Music Award can be applied for by a talented musician who is prepared to demonstrate a high level of commitment to the musical life of the school. The award will be made on the basis of the strength of the audition and an interview with the Director of Music. Applicants will normally be expected to offer at least one instrument at Grade 6 or above.

A Drama Award can be applied for by a talented actor or key member of a backstage/lighting team who can demonstrate talent and a commitment to drama within school. The award will be considered on the strength of an audition and an interview with the Head of Drama.

Applicants for these awards are not required to study the subject at A Level or to sit the scholarship tests.

All-rounder awards are aimed at girls who may not show outstanding potential in any single subject area but who can demonstrate a number of achievements and a high level of commitment to a range of areas of school life. They will be decided on the basis of the written application and an interview.

Headteacher's Awards may be made at the discretion of the Headteacher. They may be made to girls who have not received any other scholarship or award but who, in the view of the Head, are likely to make a significant contribution to the life of the Sixth Form. They may also be made to girls who achieve outstanding GCSE results but have not received an academic scholarship.

Awards will not automatically be made in each area every year. Girls may apply for both subject scholarships and awards but once one has been awarded other applications are discounted – only one award can be held per person.

ASSISTED PLACES Y7 – U6

Derby High School runs its own Assisted Places scheme, which is designed to enable girls who would not otherwise have the means to take up a place to benefit from the education on offer at the school. These are limited in number. They are awarded to girls who demonstrate academic potential and who will contribute fully to the life of the school. The level of fee remission will not exceed 50% and is subject to means-testing, for which parents will be requested to supply proof of income and investments. Any remission offered applies to the basic fees, not to any extras. All Assisted Places are subject to annual review, and are generally renewed unless there has been a significant change in the financial circumstances of the parents. Parents wishing their daughter to be considered for an Assisted Place are asked to indicate this when returning the registration form.

YEAR 7 ADMISSIONS PROCESS KEY DATES

Appendix A

External Pupils

October	Senior School Discovery Day for Year 6 pupils followed by Parent and Pupil Café and informal Information Session in the Wessex Hall
Late November	Practice papers and scholarship application pack sent out to all pupils who have registered (Academic, Music, Sport, Art & Design and Drama). Assisted place application forms available from the Bursary for early consideration.
November/December	Taster days with Year 6 available including a tour in the Senior School.
Early January	Scholarship applications due in. Practice papers will be provided on receipt of application for the Academic Scholarship.
Mid-January January	Auditions for Drama, Sport, Art & Design and Music Scholarships (for shortlisted candidates).
Mid-January	11+ Entrance and Academic Scholarship Examinations.
Early February	Offer letters sent out. Early acceptance of places is appreciated.
Early March	Acceptance deadline for offers. This will be after state school places are known to parents.

Internal Pupils

October	Senior School Discovery Day for Year 6 pupils followed by Parent and Pupil Café and informal Information Session in the Wessex Hall
Late November	Scholarship application pack sent out to all pupils (Academic, Music, Sport, Art & Design and Drama). Assisted place application forms are available from the Bursary for early consideration.
December	Priority formal offers of a place in the Senior School are sent out.
Early January	Scholarship applications due in. Practice papers will be provided on receipt of application for the Academic Scholarship.
Mid-January	Auditions for Drama, Sport, Art & Design and Music Scholarships (for shortlisted candidates).
Mid-January	Academic Scholarship Examination.
Early February	Scholarship result letters sent out. Early acceptance of places is appreciated.
Early March	Final acceptance deadline for all places (both internal and external).