



PUTNEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Admissions Policy 301

Putney High School's Admissions Policy is based upon a transparent and fair process and reflects the GDST Admissions Policy which can be read [here](#). It is our aim to identify and admit pupils with academic merit and potential regardless of their current educational setting and family circumstances.

Putney High School has approximately 1020 pupils aged between 4 and 18 years. Admission is based upon performance in entrance tests, personal interview and current school report.

Equal treatment

We encourage applications from candidates with a range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. Putney High School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, sexual orientation or social background.

Special Educational Needs or Learning Difficulties

We do not discriminate in any way regarding entry. We welcome applicants with special educational needs, providing that our Head of Enrichment and Learning can offer them the support that they require.

We welcome applicants with physical disabilities. However, we advise parents of children with special educational needs or physical disabilities to discuss their requirements with Putney High School before they sit the assessment paper so that we can make adequate provision for them.

Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the applicant if they become a pupil at the School.

Registration

The normal points of entry are at 4+ (Reception), 11+ (Year 7) and 16+ (Year 12).

Before an applicant can be considered for a place, the application form for admissions must be completed and returned to the Admissions Registrar in either Senior or Junior School, by November the year preceding the desired year of admission for 4+ and 11+ and October for 16+.

This application form must include a passport photograph of the applicant) together with an application fee of £100 for UK resident applicants or £150 for overseas applicants. The application fee covers our administrative costs and is non-refundable. If you provide proof you receive income support or housing benefit then this registration fee will be waived.

For 16+ applicants please complete the application form together with Part Two, giving details of the applicant's career aspirations and future direction, including their particular interests and GCSE's to be taken (or results achieved if these are available).

Our policy is not to re-test applicants who have not gained entry at 11+ until they are 16, unless there are compelling reasons to make an exception.

4+ (Reception) and 7+ (Year 3) Admissions procedure

Applicants for admission at 4+ need to register by the end of November of the year preceding the desired year of admission. The assessment takes place in January and lasts approximately one and a half hours. Applicants will have a friendly, informal one-to-one assessment with a senior member of staff, which takes place in the Junior School. All applicants will be offered an assessment. Offers will be sent out mid-February. We typically admit 44 applicants into two classes of 22.

In Year 3, (7+), at least four places become available as the classes expand to 24 pupils. Places will be offered following a friendly assessment held in November, which takes approximately three hours. Applicants are asked to complete papers in English, Mathematics and Non-verbal Reasoning.

Families are asked to confirm acceptance by sending in a non-refundable deposit of £1,000 made payable to GDST, which will be refunded once a pupil leaves the school.

The majority of our pupils move up to Senior School, having sat the same 11+ entrance exam as external applicants.

11+ (Year 7) Admissions procedure

Applicants for admission at 11+ need to register by November of the year preceding the desired year of admission. 11+ examinations take place in January, with an informal interview in December. All applicants will be assessed. Entry tests include Mathematics (non-calculator paper – one hour and fifteen minutes) and English (one hour and fifteen minutes). As these examinations are based upon the National Curriculum.

The Head Teacher of the applicant's current school will be asked to provide a written reference as to the applicant's academic ability, attitude, talents and interests and any other special circumstances.

Offers will then be sent out by post in February. Selection is based upon academic merit and whether an applicant will benefit from all that Putney High School offers.

16+ (Year 12, Sixth Form) Admissions procedure

All applicants must complete an application form for 16+ (Year 12) entry by mid-October of the year preceding the desired year of admission. Once registered, we will request a reference from the applicant's current school and we will ask for predicted GCSE grades. The applicant will then be invited to an interview with a senior member of the Sixth Form teaching staff.

Any offer is conditional on the applicant's GCSE results.

Places are offered following an interview with a member of the Sixth Form team. All offers are conditional on candidates achieving at least three (i)GCSEs at grade 8 or 9 (or A* in unreformed subjects), and at least three (i)GCSEs at grade 7 (or A in unreformed subjects). Candidates must have achieved at least a grade 6 (or B) in English and Mathematics if these are not to be chosen for further study. For subjects new to the Sixth Form, there are specific requirements which can be found in the A Level Choices handbook. For those students who wish to pursue more than 3 full A Level subjects including Further Mathematics, the entry requirements may be higher.

Offers are made in early December. Families are asked to confirm acceptance by sending in a deposit of £1,000 made payable to GDST, which will be refunded once the student leaves the school.

Overseas

We welcome overseas applicants, provided they have a parent, an education guardian or a legal guardian living within a reasonable distance of the school with whom they can reside. Parents of overseas applicants will be asked to confirm the applicant's immigration status. The school will comply with UK Visas and Immigration requirements for applicants that do not hold a UK or EEA passport or who do not have UK right of residence. In order to cope with the high academic and social demands of the school, applicants must be fluent English speakers. We are unable to accept applicants on a Tier 4 visa. For further information on visas and immigration please visit the government website <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

Overseas applicants are required to sit the entrance assessments under supervised examination conditions either under an appropriate body (such as the British Council) or at their current school. The exam must be held on the same day as the test is being held in the UK. If the applicant has been successful in the entrance exam, an interview will be arranged via Skype. Alternatively the applicant may wish to sit their entrance test at Putney High School.

Occasional Vacancies

From time to time vacancies arise in year groups outside the normal entry points, for example because families move out of the area. If you are considering entry into the Junior School at a time other than 4+ (Reception), please contact the Admissions Coordinator in the Junior School.

For the Senior School, please contact the Registrar for further information prior to completing an application form. Please note there is no entry into Year 11 or Year 13.

Should vacancies arise, entrance examinations are in Mathematics (calculator paper), English and a Modern Foreign Languages (Spanish, French, German or Mandarin).

Bursaries – Senior School only

Bursaries are means-tested and are designed to ensure that applicants who meet the school's entry requirements are able to take up a place regardless of their family's financial circumstances. Bursary awards will vary depending on individual circumstances and range from 30% to 100%. The GDST document outlines the criteria the GDST use in their assessment for eligibility and can be seen [here](#).

If you wish to apply for a bursary, please tick the appropriate box on the application form. Once you have applied, you will be required to send in certain documentation by post to the GDST Trust within two weeks of receiving the log-in account details. The GDST handles all bursary procedures.

Applicants who qualify for a bursary are notified of the value of their award at the time of a place being offered. If the applicant is awarded a bursary, it is expected that this will remain throughout their time at Putney High School from when they join us to completion of their A-level studies in Year 13, dependent on continuing good progress and conduct. The value of the award will be reviewed by the GDST annually around April and will be based on parental income/circumstances.

Scholarships

Our scholarship programme is designed to recognise potential and offer opportunity. Expectation is high and our staff work with scholars to nurture their progress.

At 11+ we offer Academic, Music and Sport scholarships up to 50% of fees, which remain throughout the applicant's time at Putney High School from when the pupil joins us to completion of their A Level studies in Year 13.

All 11+ applicants are automatically considered for an Academic scholarship award when sitting the 11+ paper and are awarded on merit only.

Music and Sport scholarships are awarded following an audition/assessment of shortlisted applicants.

At 16+, Academic, Art, Design, Drama, Music and Sport scholarships are available for up to 20% of fees. Internal applicants are also eligible for consideration for an academic travel scholarship in Modern Foreign Languages or Science to enable them to conduct a university-level research project overseas, funded from a bequest - Elsa Maud Plant. This equates to a 10% Academic Scholarship plus £1,700 travel allowance.

In exceptional circumstances, the Head Mistress can provide emergency assistance to families suffering unexpected financial hardship.

Siblings

We welcome applications from sisters of applicants who already attend Putney High School; however, places are allocated on merit only.

Accepting a place

In order to accept the offer of a place at Putney High School, parents should return the acceptance forms and pay the registration deposit of £1,000 by the given deadline. This registration deposit is refunded after the pupil has left (after deducting any outstanding amounts due to the school or the Trust). This fee, however, is not returned if an applicant is withdrawn after the place has been accepted.

Updated September 2018