PUTNEY
HIGH SCHOOL
GDST
GIRLS' DAY SCHOOL TRUST

Admissions Policy and Procedures

Putney High School Policy

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Admissions Policy and Procedures

Introduction

Putney High School is a selective independent school for girls. It is part of the Girls' Day School Trust, the largest educational charity in the country with twenty-five schools. Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women.

Putney High school offers a distinctive educational experience within a broad, inclusive curriculum and a culture of high expectation. 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 1060 pupils aged between 4 and 19 years. Admission is based upon performance in entrance tests, personal interviews, and current school reports.

The school's Admissions Policy and Procedures operate within the framework of the GDST Admissions Policy:

GDST Admissions Policy

The admissions policy of the Council of the Girls' Day School Trust (the "GDST") is that:

- The GDST is committed to equal opportunities in education and does not unlawfully discriminate regarding entry. Admissions to GDST schools will adhere to the GDST's Equal Opportunities Policy
- The GDST is firmly committed to offering a single-sex education for girls. In our experience, students in girls' schools are less constrained in their choice of subjects, show a greater propensity to take risks and innovate, perform better in examinations, have more opportunities to show leadership, and are less likely to conform to gender stereotypes. For these reasons, GDST parents and students choose a predominately single-sex environment over other available options
- GDST schools are broadly selective. Places are offered to prospective pupils on the basis of their potential to thrive in the educational environment provided
- Admission is usually dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. The assessments and examinations will be accessible to all candidates, with people from all backgrounds able to participate fully.
- Due consideration will be given to prior educational experience in making any decision on the offer of a place. In exceptional circumstances, schools may adjust their established selection processes, provided that there is sufficient justification in doing so and the alternative procedure adheres to principles of equality, fairness and transparency.
- Reasonable adjustments to entrance assessments will be made for applicants with special educational needs and/or disabilities in order that all applicants are assessed

fairly. Parents are required to provide full details to the school upon application if their child has external or in-school learning support, an educational psychologist's report, an Education, Health and Care Plan (EHCP), a disability, allergy or medical condition, to enable the school to make provision, if appropriate. A place will only be offered if the school believes that it can appropriately support a pupil's learning or other needs effectively and that admission is in the best interests of the applicant.

- Special consideration may also be granted in exceptional circumstances (e.g. prolonged illness or bereavement).
- The school relies on the integrity of the admissions procedure and therefore the truthfulness of the information provided by the applicant's parents, as well as the requirement to disclose any information to the school which may be relevant to the application process such as any learning difference or disability. Where relevant information is not disclosed or proves to be false or misleading the school reserves the right to withdraw the offer of a place which may have been granted, deny the applicant admission, or where a child has already been admitted, request that the child is withdrawn from the school.
- There is no automatic right of transfer from one Trust school to another; however, the transfer of existing Trust pupils between Trust schools, for example as a result of relocation or the need for boarding facilities, may be arranged. Where places are available in the relevant year group, priority over external applicants will be given to pupils transferring from another Trust school, subject to other suitability criteria being met. Trust pupils not initially successful in securing a place may where possible be given priority over other external candidates on the waiting list. A transfer cannot be made to any of the Academies sponsored by the Trust.
- The final decision regarding admissions rests with the Head. There is no right of appeal against their decision.
- The school reserves the right to refuse entry to a pupil whose parents have, in the past, failed to meet in full their fee obligations to the school in relation to another child already enrolled at the school.
- A pupil (other than a boarder) must reside with her parent/s or legal guardian while attending the school, or with someone else approved by her parent/s or legal guardian and the Head. Pupils whose parents are overseas must have an educational guardian in the UK and parents must notify the school of the name and address of the guardian.
- A pupil must have the right to study in the UK for the duration of her enrolment at the school. The school will request evidence of this during the admissions process, normally in the form of a British or Irish passport or valid visa documentation. The school reserves the right to rescind an offer where the right to study cannot be evidenced.
- As set out in the Trust's parent contract, continuity of education is anticipated throughout each age range and transfer at key stages will be automatic unless, in the opinion of the Head, the pupil will not benefit from continuing to be educated

at the school or has not attained a sufficiently high standard of work or behaviour for continuation or for entry to the next stage.

- Each GDST school sets out in its registration the age range of students it is legally allowed to make provision for. Major age range changes are subject to approval by Council. Admission will last until the student completes year 13 unless the parent contract comes to an end sooner.
- Within these guidelines schools may determine their own admissions policies, which will set out their individual selection criteria.
- Information provided as part of an application will be held on file with due regard to data protection legislation. The privacy notice available at www.gdst.net/privacy-notice explains what information is collected and how it is used.
- Applicants should be registered by or with the agreement and understanding of the applicant's parents, including, where parents are separated, each parent with parental responsibility. Each parent with parental responsibility will ordinarily be entitled to information regarding their child's application (unless, for example, there is a court order that suggests otherwise).

This policy shall apply to all GDST schools, save for Academies sponsored by the GDST.

Putney High School Admissions Policy

In addition to the above, the following policy provisions apply to admissions to Putney High School:

School Admissions

- Parents and prospective pupils are encouraged to visit the school or attend an open day prior to application. Full details are published on the website.
- Key dates relating to the timing of entrance and assessment examinations, as well as the offer of a place, can also be found on the website.

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 deadlines for 4+ and 11+ applications typically fall in November, the year preceding the desired year of admission. The deadlines for 7+ and 16+ applications typically fall in October, the year preceding the desired year of admission.
- Applications must be accompanied by a passport-style photograph of the applicant, together with the registration fee of £250 (inclusive of VAT) for applicants sitting the exam at Putney High School or £350 (inclusive of VAT) for applicants sitting the exam overseas. Overseas assessments are not applicable to 4+ applicants. 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 waivered.

- 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.
- 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. Parents are asked to inform us of their ethnic background to help us monitor our admissions processes over time and support us in further ensuring that our systems and procedures are enabling and inclusive to all applicants. This is not part of the selection process, and there is no disadvantage to an applicant if her parents decline to provide this information.
- In most cases, we consider that it is within a child's best interests – educationally, socially and emotionally – to be educated within their usual year group, meaning that they would start school in the September following their 4th birthday. Deferred entry may be considered in specific circumstances, for instance being born prematurely or having a diagnosed educational or medical reason for starting school in the following year.
- At other entry points, applicants are unlikely to be considered for admission unless they are the normal age of admission on 1st September for their year group. Exceptions are occasionally made if there are strong reasons for believing this is in the pupil's best interests. Additional information may be requested to further assess the academic attainment and potential of the pupil, as well as her pastoral and personal development.

Admissions Procedure

Preparation in advance for admissions assessments is not recommended, and the school never releases copies of sample or past papers.

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 from the applicant's current school will also be requested.
- Results letters for 4+ and 7+ are emailed in January.

11+ (Year 7)

At 11+, we typically admit in the region of 116 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 a bespoke assessment hosted on the Quest platform. 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.
- *Although the majority of our Junior School pupils progress to the Senior School, existing Year 6 pupils sit the Year 7 entrance examination. This is to provide a complete data set for the incoming year group and because all pupils are considered for academic scholarships based on the assessment process.*

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 from the applicant's current school will be requested; for Year 8, 9 and 10 applicants, a reference 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).

Arrangements for special educational and other individual needs

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 must, as soon as possible in the application process, inform the school in via the application form of any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties, or other circumstances so that the school can assess whether it can meet these needs, and make any relevant arrangements for reasonable adjustments to assessment processes.
- For Senior School 11+ and Occasional Vacancy applications, 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.
- Accommodations will be at the discretion of the school's Head of Learning Enrichment (SENDCo) in line with our school policy for access arrangements, which are aligned with JCQ guidelines. Further details can be found here.
- 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.

Adjustments to procedures in extraordinary circumstances

During any period when the school is unable to carry out its standard admissions process, entrance assessments may be carried out remotely, for example through telephone interviews with pupils and/or parents depending on the pupil's age. Pupils looking to enter senior school may also be required to complete online assessment tests. A copy of a pupil's most recent full report sent to parents by the pupil's current school will also be requested from the parent where appropriate.

Accepting an Offer

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

The school does not publish details of the results of admissions tests and, in accordance with data protection legislation, is not obligated to disclose examination scripts. We reserve the right not to disclose candidates' exam marks or their place on the merit order.

Should you receive an offer, families are asked to confirm acceptance of a place by paying a deposit of £2,000 (£350 for bursary award holders) made payable to the GDST. This will be refunded once the student leaves the school, minus any fees owed to the school or the Trust at the time.

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

Withdrawing an Offer

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

- For Senior School offers - to the Registrar, admissions@put.gdst.net.
- For Junior School offers - to the Junior School Admissions Officer, 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 (£350 for bursary award holders) deposit is non-refundable.

As per Section 8 of the Parent Contract, a full Term's written notice is required to cancel acceptance of a place or to withdraw the Pupil from the School or a term's Fees in Lieu of Notice will be immediately payable.

Scholarships and Bursaries (Senior School Only)

As a charity, the GDST aims to reach as many girls as possible. There is a central means-tested bursary programme, and the school also offers scholarships which are awarded on merit, irrespective of financial means.

Bursaries

- Bursaries are available for entry into Year 7 and Year 12. They are dependent on academic merit but awarded on a confidential means-tested basis which is assessed independently by the Financial Assistance Department of the GDST. Parents will be required to provide financial information with supporting evidence.
- Awards vary depending on individual circumstances and range from 30% to 100% of school fees. In addition, schools will provide appropriate support to girls in receipt of bursaries of 95% or more for incidental expenses including lunches, uniforms, curriculum trips and travel to and from school.
- 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.
- All bursaries are subject to an annual reassessment and renewal process and may go up or down to reflect changes in family circumstances. The final award of a bursary is at the discretion of the Head and may subsequently be withdrawn if, in the opinion of the Head and the GDST, the pupil or a parent has not complied with the obligations associated with a bursary, or if the pupil has fallen below the required standards of conduct and progress.
- Parents are sent information of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. A bursary may be transferred to another GDST school with the agreement of the Head.
- Further guidance, including eligibility criteria, can be found on the GDST website here.

Scholarships

Our scholarship programme is designed to recognise and reward potential and offer opportunities 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. They are awarded based on merit and take into consideration a number of factors, including the 11+ entrance assessment and any additional information provided by the pupil's current school.
- 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 a £2,000 travel allowance.

- The award can be withdrawn at the discretion of the Head if progress, behaviour, and/or a pupil's attitude to work is unsatisfactory, and if the conditions of the award are not met.

Financial Assistance

In exceptional circumstances, the Head 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.

- A family who enrolls their third or any subsequent daughter into any GDST school will be eligible for a fee reduction for the third and all subsequent girls.
- If sisters apply to the school at the same time, even if they are twins, their applications will be considered separately. If one twin is successful and the other not, the Head will consult the parents before making offers. Twins will generally be placed in different classes.

Transferring between GDST Schools

We welcome pupils to apply from other GDST schools.

- Whilst every effort will be made to support parents wishing for their child to transfer from one GDST school to another, places are allocated on merit, and applicants are still required to follow the admissions procedures for Putney High School.
- Both Kensington Prep and The Study Prep Schools, our stand-alone sister Prep Schools, have their own 11+ pathway with GDST schools in London.
- 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

It is anticipated that pupils will remain at the school until they complete their sixth form studies.

- 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.

Further information can be obtained from the admissions department, admissions@put.gdst.net.