



BURGESS HILL
— GIRLS —

Admissions Policy (Whole School including EYFS)	15a
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Responsible for Initiating Review of Policy	SLT
Committee to Review	SLT
Last Review Date	December 2017
Review Period	3 years
Approved by (Committee and Date)	SLT (December 2017)
Approved by Board of Governors	
Effective Date of Policy	December 2017
Next Review Date	December 2020
Related Policies	17b School Accessibility Policy 2f Senior School Personalisation and Individual Needs Policy 2h Junior School SEND Policy 17b(i) School Accessibility Plans

Responsibilities

Burgess Hill Girls is a selective independent school for girls between the ages of 4 and 18 years. There are day pupils and boarders, the latter from Year 7 upwards. The School operates a nursery, under the name of Burgess Hill Nursery, for boys and girls aged 2.5 – 4. The admissions are in line with the Early Years statutory requirements.

The school consistently achieves good academic results at GCSE and at A level and looks for candidates who will cope with the demands of the academic programme but also make the best use of all the opportunities the school has to offer.

All pupils admitted to the Junior School are assessed in a way appropriate to their age group. It is understood that girls sitting entrance assessments may have come from a range of schools, and that all may not have had the same opportunities. For this reason, offers of places are not given purely on the results of assessment. The previous school's report is also taken into account.

Once in the Junior School, a girl will have a place for entry into the Senior School subject to her successful performance in the academic selection process. During Year 5, if there is any concern regarding your daughter accessing the Senior School Curriculum you will be informed and invited to a meeting with the Head of the Junior School and Head of the Senior School to discuss the situation and the options available.

External entry to Years 7, 8, 9 is determined by nationally standardised computer adaptive assessments (CAT4) and the school's own additional papers in Mathematics and English. External entry into Year 10 is by nationally standardised computer adaptive assessments (CAT4) and the school's own entrance examinations in Mathematics and English together with an academic interview. In all cases, the previous school's report is taken into account.

The results of these assessments, together with an informal interview with the Head and a report from her previous school are used to assess whether the school can provide an appropriate curriculum and cater for the needs of the pupil.

The school co-operates with other local schools and offers of places to pupils in Years 7, 8 and 9 are made on a mutually agreed date. The school also follows the GSA guidelines in stating the final date for the acceptance of a place.

Entry to the Sixth Form is based upon an initial screening using CAT4 (Level G), a candidate's subsequent performance at GCSE, or equivalent, an interview with the Head of Sixth Form and the Head plus a reference from the applicant's current school. Candidates must gain a minimum of a Grade 5 in both English Language and Mathematics, and a further five GCSEs graded B or above.

If a student is not able to attend for interview in person and English is not her first language she will only be admitted to the school on proof that her English is good enough to permit her to study successfully. A Skype interview will also be conducted. A student intending to study Mathematics, Economics or Science subjects will be asked to sit a Mathematics paper. A student intending to study English or History will be asked to sit an additional English paper.

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All students for whom English is not the first language are assessed on arrival at the school, and extra English lessons may be organised for them and parents billed accordingly.

Scholarships are available for entry into the Junior and Senior School and the Sixth Form.

Means Tested Bursaries are available up to 100% of fees.

Associated Policies:

1. Disability Policy
2. Senior School Personalisation and Individual Needs Policy and the Junior School SEND Policy
3. School Accessibility Policy and Plans