

Admissions Policy & Procedures

Edgbaston High School seeks to welcome applicants who would benefit from the education and breadth of opportunity offered, and whose personal qualities indicate that they would have much to offer the School community. Girls are admitted to EHS between the ages of 2½ and 18 years. The admissions process at various key stages is outlined below.

The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 5 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)

The school maintains an Admissions Register which records the name of the pupil, the parents or guardians with whom they reside, their address, the date of joining the school and the school they came from. Parents are asked to inform school of any changes whenever they occur.

Where a parent notifies EHS that a child will live at another address the admission register is amended accordingly:

- the full name of the parent with whom the pupil will live
- the new address
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies EHS that the pupil is registered at another school or will be attending a different school in future, this will be recorded in the admissions register:

- the name of the new school
- the date on which the pupil first attended or is due to start

This also applies to girls leaving EHS at the end of Year 11.

The school will inform the local authority and the local authority where the pupil resides, of any pupil who is going to be deleted from the admission register at a non-standard transition point where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

In addition, the school will notify the LEA when registering new pupils within 5 days, giving the pupil's address and previous school where possible.

Preparatory School

Westbourne

Entry from 2 ½ years is determined by the following criteria:

- that the pupil is physically, emotionally and socially ready to be away from home in a more formal learning environment.
- that the pupil is ready to participate and progress in such an environment.

Entry at these and other stages up to the age of 5 years is carried out by means of a pre-admission visit during which the prospective pupil is informally observed and assessed.

Preparatory Department (Age 5 - 11 years)

Pupils are assessed for entry by means of:

- tests appropriate to age, based on KS1 and KS2 of the National Curriculum
- a confidential report from their present school
- an informal interview

Senior School

Entry to Year 7 (11+)

Entry to Senior School at 11+ is by a selective examination process. All applicants, including girls from Year 6 in the EHS Preparatory School, are invited to take this examination.

Girls are required to take tests in English and Mathematics.

- Extra time may be allowed in Entrance Tests where a current Educational Psychologist's Report is submitted with the application for entry.
- Appropriate provision will be made for any other special needs on request.
- A confidential report on achievement and progress is requested from a candidate's present school.
- Candidates and their parents are interviewed but this is not a firm indication of likely acceptance. The School reserves the right not to interview candidates on the basis of poor performance in the written Entrance Tests and is under no obligation to enter into correspondence concerning such decisions.
- Entrance Tests for admission in September take place in the October before, and place offers are made in early December. Parents' decisions on acceptance (or otherwise) are required by mid March and certainly before the start of the summer term.

- The school reserves the right to schedule a subsidiary test.
- Examination results remain confidential to the school.

Entry at a point other than Year 7 (11+)

Admission to other year groups is dependent on the availability of places and performance in selective entrance tests. Tests at the appropriate age level are administered in core subjects: English, Mathematics and a Modern Foreign Language.

- Extra time may be allowed in Entrance Tests where a current Educational Psychologist's Report is submitted with the application for entry.
- A confidential report on achievement and progress is requested from the candidate's present school.
- All candidates are interviewed.

Sixth Form

All candidates for the Sixth Form, internal and external, are required to obtain **minimum** qualifications for entry of:

- 6 GCSEs, grades 9 - 6 (including English and Mathematics)
- Grades 9 - 6 in subjects they wish to pursue at A level, as laid out in the Sixth Form Prospectus

External candidates are offered conditional places based on predicted grades from their current schools and performance at interview. A scholarship examination is available at the start of the Spring Term.

Parental Responsibility

Should more than one parent/carer have legal responsibility for a child, both parents/carers must be in agreement over the application before the school can process it. If parents/ carers cannot agree, it is their responsibility to reach a resolution.

Special Circumstances

We recognise that a candidate's performance may be affected by special circumstances, for example:

- Ill health
- Special family circumstances e.g. bereavement
- A disability or specific learning difficulty
- If English is not the candidate's first language

We request that parents inform the school of any special circumstances which may affect their daughter's performance. The School may request further information such as an educational psychologist's report or a medical report in order to make a fair assessment.

Bursaries and Scholarships

Academic Scholarships are available on entry to Year 7 and 12. Scholarships are awarded on the basis of entrance examination results.

Through our bursary scheme we seek to widen access to the School to girls who would benefit from an EHS education, irrespective of their parents' means. Means tested bursaries are available on entry to Year 7 and 12. Application forms are available from the Admissions Department.

Complaints

In the event that a parent has any issue or concern regarding this Admissions procedure or the outcome of any application, he or she is referred to the School Complaints Procedure available on our website or on request from the Admissions Department.

Edgbaston High School is committed to safeguarding and promoting the welfare of children. EHS welcomes applications from children of all backgrounds and does not discriminate on the grounds of race, colour, ethnic or national origin or disability.

The school is aware of its responsibilities under the Disability Discrimination Act 1995 and has a Disability Policy in place.

Links with other policies:

- Equal Opportunities
- Disability Policy
- Safeguarding Policy

These policies are available on request from the School.