

**King Edward VI High School for Girls
Admissions Policy**

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King Edward VI High School for Girls ADMISSIONS POLICY

GENERAL

King Edward VI High School for Girls (KEHS) is an independent school for girls from ages 11 to 18. The School has approximately 650 pupils.

The purpose of our Admissions Policy is to ensure that we continue to fulfil the aim of accessibility to all pupils of high ability and potential as encapsulated in our mission which is “to offer an unrivalled education to the brightest girls in the region, irrespective of their social or economic background.”

Deciding on the right school for your daughter is very important. We strive to ensure that our existence and accessibility are known to as wide a range of parents and prospective pupils as possible. This is pursued through the School’s publications, prospectus, website, social media, regular and well-advertised Open Days, extensive and increasing communication and collaboration with a wide range of primary and prep schools, press advertising and articles, and a very active Admissions Department and Marketing and Communications Department. Parents are requested to contact our Director of Admissions, Partnerships and Participation, Catherine Oakes, on 0121 472 1834 or by email admissions@kehs.org.uk for further information about the School.

KEHS is an academically selective school. The usual points of entry are at 11+ (Year 7) and 16+ (Year 12). We may also admit girls into Year 8 (12+) or Year 9 (13+), but only if space is available. Please see below (“Entry Procedure”) for details of the selection process.

The School is not licensed by the UK Border Agency to sponsor international students (or accept transfers from other schools which can), and by making an application you confirm that you and your child have the right to enter, live and study in the UK for the duration of the education offered by the School.

EQUAL OPPORTUNITIES

KEHS is committed to equal treatment for all, regardless of a candidate’s race, ethnicity, religion, sexual orientation or social background.

We are an academically selective school, and we welcome all girls who can make the most of the opportunities we offer and who can flourish in the caring environment

of KEHS. Treating every girl as an individual is important to us. We welcome applications from girls with special educational needs and disabilities, and will do all that is reasonable to comply with our legal and moral duties, under the Equality Act 2010 and the Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants with disabilities for whom, with reasonable adjustments, the School can cater adequately.

We advise parents of girls with a disability or special educational needs to discuss their daughter's requirements with us, before she sits our entrance exam, so that we can make adequate provision for her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request for special arrangements, for example.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the girl if she becomes a pupil at the School. If special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

Our aim is to encourage applications from candidates from as diverse a range of backgrounds as possible. This enriches our community and helps prepare our pupils for today's world. A number of Assisted Places are offered in order to make it possible for as many girls as possible, who meet the School's admission criteria, to attend the School, irrespective of parental income. Our provision for Assisted Places is described below.

ENTRY PROCEDURE

The registration process for full fee places and Assisted Places at our main entry points – 11+ and 16+ – is via an online form on the School's website. The School requires the payment of a non-refundable registration fee of £50, unless the family is in receipt of Universal Credit, Job Seeker's Allowance, Income Support or similar.

Full fee places may be available at other times, including partway through the school year. Please contact the Director of Admissions, Partnerships and Participation to discuss the availability of places before submitting a registration form. A non-refundable registration fee of £150 is payable when applying for places outside of our main entry points.

If a School place is accepted, there is also a required deposit payment of £400 to secure a place. Students who are accepting a full Assisted Place (i.e. no school fees are payable) are not required to pay a deposit.

In its search for those pupils who will be best suited to the education here, the School makes use of as many forms of evidence about the pupil as possible and invests a great deal of time in the process of selection. It also strives to ensure that its examination papers are accessible to pupils from a wide range of educational, family and ethnic backgrounds and that due consideration is given to the individual circumstances of candidates. The School is making individual choices about individual candidates.

No specific preparation for the entrance tests is needed; we are simply looking for girls with potential.

a) 11+ (Year 7 entry)

The School's main entry point is at 11+ (Year 7), at which point we have 96 places available.

The 11+ examination takes place in the October of Year 6, and candidates must register for the examination by mid-September of that year by registering online. The exact deadline for registration is publicised on the website each year. The examinations all take place on one day and every effort is made to ensure that the experience is friendly and not daunting.

The entrance examination consists of one English paper and one Mathematics paper. The English paper is designed to test reading and writing skills and to explore a candidate's potential, and tasks have included comprehension questions, creative writing and an opportunity to respond personally to stimulus material. The Mathematics paper consists of a series of questions of varying lengths, designed to test the candidate's ability to use and apply the straightforward processes of arithmetic. No calculators of any kind are allowed. Specimen questions in English and Mathematics are made available on the School website.

In addition to the entrance examination, the School requests detailed information, both academic and non-academic, from every candidate's primary or prep school.

The School also interviews candidates who fall mainly into three categories:

1. Those being considered for a Scholarship
2. Those being considered for an Assisted Place
3. Those for whom there may have been a discrepancy between their performance on different examination papers, which warrants further exploration.

Interviews are conducted by the Principal and/or other senior members of staff.

Candidates being considered for a Music Scholarship are invited to an audition.

The announcement of offers, usually in early December, and the deadline for acceptance, usually mid-March, are co-ordinated, as far as possible, with other local independent schools and the local Education Authority to ensure that there is a fair chance for families to make an informed decision. All candidates are informed of the outcome of their application, either being offered a place or being informed that we are not able to offer a place. Some candidates are put on to a waiting list and some, whose application for an Assisted Place has been unsuccessful, may be invited to discuss a potential full-fee-paying place with the Bursar.

To accept a place, parents are required to sign the Acceptance Form, indicating that they have read, and agree to, the Terms and Conditions under which the place is offered and return it to the School, together with payment of the appropriate deposit.

We are sometimes in a position to offer places to candidates from our waiting list after the closing date for acceptances.

b) 12+ or 13+ (Year 8 or Year 9 entry)

Applicants for Year 8 or Year 9 sit entrance examination papers in English, Maths, Sciences, often a Modern Foreign Language which has been studied to date and Latin, which are designed for their age group, and are interviewed by the Principal and/or other senior members of staff. A report from the applicant's previous school will also be requested.

There are no set registration deadlines or examination dates for entry into Year 8 or Year 9, and an application for one of these year groups should be discussed with the Director of Admissions, Partnerships and Participation before a registration form is submitted to enquire about the availability of places.

All candidates are informed of the outcome of their application, either being offered a place or being informed that we are not able to offer a place.

To accept a place, parents are required to sign the Acceptance Form, indicating that they have read, and agree to, the Terms and Conditions under which the place is offered and return it to the School, together with payment of the appropriate deposit.

c) 16+ (Year 12 entry)

Applicants for Year 12 entry include a personal statement with their online registration form, outlining the subjects they wish to study and why.

We ask for predicted grades, as a reference, from their current school. Our entry requirements are as follows:

Level 6 in GCSE Maths and Level 7 in GCSE English or English Language

Level 7, 8 or 9 in your chosen A Level subjects. A minimum of Level 8 or 9 is required in some subjects, as below:

9 in Maths for Further Maths

8 in Maths for Maths and Chemistry

8 in Chemistry for Chemistry

8 in French for French

If we feel that an applicant has the potential to study successfully at KEHS, she is invited to an interview at School, with a member of the Leadership Team, and possibly a Head of Department. These interviews are informal and teachers make every attempt to put candidates at ease.

All candidates are informed of the outcome of their application, either being offered a place or being informed that we are not able to offer a place.

To accept a place, parents are required to sign the Acceptance Form, indicating that they have read, and agree to, the Terms and Conditions under which the place is offered and return it to the School, together with payment of the appropriate deposit.

Applicants for 16+ entry should register by a pre-set date at the beginning of February of the school year **prior to** entering Sixth Form (i.e. when they are in Year 11). This date is publicised on the school's website. Interviews typically take place during January, February or March. All offers made are conditional upon final GCSE results and candidates are required to attend KEHS on GCSE results day to confirm their final results.

SIBLING POLICY

Many siblings join us at KEHS. However, admission is not automatic, and the usual entrance requirements apply. There may be occasions when we judge that a sibling is likely to thrive better in a different academic environment. There is a sibling discount of 25% for the oldest child when three siblings attend KEHS or King Edward's School (KES) at the same time.

STAFF CHILDREN

Daughters of members of staff of KEHS, KES and the Foundation Office will be subject to the same selection procedure as external applicants. However, members of staff are given a fee discount (pro-rated if part-time).

SCHOLARSHIPS

KEHS offers a limited number of academic scholarships and music scholarships each year to 11+ entrants.

Academic scholarships are awarded simply on academic merit without any consideration of the financial situation of the candidate's family and the decision is made on the basis of performance in the examination, the school report and interview. Candidates being considered for a music scholarship are invited to audition for the Director of Music. Candidates indicate that they wish to be considered for a music scholarship as part of their registration form. They should be working towards at least Grade 6 standard in their primary instrument. Candidates who play a second instrument will be invited to perform on that too. Music potential is as important as the Grade thus achieved. A candidate who is eligible for an Assisted Place can win both an Assisted Place and a scholarship. No scholarship is awarded for more than 50% of the school fee, and the awards range in value normally from 5% to 35%.

Scholarships are generally held for the duration of a girl's time at the School. Further academic scholarships may be offered to entrants to Year 12. It is also possible to apply for music and sport scholarships for the Sixth Form. The School website contains details about the standards required for consideration for these scholarships.

ASSISTED PLACES

Our programme of Assisted Places is generous, and is designed to make it possible for as many girls as possible who meet our entry criteria, to take up a place here. Assisted Places are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need, but can extend to 100% remission in cases of proven need.

Assisted Places are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

The Assisted Places Policy on the School website contains full details.

FLUENCY IN ENGLISH

The School places high academic and social demands upon pupils and expects pupils to be fluent in the English language. (See also the School's English as an Additional Language Policy on the School website).

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are available from the School on request and will be made available to parents as part of the admissions process.

INFORMATION ON EXAMINATION RESULTS, AND COMPLAINTS

The School will do all that it can to ensure that the process of selection is fair and meticulous. The School does not reveal exact details of the performance of individual candidates. The decision of the Principal in awarding places, scholarships and Assisted Places is final and not subject to appeal. If a parent has a complaint about the admissions process, he/she should write to the Principal setting out reasons for the complaint within two months of the date of receipt of results. The Principal will examine the grounds for the complaint and will respond in writing within 14 school working days.

Reviewed in August 2023 (to be next reviewed in August 2024). The Principal is responsible for the monitoring and review of the Admissions Policy.