

ADMISSIONS POLICY

Applies to the whole school, including EYFS.

Please read this in conjunction with the GDST Admission Policy on page 8 of this document.

Last reviewed: September 2025 (DoA & Head)
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Next full review: Spring Term 2026

At Oxford High School a selection process operates at all points of entry. 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 team (admissions@oxf.gdst.net, 01865 478678) to obtain further advice and information concerning admissions procedures. Open house events for the Pre-Preparatory school (Pre-Prep) and Preparatory school (Prep), Senior School and Sixth Form are held throughout the academic year. Key Open Evening events are held in the Autumn term for the Senior School and the Sixth Form.

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 and pro-rata for bursary offers below 95%), 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 Admissions team 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 in advance of the proposed date of entry. Assessments for entry will be carried out in the academic year before a girl would enter the school. Acceptance of the registration form does not guarantee that there will be a vacancy for the girl when the time comes for her admission, but families who have registered their daughter for entry will be kept in touch with the Pre-Prep School and the admissions process; they are also kept informed of Open Days and are always welcome to visit the Pre-Prep School. Provided all is satisfactory in the assessment, offers of places are made strictly in the order of receipt of registration forms with a priority given to siblings of current pupils. 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. Pre-Prep Admissions days are held throughout the year. Registered girls are invited to join their current year group and to participate in assessments 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.

Entry to the Prep School for Years 3 - 6

Parents are invited to contact the Admissions team concerning likely place availability in Years 3 to 6 and to register their children for entry, if places are available. 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 shown 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. Parents are asked to arrange an exam invigilator (staff of their daughter's current school, the British Council or a reputable assessment centre) to administer assessments to the candidate on behalf of Oxford High School.

Pupils are always assessed for the year group appropriate to their chronological age, but parents may contact the Admissions team 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+

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, to consider whether it is in the 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 at the end of the Summer Term of Year 5.

In cases where there have been concerns as to whether a pupil may not flourish in the Senior School, a firm decision will be made in the Autumn Term of Year 6 having engaged with the applications process for the Senior School Year 7 Admissions day and examinations process for external applicants.

Sixth Form Transfer

It is anticipated that current 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+

Candidates must be registered for entry in advance. Online registration forms are available on the school website. The deadline for registration for entry to Year 7 is usually the second Friday in October of the year preceding entry. Please always refer to the key admissions dates and deadlines advertised on the school website.

Supporting references will be sought from a candidate's school prior to the assessment day, unless parents indicate otherwise.

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 but there is no set policy and will be decided in consultation with the twins' family.

All registered candidates are invited to attend the Year 7 Admissions Day, in the November preceding September entry in the following year.

For those who have confirmed places, the assessments provide the Senior School with valuable information about the cohort that can be used to prepare for September and the award of Academic Scholarships.

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 Admissions team.

Arrangements can be made for overseas candidates to sit entrance papers under supervision at their current school, the local British Council Exam Service or a reputable education agency. Overseas candidates will attend a virtual interview.

Students will complete an online assessment in Maths, English, Verbal Reasoning and Non-Verbal Reasoning, Creative Comprehension and Puzzle Solving. The school also sets a written paper in English. Preparation in advance is not recommended and the school never releases copies of past papers. However a familiarisation FAQ is provided in order to ensure that all candidates are appropriately and equally prepared. 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 November Admissions Day are invited to interview during the following weeks.

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 to 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 team 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 and Sport 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 Scholarship examinations or interviews.

All candidates who have received Year 7 place offers following the November process will be considered for Academic 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.

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 £107,500.

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. In addition to satisfying means-testing criteria, recipients of bursary awards must also score highly in our admissions assessments. 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).

Feedback

Feedback on applications is not provided. All girls who are offered places have been successful in meeting our high and demanding entry criteria: communicating any kind of rank order information is not conducive to creating a culture where all pupils belong and are equally valued.

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 Senior Leadership Team. For entry to Year 8 candidates will take an online assessment in Maths, English, Verbal Reasoning and Non-Verbal Reasoning. There will also be a written English assessment.

For entry to Year 10 candidates will sit papers in English, Mathematics and Science. Candidates will also be required to sit an online cognitive abilities assessment.

A supporting reference will be sought from the candidate's current school prior to the assessment unless parents indicate otherwise.

Entry to Year 9 (Sat in Autumn Term of Year 8)

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 Autumn Term of Year 8. Students will complete an online assessment in Maths, English, Verbal Reasoning and Non-Verbal Reasoning. There will also be a written English assessment. Candidates will be interviewed by either the Head or a member of the Senior Leadership Team. A supporting reference will be sought from the candidate's current school prior to the assessment, unless parents indicate otherwise.

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.

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 £107,500.

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. In addition to satisfying means-testing criteria, recipients of bursary awards must also score highly in our admissions assessments. 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).

Pre-Test Entry to Year 9 (Sat in Spring Term of Year 7)

We also hold an Admissions assessment day for Year 9 in the Spring Term of Year 7. Students will complete an online assessment in Maths, English, Verbal Reasoning and Non-Verbal Reasoning. There will also be a written English assessment. Candidates will be interviewed by either the Head or a member of the Senior Leadership Team. A supporting reference will be sought from the candidate's current school.

Scholarships and Bursaries

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 in December preceding the year of entry.

Oxford High School Scholarship recipients should be prepared to make a significant contribution to the life of the school.

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 £107,500.

Year 7 families who have been offered a place in Year 9 will have the opportunity to apply for a GDST Bursary in the Autumn Term preceding the year of entry (i.e. Autumn Term of Year 8). Families are advised to inform the Admissions Team their intention to apply for a bursary as early as possible, and no later than the bursary application deadline in the Autumn Term of Year 8 (see key admissions dates on the website). In addition to satisfying means-testing criteria, recipients of bursary awards must also score highly in our admissions assessments. 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 Open Evening is held during the Autumn Term for current Oxford High School Year 11 girls and their parents, and external candidates. Our main Sixth Form Open Evening event takes place in the Autumn term and our 'Take a Look' open mornings are held throughout the year (advance booking is required). Registered candidates are then invited to attend an admissions day in late November, early December during 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 at GCSE, and it is expected that applicants will achieve an A* or grade 8/9 in the subjects they want to study at A Level. In addition, external candidates are required to achieve at least a grade A/7, or above, in English Language and Mathematics. Should an applicant wish to change their subject choices following tests, offer or acceptance of offer, we reserve the right to re-test and/or re-interview.

We do not accept applications for Year 13 entry.

Entry is by application (with references, including predicted GCSE grades), a short written task, an online Reasoning assessment and an interview. A portfolio needs to be brought if Art related subjects are to be studied. We can offer an entry day 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 the Deputy Head Academic 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 £107,500.

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. 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.

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. In addition to satisfying means-testing criteria, recipients of bursary awards must also score highly in our admissions assessments. 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).

Parents of all Year 11 girls entering the Sixth Form are invited to apply for a Sixth Form Bursary during the Autumn term of Year 11. Parents of current students must be able to demonstrate a change of circumstances when they make the application. Parents are assessed on income and assets for the financial year preceding application. Bursaries may be awarded to eligible students if funds are available.

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 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 at the discretion of the Head. 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 (i.e. on or before the first school day of their daughter's last term at Oxford High 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.

GDST Admissions Policy

Revised: January 2025

The admissions policy of the Council of the Girls' Day School Trust (the "GDST") is that:

- The GDST is committed to equal opportunities in education and does not unlawfully discriminate regarding entry. Admissions to GDST schools will adhere to the GDST's Equal Opportunities Policy
- The GDST is firmly committed to offering a single-sex education for girls. In our experience, students in girls' schools are less constrained in their choice of subjects, show a greater propensity to take risks and innovate, perform better in examinations, have more opportunities to show leadership, and are less likely to conform to gender stereotypes. For these reasons, GDST parents and students choose a predominately single-sex environment over other available options
- GDST schools are broadly selective. Places are offered to prospective pupils on the basis of their potential to thrive in the educational environment provided
- Admission is usually dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. The assessments and examinations will be accessible to all candidates, with people from all backgrounds able to participate fully.
- Due consideration will be given to prior educational experience in making any decision on the offer of a place. In exceptional circumstances, schools may adjust their established selection processes, provided that there is sufficient justification in doing so and the alternative procedure adheres to principles of equality, fairness and transparency.

- Reasonable adjustments to entrance assessments will be made for applicants with special educational needs and/or disabilities in order that all applicants are assessed fairly. Parents are required to provide full details to the School upon application if their child has external or in-school learning support, an educational psychologist's report, an Education, Health and Care Plan (EHCP), a disability, allergy or medical condition, to enable the School to make provision, if appropriate. A place will only be offered if the school believes that it can appropriately support a pupil's learning or other needs effectively and that admission is in the best interests of the applicant.
- Special consideration may also be granted in exceptional circumstances (e.g. prolonged illness or bereavement).
- The school relies on the integrity of the admissions procedure and therefore the truthfulness of the information provided by the applicant's parents, as well as the requirement to disclose any information to the school which may be relevant to the application process such as any learning difference or disability. Where relevant information is not disclosed or proves to be false or misleading the school reserves the right to withdraw the offer of a place which may have been granted, deny the applicant admission, or where a child has already been admitted, request that the child is withdrawn from the school.
- There is no automatic right of transfer from one Trust school to another; however, the transfer of existing Trust pupils between Trust schools, for example as a result of relocation or the need for boarding facilities, may be arranged. Where places are available in the relevant year group, priority over external applicants will be given to pupils transferring from another Trust school, subject to other suitability criteria being met. Trust pupils not initially successful in securing a place may where possible be given priority over other external candidates on the waiting list. A transfer cannot be made to any of the Academies sponsored by the Trust.
- The final decision regarding admissions rests with the Head. There is no right of appeal against their decision.
- The school reserves the right to refuse entry to a pupil whose parents have, in the past, failed to meet in full their fee obligations to the school in relation to another child already enrolled at the school.
- A pupil (other than a boarder) must reside with her parent/s or legal guardian while attending the school, or with someone else approved by her parent/s or legal guardian and the Head. Pupils whose parents are overseas must have an educational guardian in the UK and parents must notify the school of the name and address of the guardian.
- A pupil must have the right to study in the UK for the duration of her enrolment at the school. The school will request evidence of this during the admissions process, normally in the form of a British or Irish passport or valid visa documentation. The school reserves the right to rescind an offer where the right to study cannot be evidenced.
- As set out in the Trust's parent contract, continuity of education is anticipated throughout each age range and transfer at key stages will be automatic unless, in the opinion of the Head, the pupil will not benefit from continuing to be educated at the school or has not attained a sufficiently high standard of work or behaviour for continuation or for entry to the next stage.
- Each GDST school sets out in its registration the age range of students it is legally allowed to make provision for. Major age range changes are subject to approval by Council. Admission will last until the student completes year 13 unless the parent contract comes to an end sooner.
- Within these guidelines schools may determine their own admissions policies, which will set out their individual selection criteria.
- Information provided as part of an application will be held on file with due regard to data protection

legislation. The privacy notice available at www.gdst.net/privacy-notice explains what information is collected and how it is used.

- Applicants should be registered by or with the agreement and understanding of the applicant's parents, including, where parents are separated, each parent with parental responsibility. Each parent with parental responsibility will ordinarily be entitled to information regarding their child's application (unless, for example, there is a court order that suggests otherwise).

This policy shall apply to all GDST schools, save for Academies sponsored by the GDST.