



SHEFFIELD GIRLS'

INFANT, JUNIOR & SENIOR SCHOOL

ADMISSIONS POLICY

1. Equal Opportunities

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

2. Admissions: Council Policy

As one of the 26 schools of the Girls Day School Trust, Sheffield High School for Girls follows the Council's policy for admissions which states:

- 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);
- 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 set out in the Equal Opportunities Policy;
- 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;
- Schools do not accept pupils under the age of rising three*;
- In relation to junior and 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;
- In relation to senior schools, candidates will be admitted who are likely to qualify for further education at post 16;
- 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 (9 – 7 or B, A or A*) in subjects chosen for A level study.

Sheffield High School for Girls educates girls who are, for the most part, of average and above average ability. The school aims to provide a challenging academic education together with a curriculum which helps to develop its pupils morally, spiritually and creatively.

Sheffield High School for Girls is a fee-paying independent school, but seeks to be as accessible as possible to all able girls, regardless of their parents' ability to pay by the provision of scholarships and bursaries at 11+ and 16+.

The key criterion for admission, in addition to the availability of places, is the girl's ability to access the curriculum of the school. Usual entry points are at 4+, 7+, 11+, 14+ and 16+, but girls are admitted at other times when vacancies occur. Admission to the school is based on performance in an assessment, on interview with the Headmistress or Head of the Junior School and if transferring from another school, a report from the previous school.

All applicants for admission are considered for a place without prejudice for their special needs, whenever it is possible to provide the help necessary.

Junior School

Assessments at 4+ take place in the autumn term prior to entry. At 4+ we are looking for the potential to learn rather than what has been learnt. This is established via a series of short assessments that cover all aspects of learning such as Mathematics, language, social, physical and creative skills and a knowledge and understanding of the world. The assessments are taken in a nursery style environment that enables the child to feel relaxed and able to perform.

Admission into other year groups in the Junior School is based on performance in English (reading, comprehension and creative writing) and Maths (based on KS1 or 2 work).

Senior School

Applicants who have registered for admission into Year 7 are invited to sit the entrance test along with girls currently in Year 6 at the school on a Saturday morning early in January. The test comprises 2 parts: English (comprehension, grammar and extended writing) and Maths (based on National Curriculum KS2 Mathematics and includes number and algebra, shape and measures and data handling).

Places are offered approximately 2 weeks after the test, based on performance in the examination and taking into account a report from the applicant's current school. Scholarships are awarded based on performance in the entrance examination and Bursaries are awarded based on financial need.

Applicants for available places in other year groups are invited into school on a school day to take a cognitive ability test in English, Mathematics and non verbal reasoning appropriate for that year group. A reference is also requested from the applicant's current school. Results of the test are usually given between 1-2 working days. If an applicant does not reach the required standard in one of the tests she will be given the opportunity to retake the test if she wishes at a later date.

Sixth Form

Applicants to the Sixth Form are invited into school to meet the Headmistress and the Head of Sixth Form and to attend the Sixth Form Taster Day. Places are offered based on the candidate obtaining 7 GCSEs at grades A-C, or 9-4, with at least grade B or 9-6 in the subjects to be studied at A level and a satisfactory reference from the current school. For students applying from International schools a

satisfactory performance in a sixth form entrance test in Mathematics and English is required as well as a reference from the current school.

Key Stage Transfers within the School

Continuity of education is anticipated throughout the age range 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 to benefit from continued education at the school. Factors such as poor behaviour or lack of motivation on the part of the pupil may be taken into account. If there is a likelihood that a pupil will not be able to transfer to the next year, a term's notice of withdrawal will be given.

At the end of Key Stage 1 if a girl is showing signs that she may not reach the appropriate standard for transfer to the Senior School, the Head of Junior School will discuss this with the parents and suggest any remedial help that may be needed. The progress of the pupil will continue to be monitored and parents will be informed verbally and in writing by the end of Year 5 if it is unlikely that their daughter would not cope with the curriculum of the Senior School, unless she attains clearly identified standards. Parents should be given clear advice on how the school will support the pupil and monitor progress.

For transfer from Key Stage 4 to Sixth Form, parents of girls who are showing cause for concern are advised in writing after the GCSE mock examinations of the entry criteria to the Sixth Form.

Within the Sixth Form, transfer from Y12 to 13 is dependent on satisfactory performance in the end of year examinations. Usually a minimum of grade E is required to continue with a subject in Y13. An opportunity is given to re-sit the end of year examination if a student does not reach an E grade. If a student does not reach this standard etc. If a student does not reach this standard, discussions will be held between the Head/Deputy Head or Head of Sixth Form and the student and her parents to agree on the most appropriate programme of study for the student.

A pupil cannot take up her place at the school until parents have signed and returned the Parent Contract Form (Form F7).

Children who go missing

Children who go missing from school with no explanation, or who fail to return after a planned absence, will be regarded in the first instance as an immediate safeguarding concern. Every effort will be made to locate the child, liaising with the police and welfare officers as appropriate.

In line with the requirements of the statutory guidance for children and young people who are missing from home and/or from education, local procedures for notifying the local authority and parents are followed. As with other safeguarding issues, comprehensive records should be kept and shared between the relevant agencies to help and protect children.

Provision of Information to a Pupil's New School

Where a child moves, information sharing is important to ensure they get the support they need through and after the transition. In the event of a pupil moving to another school, a copy of any information which will assist the new school in promoting the pupil's welfare is sent to the Head of that school. In the case of relevant medical records, for example those held by the School Nurse, copies of these are sent to the Nurse at the receiving school. All such records should be marked 'Strictly Confidential.' Child protection files are transferred securely between schools as soon as possible, and separate from the main pupil file. A confirmation of receipt should be obtained.

Receipt of Information from a Pupil's Former School

Information is requested on new pupils from their previous school. Following the sample 'Pupil Record Request' form found in the Best Practice folder in the Safeguarding section of the GDST staff intranet.

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