NORTHWOOD COLLEGE
FOR GIRLS
GDST

ADMISSIONS POLICY

Northwood College for Girls is a selective girls' independent day school, educating girls from the ages of 3 – 18. There are approximately 830 girls in the school. It is part of the Girls' Day School Trust (GDST), the largest educational charity in the country with twenty-six 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.

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.

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- 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.

School Admissions Policy

In addition to the above, the following policy provisions apply to admissions to Northwood College for Girls:

- The School aims to admit those applicants with the greatest potential to benefit from, and succeed in, academically challenging and stimulating courses of study. Therefore, academic potential is the key criterion for

admission, but is not the only one. The School also looks for other factors such as the motivation and the capacity to contribute to a vibrant intellectual and social community. Extra-curricular activities are of vital importance at Northwood College for Girls and girls must be willing to participate in these.

Entry requirements and assessment

- The main entry points are 3+, 4+, 7+, 11+ and 16+. Occasionally there are vacancies in other year groups.
- All applicants, except for 16+, sit an entrance test and where age appropriate are interviewed. At 16+ applicants are interviewed and the school seeks a reference and all offers are conditional upon achieving specified grades at GCSE. Students applying for 16+ who want to apply for a 6th Form Scholarship do, however, need to sit a scholarship exam. No girl is disadvantaged as a result of religion, ethnicity or other protected characteristics. Selection procedures apply to all applicants.
- There are grade requirements for progression and entry to the sixth form which are: 5 GCSE passes graded 9-5 with 9-7 in the subjects chosen at A Level.
- The order in which applications are made for admission is immaterial in considering the offer of places. Places are offered to external candidates placed in rank order following assessment procedures.
- The school does not publish details of 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.
- Preparation in advance for admissions assessments is not recommended and the school does not release copies of sample or past papers.
- At certain entry points a reference from the candidate's current school will be requested. However, the application will not be prejudiced if this is not provided.
- Any meetings with prospective parents do not form part of the selection process, but are to enable the school to provide information, answer any questions, and give an opportunity to state any reason why their child may not perform at their best in the selection process.
- 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 a girl if her parents decline to provide this information.

Deferred entry, out of age applications, sibling policy and children of staff

- 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, girls are unlikely to be considered for admission unless they are the normal age of admission on 1st September for their year group. We consider applications from pupils who are not in the year group which most closely matches their chronological age on a case-by-case basis. We take into account the academic attainment and potential of the pupil, as well as her pastoral and personal development and how well she would be able to fit into the year group for which an application is being made.
- We welcome applications from siblings of current pupils and a family who enrol their third or any subsequent daughter into any GDST school will be eligible for a fee reduction for the third and all subsequent girls. In terms of entry requirements, if candidates appear to be of broadly similar potential, where all other considerations are equal, priority will be given to the sister of a pupil who will be in the school when the candidate arrives. 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. There is no guarantee that the daughter of an alumna or the sister of a present pupil will be admitted to the school.
- Children of staff must follow the same application and selection procedures as all other candidates.
- Prospective pupils with special educational needs are assessed on the basis of their academic suitability for the school. The criteria and procedures will not disadvantage applicants with any learning or physical disability. Discussions about the support required for pupils will be separate from assessment of their suitability.

- Prospective pupils who do not have English as a first language will be expected to have reached a satisfactory standard in the entrance assessments including the examination.
- The Admissions process and policy is delegated to the Head and her decision is final. The school is not obliged to state reasons for the rejection of an applicant.
- Acceptance of an offer is an agreement of the terms and conditions in the parent contract.

Financial support for younger pupils

- The Early Years Grant (EYG) is available for up to 15 hours per week for children in the school's early years provision from the term after their third birthday until the term they turn five.
- Parents can apply for a Tax-Free Childcare account online to pay for nursery fees (it is not available to use towards reception fees).

Scholarships

- At 11+ academic, music, drama/performing arts, sport and art scholarships are available. Assessment is by performance in the entrance examinations and interview, together with other interviews and assessments appropriate to the subject. These scholarships continue for the time the student remains at the school, up to and including Year 13. Further details can be found on our website. Internal and external applicants are considered.
- At 16+ further academic scholarships are awarded on the basis of a scholarship examination and interview. Further scholarships may be available to those who have performed exceptionally well in GCSE examinations and who have not already been awarded a scholarship.

Bursaries

- The Girls' Day School Trust provides a limited number of means-tested Bursaries to enable suitably qualified girls to enter or remain in the Senior School. They are available for entry into Year 7 and Year 12.
- GDST Bursaries are awarded on the basis of financial need, though academic merit is taken into account. Bursary applications are assessed independently by the Fees Office of the GDST and applications take into account parental income and assets.
- Bursaries to the value of 100% of fees can be awarded depending on individual circumstances. The full 100% bursary will include the cost of

lunch, mandatory curriculum extras (such as day trips), a uniform grant, and free use of the coach service (providing the distance from your house to Northwood College is further than three miles). To be eligible for a bursary in Year 7 a candidate must be within the top 20% in the Consortium entrance examination. To be eligible for a bursary in Year 12, a candidate would need to achieve A/A* or grades 7/9 in their GCSE subjects. There is no right to a bursary.

- To apply, the online registration form needs to be completed and the box ticked indicating a bursary is needed and the bursary application process completed by the deadlines.