



BURGESS HILL
— GIRLS —

Admissions Policy	15 a
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Responsible for Initiating Review of Policy	SLT
Committee to Review	Governors
Last Review Date	October 2021
Review Period	3 Years
Approved by (Committee and Date)	SLT October 2021
Approved by Board of Governors	October 2021
Effective Date of Policy	October 2021
Next Review Date	October 2024
Related Policies	2e SEND – whole school statement 2f SEND Policy Senior School and Sixth Form 2h Prep School SEND Policy 17b School Accessibility Policy 17bi. School Accessibility Plan

1. 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 years. All 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 as well as making the best use of all opportunities the school has to offer.

All pupils admitted to the Prep School are assessed in a way appropriate to their age group. It is understood that pupils 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. Previous school reports are also considered as part of the application process.

Once in the Prep School, a pupil will have a place for entry into the Senior School subject to their successful performance in the academic selection process. During Year 5, if there are any concerns regarding a pupil's ability to access the Senior School curriculum, parents will be invited to a meeting with the Head of the Prep School and the 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 9 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 considered as part of the application process.

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

The school cooperates 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 6/7 or above. Those students applying for a creative scholarship must achieve the required academic level to be considered.

If a pupil is not able to attend for an 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. An online interview will also be conducted. A pupil 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.

All pupils applying for the Senior School 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 Prep School, Senior School and Sixth Form.

Means-tested bursaries are available up to 100% of fees in exceptional circumstances.

EQUAL OPPORTUNITIES

The school encourages applications from candidates from a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. Burgess Hill Girls is committed to being an equal opportunities education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status.

SPECIAL EDUCATIONAL NEEDS

The school has due regard to the Equality Act 2010 and welcomes applications from pupils with Special Educational Needs and/or Disabilities (SEND). The school requires parents of children with suspected or confirmed special educational needs (e.g. with an educational psychologist's or other specialist assessor's report, educational health care plan, specific learning need or physical disability) to discuss all potential requirements at the point of registration so that reasonable adjustments can be considered.

The school will make reasonable adjustments such as additional time for prospective and scholarship students, provided that the school has been informed in advance and there is documented evidence of need, such as an educational psychologist's assessment or an assessment by a teacher with recognised specialist SEN qualifications.

A place will only be offered if it is considered that the school is a suitable environment, and the Learning Support department in its resources, expertise and timetable has the space and ability to fully support these needs for the duration of the child's time at the school. With the exception of access arrangements and reasonable adjustments for public exams, all costs for additional specialist individual needs provision will be borne by the parents.

The school also welcomes pupils with disabilities provided the site can meet their needs.

Associated Policies:

2e SEND – whole school statement

2f SEND Policy Senior School and Sixth Form

2h Prep School SEND Policy

17b School Accessibility Policy

17bi. School Accessibility Plan