

Brighton Girls GDST

ADMISSIONS AND KEY STAGE POLICY

Document Control

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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

May / Should Advisory

Shall / Must 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

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. 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. Such examinations and assessments are expected to be free of bias, and due consideration will be given to individual needs and 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 fairness and transparency.
- The final decision regarding admissions rests with the Head, who reserves the right to decline to offer a place on grounds other than academic potential (e.g. a pupil's record at a previous school)
- Within these guidelines schools may determine their own admissions policies, which will set out their individual selection criteria
- 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.

- In all circumstances, including where a receipt is required for visa purposes, a parent contract (form F7) must be fully completed and submitted to the Fees Department, together with confirmation of the deposit payment (form F30), before the pupil can join the school.

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

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 Admissions and Community Manager, Rebecca Findlay, on 01273 280170, or via email on admissions@bhhs.gdst.net or r.findlay@bhhs.gdst.net. The school's online application is available at www.bhhs.gdst.net.

For all admissions enquiries and appointments to meet the Head please contact the school's Admissions and Community Manager, Rebecca Findlay, on 01273 280170, or via email on admissions@bhhs.gdst.net or r.findlay@bhhs.gdst.net.

All school fees are listed separately and can be found via the website or inside the prospectus.

2.4.3. Application for Entrance Test

a) Pre-Prep & Prep (ages 4+ - 11+)

For Prep School applications, the form should be sent for the attention of Rebecca Findlay. A non-refundable application fee of £100 is also required at this stage and payment details can be found on the application form.

After this, 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, Maths and Comprehension.

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.

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

For the Senior School, applications should be completed online (form available at www.brightongirls.gdst.net). Paper applications should be sent to the External Relations Manager, Rebecca Findlay. A non-refundable application fee of £100 is also required at this stage and payment details can be found on the application form.

After this, prospective pupils will be invited to take the entrance test which is scheduled to take place on a Saturday in January. There is also an overspill date during the following week for those unable to attend on the Saturday. Applications are accepted after this date when there are unfilled places.

i. Entrance Test

The entrance test comprises of three short papers: Verbal Reasoning, Mathematics and English, and are designed to test potential rather than knowledge. 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. For more information, please refer to the school prospectus.

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. At this point, Brighton Girls GDST will ask successful applicants for a holding deposit of £500. 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.

iii. Admissions into Years 8 to 11

Applications into Years 8 to 11 are also welcome although entry 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.

c) Sixth Form

There is no entrance test into our Sixth Form and admission is based upon submission of a personal statement, interview and academic achievement. Brighton Girls GDST will accept students with 5 GCSEs at grade 4 or above. In order to read a subject at A Level, specific grade requirements will still need to be met. Before an interview Brighton Girls GDST will contact the applicant's current school for a reference.

The online application form can be accessed at 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. If a prospective pupil is already attending the High School please contact Ms Findlay directly for further details.

Interviews for entry into our Sixth Form and for Scholarships will be scheduled after initial contact has been made. Brighton Girls GDST have a number of prestigious Scholarships available to pupils including Academic, Art, Dance, Sport and Music as well as our Temple Scholarship. Intention to apply for a Scholarship must be made clear in the personal statement. In addition, parents of prospective pupils can apply for a means tested Bursary (up to 100% of fees). Please contact Rebecca Findlay for access to the on-line application form.

Candidates will be offered a place based on their performance in the academic scholarship exam and/or interview and their summer GCSE results. Places are confirmed over the summer period.

2.4.4. Offer

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.

'Master Classes' and Open Days are held at applicable points in the school year. For all new pupils, a welcome day/taster day is arranged during the summer term so that girls can meet their new classmates and familiarise themselves with the school before the new term starts.

2.4.5. Acceptance & Official Admission

Acceptance is achieved by the parent completing a contract (Parent Contract F7), the direct debit form and depositing £500 (refundable when the student leaves). After this stage the girl is officially admitted as a member of Brighton Girls GDST. N.B. 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 which states that special arrangements should be in place, these will be implemented to support the applicant.

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. 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.

II. 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.

III. 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.

IV. 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	Expired
Brighton Girls GDST Admissions and Key Stage Policy	04	August 2021	Changes to person responsible and removal of Nursery information	Nigel McMahon	Live

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