



ADMISSIONS POLICY

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Other related policies and documents	



GENERAL

Leicester High School for Girls is a single sex independent school for girls from ages 3 to 18. The School has 435 places. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Leicester High School for Girls. We usually hold a number of open events during the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Manager, Mrs Lindsay Jaiya on 0116 270 5338 or email l.jaiya@leicesterhigh.co.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

THE ENTRY PROCEDURE

Leicester High School for Girls is an academically selective school. Selection is based upon academic merit which is assessed through assessments in the Junior Department, an entry examination in the Senior School or an interview at the School for Sixth Form. References and other relevant information are also gathered from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Application for entry can be made at any age, but the usual points of entry are at EYFS, Year 7, Year 10 and Year 12. Entry is not usually accepted into Year 11 or Year 13 but please contact our Admissions Manager to discuss.

Applicants for admission should register by January of the desired year of admission. However, late applications may also be accepted. Please contact our Admissions Manager to discuss. The School's Registration Form is available on the School's website.

EQUAL TREATMENT

Leicester High School for Girl's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Leicester High School for Girls is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.



SPECIAL EDUCATIONAL NEEDS

Leicester High School for Girls does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Leicester High School for Girls is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with



interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Assessment for our EYFS Unit is based on observing informal play in small groups.

All other candidates for entry (below 16+) sit papers in English and Maths which are designed for their age group.

Candidates for entry at 16+ are interviewed at the School. Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of 6 grade 6 GCSEs, including Grade 7 in the subjects proposed for study at A-Level. Entry to some subjects may be subject to additional requirements and details can be found on our website.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances.

References will be sought from the Head of a candidate's current school as part of the assessment process.

Offer Expiry

Pupils who are offered a place into any year group have twelve months from the date of the offer letter to take up any place before their offer expires. After twelve months have passed, the potential pupil will need to be reassessed and pay the registration charge again.

SIBLING POLICY

Most siblings join us at Leicester High School for Girls. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

SCHOLARSHIPS

Leicester High School for Girls offers a number of scholarships each year for excellence in:

1. Academic subjects
2. Music

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Purpose of Scholarships



Academic Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout her time at Leicester High School for Girls. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same as registration of their child) for one of the School's means-tested bursaries described below.

Academic Scholarships

Candidates who apply for the Headmaster's academic scholarships to join Year 7 are selected from the most outstanding performers in the January entrance examination.

The Headmaster's Scholarship is held from Year 7 to the end of Year 11. Continuation of the scholarship into the Sixth Form is dependent on academic results and is at the discretion of the Headmaster.

The Sir Thomas White Scholarship for the Sixth Form is available each year at the discretion of the Sir Thomas White Trust. Candidates who apply for the Sir Thomas White Scholarship to join Sixth Form are selected following consideration of their predicted grades and interviews with the School and the Sir Thomas White trustees. The award of Sixth Form Scholarships is confirmed upon the achievement of predicted grades at GCSE.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Music Scholarships are open to all pupils in Year 6 and above. Scholarships are awarded annually and will fund music lessons.

Candidates for scholarships at any age are required to play two contrasting pieces on their chosen instrument, demonstrate their sight-reading and take aural tests. If offering a second study instrument, candidates will be required to perform one piece on each instrument. They will need to obtain a brief reference from their current instrumental teacher(s).

Scholars are expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at LHS.

There will also be interviews with the Head of Music.

Music scholarships will only be awarded to pupils who have passed the School's entrance examination.



BURSARIES

Leicester High School for Girl's bursary programme is generous. It is designed to make it possible for those who meet Leicester High School for Girl's entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend up to 100% fee remission in cases of proven need and subject to School Funds. Before the offer of a bursary is confirmed, a member of staff will normally visit the family at their home.

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

Bursaries are only offered to families who are resident in the UK.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Our bursary policy can be viewed on our website or can be obtained from the registrar/admissions secretary.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

Availability of funds

The Awards of Scholarships and Bursaries is subject to the availability of funds. The School reserves the right not to offer Scholarships or Bursaries in any year.

15/30 Funding for EYFS

All 3 and 4 year olds in England are entitled to 570 hours of funded childcare. This is usually taken as a maximum of 15 hours a week over 38 weeks of the year, in line with school term dates, but can be taken as fewer hours over more weeks.

The funding stops when the child starts in Reception class or reaches compulsory school age (the term after their 5th birthday), if later.



Some 3 and 4 year olds are entitled to an additional 570 hours a year (30 hours a week in term time), depending on your circumstances.

Places are offered as part of a normal School environment, timetabled in line with the rest of the Junior Department. We, therefore, encourage continuous attendance of full days, but work with parents to develop a suitable pattern of attendance to suit your child's needs. Funding does not include costs of meals, consumables, additional hours, trips and specialist tuition and parents are expected to pay for these. Parents are provided with very clear documentation termly, about their free entitlement and any extra charges. The signed parental declaration form clearly states the breakdown of hours and days the pupil will be attending.

Deposits for pupils accessing 30 hour funding will be refunded on leaving. Registration/admin fees will be charged on admission, depending on funding requirements.

The notice period for a child leaving is reduced to half a term's notice for children accessing 15-30 hour funding.

DEPOSIT

On acceptance of a place, a deposit is required. This is returnable after a pupil has left, provided all monies due have been settled with the School. Parents can also choose to donate their deposit to the School's bursary fund at the end of their daughter's time at the School. The sum is forfeited in the event of subsequent withdrawal before actually joining the School. The value of the deposit is reviewed annually and can be found on our website.

For international pupils who require us to sponsor them on a Child Student or Student Visa the deposit is required, along with payment of a term's fees in advance. This must be paid to the School before a CAS can be generated.

For pupils at the School who leave with a view they will return to the School (for example after a period overseas) this will need to be agreed in advance by the Headmaster. An additional deposit will be requested in order to hold a place for their daughter. This is in addition to the £250.00 deposit already held by the School, bringing the total deposit held by the School to £1000.00. Places will usually be held for one academic year, unless otherwise agreed with the Headmaster.

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial



information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Leicester High School for Girls provided that they have the legal right to enter and study in the UK and they have a relative or responsible adult living in the UK with whom they can stay during their time studying with us. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11, or Years 12-13.

If your daughter is not a UK passport holder, you must declare this at registration so that, if necessary, the School can sponsor her as an international student.

Overseas applicants to the Junior Department will usually be required to attend the School to be assessed, except for in exceptional circumstances.

Candidates for the Senior School not taking examinations at School must sit these at a British Council Office abroad. Ideally all international applicants should provide a UKiset report at the earliest stage of the registration process. UKiset is a cognitive test measuring underlying ability and language proficiency. For more information visit www.ukiset.com.

FLUENCY IN ENGLISH

In order to cope with the high academic and social demands of Leicester High School for Girls, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

RELIGIOUS BELIEFS

Leicester High School for Girls welcomes applications from prospective pupils of all faiths and of no faith.

Although Leicester High School for Girls is a Christian Foundation, the School does not select for entry on the basis of religious belief, and it offers the opportunity for all pupils to practise their own faiths.

However, parents should be aware that all pupils are expected to attend the Carol Service in December.

SCHOOL'S TERMS & CONDITIONS



The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

Your daughter will not be offered a place at the School if monies are owed to another educational institution.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Management Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.