

Admissions Policy

Withington Girls' School

September 2020

Withington Girls' School

ADMISSIONS POLICY

This is the admissions policy of Withington Girls School (**School**). The School is an academically selective school for girls aged between 7 and 18 years.

The aims of this policy are:

- to set out the particular of the School's policy on and arrangements for admissions to the School;
- to ensure compliance with the School's charitable purposes;
- to identify and admit girls who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our School community;
- to ensure compliance with the School's responsibilities under the Equality Act 2010.

Scope and application

The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in other year groups. We will only admit a child who has met the relevant admissions criteria as set out in this policy.

The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

Equality, diversity and disability

All candidates for admission will be treated equally, irrespective of their, or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

The School is inclusive and welcomes applicants with disabilities and special educational needs. At present, the School's facilities, physical and otherwise, for the disabled and those with special educational needs are limited but the School will do all that is reasonable to comply with its legal and moral and responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents must inform the School when applying for a place of any known disability or special educational needs of their daughter which may affect her ability to participate in the admissions procedure and take full advantage of the education provided at the School.

The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil should the offer of a place be made.

Application Procedure

To apply for a place, parents are required to complete an application form which is available on the School's website.

Any closing date for application to any of the School's examinations will be stipulated in the prospectus and the application form. An application will only be considered if accompanied by a non-refundable application fee, the level of which will be stipulated on the application form.

Girls transferring from the Junior to the Senior School are not required to pay a second application fee.

Applicants will receive acknowledgement of their application as soon as reasonably practicable and in good time before the Examinations which traditionally take place in January each year.

The School's admissions procedure has three elements:

entrance examinations

interviews (Senior School and Sixth Form only) and

references.

References

For entry at all stages, the Head of the applicant's current school will be asked to provide a written reference as to the applicant's academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability.

Entrance Examination for the Junior School

Entrance Examinations are held for entry at 7+, 8+, 9+ and 10+. The candidates sit tests in English and Mathematics in Form Rooms. The papers are set and marked by the appropriate Form Teacher. Every attempt is made to make the candidates feel at ease.

Entrance Examination for the Senior School

All candidates (including those from Withington Girls' School's own Junior School) take a Verbal Reasoning test, and written papers in English and Mathematics, each of which is in two parts:

- English: comprehension and essay;
- Mathematics: basic skills and problem-solving

The Mathematics test is set by the Head of Mathematics and marked by a panel of Mathematics and other staff; the English test is set by the Head of English and marked by a panel of English and other staff.

At all ages, entry papers aim to discover potential, not merely knowledge. Due consideration is given to the particular circumstances, educational, cultural and financial, of all candidates. The School attracts pupils from a large geographical area.

Following the Senior School examinations, selected candidates will be invited to interview with senior members of staff. All girls from Withington's own Junior School will be interviewed. This is a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School.

Candidates not being called for interview will be informed in writing at the earliest opportunity that the School is unable to offer them a place.

Application to the Sixth Form

It is assumed that Year 11 girls will transfer into the Withington Sixth Form, subject to meeting the required standards of behaviour and progress.

A number of girls also enter the Sixth Form from outside the School. External applicants will be shortlisted for interview based on the reports from their current school and their predicted GCSE grades. There are two kinds of interviews:

- a general interviews to explore the applicant's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School;
- an option interview to explore the applicant's academic ability in a particular subject.

Applicants must achieve satisfactory grades in her GCSE examinations. Applicants will be informed of the applicable GCSE grade requirements .

Admissions criteria

The admissions criteria are:

- success in the relevant entrance assessments and / or achieving the required GCSE grades, as appropriate; and
- satisfactory interview (if applicable); and
- a positive confidential reference from the applicant's present school (if applicable); and
- commitment to the School's ethos as described in the School's aims.

The School reserves the right to restrict the offer of places to children whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.

All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.

The Headmistress's decision in accepting or refusing a candidate into the School is final. In order to ensure fairness and to protect the integrity of the system, results of assessments are not discussed with parents or made public.

It is assumed that pupils will automatically progress through the School, subject to their meeting the required standards of behaviour and progress.

International pupils

Additional admissions procedures and criteria may apply to candidates who require the School to sponsor their application for a visa to study in the UK. Parents should contact the Admissions Department for further details.

Offers

Senior School offers are sent by post on a date agreed with the Greater Manchester Consortium of Schools.

Offer of a place at all stages is accepted by return of a completed acceptance form by the stipulated date and accompanied by an Acceptance Deposit.

Siblings

Priority is given to siblings of pupils at the School at the proposed time of entry, although admission is not automatic and the candidate must meet the admissions criteria.

Financial Assistance

The school offers a number of means-tested Governors' Bursaries and prestigious external Trust Awards to assist candidates for places in Years 5 upwards whose parents are on low incomes. We aim to ensure that there will always be in the region of 100 pupils in receipt of means-tested financial assistance.

Parents must indicate on the application form if they wish to apply for a bursary and, if their daughter is shortlisted for interview they will be required to complete a bursary application form. The School will consider the girl's entitlement to a bursary in its absolute discretion. The School will in almost all circumstances require a home visit before deciding whether or not to award a bursary. The terms of any financial assistance will be communicated in the offer and will require to be complied with for the duration of the girl's attendance at the School. Bursary forms are completed annually in order to continue to assess the level of parental income and financial assistance required.

Please see the School's website for further information about bursaries.

Training

The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

The level and frequency of training depends on role of the individual member of staff.

The School maintains written records of all staff training.

Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A confidential admissions record will be kept for each candidate.

Admission register

For pupils admitted to the School, the School will:

- maintain an admission register; and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's information security policy.

Version control

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