Sydenham & Dulwich Girls

GDST
GIRLS' DAY SCHOOL TRUST

Admissions Policy
Whole School

1 Introduction

As a member of the GDST Sydenham & Dulwich Girls is committed to equal opportunities in education and adheres to the GDST Admissions and Equal Opportunities Policies.

2 Aims and objectives

We are an inclusive school that welcomes pupils from all backgrounds.

The restrictions we place on entry are those of biological sex, academic ability and the ability to play a full part in the ethos of the school. If the number of pupils applying for entry exceeds the number of places available, we use the procedure set out below to determine whether a pupil is accepted or not.

The level of ability of a pupil or any special needs that she may have play a part in the admissions policy of this school whilst paying due regard to the Disability Equality Act. Every effort will be made to accommodate a child's needs where this is possible, including in arrangements for entrance tests (see section 5).

At Senior School and Sixth Form all applications are treated on academic merit including those pupils applying with an EHCP, and confirmation of a place is subject to a satisfactory report from the candidate's current school with respect to her academic attainment, her work, her attitude and her behaviour.

3 Process & fees

The school publishes information on its website, including an online Admissions Guide, which gives information about how parents can apply for a place in the school. Applications should be made online through the school's website and should be completed by the date stipulated on the website. A non-refundable fee of £150 (£240 for international pupils) is required for all applications, in order to process the application.

On acceptance of a place, a deposit of £1250 is required, and parents at all entry points will be invoiced for a term's fees before the September start. Fees in Lieu (the cost of one term) are due if a pupil withdraws after the start of the summer term (see Terms & Conditions for full details). For interim joiners, parents will be invoiced prior to their daughter's start date. For internal pupils moving from Year 6 into 7 and Year 11 into 12, no additional deposit is paid; however, a term's notice must be given so as not to incur Fees in Lieu i.e. notice is to be given before the first day of the summer term.

* *See Appendix A – GDST Admissions Policy*

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Junior School

The school notifies parents about the assessment dates as soon as the applications have been received.

4+ (Reception)

Pupils enter school in the academic year they become five. There is usually only one admission date per year, early in September (i.e. at the start of the school year). Parents who would like their daughter to be admitted to this school during the year she is five should complete the necessary application by the closing date on the website prior to the September entry.

Assessments usually take place in December and January prior to September entry, but can be arranged at other times if parents are looking at interim vacancies.

7+ (Year 3)

Pupils enter school in the academic year they become eight. There is usually only one admission date per year, early in September (i.e. at the start of the school year). Parents who would like their daughter to be admitted to this school should complete the necessary application by the closing date listed on the website prior to the September entry.

Assessments usually take place in January prior to September entry, but can be arranged at other times if parents are looking at interim vacancies.

Infant class size

Infant children (aged four to seven) are taught in classes with a maximum number of 22 children.

Senior School and Sixth Form

The school acknowledges receipt of applications and notifies parents of interview dates as soon as a completed application form has been received.

Pupils usually enter Senior School and Sixth Form in Year 7 and Y12. Applications should be made during the Autumn term of Year 6 and Year 11.

Academic Scholarships are awarded based on a candidate's overall performance throughout the entrance assessment process completed during the admissions cycle.
Bursary applications are assessed by the GDST and are awarded based on parental income, assets and the child's performance in the entrance assessments.

Each school has a cash-limited budget each year and so inevitably awards cannot be made to all those who qualify on academic grounds. After the exams the Head will write to successful candidates with the offer of a place and at the same time indicate whether a scholarship is to be awarded, or a bursary is available.

Internal Applicants (Current Year 6 and Y11 Pupils)

As a through school, current Year 6 and Y11 pupils are not required to apply for a place in the Senior School and Sixth Form. Internal assessments are arranged automatically.

Applications for Scholarships (Art, Drama, Music and Sport) and Bursaries must be submitted by the deadline indicated on the website .

Senior School
Internal 11+ Academic Scholarship Assessments are arranged by the School, and all internal pupils are expected to participate in the assessment process. The process includes:

- Writing & Activity Session
- GL Assessment (Verbal Reasoning, Non-Verbal Reasoning, Quantitative Reasoning and Spatial Reasoning)
- One-to-One Interview

External 11+ Applicants must submit an application by the deadlines published on our website. The 11+ Entrance Assessment takes place in January prior to September entry and includes:

- Writing & Activity Session
- GL Assessment (Verbal Reasoning, Non-Verbal Reasoning, Quantitative Reasoning and Spatial Reasoning)
- All applicants are also required to attend an interview.

Sixth Form
16+ Internal and External Academic Scholarships are arranged by the School, and all internal pupils are expected to participate in the assessment process.

Interim entry assessments can be arranged throughout the year if a vacancy is available in the appropriate year group.

Conditions of entry

Entry is conditional on a candidate meeting the required standard in the Application, Interview, Entrance Examination and subject to a satisfactory report/file from the candidate's current school both with regard to academic achievement, attendance and behaviour whilst attending that school.

We reserve the right not to disclose candidates' exam marks or their place on the merit order.

It is not school practice to make available copies of Entrance Examination question papers or to return or photocopy candidate's scripts, or print online examination responses where applicable.

If we do not offer a pupil a place at the school it is due to:

- a candidate not meeting the required standard in the Entrance Procedure
- an unsatisfactory report from candidate's previous school
- a professional judgement taken at interview or during school interaction that a candidate's behaviour would adversely affect group dynamics in the classroom
- the school being oversubscribed and having no places available in the year group

Candidates with an Education, Health and Care Plan (EHCP)

If a candidate has a current or draft EHCP, this must be sent to the school as part of the application process. Parents / guardians are advised to speak with the school registrar in the first instance.

Candidates who have an EHCP should follow the standard admissions procedure. However, parents/carers should be aware that unless formal consultation between the school and the local education authority is carried out, we may be unable to make a decision as to whether need(s) can be met.

Candidates with an EHCP are required to meet the school's academic standards and must sit the entrance examination. We will make an offer where we can meet a child's needs.

4 Continuity of education for pupils at Sydenham & Dulwich Girls

Continuity of education is anticipated normally throughout each age range (i.e. the Junior and Senior Schools) and at the key stages of transfer (for example from Junior to Senior School and entry to the Sixth Form). However, this will not apply if, after due deliberation, it is the opinion of the Head that 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. If this is the case then:

- No less than one term's written notice will be given to the Parent/Guardian/Carer on or before the first day of that term.

- In the case of Year 6 – Year 7 transfer the parent will be advised in writing before the end of Year 5 of the standards to be attained for entry into Year 7. If the transfer is not considered desirable at least one term's written notice will be given.

- It is expected that pupils transferring from Year 11 to 12 will have met the relevant entry requirements for their chosen A level subjects. Sixth Form applicants should expect to achieve a minimum of six GCSE passes at grades 9 to 6 in the summer before entry, including a minimum of a grade 6 in both English Language and Mathematics.

5 Candidates requiring access arrangements for the entrance examinations

Parents seeking examination access arrangements for a candidate must indicate this at the time of application and send written details to the Admissions team, subsequent to submitting their application online.

Parents must provide:

- Evidence that the requested arrangements are the candidate's 'normal way of working' in their current setting. This may take the form of an official letter from a senior teacher or the SENDCo at the candidate's school.
- Evidence of the need for these arrangements.

The Learning Support Department will consider all requests and the school will contact parents to discuss the child's needs and suitable arrangements if required. In all cases, parents will be notified of the school's decision regarding examination access arrangements in advance of the examination.

Candidates with a current cognitive assessment (for example, from an Educational Psychologist) that specifically recommends extra time will usually be granted this adjustment.

For the written assessment, approved extra time will be provided where appropriate.

The GL Assessment is completed online and includes Verbal Reasoning, Non-Verbal Reasoning, Quantitative Reasoning and Spatial Reasoning. As this assessment is delivered digitally and may use adaptive testing, additional time is not always required or available in the same way as for traditional written examinations. Each request for access arrangements will therefore be considered on an individual basis, taking into account the pupil's normal way of working and the guidance applicable to the assessment. Parents are encouraged to discuss any access arrangements with the Admissions Team in advance of the assessment.

The assessment must have taken place within 26 months of the date of the examination and comply with JCQ regulations.

A candidate with a specific physical disability or chronic and long term medical condition may be allowed a similar time concession if supported by a specialist report from an appropriately qualified professional , e.g. a hospital consultant or a paediatrician. We will also make every effort to ensure that any physical needs are met. In all cases, parents are required to provide evidence that this is their daughter's normal way of working within their current setting.

Candidates with extra time and/or another specific requirement usually sit their exam in a smaller venue.

Exam concessions cannot be arranged, nor concession arrangements altered, after the end of the Autumn term.

6 Other

A pupil transferring from another GDST school will be considered a special case unless she is applying for entry in Year 7. In other year groups she will normally have priority over other applicants. She may still be required to sit tests in certain subjects to decide which teaching groups to place her in.

If two candidates meet all of our requirements and yet insufficient places are available, we may give priority in the order of a) siblings of pupils currently attending the school b) pupils transferring from other Trust schools c) siblings or children of former pupils of the school. In the event of twins or multiples applying to the school where one or more children are unsuccessful, the Head will consult with parents in advance of making any offers.

A pupil will not be admitted to the school if there are outstanding fees to be paid to another school. The school also 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.

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 the candidate's behaviour and attitude.

The passport of all children enrolling at the school will be checked before a child commences at the school. In the absence of a passport, a birth certificate should be submitted.

7 Appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school. The Head's decision on admissions will be final in all cases.

Related policies:

Exclusion Policy

APPENDIX A

GDST ADMISSIONS POLICY

Admissions: Council 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).

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