

## TABLE OF CONTENTS

# Brighton Girls GDST

## ADMISSIONS AND KEY STAGE POLICY

### Document Control

**Document Owner & Contact Person :**

Leigh Ward  
Director of Finance & Operations

**School:**

Brighton Girls GDST – Whole School

**Version:**

03

**Valid as of:**

September 2019

**Last Review:**

March 2018

1.	PURPOSE & APPLICABILITY.....	2
2.	LIST OF ABBREVIATIONS & MEANINGS .....	2
3.	POLICY STATEMENT .....	2
3.1.	INTRODUCTION.....	2
3.2.	EQUAL OPPORTUNITIES .....	2
3.3.	ADMISSIONS POLICY .....	2
3.4.	ARRANGEMENTS FOR ADMISSIONS.....	3
3.4.1.	THE ADMISSIONS PROCESS:.....	3
3.4.2.	INITIAL ENQUIRY .....	3
3.4.3.	APPLICATION FOR ENTRANCE TEST .....	4
3.4.4.	OFFER.....	10
3.4.5.	ACCEPTANCE & OFFICIAL ADMISSION .....	11
3.5.	FURTHER ARRANGEMENTS.....	11
3.5.1.	SPECIAL NEEDS EDUCATION .....	11
3.5.2.	INTER-SCHOOL TRANSFER (GDST).....	12
3.5.3.	KEY STAGE TRANSFERS.....	12
I.	NURSERY TO KEY STAGE 1.....	13
II.	KEY STAGE 1 TO KEY STAGE 2.....	13
III.	KEY STAGE 2 TO KEY STAGE 3.....	14
IV.	KEY STAGE 3 TO KEY STAGE 4.....	14
V.	POST-16 TRANSFER .....	14
3.5.4.	SIBLINGS.....	14
I.	GENERAL ELIGIBILITY.....	15
6.	APPENDIX.....	16
7.	DOCUMENT HISTORY .....	16

## 1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made in relation to admissions and key stages.

This policy is applicable to Brighton Girls GDST – Whole School.

### LIST OF ABBREVIATIONS & MEANINGS

EYFS	Early Years Foundation Stage
GDST	Girls Day School Trust
SEN	Special Educational Needs

<b>May / Should</b>	Advisory
<b>Shall / Must</b>	Mandatory

## 2. POLICY STATEMENT

### 2.1. Introduction

As a member of the Girls' Day School Trust, we are serious about providing the broadest education for girls, embracing academic success for all, along with the development of self-confidence and essential life skills to succeed in a changing world.

The GDST is the leading network of independent girls' school in the UK. A charity that owns and runs 23 schools and 2 academies, it reinvests all its income in its schools. Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women.

### 2.2. Equal Opportunities

The Council of The Girls' Day School Trust and Brighton Girls GDST are committed to equal opportunities in education; admissions to GDST schools will adhere to the Trust's Equal Opportunities Policy.

Brighton Girls GDST is bound by its policy of commitment to equal opportunities in education, therefore no pupil at or applicant to the school should receive more or less favourable treatment on grounds of race, nationality, sexual orientation, colour, ethnic or national origin, religion or creed.

### 2.3. Admissions Policy

The admissions policy of the Council of the Girls' Day School Trust (the "GDST") is that:

1. GDST schools shall be open to all pupils considered by the Head to be capable of benefiting from the education provided at the school and of contributing fully to the life of the school (as more particularly described below);
2. 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. Such examinations and tests are expected to be free of bias, as detailed in the GDST Equal Opportunities Policy;
3. Due consideration should however be given to educational experience in assessing pupils' achievement of an 'acceptable standard', and to maximising access for pupils to whom the school can add value;
4. GDST Schools do not accept pupils under the age of rising three (unless agreed by the Head with GDST). 'Rising threes' are children who are registered pupils at a school and have not reached the age of three but will do so before the end of their first term at school. There are three cut-off dates for the end of a school term: 31 August, 31 December and 31 March.
5. In relation to Prep schools, candidates will be admitted who are considered likely to progress through the usual pathways for pupils attending the school. In most cases, in the all-through context, this will be the standard required to enter the senior school in due course, or to follow a range of complementary transfer routes;
6. In relation to senior schools, candidates will be admitted who are likely to qualify for further education at post 16;
7. In relation to the sixth form, entry is governed by the school's published criteria. These include, typically, 6-8 good grades at GCSE and specified GCSE grades (B, A or A\*) in subjects chosen for A level study.

#### 2.4. Arrangements for Admissions

##### 2.4.1. The admissions process:

1. Initial enquiry
2. Application for entrance test
3. Offer
4. Acceptance
5. Official admission

##### 2.4.2. Initial Enquiry

After reviewing the school's prospectus it is recommended that prospective pupils and their parents/guardians visit the school. This will provide an opportunity to see the school in

action, meet staff and students and have any questions answered. Visits can take place either by individual appointment or by attending one of the published Open Days.

An application form can be requested by contacting the school's External Relations Manager, Rebecca Findlay, on 01273 280280, or via email on [admissions@brightongirls.gdst.net](mailto:admissions@brightongirls.gdst.net) or [r.findlay@brightongirls.gdst.net](mailto:r.findlay@brightongirls.gdst.net). The school's online application is available at [www.brightongirls.gdst.net](http://www.brightongirls.gdst.net).

For all admissions enquiries and appointments to meet the Head please contact the school's External Relations Manager, Rebecca Findlay, on 01273 280280, or via email on [admissions@brightongirls.gdst.net](mailto:admissions@brightongirls.gdst.net) or [r.findlay@brightongirls.gdst.net](mailto:r.findlay@brightongirls.gdst.net).

All school fees are listed separately and can be found via the website or on the Fees Sheet publication.

#### 2.4.3. Application for Entrance Test

##### a) Nursery (ages 3+ - 4+)

For Nursery applications, the application form should be completed online at [www.brightongirls.gdst.net](http://www.brightongirls.gdst.net). A non-refundable application fee of £35 is required at this stage. An Application Form is available upon request and should be returned for the attention of Rebecca Findlay together with the application fee.

After the application has been made prospective pupils will be invited in for a Taster Day.

Brighton Girls GDST conduct teacher-led informal assessments and after this an offer of a place will be made by the Head of Prep.

For Nursery pupils starting in September Brighton Girls GDST have a Welcome Day for new pupils in the summer term so they can meet their new classmates and teachers and familiarise themselves with the school before the start of the autumn term.

##### b) Pre-Prep & Prep (ages 4+ - 11+)

For Prep applications, the application form should be completed online at [www.brightongirls.gdst.net](http://www.brightongirls.gdst.net). A non-refundable application fee of £100 is required at this stage. An Application Form is available upon request and should be returned for the attention of Rebecca Findlay.

After the application has been made prospective pupils will be invited in for a Taster Day.

Subsequently, prospective pupils will be invited in for a Taster Day and Assessment which is designed to look for potential. Brighton Girls GDST conduct teacher-led informal assessments for entry into Reception to Year 2 and short assessments for Years 3 to 6 in Verbal Reasoning, and Non Verbal Reasoning.

Brighton Girls GDST also have a Welcome Day for new pupils in the summer term so they can meet their new classmates and teachers and familiarise themselves with the school before the start of the autumn term.

c) Senior School (ages 11+-16+)

For the Senior School, applications should be completed online at [www.brightongirls.gdst.net](http://www.brightongirls.gdst.net). A non-refundable Application Fee of £100 is required at this stage.

Paper applications are available upon request and should be returned together with the appropriate fee (£100) to the External Relations Manager, Rebecca Findlay. After this, prospective pupils will be invited to take the entrance test which is scheduled to take place in January. There is also an overspill date during the following week for those unable to attend. Applications are accepted after this date when there are unfilled places.

i. Entrance Test

Girls entering at Year 7 sit our own entrance assessments in English, Mathematics and Verbal Reasoning (VR) papers. Brighton Girls GDST will not penalise applicants who have not had specialist teaching in these areas and does not recommend additional tutoring in preparation. Brighton Girls GDST aim to make the morning as relaxed and stress free, mindful of the age of applicants. Although there is no formal interview our Senior Leadership Team meet with all girls attending our Assessment Day.

A careful assessment of a girl's performance across all three papers and these informal interviews is undertaken prior to offering places.

A confidential reference from the Head Teacher of a candidate's current school may also be requested.

The Assessment Day is held in the January of the year of entry.

For girls who cannot attend our Assessment Day although a formal interview is not required, we must have met a candidate before a firm offer is made.

A Briefing Paper summarising the subject knowledge and skills we assess is available on request from the Admissions on [admissions@brightongirls.gdst.net](mailto:admissions@brightongirls.gdst.net)

If your daughter performs well in the entrance papers, you will receive written confirmation of an offer in early February which will include the date by which the offer must be accepted to secure her place.

Academic Scholarships are adjudicated on the results of our Entrance Examinations. This is an automatic referral, and all candidates are included. The Head will then invite pupils in for interview.

#### Scholarships and Awards

##### Academic Scholarships

A small number of academic scholarships each year will be awarded to girls who perform very highly in the Entrance Examination taken in January of Year 6. There is no need to apply for these separately.

##### Temple Scholarships

A small number of Temple Scholarships are awarded to candidates who we believe will make a significant contribution to the life of the school. We are looking for girls who will inspire their peers and act as ambassadors both for Brighton Girls and the Girls Day School Trust.

Areas for particular consideration are music, sport, drama, dance, art or any other activity to which the candidate brings a special enthusiasm or interest. Girls may apply for up to three areas for consideration.

Candidates will be initially assessed on the basis of a completed Temple Scholarship application form alongside their performance in the entrance Assessment.

##### Bursaries and the Girls' Day School Trust

Both the Girls' Day School Trust and Brighton Girls were founded by philanthropists committed to making outstanding education available to young women – a legacy we are proud to continue today. We believe every girl who is bright and eager to learn should be given the opportunity to fulfil her potential regardless of financial circumstances. We therefore offer a limited number of bursaries to assist girls joining us in Year 7 and Year 12.

These means-tested bursaries are called Brighton Awards, and it is essential that families who may wish to explore financial support options contact our Admissions Department well in advance of the proposed date of admission, so that they have the greatest chance of being considered for the limited funds available. We regret that we are unable consider late requests for additional funding support and all published deadlines will be adhered to.

Bursaries are available only in the Senior School and will only be awarded at 11+ (Year 7) and 16+ (Year 12) entry other than in exceptional circumstances.

Brighton Awards available in Year 7

Year 7 Bursaries are awarded based on performance in our entrance assessment process

To be considered for a Brighton Award:

A girl must have performed exceptionally well in our Year 7 Assessment Day.

The girl's parents must be assessed as eligible for a Bursary Award by the Girls' Day School Trust (GDST) Financial Means Assessment.

ii. Transfer from our Prep School

Students transferring from the Prep School also undertake the same three entrance test papers. Girls taking the entrance exam in January are offered places at the beginning of February. Scholarships and Bursaries are also awarded at this stage. If, for any reason an application is successful but applicants cannot take up the offer, Brighton Girls GDST should be notified immediately so that the place can be re-allocated.

11+ Early Doors Pre-Assessments (Year 5 for entry 2021)

Pre-assessments in Year 5 are available for those applying to join Year 7. The assessment is not a compulsory part of the admissions process but many families may find it useful.

Conditional offers will be made for 11+ entries in 2021 and bursary applications will be considered. Accepted pupils will be invited to take part in special school events and activities held throughout the year.

Early Doors Assessments will consist of small group session with 3-4 candidates and a member of the Early Doors Assessment Team. Candidates will be asked to talk about some of their current work and favourite activities at school. There will be a chance for candidates to interact and for them to complete a variety of practice questions in Verbal Reasoning (VR) and Non Verbal Reasoning (NVR).

Applicants who are awarded firm or conditional places are then able to apply for Scholarships prior to September 2021 entry in the usual timetable.

Bursary Assessment

Early Doors bursary applications will be considered. Please refer to Admissions for further information.

iii. Admissions into Years 8 to 11

The online application form can be accessed at [www.brightongirls.gdst.net](http://www.brightongirls.gdst.net). A non-refundable application fee of £100 is required at this stage. An Application Form is available upon request and should be returned for the attention of Rebecca Findlay.

#### Year 8 and Year 9 Entry

Every year a small number of places for entry to Year 8 and Year 9 may become available.

#### Assessment

Candidates will be tested in written English, Mathematics, General Science, and a Modern Language (which must not be a native language) and which must already be being studied.

Scholarships are not available at this point of entry, but girls are eligible to be invited to take internal scholarships as they progress to Sixth Form.

#### Key dates:

Entrance examinations usually take place at the same time as for Year 7 entry in early January, by which time an interview must also have taken place. Places are awarded in February. However, girls applying outside of this time will be considered. Please refer to Admissions.

#### Year 10 Entry

Every year a small number of places for entry to Year 10 may be available. A short interview with the Head of Year 10 or Deputy Head Academic will precede testing where possible in order to discuss possible GCSE choices.

#### Assessment

Candidates will be tested in written English, Mathematics, General Science, and a Modern Language (which must not be a native language) and which must already be being studied.

Scholarships are not available at this point of entry, but girls are eligible to be invited to take internal scholarships as they progress to Sixth Form.

#### Year 11

Applications into Year 11 mid-way through GCSE courses can be difficult. Brighton Girls GDST would therefore only accept a transfer in exceptional circumstances after looking

at the option choices already started. Please contact Rebecca Findlay in the first instance.

Key dates:

Entrance examinations usually take place at the same time as for Year 7 entry in early January, by which time an interview must also have taken place. Places are awarded in February. However, candidates applying outside of this time will be considered. Please refer to Admissions.

d) Sixth Form

The online application form can be accessed at [www.brightongirls.gdst.net](http://www.brightongirls.gdst.net). Paper application forms should be sent to Rebecca Findlay and a non-refundable application fee of £100 is also required. Payment details can be found on the application form.

Admission is based upon submission of a personal statement, interview and academic achievement. We have a number of scholarships available to pupils including Academic and our all-rounder Minerva Scholarships. Intention to apply for a Scholarship must be made clear in the personal statement.

Interviews for entry into our Sixth Form and for scholarships will be scheduled after initial contact has been made.

16+ Sixth Form Scholarships

A small number of scholarships are awarded to candidates who we believe will make a significant contribution to the life of the Sixth Form and the school. We are looking for girls who will inspire their peers and act as ambassadors both for Brighton Girls and the Girls Day School Trust.

Academic Scholarships

To be eligible Sixth Form candidates should be predicted a minimum of three GCSEs at Grade 8 and four GCSEs at Grade 7.

Assessments for this will be linked to an A level subject of the candidate's choosing and assessments will take place from November.

In addition, there are formal interviews with the Head and a senior member of staff.

Minerva Scholarships - all-rounder scholarships

To be eligible for an all-round award Sixth Form candidates should be predicted a minimum of 7 GCSEs at Grade 7.

In addition to showing academic endeavour, Girls must demonstrate commitment in three of the following areas:

- academic strength in any one area, for example a language, art, music, dance, drama, STEM or sport
- service, for example as a Captain/Prefect/Head of School or evidence of contribution outside school, within the community

We will also consider other pursuits not listed, relevant supporting references may be submitted as part of this application.

Candidates applying for a scholarship will have an interview/audition with the relevant Head of Department and the Head.

#### 16+ Sixth Form Bursary Awards

We are committed to recruiting girls whom we believe are most likely to flourish at Brighton Girls, regardless of their means. To this end, GDST has specific funding available every year for fully and partially-supported places for talented girls. Please see the following Bursary pages for information. At Sixth Form we have two fully funded places available.

It is essential that families who may wish to explore financial support options contact our Admissions Department well in advance of the proposed date of admission, so that they have the greatest chance of being considered for the limited funds available. We regret that we are unable consider late requests for additional funding support and all published deadlines will be adhered to.

#### 2.4.4. Offers

Offers are made according to performance in the entrance tests. These may include scholarships (awarded on merit) and bursaries (means-tested). Entry to the school is conditional upon the applicant achieving an acceptable standard in an appropriate assessment or examination.

#### Sixth Form Offers

Candidates will be offered a place based on their performance in the academic scholarship assessments and/or interview and their summer GCSE results. We accept students with 5 GCSEs at grade 5 or above (at least 8 GCSEs at grade 9-4). In order to read a subject at A Level, specific grade requirements will still need to be met. Before

an interview we will contact the applicant's current school for a reference. Places are confirmed over the summer period.

All offers for an award will be made in writing and subject to the terms and conditions included within that offer. The offer will be final and no further adjustments will be made.

The tenure of any award is intended to be for the duration of the girl's school career at Brighton Girls, provided that her academic progress, commitment and dedication, general conduct and contribution to the School remains at a high level.

On accepting an award, parents, and where appropriate pupils, will be asked to sign an agreement which will outline in detail their obligations. This agreement will remain in place throughout the time the pupil remains at Brighton Girls.

In general:

Pupils in receipt of an award are required to contribute significantly to the School and the particular areas set out in their offer letter and agreement. They are required to work hard and contribute positively to the life at the School and set a good example to other pupils.

Parents of award recipients are expected to work in partnership with the School and support and encourage their daughters to uphold their obligations.

Failure to meet these obligations may lead to the withdrawal of an award.

#### 2.4.5. Acceptance & Official Admission

Acceptance is achieved by the parent completing a contract (Parent Contract F7), the direct debit form and depositing £750 (refundable when a pupil leaves). If in receipt of an additional Scholarship or Award parents must also complete and sign the Acceptance of this award.

After this stage the girl is officially admitted as a member of Brighton Girls GDST. Please note, a pupil cannot start at a Trust school unless their parents have signed and returned the parent contract.

#### 2.5. Further Arrangements

##### 2.5.1. Special Needs Education

At the time of registration, parents are asked via the entry form to indicate whether their daughter has a special educational need (SEN). If the pupil has an educational psychologist's report, the school will give due diligence to any recommendations when determining learning support for the applicant within the school.

### 2.5.2. Inter-School Transfer (GDST)

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 may be arranged. Note: a transfer cannot be made to any of the Academies sponsored by the Trust.

Whilst every effort will be made to support parents in following up such enquiries, any transfer will be subject to:

- I. The availability of a place; and
- II. Brighton Girls GDST professional judgment of the ability of the pupil concerned to benefit from such a place.

Arrangements governing transfer will usually vary according to phase. A pupil wishing to enter Year 7 or the sixth form will be expected to follow the normal procedures for admission. For mid-year admissions or admissions other than to Year 7, arrangements will depend on the circumstances. The key issue to be considered is that the requested transfer is educationally in the best interests of the child concerned.

It is not a requirement that the pupil being transferred must sit and pass the standard entrance test. The Head of Brighton Girls GDST is obliged to consult the Head of the pupil's existing school and obtain a clear view about their ability and potential. If considered necessary to give a clear picture of the pupil's performance, Brighton Girls GDST may ask the pupil to sit the standard entrance assessment but this should be considered an exception and will not be automatically applied.

Under the current Council policy, 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 the above criteria. It is also hoped that existing Trust pupils not initially successful in securing a place may where possible be given priority over other external candidates on the waiting list.

### 2.5.3. Key Stage Transfers

Arrangements for transfer between key stages (e.g. from prep to senior school in all-through Trust schools, and entry to the sixth form) are subject to the terms of the contract with parents and Brighton Girls GDST criteria.

As set out in the Trust's parent contract, continuity of education is anticipated normally throughout each age range (i.e. the prep 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. A minimum of one term's written notice should be given and fees in lieu of notice should not be charged in respect of any pupil who has been sent a letter notifying them that transfer into the next stage may not be possible. Any communication of this kind would normally have been

preceded by a number of discussions (and follow up confirmation in writing) with parents about their daughter's progress and any targets to be met should transfer be in doubt.

Factors such as poor behaviour or lack of motivation on the part of the pupil or a complete breakdown of the necessary relationship of trust and confidence between the family and the school may be taken into account. As a term of the parent contract, parents and pupils agree to be bound by the school rules and to support the school in maintaining its ethos and good standards of behaviour.

Specific procedures for certain key stages of transfer are summarised below:

I. Nursery to Key Stage 1

Unless there are clear indications that a Trust education would be unsuitable for the pupil, most pupils will progress naturally from the nursery into the junior school.

If the school participates in the Early Years Partnership it will need to be made clear to parents of any children in receipt of the grant that continuation to Key Stage 1 would only be on a fee-paying basis. This should be communicated to parents in writing at an early stage and certainly with enough time to allow parents to give one term's written notice if they wish to withdraw their child.

II. Key Stage 1 to Key Stage 2

As well as the regular evaluation of a pupil's progress, the school Head should formally review the progress of pupils at the end of Key Stage 1:

- to identify pupils who were admitted to the nursery and who have not made satisfactory progress; and
- to pick up early warning signs that pupils may not reach the appropriate standard for transfer to the senior school.

It is unlikely that parents will wish to remove a child at this stage, but the school Head will keep open clear channels of communication with parents as soon as they are aware of any potential issues with transfer and to put any necessary remedial plans in place. If they do not contact parents at this stage, they should continue to monitor the pupil formally with a view to talking to parents no later than the end of Year 4 if there are continuing concerns.

Any discussions with parents must be followed up in writing and the letter should contain:

- a clear notification that junior/senior transfer may not be recommended;
- an indication of the pupil's current level of attainment and position in relation to the peer group;
- the standards to be attained on transfer; and
- an indication of what strategies have been agreed.

### III. Key Stage 2 to Key Stage 3

In the case of Year 6 to Year 7 transfer, parents must be advised in writing before the end of Year 5 of the targets to be attained for entry into Year 7. If transfer is not considered appropriate no less than one term's written notice must be given. However, the school will communicate with parents as soon as they are aware of any potential issue with transfer, and to consider the issues with particular care if the pupil has special educational needs or a disability.

The written notification at the end of Year 5 must be preceded by a meeting. Parents will be given clear advice on how the school will support the pupil and monitor progress. Parents will subsequently be advised on progress or the lack of it.

If the pupil has not attained the clearly identified standards, the Head will write to the parents immediately and in any case no later than the spring half term, to confirm that in the opinion of the Head the pupil has not attained a sufficiently high standard of work to enable them to benefit from continuing their education at the school and that therefore formal notice is being given.

### IV. Key Stage 3 to Key Stage 4

Where local circumstances make it appropriate, it is perfectly acceptable for admissions to be made to Year 10 where pupils are seeking to join the school for their GCSEs in the hope of continuing to A Level.

### V. Post-16 transfer

In the case of post-16 transfer, parents will be advised in writing of the targets and, if relevant, the standards to be attained in the relevant examination (e.g. GCSE) to qualify the pupil for entry to the Sixth Form as soon as is reasonably practicable (e.g. after the mock GCSE examinations) and in any event no later than the end of the spring term before the examination.

At the very latest, the Head should see the parents of any pupil about whom there is concern immediately after the mock examinations. The Head should write formally to the parents following that meeting and no later than the end of the spring term in Year 11 indicating the grades required for entry into the Sixth Form.

#### 2.5.4. Siblings

GDST wishes to encourage families with three or more girls of school age to select a GDST school by offering a sibling discount. The objective of the policy is to reduce the cost of school fees for families with three or more girls of school age who choose to send their daughters to a GDST school.

#### I. General Eligibility

A family who enrol their third or any subsequent daughter into any GDST school will be eligible for a 20% fee reduction for the third and all subsequent girls. The award of the sibling discount is subject to:

- The new sibling discount will be available to all eligible families from the 1st September 2013 including any existing families currently within GDST schools.
- To qualify a family must have three or more girls attending a GDST school at the same time before a discount can be awarded to the third or any subsequent sibling.
- Once awarded the discount will remain with the pupil until she leaves the school. The discount will not be removed from the qualifying pupil should a sibling leave the school and in doing so reduce the total number of girls from the same family to below three.
- Once awarded to a pupil the discount cannot be transferred to another sibling. If the pupil with the discount leaves the school then the discount ceases. Consequently, the sibling discount will normally be awarded to the youngest member of the family in the school.
- It is not necessary for siblings to attend the same GDST School but all must be in attendance concurrently for the award to be made for the first time.
- Former pupils that have left the GDST will not count towards the family's total.
- The sibling discount is not means tested and will be based on the Schools normal fee rate for the qualifying pupil.
- Any eligible family that has a means tested award (Bursary) will be eligible for the sibling discount as long as the combined total of all awards and discounts does not exceed 100% of the normal fee for that pupil. In cases where a notional credit balance would result from the award of a full sibling discount the Bursary will remain unchanged and the sibling discount reduced as appropriate. Any notional credit balance that would arise from a combination of awards is lost and is non-transferable.
- Any eligible family whose child has a non-means tested award (scholarship, staff discount etc.) will be eligible for a sibling discount of up to 20% as long as the combined total of all awards or discount does not exceed 100% of the normal fee for that pupil. In cases where a notional credit balance would result by awarding a full sibling discount all existing awards will remain unchanged and the sibling discount will be reduced as appropriate. Any notional credit balance that would arise from a combination of awards is lost and is non-transferable.
- Only one sibling discount is available per pupil up to a maximum of 20%.
- Unused sibling discounts in any one academic year cannot be accrued for use at a later date.

- Any family who having pre-paid fees subsequently becomes eligible for a sibling discount will have the resulting overpayment of fees for the academic year refunded to them.
- Fees In Lieu Of Notice, lunch fees or school extras will not attract a sibling discount.
- The parent or legal guardian of the pupil must have signed the contract F7 (Acceptance of a place) agreeing to accept liability for fees.

## 6. APPENDIX

NIL

## 7. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHHS Admissions and Key Stage Policy	Initial	September 2016	N/A	Heidi Boyes	Expired
BHHS Admissions and Key Stage Policy	01	September 2017	New Policy Template	Heidi Boyes	Expired
BHHS Admissions and Key Stage Policy	02	March 2018	Full Revision	Heidi Boyes	Expired
Brighton Girls GDST Admissions and Key Stage Policy	03	April 2019	Minor changes to factual information	Leigh Ward	Live
Brighton Girls' Day School Trust Admissions and Key State Policy	04	September 2019	Minor changes (including name change). Addition of Early Doors Policy.	Rebecca Findlay	Live

--	--	--	--	--	--

END OF DOCUMENT