



WAKEFIELD GIRLS' HIGH SCHOOL

ADMISSIONS POLICY

Document Control

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1 Purpose of the policy

The purpose of this policy is to provide the guidelines for Admissions into Wakefield Girls' High School, Senior School.

1.1 List of abbreviations and meanings

- WGHS – Wakefield Girls' High School Senior School
- WGHS JS – Wakefield Girls' High School Junior School
- WGSF – Wakefield Grammar School Foundation

2 Introduction

Wakefield Girls' High School is an independent day school for girls aged between 11 and 18 years, including a Sixth Form. It is owned and governed by the Wakefield Grammar School Foundation, which comprises this school, QEGS Junior and Senior Schools for boys, WGHS Junior School for girls and Mulberry House Nursery for boys and girls.

WGHS represents an outward-looking school, producing confident and inspirational young women determined to make a positive contribution to society. We nurture, encourage and challenge our girls so they are prepared for the rapidly changing modern world. At WGHS, we strive to deliver a world-class education to all through our High-Performance Learning programme.

A great education centres around what happens in the classroom, and the teaching and learning is at the heart of what WGHS does so well. We value both tradition and innovation; our girls learn in modern and challenging ways, and all staff encourage our girls to become independent thinkers. Our girls are pushed to achieve their very best. We are also aware that an outstanding education is not purely about academic results; it must include exceptional pastoral care, the Arts, Sport and extra-curricular opportunities. These are available in abundance enabling all to flourish and excel.

3 Policy Aims

The aims of this policy are:

- To ensure that our admissions process is conducted in a way which is transparent and fair.
- To identify and admit students who demonstrate that they will be able to take full advantage of the education that WGHS has to offer.
- To identify and admit students who will contribute to and benefit from the ethos, value-added, extra-curricular activities and enrichment programme of the school community.
- To ensure that WGHS feels reasonably sure that it is able to educate and develop the prospective student to the best of her potential and in line with general

standards achieved by the student's peers, so that there is every chance that the student will have a happy, fulfilling and successful school career.

4 Equal Opportunities

Promoting equal opportunities is fundamental to the aims and ethos of Wakefield Grammar School Foundation ('the Foundation'). We welcome applications from prospective students with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our students for today's world. We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

The Foundation is committed to equal treatment for all, regardless of an individual's race, sex, gender, disability, religion, belief, sexual orientation or any other protected characteristic. The Foundation's schools are academically selective schools and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

Prospective parents/guardians must inform the School of any known disability or special educational need, which may affect their daughter's ability to participate in the admissions process and take full advantage of the education provided at the School.

The School shall determine the reasonable adjustments that are required for the prospective student based on the information provided and will consult with the parents/guardians about the adjustments, which can reasonably be made, both during the admission process and later as a student should the offer of a place be made.

5 Admission stages at WGHS

There are two main admission stages at WGHS:

- 11+ for entry into Year 7
- 16+ for entry into Year 12

Depending upon the availability of places, admission may also be possible for entry at:

- 12+ for entry into Year 8
- 13+ for entry into Year 9
- 14+ for entry into Year 10

WGHS does not normally accept admissions for entry into Year 11 or Year 13 due to the structure of the GCSE and A level curriculum.

6 Admissions Process

A summary of the admissions process can be viewed below:

1. Open Event / Personal Visit
2. Registration
3. Application for a Foundation Award (if applicable)
4. Application for a Scholarship (if applicable)
5. Request for Reference from prospective students' current school
6. Entrance Examination / Assessment
7. Offer of a place
8. Acceptance of a place
9. Transition process
10. Admission into WGHS

To apply for a place at WGHS, parents/guardians are required to complete either the [on-line Application Form](#) or a paper copy of the Application Form. Paper copies of the Application Form can be requested by contacting the Admissions Secretary, Mrs Jo Blignaut, on 01924 372490 or via email to jbignaut@wgsf.net.

There is a £50.00 non-refundable Application Fee to register for a place at WGHS. The Application Fee can be paid via [PayPal](#) (please note that you do not need your own PayPal account to make this payment) or by cheque made payable to 'Wakefield Grammar School Foundation'.

7 Visiting WGHS

All prospective students and their parents/guardians are encouraged to visit WGHS, to meet the Head, or member(s) of the Senior Leadership Team, either on a personal visit, at our annual Open Morning (which takes place in October) or at our annual Sixth Form Information Evening (which takes place in November).

Visiting the school enables prospective families to meet our staff and students, take a tour of the school and gather information about life at WGHS.

If you would like to arrange a personal visit to WGHS, please contact Mrs Jo Blignaut, on 01924 372490 or email jbignaut@wgsf.net.

Details of our Open Events are published on the school [website](#) and you can complete our on-line event registration form, two weeks prior to an event, to confirm your attendance.

8 Assessment Procedure

8.1 Admission into Year 7 – prospective students (11+ Entrance Examination)

The 11+ Entrance Examination takes place in January of Year 6 each year. Prospective students will spend a full day at WGHS and will complete four examinations: English (Comprehension and Creative Writing), Mathematics, Verbal Reasoning and Non-Verbal Reasoning.

We aim to make the day as enjoyable and relaxed as possible with some fun activities included in the lunchtime period.

WGHS does not recommend any additional tutoring in preparation for the Entrance Examination. It is not WGHS policy to issue past examination papers. Entry guidelines are available on the [school website](#).

A confidential reference from the Headteacher of a prospective student's current school will be requested prior to the examination.

If a prospective student is unable to attend the Entrance Examination on the specified date in January, arrangements can be made with Mrs Jo Bignaut, Admissions Secretary, to reschedule to examination for the earliest mutually convenient date.

8.2 Admission into Year 7 – WGHS JS students (11+ Entrance Examination)

WGHS JS students are assessed throughout their time at the Junior School and progress into the Senior School is conditional upon recommendation from the Junior School as to their suitability for the Senior School. Although progress to the Senior School is not based on performance in the Entrance Examination, Junior School students do sit the examination in January of Year 6, on the same day as the prospective students, as the results provide useful baseline information and also allow the award of scholarships.

8.3 Admission into Years 8, 9 and 10 (12+, 13+ and 14+ Entrance Examination)

The Entrance Examination for entry into Years 8, 9 and 10 can be arranged on an ad-hoc basis. Prospective students will be invited to spend a day at WGHS and will complete age appropriate examinations in English (Comprehension and Creative Writing) and Mathematics. For prospective students applying for entry into Year 8, they will also complete the Verbal Reasoning and Non-Verbal Reasoning examinations, whilst prospective students applying for entry into Year 9 and 10 will complete a Science examination.

On the day of the examination, prospective students will spend time with student "buddies" from their respective peer group at break and lunchtime. There will also be the opportunity for prospective students to sample 1 or 2 lessons at the end of their assessment.

A confidential reference from the Headteacher of a prospective student's current school will be requested prior to the examination.

8.4 Admission into Year 12

Progression to the Sixth Form for internal Year 11 students is conditional upon GCSE results.

Interviews for prospective students take place in January of Year 11, as part of a Sixth Form Taster and Scholarship Examination Day.

Both internal and prospective students will be expected to have a good GCSE profile including, grade 5 or above in Mathematics and English Language. A grade 6 or above is required in any subject to be studied at A level, except Mathematics and Science subjects which require a grade 7 or above.

Students who have not studied GCSEs may be required to undertake test papers to ascertain their suitability for A level study.

A confidential reference from the Headteacher of a prospective student's current school will be requested upon receipt of an Application Form for entry into Year 12.

9 Foundation Awards (Bursaries)

Foundation Awards are bursaries, which enable children to attend one of the WGSF schools, even though this would normally be beyond the reach of the parents' financial situation. This widens the range of educational opportunity for both students and parents/guardians.

The Governors will consider providing a Foundation Award where the net parental income is less than £50,000 per annum. Please note that this income will take account of any investments, assets or equity in property.

There are a number of Foundation Awards available to candidates who meet the school's entrance criteria and also qualify as a result of a means-tested financial assessment. Foundation Awards are available to students joining Year 7 and Year 12, worth 25% to 75% of fees.

Prospective parents/guardians who wish to apply for a Foundation Award must complete and return the [Foundation Award Application Form](#), together with the relevant supporting documentary evidence, to Mrs Dransfield, Finance Assistance, no later than the date of the Entrance Examination.

Foundation Awards are reviewed on an annual basis and the value of the award will reflect any changes in parental income or family circumstances.

10 Scholarships

10.1 Year 7 Scholarships

- All prospective students applying for the 11+ Entrance Examination are automatically considered for an academic scholarship. Academic Scholarships are awarded to the top 10 candidates based on their performance in the Entrance Examination. The value of an academic scholarship is £720 per annum.
- The Hepworth Knott Scholarship is worth 100% of school fees and is awarded to one student joining Year 7, who is eligible for a 75% Foundation Award and who performs highest in the Entrance Examination.

10.2 Year 12 Scholarships

- Academic Scholarships are awarded to the top performing students who sit the Sixth Form Scholarship Examination in January of Year 11.
- Additional Academic Scholarships are awarded to students who achieve eight grade 8's or above in their GCSE examinations. The value of an Academic Scholarship is £500 per annum.
- Specialist Art, Music and Sports Scholarships are awarded to those students who show exceptional talent in their chosen faculty. Students who wish to apply for these scholarships must write a letter of Application in February of Year 11. The value of a specialist Scholarship is £1,000 per annum.

11 Offer of a place

11.1 Admission into Year 7

Offer letters are posted to prospective parents/guardians, by first class post, 2 weeks after the date of the Entrance Examination. The offer letter will include one of three possible outcomes:

1. The prospective student is offered a place;
2. The prospective student is offered a place on the waiting list and would only be offered a place at WGHS if a place became available at a later stage; or
3. The prospective student is not offered a place.

In all cases, the decision of the Head is final; there is no appeal process.

The results of the Entrance Examination are kept confidential and are not released to prospective students or their parents/guardians.

The date for accepting a place is always after the national secondary school admission confirmations.

11.2 Admission into Years 8, 9 and 10

WGHS endeavours to contact prospective parents/guardians, by telephone, within three working days of the Entrance Examination to inform them of one of two possible outcomes:

1. The prospective student is offered a place; or
2. The prospective student is not offered a place.

In each case, the decision of the Head is final; there is no appeal process.

The results of the Entrance Examination are kept confidential and are not released to prospective students or their parents/guardians.

Where a prospective student is offered a place, the date for accepting the place will be specified within the offer letter.

11.3 Admission into Year 12

Conditional offer letters are posted to prospective parents/guardians, by first class post, 2 weeks after the date of the Sixth Form Taster Lessons and Scholarship Examination Day.

The Admissions Secretary will telephone prospective Year 12 students on GCSE results day to discuss the student's results and to determine the offer of a place. If a prospective student meets the entry requirements a formal offer letter will be sent to the parents/guardians within 2 working days of the telephone conversation.

12 Acceptance of a place

12.1 Internal Students

Parents/guardians of Year 6 students should write a letter to the Head, accepting the place for their daughter to join Year 7.

12.2 External Students

Prospective parents/guardians who wish to accept the offer of a place for their daughter should complete and return the Form of Acceptance by the stipulated date along with a £200.00 non-refundable deposit. The acceptance deposit can be paid via [PayPal](#) (please note that you do not need your own PayPal account to make this payment) or by cheque made payable to 'Wakefield Grammar School Foundation'. The Deposit will be repaid, net of any outstanding fees and charges without interest on the date when the student leaves school.

13 Transition Process

We strive to ensure that all new students settle quickly and easily into their new school environment.

13.1 Admission into Year 7

Our Year 7 Induction Programme begins long before a prospective student joins the school. This includes:

- The Head of Year 7 visiting each students in their existing school to discuss their move to WGHS.
- A New Parents' Welcome Information Evening
- An induction day, with friendship building games and activities with their Form Tutor and new classmates.
- All students receive a Year 8 'Buddy' who gets in touch with them and shares their experience of starting at WGHS.
- A residential activity trip within the first half-term of starting at WGHS.

13.2 Admission into Years 8, 9 and 10

- Students joining Year 8, 9 and 10 will be given the opportunity to have a taster/transition day prior to joining the school. Where possible these will be coordinated with the Year 8 Charity Afternoon, the Year 9 Transition Day or the Year 10 Symposium.
- All new students will receive a 'Buddy' from their respective peer group to help them settle into WGHS.

13.3 Admission into Year 12

- All students joining Year 12 (both internal and external) will receive a Sixth Form Induction on the first day of the autumn term.
- We hold a Year 12 Parents' Induction Evening within the first couple of weeks of the autumn term.

14 Admission Register

For students admitted to the School, the School will:

- maintain an admission register; and
- inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Student Registration) (England) Regulations 2006 (as amended).

15 Admission of Foundation Staff Children

Admission of children of Foundation members of staff or Governor's of the Foundation's schools is on the same basis as for any other prospective student as described in this policy.

16 Sibling Policy

The School has on roll a number of siblings and applications from siblings of current students are welcome and are considered on the same basis as applications for all other prospective students.

17 Related Policies and Guidance

- WGSF Terms and Conditions
- WGSF Bursary Policy
- WGSF Equal Opportunities (Pupils) Policy (Incl EYFS)
- WGSF Privacy Notice (Parents and Pupils)
- WGSF Data Protection Policy

18 Monitoring, Evaluation and Review

The Admissions Secretary, Deputy Head Academic and Director of Sixth Form will monitor the implementation and effectiveness of this policy and review it annually, through the Head.

19 Key Contacts

- Ms Heidi-Jayne Boyes, Head
- Mrs Judith Tingle, Deputy Head Academic
- Dr Joanna Rhodes, Director of Sixth Form
- Mrs Jo Blignaut, Admissions Secretary