



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

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ADMISSIONS POLICY

1. Introduction

King Edward VI High School for Girls (KEHS) is an academically selective, independent day school for girls from the age of 11 to 18.

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, irrespective of their social or economic background.

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 communication and collaboration with a wide range of primary and preparatory 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 on 0121 472 1834 or admissions@kehs.org.uk for further information about the school.

The usual points of entry are at 11+ (Year 7) and 16+ (Year 12). We also admit girls into Year 8 (12+) or Year 9 (13+), if space is available. Please see below ("Entry Procedure") for details of the selection process.

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

2. Equal opportunities

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

As an academically selective school, we welcome girls who can make the most of the opportunities we offer and who can flourish in the stimulating and supportive environment of KEHS. Treating every girl as an individual is important to us.

We welcome applications from girls with special educational needs or 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 candidates with special educational needs or disabilities for whom, with reasonable adjustments and support, we can cater adequately.

We need to be aware of any known special educational need or disability which may affect a candidate's ability to participate in the admissions procedure and take full advantage of the education provided at KEHS. We advise parents of children with special educational needs or disabilities to discuss their daughter's requirements with us before the entrance exam so that we can consult about the adjustments which can reasonably be made to ensure that the admissions procedure is accessible and the school can cater adequately should an offer of a place be made. This is why there is a slightly earlier deadline for registration for pupils requesting access arrangements (although late applications up to the normal closing date may still be accepted). Initial information is collected via a form which parents complete as part of the admissions process. If a candidate is currently under review or considering pursuing an Educational Health Care Plan or diagnosis, this information should be included at the time of application.

Generally, candidates will be granted access arrangements in our entrance examinations on the presentation of the relevant information from an educational psychologist or appropriate medical evidence, as well as evidence from their school of their normal way of working, which meets the current criteria for access arrangements under JCQ (Joint Council for Qualifications) regulations and, in the process of selection, due cognisance is taken of all relevant factors to ensure that selection is fair. In particular, the Director of SEND will be closely involved in the whole process of admissions where appropriate, making contact with parents and the candidate's previous school and supervising the examination.

If special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments which can be made in order to enable the pupil 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 perform well in the entrance process, to attend KEHS, irrespective of parental income. Our provision for Assisted Places is described later in this policy.

There may be a number of candidates whose experience of English may be limited for reasons of their family and educational history. Every effort is made to ensure that these candidates are not disadvantaged as a result of this situation.

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. A non-refundable registration fee of £50 + VAT is payable at the point of registration, 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, for example at 12+, 13+ or partway through a school year. Parents should contact the Director of Admissions to discuss the availability of places before submitting a registration form. A non-refundable registration fee of £150 + VAT is payable when applying for places outside of our main entry points.

If a place at KEHS 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 our search for those pupils who will be best suited to the education here, we make use of as many forms of evidence about the pupil as possible and invest a great deal of time in the process of selection. We also strive to ensure that our 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.

a) 11+ (beginning of Year 7 entry)

The school’s main entry point is at 11+ (Year 7). 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 and increasing difficulty, designed to test the candidate’s ability to use and apply the straightforward processes of arithmetic. No calculators of any kind are allowed to be used during KEHS entrance examinations. Specimen questions in English and Mathematics are made available on the school website.

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

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

Following the entrance examination, we interview candidates who fall mainly into the following 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
4. Those who are home educated
5. Those whose reference or application identifies aspects requiring further information or investigation.

Interviews are conducted by the Chief Master & Principal or Head of School, 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, in writing. Some candidates may be offered the opportunity to be 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 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, or later should a place become available, and will contact families to notify them should this opportunity arise.

Candidates who are not offered a place at KEHS at 11+ are not permitted to apply for 12+, 13+ or in-year entry (with the exception of candidates who were placed on a waiting list). They are, however, welcome to re-apply at 16+.

b) 12+ or 13+ (Year 8 or Year 9 entry) and in-year entry

Occasionally a small number of places may become available at times other than the beginning of Year 7 or Year 12.

KEHS maintains a waiting list of pupils from the 11+ entry process (as referred to above) and additional pupils who did not sit the 11+ entrance examination can also be added to the waiting list.

The parents of pupils who did not sit the 11+ entrance examination are welcome to discuss the availability of places and enquire about the process for joining the waiting list by contacting the Admissions Department at any point – there are no set deadlines. To take forward the enquiry, we will request a report from the applicant's current school. Should the report indicate that the applicant looks likely to meet the standard expected for entry, they will then be interviewed by the Chief Master & Principal, Head of School or other senior members of staff, and will sit examination papers in English, Maths, and other subjects as appropriate such as Sciences, often a Modern Foreign Language which has been studied to date and Latin, which are designed for the relevant age group.

All candidates are informed of the outcome of their application, either being offered the opportunity to be put on to a waiting list or being informed that their application has not been successful, in writing.

At such time that a place becomes available, we will make an offer to a candidate on the waiting list.

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.

Candidates whose applications are not successful at 12+, 13+ or for in-year entry (those who are not placed on to a waiting list) are unable to re-apply to the school until the 16+ entry point.

There are no Assisted Places or Scholarships available at 12+, 13+ or in-year entry points.

c) 16+ (beginning of Year 12 entry)

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 March.

Applicants for Year 12 entry should include a personal statement as part of the online registration form, outlining the subjects they wish to study and why, and also include their predicted GCSE grades.

Following submission of a registration form, we request a reference from the applicant's current school.

Our entry requirements are as follows:

General requirements

We would usually expect a pupil to have gained a minimum of Grade 7 in GCSE Maths and Grade 7 in GCSE English Language or GCSE English Literature. We also expect entrants to the Sixth Form to have a Grade Point Average (GPA) of 7.2 or higher but pupils with a lower GPA who meet the entrance requirements in other respects will be invited to a meeting to discuss the most suitable Sixth Form programme for them.

AND

Subject-specific requirements

A pupil will be expected to have gained a minimum of GCSE Grade 7 in her chosen A Level subjects, with the following exceptions for which there are higher minimum entry requirements:

- Maths: Grade 8 in Maths
- Further Maths: Grade 8 in Maths (also with the completion of an Additional Maths course that we will provide during the summer preceding Year 12)
- Biology: Grade 7 in Maths and Grade 7 in Biology*
- Chemistry: Grade 7 in Maths and Grade 8 in Chemistry*
- Physics: Grade 7 in Maths and Grade 7 in Physics*
- Mandarin: Grade 8 in Mandarin
- PE: Grade 7 in PE and one sport played at a representative level.

*If a pupil has studied Dual Award Science at GCSE and wishes to study a science at A Level, we would expect her to have gained a minimum of 8/8.

If a pupil wishes to study an A Level subject she has not pursued at GCSE, we would expect the following:

- Politics: Grade 7 in an essay-based subject such as History or English
- Computer Science: Grade 8 in Maths (also with the completion of preparatory work during the summer preceding Year 12)
- Religious Studies: Grade 7 in English (Language or Literature)
- Economics: Grade 7 in Maths
- Psychology: Grade 7 in English (Language or Literature) and Grade 7 in a science.
- PE: Grade 7 in Biology** and one sport played at a representative level.

** If a pupil has studied Dual Award Science at GCSE and wishes to study A Level PE, we would expect her to have gained a minimum of 7/7.

If we feel that a candidate has the potential to study successfully in the Sixth Form at KEHS, she is invited to an interview at school, with a member of the Senior Leadership Team, and usually a Head of Department. In these interviews, our aim is to discover what a candidate can do, and teachers make every attempt to put pupils at ease.

Academic, Music and Sport Scholarships are available at the 16+ entry point. See the "Scholarships" section of the school website for further information.

Assisted Places are also available for pupils joining KEHS at 16+. See the "Assisted Places" section of the school website for further information.

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, in writing.

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.

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. A deposit will only be returned if a candidate does not achieve the GCSE grades required to secure her place.

3. 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.

4. 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).

5. 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.

For Music Scholarships, parents indicate that they wish their daughter to be considered for such a Scholarship as part of the registration form. Candidates being considered for a Music Scholarship, based on a strong performance in the entrance examination, are invited to audition for the Director of Music. They should have passed Grade 5 and 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 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 pupil's time at the school.

Academic Scholarships may be offered to entrants to Year 12, based on the school report, interview and predicted GCSE grades. It is also possible to apply for Music Scholarships and Sport Scholarships at the Year 12 entry point, by indicating interest in these Scholarships on

the registration form. The school website contains details about the standards required for consideration for Music Scholarships and Sport Scholarships at 16+.

6. Assisted Places

Our programme of Assisted Places is generous, and is designed to make it possible for as many girls as possible, who perform well in the entrance process, 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.

The funds for Assisted Places are finite and more candidates who would be eligible for an Assisted Place do well in the examination than can be funded. Therefore, it is necessary to select those candidates to whom the funds are made available, on the basis of their performance in the examination, an interview and the primary school report.

Parents wishing to apply for an Assisted Place for their daughter indicate this on the registration form. A brief eligibility form is completed if their daughter is invited to interview. If the candidate is successful in being considered for a place, parents will complete a more detailed means-testing form and provide the relevant evidence in support of their application for an Assisted Place. The Fees Manager will make an assessment on the level of support that can be awarded.

Any terms on which an Assisted Place is made to an individual will be set out as part of the offer of a place and will generally continue for the child's duration at the School subject to annual review of the family's continuing eligibility for an Assisted Place. The family is required to provide fresh information about its circumstances for every year that their daughter attends the school. Levels of support may vary with fluctuations in income.

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

7. School's contractual Terms and Conditions

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

8. 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. After the examination, we are willing to offer guidance as to the strengths and weaknesses of a candidate's performance, but we do not reveal exact details of the performance of individual candidates.

The decision of the Chief Master & 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 Chief Master & Principal setting out reasons for the complaint within two months of the date of receipt of results. The Chief Master & Principal will examine the grounds for the complaint and will respond in writing within 14 school working days.

9. Additional Information

If parents require further information, they should contact the Director of Admissions on 0121 472 1834 or admissions@kehs.org.uk

Reviewed in March 2025. To be next reviewed March 2026. The Director of External Relations is responsible for the monitoring and review of the Admissions Policy, and reports to the Chief Master & Principal.