

## Admissions Policy

# Admissions Policy

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***THIS POLICY REFERS TO ALL PUPILS INCLUDING THOSE IN EYFS***

## Admissions Policy

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### 1. Introduction

- 1.1 The Governors of Nottingham High School apply their regulations on admissions fairly and equally to all those who wish to attend the School following the systems outlined in the School Prospectus.

### 2. Aims and Objectives

- 2.1 We are an inclusive school and welcome children from all backgrounds and faiths.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restrictions we place on entry are those of ability, suitability, numbers and availability of finance. It is our wish to allow all successful candidates to have a place at the School, although this is not always possible when demand exceeds the number of places available. The number of bursary places are restricted by the funds available in any year. The Governors decide how much funding is available in any particular year for bursaries and these are only offered for Year 7 entry.
- 2.4 We aim to ensure that pupils who are selected will thrive in our School environment. We aim to admit pupils based on what the School considers best for the individual child.

### 3. The Standard Number

- 3.1 The standard number is the number of children the School can accommodate within bounds of providing a safe and comfortable environment. We keep this number under review and the Governors will apply to change the number if circumstances allow. In the event that insufficient children are of the appropriate academic standard we reserve the right to admit fewer children. The standard number for the School is 1180 pupils.

### 4. The Application Process

- 4.1 An official application form must be completed and returned prior to the entrance assessment, together with the registration fee. Application forms can be found on the School's website ([www.nottinghamhigh.co.uk](http://www.nottinghamhigh.co.uk)) or which will be sent on request by calling 0115 845 2232 or emailing [enquiries@nottinghamhigh.co.uk](mailto:enquiries@nottinghamhigh.co.uk). Please be aware that the

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School reserves the right to ask to see a child's birth certificate. Pupils can only be considered for the year group that their chronological age determines.

- 4.2 Any Special Educational Needs or Learning Disabilities or Difficulties [SEND] that a child has are taken into account when they apply for entry. Parents should tick the appropriate box on the application form to be sent a request for further details. Parents must apply for a place under these circumstances by submitting the required details and providing an up to date report from an educational psychologist stating the special needs of the pupils. Around the time of the assessment staff will make contact with the child's current school to request further information and will, depending on the content of the educational psychologist's report, make appropriate access arrangements for time in the entrance examination or assessments.
- 4.3 We may request reports from a child's current school [if applicable]. We expect parents to inform their child's Head Teacher of their intention to enrol their child for our entrance assessment.
- 4.4 The School notifies parents about a school place in writing as soon as all the assessments have been completed. This will normally be about two to three weeks after the initial examination, assessment or interview.
- 4.5 Once an offer of a place has been made by the High School Headmaster, or by the Head of Infant and Junior School, parents must both accept the offer in writing and pay the required deposit by the date indicated in the offer letter.
- 4.6 Deposits, which are held until the child leaves the School, are non-refundable in the event of a withdrawal of acceptance.
- 4.7 We are not able to admit any pupil until all financial obligations to any other school have been met in full.

## 5. Assessment Procedure

For entry the School publishes admissions information in the Further Information Booklet, as follows:

- 5.1 **Assessment Procedure for Reception to Year 2** Admission to the School in Reception follows an assessment procedure to evaluate your child's potential for learning. This is undertaken in the school setting. Following this initial process, your child will then be invited back for a final practical classroom-based assessment either on the Saturday or during the following week.

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Admission to the School in Year 1 or Year 2 follows an admission process to evaluate skills in numeracy and literacy and the potential for learning. All the work is set at National Curriculum ability levels appropriate for the age group. Your child may then be invited back for a final classroom-based assessment either on the Saturday or during the following week.

- 5.2 **Assessment Procedure for Year 3 to Year 6** Admission to the School at this stage assesses your child's ability in the core subjects of Mathematics and English, including reading, along with some measures of general ability. The work is set at National Curriculum ability levels appropriate for the age group and these assessments should be seen as a positive opportunity for your child to show their ability.

A member of staff may also spend some time in an informal interview with your child where we will be looking for your child's ability to listen and speak freely with enthusiasm on a variety of topics of their choice. Spending the day in the Junior environment will give staff the opportunity to assess your child socially as well as within the working environment. The children will be provided with refreshments.

Children wishing entry to the Infant and Junior School are assessed only once each academic year. If children are unsuccessful in this attempt, they can reapply to sit the entrance assessment in the following year and subsequent years if they wish.

For all children who join the School in Reception, transfer from Year 2 to Year 3 is automatic unless, in the opinion of the Head of the Infant and Junior School, a child has not attained a sufficiently high standard of work or conduct to enable them to benefit from continuing their education at the School.

- 5.3 **Assessment Procedure for Year 7 [11+]** Entrance to Nottingham High School at age 11 is by examination. The examination consists of a Reasoning Test, a Mathematics Paper and an English paper.

Prior to the examination we will provide a list of potential areas for Maths questions and a sample English paper. Reasoning: This test includes Verbal Reasoning and some Non-Verbal Reasoning questions. Our intention is to carry out the Reasoning test using computers, but a paper-based option will also be available should computer testing not be possible as a result of technical failure.

After the exam: The papers are marked very quickly and it is our normal practice to call about 100 external applicants for interview for approximately 70 places available for candidates who are not members of our Junior School. Whilst this process is time-

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consuming, we feel that it is vital because we view every child as far more than an examination mark. We do not usually interview candidates from Nottingham High Junior School as they are well known to our staff there.

We anticipate that the majority of children from our Infant and Junior School will attain places into Year 7 unless, in the opinion of the Head of the Infant and Junior School, a child has not attained a sufficiently high standard of work or conduct to enable them to benefit from continuing their education at the School. However, all children are required to sit the Senior School entrance assessment for Scholarship, means-tested Bursary and benchmarking purposes.

- 5.4 **Assessment procedure for Years 8 to 10** Places are available for entry to the Senior School in Years 8 to 10. Interested potential pupils are offered a taster session during the Autumn Term. Parents need to complete the relevant application forms. Interested students and parents are invited into School for a tour of the School. Assessment is by examination in January. The examination consists of a reasoning test, a Mathematics paper and an English paper. After the examination there will be a general interview for all candidates still under consideration for a place, taking into account the reference from a student's current school.
- 5.5 **Assessment procedure for Sixth Form [Year 12]** Entry to the Sixth Form [Year 12] is by interview, taking into account expected GCSE performance and reference from their current school. Interested potential students are offered a tour of the School and a taster session in advance of interview. Places are usually offered subject to the attainment of satisfactory GCSE results, a minimum of five subjects at A grade (Grades 7-9 in the numerical grading system) or higher at GCSE or IGCSE in appropriate subjects.
- 5.6 **Late applications** The usual procedure is for children to take entrance assessments in the Spring Term, assessments for the Infant and Junior School and for Years 7, 8, 9, 10 entry to the Senior School being held in January. Successful candidates take up their places at the start of the Autumn Term in September. However, in exceptional circumstances, for example should parents move into the area at short notice or have some other good reason for their child not having taken an entrance assessment in January, it may be possible to arrange a supplementary assessment for September entry later in the year, at the discretion of the Headmaster, or the Head of Infant and Junior School, and should a place be available. Parents who would like their child to be admitted to Nottingham High School in this way must follow the normal procedure by completing an application form before their child's application can be considered.
- 5.7 **Feedback** The parents of children who are unsuccessful in the entrance examination or assessments may contact the High School Headmaster or the Head of Infant and Junior

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School, to ascertain strengths and weaknesses with regard to their child's examination performance. This will inform parents of a possible route to academic development and future academic success. Actual marks from assessments or papers, or actual paper, are never released to parents or other interested parties. Candidates are assessed only once each academic year but are able to re-apply to sit the entrance assessments in the following year or successive years if they wish.

- 5.8 **Reserve List** When the number of academically qualified candidates exceeds the number of places available a short list of reserves is kept. All candidates on this reserve list will meet our selection criteria. The parents of these children are informed that a place could be offered at a later date were another parent to withdraw a previous acceptance and thus make a place available.

## 6. Review

- 6.1 This policy will be reviewed annually by the Headmaster, or Head of Infant and Junior School, in the light of any changed circumstances in the School or its catchment area.