



South Hampstead

*High School*

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GDST

# Admissions Policy

**UPDATED BY**

Mrs Victoria Bingham (Headmistress)

**LAST REVIEWED**

September 2019

**NEXT REVIEW DATE**

September 2020

At South Hampstead High School, a selection process operates at all points of entry. Parents of candidates are invited to contact the Admissions Department. The school is open to all pupils considered by the Headmistress to be capable of benefitting from the education provided at the school and of contributing to the life of the school.

Admission is usually dependent on the pupil 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 set out in the Equal Opportunities Policy. Due consideration is also given to educational experience when assessing pupils' achievement of an 'acceptable standard', and to maximising access for pupils to whom the school can add value.

## Junior School

### ENTRY TO THE JUNIOR SCHOOL AT 4+

Places are offered to 24 girls at 4+ (Reception) based on their performance in assessments. Parents should submit a completed application form during the designated periods set out on the school website.

The assessment process has two stages. The first assessment is typically held in November, one year before the September entry. Girls are asked to come on an enjoyable visit to the school, which should be considered as a 'play date'. No special preparation is necessary as no formal knowledge is expected. The girls will visit in small groups and will be observed by our assessors. We then invite back approximately half the candidates in smaller groups for a second assessment in January. It is at this stage that we request references. Places are then offered in late January/early February and parents will be given a deadline to accept. At the point of acceptance a non-returnable deposit of £1000 is payable. A girl who does not secure a place at 4+ may register for 7+ entry.

### ENTRY TO THE JUNIOR SCHOOL AT 7+

Places are offered to 24 new girls into the school at 7+ (Year 3). Parents may apply for their daughter to be assessed for the 7+ entry at any point. Registration closes in mid-October in the year prior to entry. All applicants are invited for assessment, before which a reference will be requested from their current school.

The initial assessment is typically held in late November of the year prior to entry and comprises three papers: English, Mathematics and Non-Verbal Reasoning. We are unable to provide past papers for this part of the process. Those girls whose performance reaches the required standard are recalled in groups of 10 to 12 for an interview and group assessment. Offers of places are made in late January/early February and parents will be given a deadline by which they must accept the offer. At the point of acceptance a non-returnable deposit of £1000 is payable.

If no offer is made at 7+, the candidate may apply to the Senior School at 11+.

### FURTHER JUNIOR SCHOOL INFORMATION

Offer letters are usually sent to parents before the Spring Half-Term, on dates agreed by independent schools locally. Upon receipt of an offer letter, parents are asked to confirm their acceptance by a set date in February, enclosing a registration deposit, which is retained until their daughter leaves the school. Where places are offered for entry at points other than 4+ or 7+, parents are requested to confirm their acceptance within five working days.

Pupils are always assessed for the year group appropriate to their chronological age. Sisters are not given priority except, where two candidates are assessed equally, a sister of a girl in or about to join the school will be given priority. Pupils applying from other GDST schools will only be given priority where two candidates are assessed equally. If transferring at a different point, they will be given priority if a place is available and if the Head of the Junior School believes they will flourish at South Hampstead High School.

Where twins apply to the school their applications will be considered separately but in the event of one twin being successful and the other unsuccessful, the Head of the Junior School will consult their parents before making offers, to avoid unnecessary distress.

Some girls who do not receive offers for immediate entry may be allocated to a waiting list and will be offered a place should one arise. Once all places have been filled, a letter communicating the school's decision not to offer a place is sent to the remaining parents of girls on the waiting list. We endeavour to complete this process by the end of the Spring Term.

Arrangement may be made for overseas applicants for Year 3 and up to sit entrance papers under supervision in their current school. Those candidates whose performance reaches the required standard will be invited to attend for interview and further assessment.

Assessments are under review each year to ensure they are as valid and reliable as possible, particularly at 4+ where standardised tests are rarely available. It is the intention of the school to make its selection procedures equally accessible to all candidates regardless of religion, ethnicity, disability or background. Professional evaluation allows for some reduced performance on vocabulary related tests, where children may be working in a language other than their mother tongue. At 4+, where girls appear unduly distressed or will not leave the parent, an alternative assessment session can be offered.

A candidate's application will not be prejudiced if a reference is not forthcoming from the current school.

Parents are requested to inform the Head of the Junior School in writing of any particular circumstances which might affect a candidate's application.

The Headmistress' decision on admission is final.

### ENTRY TO THE JUNIOR SCHOOL AT TIMES OTHER THAN 4+ AND 7+

Occasionally a place becomes available in an intermediate year and any parents who have registered interest in an ad-hoc vacancy will be contacted. Girls are invited for the assessments/tests relevant to their age. Places are offered on the basis of performance in the assessment.

The Headmistress' decision on admission is final.

## *Senior School: Entry at 11+*

### **TRANSFER TO THE SENIOR SCHOOL (INTERNAL TRANSFER)**

South Hampstead Junior School pupils are not required to take the entrance examination for the Senior School but transfer by recommendation of the Head of the Junior School, based on continuous assessment. Where it is deemed that the pupil is academically unsuited to the Senior School, discussions will be held with parents in Year 5 or earlier to advise them on other options. The Headmistress' decision on whether to admit a Junior School pupil to the Senior School is final.

### **ENTRY TO THE SENIOR SCHOOL (EXTERNAL APPLICATIONS)**

Open Mornings are held for 11+ entry in the Summer and Autumn terms preceding the entrance examination.

South Hampstead High School is part of the London 11+ Consortium, which sets a common examination paper based on cognitive reasoning and uses the same mark scheme. Candidates for South Hampstead must register directly with the school; relevant forms are available to download from the admissions section of [www.shhs.gdst.net](http://www.shhs.gdst.net) or from the Admissions Department.

Applications for September must be received the preceding November. These dates are outlined on the school website. A candidate may sit the examination at any Consortium school and will be given equal consideration by South Hampstead wherever she chooses to take the papers.

Following the entrance examination, successful candidates will be invited to interview. The candidate's current school will be asked to provide a reference. If the school decline to provide a reference, the candidate's application will not be disadvantaged as a result.

Offers of places at South Hampstead High School will be made on the basis of the examination results, interview and reference (if available). The Consortium agrees common dates for the despatch of offers and a common deadline for acceptances. The Headmistress' decision on admission is final.

Some candidates will not receive immediate offers but will be informed that they have been placed on the waiting list. In the days between the issuing of offers and the deadline for acceptance, the Admissions Department will keep in touch by telephone with the parents of candidates on the waiting list and offers will be made to them if places become available.

It is the intention of the school to make its selection procedures equally accessible to all candidates regardless of religion, ethnicity, disability or background. Parents are requested to inform the Headmistress in writing of any particular circumstances which might affect a candidate's application.

Siblings of girls who will be pupils at the school when the candidate joins will be interviewed. Priority is not, however, given to siblings except where there are two or more girls of equal level on assessment, in which case priority will be given to a sibling.

Where twins apply to the school, their applications will be considered separately but in the event of one twin being successful and the other unsuccessful, the Headmistress will consult their parents before making offers, to avoid unnecessary distress. Twins will generally be placed in different classes.

Pupils at other GDST schools applying to South Hampstead High School at 11+ are only given priority where two candidates are assessed equally. If transferring at a different point, they will be given priority if a place is available and if the Headmistress believes they will flourish at South Hampstead High School.

### **BURSARIES AT 11+**

Means-tested bursaries are available for girls from families with modest means. Parents can indicate on the registration form that they would like further information on how to apply for financial assistance under the bursary scheme. The necessary GDST bursary application forms will be sent to parents on request in September in the year prior to entry once their 11+ application has been received. Parents will be informed in the offer letter whether their bursary application has been successful.

Junior School girls can also apply for means-tested bursaries on transfer to the Senior School, on the same basis as external candidates. GDST bursary application forms are available from the Admissions Department in September in the year prior to entry.

### **SCHOLARSHIPS AT 11+**

Music, sport and academic scholarships may be awarded at 11+ for internal and external candidates. A separate application is needed for music and sport scholarships. These are available on request from the Admissions Department in September prior to the year of entry.

#### **Music**

For candidates who have reached Grade VI of the Associated Board Examinations or equivalent, a music scholarship may be available. External candidates who have been successful in the entrance examination, and who have applied for a music scholarship, may be invited to audition at the end of January. The award of a music scholarship is based on this audition. Junior School girls can also apply for a music scholarship, on the same basis as external candidates, but these auditions are held in the Autumn Term.

The offer of a music scholarship is made on the understanding that the recipient is prepared to make a significant contribution to the musical life of the school. The school may offer a fee remission to deserving candidates on the basis of need.

## Sport

A very small number of sports scholarships may be awarded in Year 7. These are prestigious awards which provide talented young sportswomen with a broad range of opportunities to support and develop their progression in sport. Assessments are held in the Spring Term.

## Academic

Academic scholarships are awarded to external candidates on the basis of the entrance examinations and interview. No separate application is needed. For girls transferring from the Junior School, academic scholarships will be made on the basis of a recommendation by the Head of Junior School, based on continual assessment and knowledge of the girls. It is not necessary for any Junior School girl to sit the 11+ examination to be considered for an academic scholarship.

*External candidates must first satisfy the rigorous academic requirements of South Hampstead High School. In all cases, academic and sports scholarships awarded to girls entering South Hampstead High School, and transferring from the Junior School, are made without any fee remission.*

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## Senior School: Entry between Years 8 and 10

Where occasional places arise, candidates are required to take appropriate entrance papers and are interviewed by senior members of staff. Arrangements may be made for an overseas applicant to sit the entrance papers under supervision in her current school. Priority will be given to a candidate transferring from another GDST school but only where, in the opinion of the Headmistress, she would be likely to flourish at the school. Entrance to Year 11 is not normally possible.

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## Sixth Form: Entry at 16+

### TRANSFER TO THE SIXTH FORM AT 16+ (INTERNAL TRANSFER)

Year 11 pupils transfer automatically to the Lower Sixth but, on the rare occasions that it is deemed that a pupil will not flourish in the Sixth Form at South Hampstead, discussions will be held with her parents in Year 10, offering advice about her options. Transfer between the Lower and Upper Sixth is subject to satisfactory academic progress over the course of the Lower Sixth, with end-of-year examinations in the Lower Sixth playing a key role in determining this.

To secure transfer to the Sixth Form pupils are expected to achieve a minimum of six grades at Grade 7 (or A) standard as well as at least a Grade 5 or equivalent in Maths and English Language. Individual requirements are set for different subject options and some require at least a Grade 8 (or an A\*).

### ENTRY TO THE SIXTH FORM (EXTERNAL APPLICATIONS)

For those applying from outside South Hampstead High School, a Sixth Form prospectus and application form are available on the school website. Tours are held in September preceding the year of entry and the application deadline is mid-October. All girls applying at 16+ are invited to the school for entrance examinations, which consist of three subject-specific papers relating to their preferred A Level options and a general paper. Candidates who achieve at a high enough standard in the entrance examinations are invited to interview.

Places are offered based on the result of the entrance examinations, interviews and projected GCSE grades. For external candidates, offers are conditional on achieving an acceptable standard, with specific conditions outlined in individual offer letters. The expected standard is high – offers are usually made on condition of candidates achieving at least seven Grade 8 or (A\*s) with a minimum of Grade 5 in Maths and English Language.

Sixth Form candidates holding conditional offers of places at South Hampstead High School are requested to telephone the Director of Sixth Form with their examination results as soon as they receive them in August. The school will discuss subject choices with successful candidates in the Spring Term of Year 11, and candidates may only change their subject choices at a later date with the express permission of the Director of Sixth Form and the Heads of the Departments concerned.

A candidate transferring into the Sixth Form from another GDST school must meet the same entrance requirements as other candidates but will be given priority if, in the opinion of the Headmistress of South Hampstead High School, she would be likely to flourish at the school.

Each pupil must reside with a parent or legal guardian while attending the school. The Headmistress' decision on admission is final.

### ACADEMIC SCHOLARSHIPS AND BURSARIES AT 16+

Successful external candidates may be awarded scholarships on the basis of their performance in the entrance examination(s). Scholarships are available for Academic, Music, Drama and Art. Academic scholarships are awarded on the basis of performance in the entrance examinations and interview and no further application is necessary. See below for further information on Music, Art and Drama scholarships.

Internal candidates wishing to be considered for a scholarship must sit a general examination paper and three subject-specific papers relating to their preferred A Level options. Internal candidates who already hold a scholarship may sit the papers unless they are already in receipt of a 50% fee remission. Candidates should be advised that the fee remissions for Sixth Form scholarships are not available at this level.

Means-tested bursaries are also available, and we warmly welcome applications for these, from either internal or external candidates. GDST bursary application forms are available from the Admissions Department in September in the year prior to entry.

### SIXTH FORM SCHOLARSHIPS

Scholarships may be awarded at entry to the Sixth Form for internal and external candidates; fee remissions are usually small at this level and the main benefits to scholars are the additional opportunities and prestige provided. Internal and external candidates must make a separate application for Music, Drama and Art scholarships. These are available on request from the Admissions Department in September prior to the year of entry. External candidates must first satisfy the rigorous academic entrance requirements of South Hampstead High School.

### SIXTH FORM MUSIC SCHOLARSHIPS

Music Scholarship appointments will be made on the basis of current playing ability as well as potential and likely contribution to the life of the Music Department. Though there are no hard-and-fast rules, Sixth-Form scholars are likely to have achieved at least Grade VIII standard on their first instrument. "Grade VIII standard" does not mean that the candidate must actually have taken the examination and have the certificate to prove it; this is merely a rough indication of the minimum likely standard of a successful applicant. It is not necessary to offer more than one instrument, though a commitment to a range of musical activities may count in the applicant's favour. Singing does, of course, count as an instrument and many of our scholars have been first-study singers.

Music Scholars are expected to participate fully in the musical life of the school. They should be members of all ensembles appropriate to their instrumental speciality and they must remain members of one of the school's choirs throughout their time in the school. They are expected to take a lead in all musical activities and they should set a good example in participation, punctuality and general conduct.

Music Scholars will become members by right of the Music Scholars' Society, through which they will attend concerts and participate in masterclasses and workshops, as well as enjoying purely social events. They will also receive a free weekly session with one of our piano teachers. These sessions can be

used for practising pieces with the piano accompaniment and for musicianship and general coaching.

### SIXTH FORM ART SCHOLARSHIPS

Art Scholarships may be awarded to self-motivated and independent students who are able to demonstrate ability, commitment and a love for the subject beyond conventional expectations. Students should demonstrate an adeptness for risk-taking and experimenting. Art scholars should be eager to contribute ideas and be involved in extra-curricular activities within the department and be an advocate for the subject in the wider school community.

Applicants will have an interview to which they will be expected to bring a portfolio which showcases their work outside of the classroom, rather than work they are producing within their GCSE. This may showcase their personal sketchbooks, attendance at outside workshops, and gallery visits. A range of work can be presented across different media, including film and photography.

Candidates for the Sixth Form Art Scholarship should currently be studying GCSE Art and intending to study Art A Level. Students who are awarded an Art Scholarship will be expected to help the department at events, run Art club for younger students, and potentially organise and curate an exhibition for younger students. Other benefits of being an Art Scholar include the opportunity to display work at the scholars' exhibition, and scholars' gallery visit, and art workshops in a variety of media.

### SIXTH FORM DRAMA SCHOLARSHIPS

Drama Scholarships may be awarded to candidates who demonstrate an excellent standard in performance. This will include exceptional vocal dexterity and a natural ability to physically inhabit a character. An exceptional appreciation and understanding of how drama communicates through live performance will be apparent through conversation and the written word. A developed sense of creativity and a deep appreciation and passion for the subject must be evident. The ability to work empathetically and to discuss and debate constructively with others is important as Drama is not a solitary subject.

Candidates will be required to perform two contrasting monologues (contrasting in style, genre or period). Each piece to be memorised and last two minutes. One monologue is set by the school, and will be provided in advance. The other monologue is the candidate's free choice.

There will also be an interview, during which candidates may be asked to perform a short piece of spontaneous improvisation. Candidates are welcome to bring a portfolio of past work, certificates of achievement etc. with them to the interview.

Applicants for the Drama Scholarship should be intending to take Theatre Studies A Level. **If students want to audition as a Designer as opposed to a Performer, they should indicate this when applying.**

Other benefits of being a Drama Scholar include 1:1 drama coaching, a scholars' performance, a scholars' theatre trip and membership of South Hampstead Theatre Company. Students who are awarded a Drama Scholarship will be expected to help the department at events.

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## Admissions Register

An admissions register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006. The register is maintained electronically by the Admissions Department and regularly backed-up.

The register records:

- The pupil's full name
- The pupil's sex
- Day, month and year of birth of the pupil
- The name and address of every person known by the proprietor to be a parent of the pupil (as well as an indication of which parent the pupil normally resides with and which parents hold parental responsibility as defined by Section 3 of the Children Act 1989)
- Where a parent notifies that the pupil will live at an additional or alternative address, the age and address of the parent with whom the pupil will normally reside in the future and the date from which they will reside at this address.
- At least one telephone number at which the parent can be contacted in an emergency. In line with safeguarding guidance, all pupils should have at least two emergency contact telephone numbers, at least one for each parent, and where a pupil only has one parent that parent must be asked to provide two emergency contact numbers.
- Day, month and year of admission or re-admission to the school of the pupil
- Name and address of the last school attended by the pupil, if any
- The name of the destination, or additional, school notified by the parent and the date at which the pupil will first attend

In cases where a pupil's name is deleted from the Admissions register, the school will report such deletions within 5 days to the local authority in cases where:

- the pupil has been removed from the school to be home educated

- the pupil's family has apparently moved away from the area
- the pupil is declared as medically unfit to attend school
- the pupil has been in custody for more than four months
- the pupil has been permanently excluded

The school will also inform the local authority when it adds or removes a pupil from the register at a non-standard transition point. This will be done within 5 days of addition or removal from the register.

In the cases where a pupil does not return to school after a period of more than 10 days' authorised (or 20 days' unauthorised) leave, the school will not delete the pupil from the register until it has made reasonable efforts in conjunction with the local authority to establish the pupil's whereabouts. In such circumstances the pupil may only be removed from the register with the express permission of the Headmistress after reasonable enquiries have taken place.

The school will also notify the local authority in cases where a pupil fails to attend school regularly or has been absent from school for more than 10 days' consecutive unauthorised leave.