



LOUGHBOROUGH High School

Policy Title: 15a Admissions Policy

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Point of Contact (Reviewer): Dr F Miles



1.0 Introduction

Loughborough High School (LHS) is an independent day school for girls aged between 11 and 18. The school belongs, along with Fairfield Prep School, Loughborough Grammar School and Loughborough Amherst School, to Loughborough Schools Foundation (LSF), a family of schools situated on a single campus in Loughborough. The School is a member of the Girls' School Association.

Our aim is to recruit individuals who will benefit from, and contribute to, all aspects of life at Loughborough High School, embracing and enriching the high academic standards and busy, diverse extra-curricular programme in accordance with the ethos of the School.

All prospective pupils and their parents are encouraged to visit the school on one of our open mornings and are also welcome to tour the school at other times by arrangement. It is not necessary to wait until the prospective pupil enters Year 6 to visit. Appointments with the Head are always available on request.

The School is pleased to receive applications for admission from pupils irrespective of disability, religion or belief, race or previous educational background. All applications are treated equally. In particular, the School takes seriously its responsibilities to ensure compliance with the Special Educational Needs and Disability and Equality Acts.

We fulfil our statutory obligation to notify the local authority of any pupil who joins the School after the beginning of the School's first year or leaves before completing the School's final year.

2.0 The Procedure

a) Registration

To register for the 11+ entrance assessment, an application form should be sent to the Registrar by the end of November. Application forms can be accessed from the website or obtained from the School. A fee of £100 is payable on registration and is non-refundable.

Admission to the School is dependent upon two factors: firstly, a prospective pupil must meet, through her results in the entrance assessments, the academic criteria required to meet the educational standards of the School; secondly, the School must be satisfied that a girl's attitude to study and behaviour are commensurate with the ethos of the School. This will be assessed through the reference provided by the existing school, her prior disciplinary record, her attitude during the assessment process and any interview with senior staff.

At application stage, parents who propose to remove their daughter before the anticipated leaving date from another independent school must have informed that school that they are considering moving their daughter. All financial obligations to that school must be met before a transfer can take place.

b) Entrance Assessments

The main intake to the school is at 11+ into Year 7 in September each year. There is an intake each September in Years 8, 9 and 10 and in the Sixth Form.

For entry to Year 7, 8 and 9 pupils are assessed by written papers in Mathematics and English and by a short online assessment.

For entry to Year 10, pupils are assessed by an online assessment, written papers in English and Maths and by subject interviews.

For entry into Sixth Form, please refer to section 3.

All of the assessments are based on the National Curriculum, so that there should be no need for any pupil to undertake additional preparation for them. Common Entrance tests are not used.

c) Additional Information

In all cases, we request a report from the candidate's current school. The candidate will not be penalised if this is not provided.

The entrance assessments are held in January for entry to years 7 – 10.

We invite parents/carers of pupils with additional needs or disabilities and those with English as an additional language to discuss these needs with the school as early as possible so that appropriate adjustments can be considered. A recent expert report, for example, an educational psychologist's report confirming dyslexia or a medical report confirming a disability, etc. would need to be submitted to the school by the end of the autumn term.

We would ask that, at the time of application, parents disclose, in confidence, to the Head, any matter which might reasonably be considered likely to affect their daughter's welfare or wellbeing so that the school may respond appropriately.

d) Selection

The final selection of candidates takes into account not only the assessment performance, but also all the other available data and is made by the Head after consultation with the relevant staff.

We do not publish details of results and, in accordance with the Data Protection Act 2018 (Schedule 2, Part 4 (25)) we are not required to provide assessment scripts to parents.

e) Admission from Fairfield Preparatory School and Amherst Preparatory School

All Fairfield and Amherst pupils who join the School before Year 4 are guaranteed a place at one of the Foundation Senior Schools. By the end of Year 5, these pupils will be offered a Year 7 place on the basis of tracking and monitoring of performance, at either Loughborough Grammar School or Loughborough High School and/or Loughborough Amherst School. Pupils joining after the start of Year 4 will need to sit the 11+ Entrance Assessments.

f) Inter-school Admissions

Where pupils move between schools within the Loughborough Schools Foundation into parallel year groups (rather than through the Year 7 entry point as detailed above), the following considerations guide the decision to offer a place to a pupil without needing to undertake a formal admissions application:

- The academic ability and fit of the pupil into a joining school based on academic data, tracking and performance
- Broader pastoral and other contextual needs about the suitability of joining a school
- The Head's discretion

For any pupil not offered a place under the above protocol, they are able to apply through the external admissions route, as open to all candidates currently not being educated within LSF.

For both inter- and external routes, pupils may only apply to join a school once every academic year.

For those joining a school (whether internally within LSF or from externally), curriculum matching will not always be possible, but we will always make best endeavours to provide an appropriate curriculum package for students.

g) Scholarships, School Assisted Places and Foundation Bursaries

A number of academic scholarships are offered. These have no financial value but confer considerable prestige. Scholarships are awarded on academic merit and are dependent upon assessment performance. There is no need to make separate applications to be considered for these awards.

There are also a number of music scholarships; girls wishing to be considered for a music scholarship must submit their music scholarship application form by the published deadline. This is in addition to the application to sit the academic entrance assessment.

The School can also make limited funds available, according to financial need, to enable pupils through the Schools Assisted Places Scheme. These awards are made on academic merit and will involve a meeting with a member of the Bursary staff.

Foundation Bursaries are available to pupils currently in the School where family circumstances change unexpectedly. Both the Schools Assisted Places Scheme and Foundation Bursaries Scheme are administered by the Bursary.

h) Acceptance

The parents of successful candidates are sent a copy of the Terms and Conditions for Loughborough Schools Foundation and are required to sign the Acceptance Form and pay a deposit by the deadline for acceptance of places. In the event of this deposit not being received, the offer of a place will be withdrawn.

i) Appeals

Parents of candidates not accepted have the right of appeal against the decision within two weeks of the publication of the results. That appeal will be heard by two Governors and their decision is final.

3.0 External Entry into the Sixth Form

Candidates for entry to the Sixth Form will be invited for interview and a reference request made to the pupil's current school. Following a successful interview, a provisional offer will be made which is conditional on GCSE grades. Interviews for entry to the Sixth Form are held from November onwards.

The parents of successful candidates are sent a copy of the Terms and Conditions for Loughborough Schools Foundation and an acceptance form and are required to sign the Acceptance Form and pay a deposit to complete the admissions process. The deposit will be refunded if the terms of a provisional offer are not met.