

OXFORD HIGH SCHOOL GDST

ADMISSIONS POLICY

Whole School: Senior, Junior, EYFS, KS1 and KS2

Updated: October 2019

Next Review: October 2020

At Oxford High School a selection process operates at all points of entry excepting Reception (4+). All Oxford High School policies and procedures take account of GDST policies. The Head's decision on all Admissions and Scholarships is final.

Parents are invited to contact the Admissions Registrar or the Director of Admissions (admissions@oxf.gdst.net, 01865 318500) to obtain further advice and information concerning admissions procedures. Open House events for the Pre-Preparatory school (Pre-prep) and Preparatory school (Prep) and Open Events for the Sixth Form are held throughout the academic year, and for the Senior School during the Autumn Term. Parents may arrange to visit the school on a week-day during term-time by booking for one of the regular Pre-prep and Prep Open House or Senior School Meet the Head events, held throughout each term at the Pre-prep, Prep and Senior Schools. Parents can also arrange to visit by individual arrangement in the year preceding their daughter's entry. The current non-refundable registration fee for entry is £100 (£150 for overseas candidates) and on acceptance of a place offer a deposit of £1000 is payable (waived for holders of full bursary offers), which is returned at the end of each child's school career, less any outstanding charges. The place deposit is non-refundable if the place is not taken up subsequently, for whatever reason. Parents wishing to apply for a Year 7, Year 9 or a Sixth Form GDST Bursary and who are in receipt of a Job Seeker's Allowance or another state benefit may apply to the Director of Admissions for possible waiving of the registration fee.

Entry to the Pre-prep School for Reception (4+)

Parents wishing to apply for Reception places are advised to register at least two years in advance of the proposed date of entry. Places are offered on registration, subject to a Taster Day in the year before entry. When the total number of places available has been accepted, children are offered a Waiting List place. Occasional places are offered from the Waiting List as they become available at any time preceding the desired date of entry.

Entry to the Pre-prep School for Years 1 and 2

Occasionally, places become available in the intermediate Years 1 and 2. Please contact the Admissions Registrar or the Director of Admissions for further information.

Entry to the Prep School for Years 3 - 6

Parents are invited to contact the Admissions Registrar or the Director of Admissions concerning likely place availability in Years 3 to 6 and to register their children for entry, if places are available. Prep School Admissions days are held throughout the year.

Registered girls are invited to join their current year group and to participate in assessments and an interview, either during one of the Prep School Admissions days and on the school website, or by individual arrangement.

If places are available in the desired year of entry they will be offered to successful candidates based on performance in the assessments. Candidates who are successful but for whom no place is available will be offered a Waiting List place. Occasional places are offered from the

Waiting List as they become available at any time preceding the desired date of entry. If no place becomes available during the year candidates may apply to be reassessed for entry in the following year.

Occasional entry to the Pre-prep and Prep Schools

The school welcomes enquiries from parents at non-standard times and for all points of entry to the Pre-prep and Prep School, and will arrange to assess children on an individual basis, following registration, throughout the year as appropriate.

Further Pre-prep and Prep School Information

Arrangements can be made for overseas candidates for Years 1 – 6 to sit entrance papers under the supervision of their current school. They will not be required to attend for interview. Parents are asked to check in advance the willingness of the Head of their daughter's current school to administer assessments to the candidate on behalf of Oxford High School.

Parents of Year 5 girls who are considering entering Oxford High School at a later point are invited to attend a Prep School Admissions day for diagnostic testing. These tests will help parents to ascertain their daughter's current ability and suitability for the School. Parents should contact the Admissions team for more information.

Pupils are always assessed for the year group appropriate to their chronological age, but parents may contact the Admissions Registrar or the Director of Admissions for further advice if their child is out of year at their current school.

It is the intention of the school to make its selection procedures equally accessible to all candidates, regardless of religion, ethnicity, disability or background.

A candidate's application will not be prejudiced if a reference is not forthcoming from the current school.

Parents are requested to inform the Head of the Prep School, in writing, of any particular circumstances which might affect a candidate's application.

Transfer to the Senior School at 11+ and to Sixth Form at 16+

Transfer from the Prep School to the Senior School will be considered when girls are in Year 5. One to one meetings are held with the Head of the Prep School and parents of all Year 5 girls to discuss Senior School options, because it may not be in a girl's best interests to transfer from the Prep School to the Senior School. The Prep School will work closely with parents at all stages to help families find the best Senior School for their daughter. Firm Year 7 places will be confirmed to Year 5 parents during the Summer Term of Year 5. In cases where there have been concerns regarding a girl's transfer, a firm decision will be made in the Autumn Term of Year 6. It is anticipated that Year 11 students will transfer automatically to Year 12, but on the rare occasions when it is deemed that a pupil will not flourish in the Sixth Form at Oxford High School, discussions will be held with her parents as soon as possible offering advice about future options.

Transfer from other GDST schools

Priority is given over external candidates provided a satisfactory standard is reached in assessments.

Entry to the Senior School at 11+

A Senior School Open Evening is held in October to which Oxford High Prep School Year 6 girls and their parents are invited by the Head, together with parents whose daughters are currently registered for entry. All visitors are welcomed without the need for prior booking. Details are advertised in the local press and published on the school website. Parents may also arrange to visit the school with their daughter at a Meet the Head event held regularly during term-time (booking in advance is required) or on any week-day during term-time by individual appointment in the year preceding entry.

Candidates must be registered for entry in advance. Registration forms are enclosed with the school prospectus, and can be obtained from the Admissions Registrar or downloaded from the school website. The deadline for registration for entry to Year 7 is the second Friday in October of the year preceding entry.

Supporting references will be sought from a candidate's school.

Girls are unlikely to be considered for admission unless they are of the normal age for their age group on 1st September. Exceptions are made only where there are strong reasons for believing that this is in the candidate's best interests. Prior permission must be sought in advance from the Head if a candidate is out of year.

Applications from twins will be considered separately, but in the event of one twin being successful and the other twin unsuccessful, the Head will consult their parents before making offers, to avoid unnecessary distress. Twins will generally be placed in different classes.

All registered candidates are invited to attend the Year 7 Admissions Day, in the November preceding September entry in the following year. Year 6 girls from Oxford High Prep School are invited to attend an 'Into Year 7 Day' in the November preceding September transfer. Occasional Year 7 admissions days can be organised by request, subject to place availability.

Key admissions dates are published on the school's website or are available from the Registrar.

Arrangements can be made for overseas candidates to sit entrance papers under supervision at their current school. They will not be required to attend for interview. Parents are asked to check in advance the willingness of the Head of the current school to administer assessments to the candidate on behalf of Oxford High School.

The school sets papers in English and Mathematics. Girls will also complete a multiple-choice Reasoning paper including verbal and non-verbal. Preparation in advance is not recommended and the school never releases copies of past papers. It is the intention of the school to make its selection procedures equally accessible to all candidates regardless of religion, ethnicity, disability or background unless the school cannot reasonably make the adjustments required to cater for their needs. Parents are requested to inform the Head in writing of any particular circumstances which might affect a candidate's application.

All candidates who attend the Admissions Day are invited to interview during the following week.

Offers of places at Oxford High School will be made on the basis of assessment results, interview and reference. Offers for the November entry round will be made in December. The Girls' School Association agrees a common deadline for acceptances. The Head's decision on admission is final. Some candidates will not receive immediate offers but will be

advised that they have been placed on the Waiting List. In the days between the issuing of offers and the deadline for acceptance, the Admissions Registrar and the Director of Admissions will stay in touch with parents of candidates on the Waiting List by telephone or e-mail and offers will be made to them, in rank order, if places become available.

Year 7 Scholarships

A number of Oxford High School Academic, Art, Drama, Music, Sport and Head's Scholarships are awarded annually. Scholarships will be held throughout a girl's career at the school subject to satisfactory progress and conduct. Oxford High School Academic Scholarships are awarded on merit on the basis of the entrance examinations and interview. There are no separate Oxford High School Academic or Head's Scholarship examinations or interviews. Head's Scholarships are awarded entirely at the Head's discretion to outstanding girls who have excelled during the admissions process. All candidates who have received Year 7 place offers will be considered for Academic and Head's Scholarships. Candidates who have received a Year 7 place offer will be invited to apply for Art, Drama, Music and Sport Scholarships. Year 7 Scholarships week will be held in January or February each year.

Exhibitions will also be awarded.

Oxford High School Scholarship recipients should be prepared to make a significant contribution to the life of the school. A list of Scholars is published in the press at the beginning of the academic year.

Bursaries

Means-tested GDST Bursaries are available for families with modest incomes and assets. GDST Bursaries may be awarded to the value of full fees or partial fees depending on family circumstances. It is unlikely that a GDST Bursary would be awarded to a family whose annual income is greater than £85,000.

Following registration, a link to the GDST online bursary application system is sent to parents who request it. Parents will be informed of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. The offer of a GDST Bursary will be dependent on a child being offered a place at the school. Bursaries will be offered to eligible candidates on merit on the basis of entrance examinations and interviews. Bursaries are reassessed annually to reflect changes in parental circumstances. Bursary funds are limited and final allocation is at the Head's discretion following GDST recommendations and guidelines.

A girl may hold a GDST Bursary and an Oxford High School Scholarship or Scholarships, or an Exhibition, together (to a maximum of two awards of either Scholarships or Exhibitions or a combination of both).

Entry to Years 8 and 10

Where occasional vacancies arise, candidates are invited to take the appropriate entry papers and are interviewed either by the Head or the Deputy Head. For entry to Year 8 candidates will sit papers in English, French or Mandarin, Mathematics and complete an online Reasoning assessment. For entry to Year 10 candidates will sit papers in English, a modern foreign language from French, German, Spanish, Mandarin or Russian, Mathematics and Science. Candidates may also be required to sit an online Reasoning assessment. A supporting reference will be sought from the candidate's current school.

Entry to Year 9

Year 9 is a main entry point for Oxford High School and scholarships and bursaries are available to new entrants.

Candidates are required to be registered in advance and are invited to attend an Admissions assessment day in the Spring Term of Year 7, or by arrangement on an individual basis throughout the year. Papers will be offered in English, a modern foreign language (usually French or Mandarin), and Mathematics. Candidates may also be asked to complete an online Reasoning assessment. Candidates will be interviewed by either the Head or the Deputy Head. A supporting reference will be sought from the candidate's current school.

Scholarships and Bursaries

A number of Oxford High School Academic, Art, Drama, Music, Sport and Head's Scholarships are awarded annually. Scholarships will be held throughout a girl's career at the school subject to satisfactory progress and conduct. Academic and Head's Scholarships are awarded entirely at the Head's discretion to outstanding girls who have excelled during the admissions process. All candidates who have received Year 9 place offers will be invited to apply for Art, Drama, Sport and Music Scholarships. Year 9 Scholarships week will be held in January each year.

Exhibitions will also be awarded.

Oxford High School Scholarship recipients should be prepared to make a significant contribution to the life of the school. A list of Scholars is published in the press at the beginning of the academic year.

Following registration, a link to the GDST online bursary application system is sent to parents who request it. Parents will be informed of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. The offer of a GDST Bursary will be dependent on a child being offered a place at the school. Bursaries will be offered to eligible candidates on merit on the basis of entrance examinations and interviews. Bursaries are reassessed annually to reflect changes in parental circumstances. Bursary funds are limited and final allocation is at the Head's discretion following GDST recommendations and guidelines.

A girl may hold a GDST Bursary and an Oxford High School Scholarship or Scholarships, or an Exhibition, together (to a maximum of two awards of either Scholarships or Exhibitions or a combination of both).

Entry to the Sixth Form at 16+

It is anticipated that Year 11 students will transfer automatically to Year 12, but on the rare occasions when it is deemed that a pupil will not flourish in the Sixth Form at Oxford High School, discussions will be held with her parents as soon as possible offering advice about future options.

External applications are warmly invited for Sixth Form entry. A Sixth Form prospectus is available from the Director of Admissions or the Admissions Registrar and on the website. A Sixth Form Open Evening is held during the Autumn Term for current Oxford High School Year 11 girls and their parents, and external candidates. Sixth Form Open events are held throughout the year (advance booking is required). Registered candidates are then invited to

attend an admissions day on an occasional basis throughout the year preceding entry. External applicants to the Sixth Form need to meet the following minimum entry requirements:

At least 5 A*/A grades, or grade 7 or above, including an A*/A, or grade 7 or above, at GCSE in the subjects to be studied at A Level, if applicable, and a B grade or grade 6 or above in English Language and Mathematics.

Entry is by application (with references, including predicted GCSE grades), a short written task, an online Reasoning assessment and two interviews with either the Head, Director of Sixth Form or the Deputy Head. A portfolio needs to be brought if Art related subjects are to be studied. We can offer an entry morning or afternoon to suit individual applicants, but please bear in mind that those applying for a GDST Fee Bursary should be registered for entry by mid-October in Year 11. Some subject choices fill up rapidly, so early registration is recommended.

When offers of places are made the offer letter will state the chosen subject combination of A Levels for which the candidate has applied. Candidates wishing to change their subject choices at a later date must seek the express permission of a Deputy Head and the Heads of the Academic Departments concerned. As the timetable is constructed each year and is tailored to the students' choices, certain combinations may not be possible. If this is the case there will be further consultation with the student and her parents as soon as practicably possible.

Scholarships and Bursaries

Oxford High School Academic, Art, Drama, Music, Sports and Head's Scholarships are available at Sixth Form entry and generous GDST Fee Bursaries (up to full fees) are available. GDST Fee bursaries are means-tested on parental income and assets. It is unlikely that a GDST Bursary would be awarded to a family whose annual income is greater than £85,000.

All external candidates holding place offers will be invited to apply for Sixth Form Scholarships.

All current Year 11 Oxford High School girls will be invited to apply for Sixth Form Scholarships. Internal and External candidates will be advised of the criteria for entry and the application process for all scholarships. External Academic Scholarship candidates will sit a scholarship paper. Head's Scholarships are awarded entirely at the Head's discretion to outstanding girls who have excelled during the scholarship process.

Exhibitions will also be awarded.

Oxford High School Scholarship recipients should be prepared to make a significant contribution to the life of the school. A list of Scholars is published in the press at the beginning of the academic year.

Following registration, a link to the GDST online bursary application system is sent to parents who request it. Parents will be informed of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. The offer of a GDST Bursary will be dependent on a child being offered a place at the school. Bursaries will be offered to eligible candidates on merit on the basis of entrance examinations and interviews. Bursaries are reassessed annually to reflect changes in parental circumstances. Bursary funds are limited and final allocation is at the Head's discretion following GDST recommendations and guidelines.

A girl may hold a GDST Bursary and an Oxford High School Scholarship or Scholarships, or an Exhibition, together (to a maximum of two awards of either Scholarships or Exhibitions or a combination of both).

Guardianship and Residence requirements

It is a requirement of entry that students must live in or near Oxford with a parent or parents while they are studying at Oxford High School.

The school cannot agree to any other arrangements.

Evidence of a valid visa will be required for all candidates who are non UK residents or residents of the EEA and Switzerland on registration, prior to the offer of a place.

Leave of Absence, Withdrawals and Leavers

Should a parent withdraw from an accepted place, for whatever reason, prior to their child enrolling at the school, the £1,000 place deposit will be retained by the school and is not refundable under any circumstances.

Applications from current parents for leave of absence should be made to the Head, in writing, as far in advance as possible. Leave of absence is available, at the discretion of the Head, for a period of up to a year, and a retainer fee of 50% of termly fees is payable to retain the place. If, for any reason, parents whose daughters are currently on an agreed leave of absence decide that they do not wish their daughter to return to the school, a full term's written notice in advance to the Head should be made as detailed below.

Parents of all girls currently enrolled at Oxford High School are required to give a full term's written notice in advance to the Head, of their intention to withdraw their daughter from the school. If a full term's written notice in advance is not given, Fees in Lieu of Notice will be payable in full for the following term.

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