



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 1070 pupils aged between 4 and 18 years. Admission is based upon performance in entrance tests, personal interview, and current school reports.

As set out in this document, Putney High School ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

### 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.

You may be interested to know that it is not uncommon for candidates to qualify for extra time in assessments at other schools but not in the examination at Putney High School due to the nature of our online exam.

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), 7+ (Year 3), 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 online admission and enrolment system, Admissions+. The application must be submitted by the deadline specified on the school website. The deadline for 11+ applications falls in November, the year preceding the desired year of admission. The deadlines for 4+, 7+ and 16+ applications fall in October, the year preceding the desired year of admission.

Applications must be accompanied by a passport photograph of the applicant, together with the registration fee of £175 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 personal 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

### 4+ (Reception) and 7+ (Year 3)

At 4+, we typically admit two classes in the region of 22 pupils per class.

Applicants for admission at 4+ need to register by October of the year preceding the desired year of admission. Parents should refer to the school website for the application deadline. All applicants will be assessed. Applicants will have a friendly, informal assessment which will take place in the Junior School. The applicant's nursery (if applicable) will be asked to provide a reference or report prior to the assessments.

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 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. A report and reference from the applicant's current school will also be requested.

Results letters for 4+ and 7+ are emailed in January.

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)**

At 11+, we typically admit in the region of 108 pupils per year.

11+ applicants need to register by the November of the year preceding the desired year of admission. Parents should refer to the school website for the application deadline.

All applicants are invited to sit an online exam. Candidates are selected for the second stage, The Athena Assessment, based on factors including their performance in the online 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.

Decisions will be emailed in mid-February, with selection based upon academic merit and consideration of any information about the applicant that has been submitted by their parent(s) and current school.

**16+ (Year 12, Sixth Form)**

All applicants must register by October of the year preceding the desired year of admission. Parents should refer to the school website for the application deadline. Once the applicant is registered, we will request a report and reference from their current school, including predicted GCSE grades. Based on this application, shortlisted candidates are invited for interview with members of the Sixth Form Team and 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), including in chosen A-Level subjects. A further three GCSEs must be at least a 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 students who wish to study two sciences in combination, or Mathematics alongside a science, a grade 9 may be needed in these subjects.

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 emailed in early December.

**Occasional Vacancies**

From time to time, vacancies arise in year groups outside the standard entry points, however we are unable to guarantee the availability of spaces.

Please note there is no entry into Year 11 or Year 13.

If a candidate is successful in their entrance assessments but no spaces are available in the year group for which they have applied, they will be placed on a waiting list.

If you are considering entry at a time other than 4+ (Reception), 7+ (Year 3), 11+ (Year 7) or 16+ (Year 12) please refer to the school website for application deadlines.

Entrance examinations for Junior School occasional vacancies include assessments in English, Mathematics and Reasoning.

Entrance examinations for Senior School occasional vacancies are online in Mathematics and English. Candidates who perform well in their assessments will be shortlisted to attend an interview with a senior member of staff. For entry into Year 9 or 10, ability in a Modern Foreign Language (French, German Mandarin, or Spanish) is also assessed.

In all cases, a report and reference from the applicant's current school will also be requested.

### 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 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).

### Accepting an Offer

The outcome of the application will be sent to families via email.

Should you receive an offer, families are asked to confirm acceptance of a place by paying a deposit of £2,000 (£250 for bursary award holders) made payable to the GDST. This 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.

In addition, families are required to complete all the requested documentation by the deadline specified in the offer email. These documents will be held on Admissions+ and accessed through the parent log in.

## Withdrawing an Offer

Should you wish to withdraw your offer acceptance, please do so in writing.

- For Senior School offers - to the Registrar, [admissions@put.gdst.net](mailto:admissions@put.gdst.net).
- For Junior School offers - to the Admissions Secretary (Junior School), [junioradmissions@put.gdst.net](mailto:junioradmissions@put.gdst.net).

Putney High School GDST reserves the right to withdraw the offer and terminate the agreement (clause 9a of the Parent Contract) if the information provided to the school before the pupil joins is incomplete or inaccurate. It may also be withdrawn if any additional information indicates that the Pupil would not be suited to the education provided by the School.

Please note, should the offer be withdrawn, the £2,000 (£250 for bursary award holders) deposit is non-refundable.

## 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. You will then be given access to the online bursary application portal once it opens in September. Once you have applied, you will be required to send in documentation 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 (Senior School Only)

Our scholarship programme is designed to recognise and reward potential and offer opportunity to those already achieving at a high level. Scholars play a prominent role in the life of the school and are offered focused academic guidance to nurture their progress and help them to excel.

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+ assessment. 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.

### **Financial Assistance**

In exceptional circumstances, the Headmistress may 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 to ensure all pupils can thrive at the school.

### **Transferring to a GDST School**

We welcome pupils to apply from other GDST schools. However, places are allocated on merit and applicants are still required to follow the admissions procedures for Putney High School.

Should there be a need for a current pupil to transfer from Putney to another GDST school, the leavers' procedure should be followed as usual.

At the discretion of both schools, the deposit can be transferred.

### **Leavers**

Upon joining Putney High School, a legally binding agreement is made that will last until the pupil completes Year 13 (clause 2a & b of the Parent Contract).

We understand that there may be the need for a parent to terminate the contract early. Therefore, as per the GDST Terms and Conditions, a full term's written notice that the pupil will not be returning to the school after the end of a term must be received by the Head from the parent on or before the first day of that term.



If a full term's written notice is not received by the Head, a term's fees in lieu of notice will be due to the Trust as a debt at the full rate applicable for the following term, excluding any discount.

The Trust may, in its discretion, accept provisional written notice in lieu of a full term's notice provided that such provisional written notice is received by the Head on or before the first day of term, and is confirmed in writing to the Head no later than the last day of the first half of term.

At the appropriate time, the Admissions Department will inform the local authority, Wandsworth Children's Services, of the details of the student's new school as well as basic contact information for the main parent.

Shortly after the expected start date, Putney High School is under a safeguarding obligation (in line with KCSIE 121-2) to verify that a transferring pupil arrives at the new school and, where appropriate share, in confidence, safeguarding information with the Designated Safeguarding Lead.