

ADMISSIONS POLICY: EXTERNAL APPLICANTS

Owner:	HGH
Reviewed:	March 2021
Approved by Governors:	March 2021
Next Review:	March 2022

POLICY STATEMENT

1. The aims of this policy are:

- i) To ensure compliance with the school's charitable purposes;
- ii) To identify and admit girls who will benefit from an academic education and contribute to and benefit from the ethos and activities of our school community. We will only admit a girl who has met the academic criteria.

2. Equal treatment:

We welcome girls from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. As an all girls' school, we are permitted under the Equality Act 2010 to restrict admission to girls. We do not, however, discriminate against pupils on the grounds of race, religion or belief, sexual orientation, gender reassignment, pregnancy, maternity or disability in accordance with our obligations under the Act. We expect all of our pupils to attend our school assemblies.

3. Disability:

We welcome applications from girls with disabilities. While at present our facilities for girls with disabilities are limited, we will do all that is reasonable to ensure that the School's culture, curriculum, policies and procedures are accessible for disabled girls who meet our admissions requirements.

PROCEDURES

4. Summary:

Our admission procedure has the following elements:

Senior School:

- i) Competitive entry tests
- ii) Interviews
- iii) Character and academic references
- iv) Disability assessments (if applicable)

Junior School:

- i) Competitive entry tests
- ii) Activity sessions
- iii) Character and academic references may be sought from her current school
- iv) Disability assessments (if applicable)

For the Junior School, entry tests will normally include Mathematics, English Comprehension and Creative Writing; the normal procedure is that after consideration of the written test results and any special circumstances, applicants may also be invited to attend an activity session which will involve group activities to assess learning potential.

For the Senior School, entry tests may include Mathematics, English, verbal and non-verbal reasoning and other subjects as appropriate to the age of the applicant. The Head Teacher of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs or a disability. The reference may also include the results of tests taken at school, e.g. NFER and SATs, and predicted grades e.g. at GCSE, as appropriate.

In the case of external applications, the normal procedure is that after consideration of the written test results, the reference and any special circumstances, girls may be invited for interview(s).

In deciding whether or not to offer a place in the school, the results of the tests and interviews, the reference (in the case of the Senior School) and any special circumstances will be taken into account.

5. Age:

Very occasionally, we may offer places to girls one year ahead or behind their standard year group if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the school.

For entry to the Junior School, a girl's age within the year group, especially if one of the youngest, may be taken into consideration.

6. Special Circumstances:

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- i) If she is unwell when taking tests or has had a lengthy absence from her school
- ii) If there are particular family circumstances such as a recent bereavement
- iii) If there is a relevant educational history, for example education outside the British system
- iv) If the candidate has a disability or specific learning difficulty
- v) If English is not the candidate's first language

If we are made aware of any of these cases, we may request further information such as a medical certificate or educational psychologist's report, and any associated correspondence or details from the pupil's current school (including samples of work) or any family history we consider necessary to make a fair assessment. The school must be made aware of these circumstances at least two weeks in advance of the entrance tests.

7. Disclosures:

Parents must, as soon as possible, and in advance of the school's decision, disclose any particular known or suspected special circumstances relating to their child's health, allergies, disabilities or learning difficulties, or other circumstances which may affect their daughter's performance. Known circumstances should be reported at least two weeks in advance of the tests. Unforeseen special circumstances, such as a sudden illness, should be reported on or before the day of the test or interview, or, if this is not possible, within two working days of the test or interview. Further information, such as a medical certificate, may be required.

If you will require any variation to the standard school regime (e.g. food, uniform or special needs) for your daughter during her time at LEH you must request these arrangements as soon as possible, and in advance of the school's decision, so that we can establish whether the school can reasonably meet your requirements. Careful consideration will be given to all such requests.

8. Additional Factors:

The school is over-subscribed. If we have to decide between two or more candidates who meet our requirements after all appropriate allowances and special consideration have been given, we may give preference to: a girl who already has a sister in the school, a girl whose parent is a current member of staff, or a girl with a particular skill, talent or aptitude.

9. Decisions:

The school's decision is final, and there is no right of appeal.