



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Admissions Policy

## Admissions Policy

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## **Admissions Policy**

### **Policy Statement**

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 1030 pupils aged between 4 and 18 years. Admission is based upon performance in entrance tests, personal interview and current school reports.

### **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 Disabilities**

We welcome applicants with special educational needs or disabilities. We advise parents of children with special educational needs or disabilities to discuss their requirements with Putney High School at the point of application so that we can ensure appropriate support is in place for the entrance assessments.

Parents should provide a copy of an Educational Psychologist's report or medical report to support any requests for additional arrangements e.g. for extra time during exams, for a reader/scribe etc.

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

Before an applicant can be considered for a place, an application form must be completed and submitted via the school's admission and enrolment system, Open Apply, or an application form provided by the Registrar or Junior School Admissions Coordinator. The application must be submitted by the deadline specified on the school website. The deadlines for 4+ and 11+ applications fall in November the year preceding the desired year of admission. The deadline for 16+ applications falls in mid-October the year preceding the desired year of admission.

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

Applications must be accompanied by a passport photograph of the applicant, together with the registration fee of £125 for applicants sitting the exam at Putney High School or £200 for applicants sitting the exam overseas. The registration fee covers our administrative costs and is non-refundable. If you provide proof that you receive income support or housing benefit, the registration fee may be waived.

16+ applicants should submit a supporting statement outlining their interests, commitments at their current school, GCSEs to be taken (or results already achieved if applicable), the subjects they wish to study at A Level and any career aspirations they may have.

## **Admissions Procedures**

### **COVID-19**

The admissions procedures for all entry points are subject to prevailing government guidelines/restrictions regarding COVID-19.

### **4+ (Reception) and 7+ (Year 3) Admissions Procedure**

Applicants for admission at 4+ need to register by November of the year preceding the desired year of admission. Parents should refer to the school website or Open Apply for the application deadline. All applicants will be assessed. Applicants will have a friendly, informal assessment either in person or online. In Year 3, (7+), a limited number of additional places will become available as the class sizes increase slightly. Applicants for admission at 7+ need to register by mid-October of the year preceding the desired year of admission. Parents should refer to the school website or Open Apply for the application deadline. All applicants will be assessed. Places will be offered on the results of a friendly, informal assessment held in November where applicants are asked to complete papers in English, Mathematics and Reasoning.

Families are asked to confirm their acceptance of a place by paying a non-refundable deposit of £1,500 made payable to the GDST, which will be refunded once the pupil leaves the school less any fees owed to the school or the Trust at the time. If the place is subsequently withdrawn before the pupil joins the school, the deposit will not be refunded.

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

### **11+ (Year 7) Admissions Procedure**

11+ applicants need to register by November of the year preceding the desired year of admission. Parents should refer to the school website or Open Apply for the application deadline. Candidates are selected for interview based on factors including their performance in the entrance examination and their reference from their current school. 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 special circumstances.

Results letters will be sent in mid-February. Selection is based upon academic merit and consideration of any information about the applicant that has been submitted by their parent(s) and current school.

Families are asked to confirm acceptance of a place by paying a deposit of £1,500 made payable to the GDST, which will be refunded once the student leaves the school less any fees owed to the school or the Trust at the time. If the place is subsequently withdrawn before the pupil joins the school, the deposit will not be refunded.

### **Applicants Who Are Not Offered A Place At 11+**

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.

### **16+ (Year 12, Sixth Form) Admissions Procedure**

All applicants must register by mid-October of the year preceding the desired year of admission. Parents should refer to the school website or Open Apply for the application deadline. Once the applicant is registered, we will request a report and reference from their current school, including predicted GCSE grades. The applicant will then be invited to attend an interview with a senior member of the Sixth Form teaching staff.

All offers of a place are conditional on candidates achieving at least five GCSEs at grade 8 or 9 (or A\* in unreformed subjects), and at least three GCSEs at grade 7 (or A in unreformed subjects). Candidates must have achieved at least a grade 7 (or A) in English Language 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 three full A Level subjects, including Further Mathematics, the entry requirements may be higher.

Results letters are sent in early December. Families are asked to confirm acceptance of their offer by paying a deposit of £1,500 made payable to the GDST, which will be refunded once the student leaves the school less any fees owed to the school or the Trust at the time. If the place is subsequently withdrawn before the pupil joins the school, the deposit will not be refunded.

### **Occasional Vacancies**

From time to time, vacancies arise in year groups outside the standard entry points. If you are considering entry into the Junior School at a time other than 4+ (Reception), please refer to the school website or Open Apply for application deadlines.

For occasional vacancies in the Senior School, please contact the Registrar for the relevant application form. Please note there is no entry into Year 11 or Year 13.

Entrance examinations for Senior School occasional vacancies are in Mathematics, English and, for entry into Year 9 or 10 only, ability in a Modern Foreign Language (French, German Mandarin or

Spanish) is also assessed. Candidates who perform well in their assessments will be shortlisted to attend an interview with a senior member of staff.

## 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. 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 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 wherever possible. Alternatively, the applicant may wish to sit their entrance test at Putney High School. Interviews can be conducted remotely (e.g. via Microsoft Teams).

## Bursaries (Senior School only)

Bursaries are means-tested and 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% of school fees. Further guidance, including eligibility criteria, can be found on the GDST website [here](#).

If you wish to apply for a bursary, please tick the appropriate box on the application form. The Admissions department will send you login details for the online bursary application portal once it opens in September. Once you have applied, you will be required to send in documentation by post to the GDST within two weeks of receiving your account log-in details so that they may assess your eligibility. 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, 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. Academic Scholarships 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. 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 £2,000 travel allowance.

In exceptional circumstances, the Headmistress 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.