

Admissions Policy

Withington Girls' School

September 2024

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 describe how the School identifies and admits girls who will benefit from an academic education and other opportunities available at the School 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, application and responsibility statement

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.

The Board of Governors as proprietor of the School has overall responsibility for all matters which are the subject of this policy.

Regulatory framework

This policy has been prepared to meet the School's obligations under: Education (Independent School Standards) Regulations 2014, Education and Skills Act 2008, Equality Act 2010 and Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

This policy has regard to the following guidance and advice: [Children missing education](#) (DfE, August 2024), [Working together to improve school attendance](#) (DfE, August 2024); [Technical guidance for schools in England](#) (Equality and Human Rights Commission, July 2024), and [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).

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, sex, 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 ..

Parents must inform the School on registration with full details 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 any reasonable adjustments or alternative arrangements that may be required for the applicant to access the admission procedure based on the information provided, in accordance with the School's obligations under equality legislation. The School will also consult with parents or guardians and other such persons or organisations as necessary in order to ascertain the child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if a place were to be offered by the School.

Application Procedure

To register for a place, parents are required to complete an application form which is available on the School's website and to pay the non-refundable application fee.

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 payment of the application fee, the level of which will be stipulated on the application form.

Current pupils who wish to progress 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 assessments are held for entry at 7+ and 8+ and, subject to availability of places, 9+ and 10+ in January each year. The candidates sit tests in English and Mathematics in form rooms; they may also take part in a taught task which involves interacting with staff on previously unseen material and allows staff to gauge pupils' learning potential. The papers are set and marked by the appropriate form teacher. Every attempt is made to make the candidates feel at ease.

Subject to availability of places, applications are accepted from candidates at other times of the year to take the Junior School entrance assessment described above.

Entrance Examination for the Senior School (Year 7)

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

- English: comprehension and essay; and
- 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.

Following the Senior School examinations, selected candidates will be invited to interview with senior members of staff. All girls from Withington's Junior School will be interviewed if they wish to progress into the Senior School. 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 following Senior School examinations will be informed in writing at the earliest opportunity that the School is unable to offer them a place.

Extraordinary Applications to Senior School

From time to time the School accepts applications from candidates who wish to join the Senior School at times other than the usual entry points at the beginning of Year 7 and beginning of Year 12.

Such applicants will be required to sit examination papers in Mathematics and English as set out above for entry to the Senior School and, subject to demonstrating the required level of ability and/or potential in those papers, will be invited for interview with senior members of the teaching staff. Confidential references from their current School will also be required.

Application to the Sixth Form

A number of pupils enter the Sixth Form from outside the School. External applicants will be invited to apply based on a Statement of Interest written by the prospective student, reports from their current school and their predicted GCSE grades.

Applicants are invited to a formal interview that takes place in the Spring Term. Candidates who did not participate in the preliminary stage and who meet the entry requirements will be eligible to make an application at this stage.

The interview explores 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. The candidate's academic ability in their subject choices for A Level will also be

covered.

Applicants must achieve grades in their GCSE examinations which meet the School's minimum entry requirements for the relevant year. Relevant grade requirements are published on the School's website and are available before application on request, and all candidates will be informed of grade requirements as soon as practicable after submitting an application.

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);
- ability and willingness to benefit from the School's broad and varied curriculum;
- commitment to the School's ethos as described in the School's aims; and
- an ability and willingness to 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.

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

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 for Year 7 places are sent by post on a date agreed with the Greater Manchester Consortium of Schools.

An offer of a place in Junior or Senior School is accepted by return of a completed acceptance form by the stipulated date and accompanied by an Acceptance Deposit.

Sixth Form offers are conditional on the achievement of the required grades at GCSE. A conditional place is accepted by returning an acceptance form by the stipulated date and payment of an Acceptance Deposit. If the candidate achieves the required GCSE grades for entry to the sixth form following completion of the acceptance form, the School will write to the parents to confirm the place. If the required grades are not achieved, the School will be unable to progress the application and the Acceptance Deposit will be refunded.

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

Parents must indicate on the School's application form that they wish their daughter to be considered for a bursary. On receipt of an application where bursary interest is indicated, the School will provide parents with a link to a confidential online bursary application form. The information provided via this form is processed and managed by Bursary Assessment Associates. The bursary application form must be completed in full and all required supporting documentation provided by the specified deadline if the parent wishes their daughter to be considered for a bursary award.

Candidates who have been short-listed for the second stage of the bursary application process, will be invited to participate in a bursary assessment interview that forms part of the independent financial review. This interview will be conducted by Bursary Assessment Associates, either online or during a home visit, to verify the financial eligibility of the applicant's family.

The amount of bursary offered is determined by the extent of financial need, and not only the child's academic ability. Each bursary application is assessed on its own merits and awards are made accordingly, subject to the funds available each year. The decision of Withington Girls' School is final; there is no appeals procedure as it is the responsibility of applicants to provide true and accurate information through the application process.

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 reviews are completed annually in order to continue to assess the level of parental income and financial assistance required.

Please see the our [bursary policy](#) for further information about bursaries and the application process.

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

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School; 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
- the admissions register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- the school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- the admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended].
- a pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations in regulation 9 occurs the pupil's name must be deleted.¹

¹ Full details of the legal grounds for deleting a pupil from the registers can be found in regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024. See also chapter 7 of the Working together to improve school attendance guidance 2024.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Version control

Effective date of the policy	September 2024
Date of last review	Summer 2024
Date of next review	Summer 2025
Policy owner	
SLT	Jen Baylis
Board of Governors	Jane Allred