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FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Admissions Policy

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Bromley High School Admissions Policy and Procedures

Introduction

Bromley High School is a selective independent day school for girls. It is part of the Girls' Day School Trust (GDST), the largest educational charity in the country with twenty-six schools. Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women.

Bromley High school offers a distinctive educational experience within a broad, inclusive curriculum and a culture of high expectation. We seek to admit girls with the potential to flourish in the educational environment provided and to contribute fully to the life of the school. Our admissions policy supports the 'all through' nature of the school, encouraging progression of our students throughout their educational journey.

We award scholarships to recognise and reward potential regardless of financial situation or background. The Trust's bursaries scheme aims to give girls of all backgrounds the opportunity to benefit from a GDST education.

The school's Admissions Policy and Procedures operate within the framework of the GDST Admissions Policy:

Council Policy

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 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).

School Admissions Policy

In addition to the above, the following policy provisions apply to admissions to Bromley High School:

Entry requirements and assessment

- There are grade requirements for progression and entry to the sixth form which are: Students must achieve Grade 7's or above at GCSE in subjects that they intend to study at A level. The order in which applications are made for admission is immaterial in considering the offer of places. Places are offered to external candidates placed in rank order following assessment procedures.
- The school does not publish details of results of admissions tests and, in accordance with data protection legislation, is not obligated to disclose examination scripts. We reserve the right not to disclose candidates' exam marks or their place on the merit order.
- Preparation in advance for admissions assessments is not recommended, and the school never releases copies of sample or past papers.
- A reference from the candidate's current school will be requested.
- Any meetings with prospective parents do not form part of the selection process, but are to enable the school to provide information, answer any questions, and give an opportunity to state any reason why their child may not perform at their best in the selection process.
- Parents are asked to inform us of their ethnic background to help us monitor our admissions processes over time and support us in further ensuring that our systems and procedures are enabling and inclusive to all applicants. This is not part of the selection

process, and there is no disadvantage to a girl if her parents decline to provide this information.

Deferred entry, out of age applications, sibling policy and children of staff

- Deferred entry. In most cases, we consider that it is within a child's best interests – educationally, socially and emotionally – to be educated within their usual year group, meaning that they would start school in the September following their 4th birthday. Deferred entry may be considered in specific circumstances, for instance being born prematurely or having a diagnosed educational or medical reason for starting school in the following year.
- Out of age applications. At other entry points, girls are unlikely to be considered for admission unless they are the normal age of admission on 1st September for their year group. Exceptions are very occasionally made if there are strong reasons for believing this is in the girl's best interests. We take into account the academic attainment and potential of the pupil, as well as her pastoral and personal development and how well she would be able to fit into the year group for which an application is being made.
- Sibling policy. The GDST welcomes applications from siblings of current pupils and a family who enrol their third or any subsequent daughter into any GDST school will be eligible for a fee reduction for the third and all subsequent girls. In terms of entry requirements, if candidates appear to be of broadly similar potential, where all other considerations are equal, priority will be given to the sister of a pupil who will be in the school when the candidate arrives. If sisters apply to the school at the same time, even if they are twins, their applications will be considered separately. If one twin is successful and the other not, the Head will consult the parents before making offers. Twins will generally be placed in different classes. Siblings are considered on the same basis as applications from all other applicants. In the event of having identical candidates and insufficient places for all, preference will be given in the following order: 1. Looked after pupils 2. Siblings of pupils currently attending the school 3. Pupils transferring from another Trust school 4. Pupils from families with links to Trust schools. When a family applies for the sibling of a current pupil, no additional allowances are made within the entry process, other than the option to re-sit the entrance examination, where this has not been passed.
- Children of staff. Children of staff must follow the same application and selection procedures as all other candidates.

School Admissions Procedures

Applications Process

Information about how parents can apply for a place at the school is published on the school website. Applications should be made online through the Admissions Portal, completed by the date stipulated. A non-refundable registration fee of £150 is required for all applications, although this may be waived on provision of proof of receiving income support or housing benefit.

Parents and prospective pupils are encouraged to visit the school or attend an open day prior to application. The school also arranges taster/welcome days for pupils due to join, and information meetings for parents. Full details are published on the website.

Key dates relating to the timing of entrance and assessment examinations, the offer of a place and deadline for acceptance can also be found on the website. The offer of a place is conditional on the return of the parent contract and the payment of a deposit of £1500. The deposit is returned at the end of the child's school career, less any outstanding charges. It is non-refundable if the place is not taken up.

If a pupil is offered a place for entry for the following September but parents ask to defer entry to a later year, the pupil is normally required to re-sit the entrance examination, in which case the registration fee is payable again. Places cannot normally be held over.

Further information can be obtained from the Admissions team, admissions@bro.gdst.net

Selection process

The admissions processes for the four points of entry (listed below) take place in the Autumn Term in the year prior to proposed entry. The selection procedures are adjusted according to the age of the applicants to ensure a balance of comfort, fairness and rigour.

EYFS

- The assessment is a large group session held in a nursery style environment within our Reception classrooms and led by our Reception and KS1 team of teachers and assistants.
- Parents meet with the Junior Leadership team and have the opportunity to tour the school.

Junior School/Prep

- A small number of places are available for girls entering Y3. Assessments take place in January of the year of entry.
- Assessments include: Reading, General Mathematics, Mental Mathematics, Developed Ability and Creative Writing.
- There is an interview with the Head or Deputy Head of the Junior School.

Senior School

- Assessments take place in November before the year of entry. The Entrance Examination will consist of tests which are non-subject specific and which test a pupil's academic potential. They cover verbal, non-verbal, spatial and quantitative reasoning skills. Alongside these standardised tests, girls sit a short creative writing paper and a brief mathematics extension exercise.
- Pupils are invited to interview with a member of SLT.
- A confidential report is sought from the candidate's school about her abilities (academic and co-curricular) and character.

Sixth Form

- The school welcomes applications into the Sixth Form from external candidates.
- Students must achieve Grade 7's or above at GCSE in subjects that they intend to study at A level.
- An interview with the Head of Sixth Form.
- Entry is subject to a confidential academic report from the candidate's school and excellent grade predictions.
- The school reserves the right to cancel any courses which do not have sufficient numbers of applications at A level.

Occasional places

- Usual entry points are at 4+, 7+, 11+ and 16+. However, the school occasionally has spaces at non-standard points of entry. Parents may contact the registrar to establish if any places are available. Entry to Year 11 would only be considered in exceptional circumstances. The Head of Admissions will contact parents who have registered an interest should a place arise. Pupils will be assessed at the point that a place is available, through assessment similar to that used for entrance at standard points; the exact method of assessment may, however, vary, depending on the point of entry being considered. The standard of comparison will be with the relevant cohort in the school.

Key stage transfers within the school

- It is anticipated that pupils will remain at the school until they complete their sixth form studies. However, transfer from Year 6 to Year 7, and from Year 11 to Year 12, may not always be in a pupil's best interests. In such a case, the situation will be discussed at an early stage (in Year 5, for junior school pupils). Parents will be notified of targets for achievement in order to remain at the school and given advice about alternative options if requested. Transfer in such cases may be refused by the school even if the family would like the girl to remain, but this will always involve careful discussion with the parents. At least a term's written notice will be given in the case of Year 6 and Year 11 pupils, to allow other arrangements to be made. Fees in lieu of notice will not be charged in such circumstances.
- Within the sixth form, transfer from Year 12 to Year 13 is dependent on satisfactory performance in the end of Year 12 examinations. If a student does not reach the standard, discussions will be held between the school and the student and her parents to agree on the most appropriate programme of study.
- Although progression from Y6 to Y7 is generally automatic without the need to sit an assessment, existing Year 6 pupils have the opportunity to sit the Year 7 entrance examination to be considered for academic scholarship.

Arrangements for special educational and other individual needs

- Parents must, as soon as possible in the application process, inform the school in writing by contacting the Head of Admissions via admissions@bro.gdst.net of any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties, or other circumstances so that the school can

assess whether it can meet these needs, and make any relevant arrangements for reasonable adjustments to assessment processes.

- The School will consider necessary adjustments to the admissions procedures for special educational needs or disability, medical conditions, English being an additional language or particular circumstances (e.g. prolonged illness, bereavement, unusual educational history) at the discretion of the Head, SENCO and Head of Admissions.
- The School will make reasonable adjustments e.g. 25% extra time in line with guidelines set by the Joint Council for Qualifications (JCQ) / National Key Stage testing policy and any other adjustments (e.g. enlarged entrance papers) at the discretion of the Head, SENCO and Head of Admissions.

Arrangements for overseas applicants

- Overseas candidates follow the same entry process as UK residents but may be required to take an additional language proficiency assessment.
- Entrance Examinations will be arranged remotely at the pupil's current school under exam conditions.
- A place is subject to a confidential academic report from the candidate's school.
- The Head of Admissions can advise on VISA requirements for students looking to join Sixth Form under the Tier 4 Sponsorship.
- The school may offer a place on condition of a girl receiving extra tuition in English.

Transfers between GDST schools

Applicants from other GDST schools will be treated in the same way as all other candidates and will be required to sit the same tests and interviews. Both Kensington Prep and The Study Prep Schools, our stand-alone sister Prep Schools, have their own 11+ pathway with GDST schools in London.

Whilst every effort will be made to support parents wishing for their child to transfer from one GDST school to another, any transfer will be subject to:

- The availability of a place; and.
- The professional judgment of the school in which a place is being sought of the ability of the pupil concerned to benefit from such a place, given the overall nature of the intake, as cohorts vary from one school to another and from one year to another.

Arrangements governing transfer will usually vary according to phase. A pupil wishing to enter Year 7 or Year 12 will be expected to follow the normal procedures for admission. For admission at other points or mid-year admissions, arrangements will depend on the circumstances. The Head of the school being asked to accept the pupil will consult the Head of the pupil's existing school to obtain a clear view about their ability and potential. It is not normally a requirement for the pupil being transferred to sit and pass the standard entrance test, although the school may ask the pupil to undertake an assessment if this is considered necessary to give a clear picture of the pupil's ability.

Adjustments to procedures in extraordinary circumstances

During any period when the school is unable to carry out its standard admissions process, entrance assessments will be carried out remotely through telephone interviews with pupils and/or parents depending on the pupil's age. Pupils looking to enter the senior school may also be required to complete online assessment tests. A copy of a pupil's most recent full report sent to parents by the pupil's current school will also be requested from the parent where appropriate.

Scholarships and bursaries

As a charity, the GDST aims to reach as many girls as possible. There is a central means-tested bursary programme and the school also offers scholarships which are awarded on merit, irrespective of financial means. A scholarship may be combined with a bursary where there is financial need.

Bursaries are available for entry into Year 7 and Year 12. They are dependent on academic merit but awarded on a confidential means-tested basis which is assessed independently by the Fees Office of the GDST. Parents will be required to provide financial information with supporting evidence. Awards vary depending on individual circumstances and range from 30% to 100% of school fees. In addition, schools will provide appropriate support to girls in receipt of bursaries of 95% or more for incidental expenses including lunches, uniforms, curriculum trips and travel to and from school. All bursaries are subject to an annual reassessment and renewal process and may go up or down to reflect changes in family circumstances. The final award of a bursary is at the discretion of the Head and may subsequently be withdrawn if, in the opinion of the Head and the GDST, the pupil or a parent has not complied with the obligations associated with a bursary, or if the pupil has fallen below the required standards of conduct and progress. Parents are sent information of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. A bursary may be transferred to another GDST school with the agreement of the Head.

Scholarships are awarded based on an assessment of pupil merit without reference to family circumstances. They exist to recognise distinctive academic ability or special talents.

Our scholarships are awarded to recognise talent and nurture progress. In the Senior School (11+) and Sixth Form (16+) we offer Academic, Art, Drama, Music and Sport scholarships.

Additionally, our Minerva scholarship aims to empower female pupils in becoming influential voices in public speaking and debates. Our 140 scholarship, launched to celebrate the school's 140th anniversary, recognises pupils' outstanding commitment to making our community stronger and the opportunity to be enrolled in the iPQ extra-curricular programme.

A scholarship is a responsibility as well as an achievement and recipients should be prepared to make a significant contribution to the life of the school. The award can be withdrawn at the discretion of the Head if progress, behaviour, and/or a pupil's attitude to work is unsatisfactory, and if the conditions of the award are not met.