



NOTTING HILL & EALING  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Whole School

# Admissions Policy

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2023-2024

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# Admissions Policy

(Whole school including EYFS)

## Introduction

The school selects its pupils primarily on academic grounds. Girls will only be offered a place if the school is considered to be suitable for her by the Headmaster (or by the Head of the Junior School for girls applying to the Junior School).

## Information prior to application

Deciding on a school for a child is an exciting but challenging process and we aim to make it as smooth as possible. The school advises parents to gain experience of the school through attending an open morning or open evening, to understand the admissions process further and to have a tour of the school. Almost all parents apply to other schools in addition, in case we are unable to offer a place.

## Application process

Applications should be made before the deadline published in the prospectus, through the Open Apply online portal.

The actual date of application is not taken into account when considering a girl's candidature.

It is the intention of the school to make its selection procedure equally accessible to all those who apply. We have the right to expect full disclosure of any learning support assessment or identified need, medical condition or disability, which could require specialist treatment, support or equipment, so that the assessment process is fair. Every effort is made to remove bias which might disadvantage candidates from particular backgrounds. Parents are asked to inform us of their ethnic background to help us monitor our admissions processes over time, but that is not taken into consideration in the selection process, and there is no disadvantage to a girl if her parents decline to do so.

If there is any circumstance (e.g. any disability, distressing event, unusual domestic situation, other language or educational history not shown on the application form) about which a parent would like to inform the school, in order that their daughter has a fairer chance of admission, this should be by letter to the Headmaster, and will be considered carefully. It will never be used to hinder a girl's application, but parents should appreciate that it will not necessarily justify a change in the outcome.

Girls are unlikely to be considered for admission unless they are the normal age of admission on September 1<sup>st</sup> for their year group. Exceptions are very occasionally made if there are strong reasons for thinking it is in the girl's interest.

## Selection policy

Selection is primarily by appropriate written testing and interview at each age group, except for the youngest children who are carefully assessed in a way which is designed to determine the suitability of the school for each child. The type of interview varies with the age group. Full details about the admission procedure are provided to parents at the prospective parents' meetings.

We aim to find out as much as is reasonably possible about the candidate's academic potential, and offer places to the most suitable candidates in rank order. The written tests and interview play an important part in determining this



ranking, alongside the current school's reference (where appropriate), to determine those students most likely to thrive in the school.

If candidates appear to be of broadly similar potential, priority will be given to the sister of a pupil who will be in the school when the candidate arrives. This is because it is recognised that it is often in the interest of a pupil to attend her sister's school. However, this factor only come into consideration where other considerations are equal.

If sisters apply to the school, even if they are twins, their applications will be considered separately; if only one is offered a place it will be up to the parents to decide whether or not to accept it.

The Headmaster's decision on admittance will be final in all cases

## References

The candidate's current school will be asked to provide a reference. This generally gives useful information, but a girl's application will not be penalised if a school refuses to provide one.

## Outcomes

The school will offer places in writing on the basis of its application and selection procedure.

If a girl's name is put on the waiting list for a place, it means that she is thought to have the potential to flourish at the school, but that there is no place available at the moment, and there may not be a place available for her in the future. There may be several other names above hers.

A pupil will not be admitted to the school if there are outstanding fees to be paid to another 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 if the pupil is not of good character. A pupil must reside with her parent/s or legal guardian while attending the school, or with someone else approved by her parent/s or guardian and the Headmaster.

## Transition across the School

Pupils are normally expected to remain at the school until they complete their Sixth Form studies. Transfer from Year 6 to Year 7, and from Year 11 to Year 12, may not always be in the pupil's best interests, however. In that case, the situation will be discussed at an early stage (in Year 5, in the case of the Junior School pupils) and parents will be given any advice they may request over alternative schooling. Transfer in such cases may be refused by the school even if the family would like the girl to remain, but this will always involve careful discussion with the parents. At least a term's notice will be given in the case of Year 11 girls and Year 6 pupils, to allow other arrangements to be made.

It is generally expected that girls moving from Year 11 to Year 12 (including those joining us from other schools) will have obtained 9, 8 or 7 grades (or the equivalent) in their chosen A level subjects, with 7 or above (or the equivalent) in the majority of the other GCSE subjects. However, we do look at each girl individually in order to help her make the most appropriate choices.

## Transfer from other GDST schools

A pupil transferring from another GDST school will be considered to be a special case unless she is applying for entry in Reception or Year 7. In other year groups, she will normally have priority for a place above most other applicants if, in the opinion of her current Head, she is likely to flourish at this school. She may still be asked to sit tests in certain subjects, to help the Headmaster to decide if she is likely to flourish and which teaching groups she should be in.



## Occasional places

The school occasionally has spaces at non-standard points of entry (i.e. not Reception, Year 3, Year 7 or Year 12). Parents may contact the Registrar to establish if any places are available. The Registrar will contact parents who have registered an interest for entry should a place arise. Pupils will be assessed at the point that a place is available, through assessment and interview similar to those used for entrance at standard points; the exact method of assessment may, however, vary, depending on the point of entry being considered.

Policy last reviewed and amended July 2023

Next review July 2024

