

ADMISSIONS POLICY

1. Introduction

Loughborough High School is an independent school open to girls between the ages of 11 and 18 (National Curriculum Years 7 to 13). The School has a junior school, Fairfield, and although the vast majority of pupils pass through from the Junior School to the Senior School, that progress is not automatic and pupils in the Junior School sit the 11+ examination on equal terms with the external candidates.

The major points of entry to the School are at 11+ (for entry into Year 7), 11+ (for entry into Year 7), 13+ (for entry into year 9) and 16+ (for entry into Year 12). However, examinations for entry are also set at 12+ (for entry into Year 8) and 14+ (for entry into Year 10) where space permits.

The School is open to applications from girls, irrespective of race, nationality, colour, ethnic or national origin, religion or creed, disability or previous educational background. In particular, the School is fully aware of its responsibilities to ensure compliance with the Special Educational Needs and Disability Act and race and gender discrimination legislation. The School also has extensive provision of academic and music scholarships and a Foundation Bursaries Scheme to provide funds for able pupils on the basis of financial need.

Admission to the School depends upon a prospective girl meeting the criteria required to maintain and if possible, to improve the educational and general standards for all its pupils commensurate with the ethos of the School. The School also makes every effort to encourage as wide a range of applications as possible, through frequent Open Days and meetings for potential candidates, through advertising, and through contact with local schools.

2. The Procedure for Candidates from 11+ to 14+

a) Registration

Every candidate must be registered prior to the date laid down each year by the School. The deadline is usually late December for entry at 11+ and 13+. There is a fee of £50 that must be paid on registration and this is non-refundable. In certain circumstances late registrations and the late sitting of the examination are allowed at the discretion of the Headmistress.

b) The Examinations for Candidates from 10+ to 14+

Examinations for entry into the Senior School take place from January each year. The syllabi for each year group are published on the web site and in the prospectus.

All of the examinations are based on the National Curriculum, so that there should be no need for any pupil to make extra preparation for them. The timing of the examination, of the announcement of results and of the deadline for acceptance is co-ordinated, as far as possible, with other local independent schools to ensure that candidates have a fair chance to make a decision.

Special provision is made for candidates who have been identified as having a specific learning difficulty through an educational psychologist's report. In particular, candidates are given an appropriate allowance of extra time, and cognisance is taken of any report in the final process of selection for entry into the School.

c) Additional Information

Information about each candidate is requested from the candidate's existing school and this information forms an important part of the decision-making process. In addition, the School may also make direct contact with a candidate's existing school to ensure that selection is made on the best possible evidence.

d) Interviews

A number of borderline candidates may be interviewed by the Headmistress and staff who have been involved in the marking of papers, so that there is as much information as possible for the final process of selection. For entry above 11+ all candidates will be interviewed.

e) Selection

The final selection of candidates takes into account not only the examination performance, but also all the other available data.

The final choice from the candidates for the School is made by the Headmistress after consultation with the relevant Heads of Year and Heads of Department.

f) Scholarships and Foundation Bursaries.

The School awards a number of scholarships each year at 11+ and, in exceptional circumstances, at other entry points. These scholarships are £1000 of the annual fee. There are also a number of Music Scholarships – two or three in a normal year – which are awarded on the basis of auditions. In addition, the School can make funds available according to financial need to able pupils through Foundation Bursaries. This scheme is administered by the Bursary.

g) Acceptance

The parents of successful candidates are sent a copy of the Terms and Conditions for Loughborough Endowed Schools and are required to sign the Acceptance Form and pay a deposit to complete the admissions process.

h) 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. Entry into the Sixth Form

a) Procedure

In a normal year between 5 and 10 pupils enter the School from other schools. Candidates should normally be sixteen years of age, but not yet seventeen on 1 September of the year of entry. Offers for admission for home based students are made on the basis of interviews with two senior members of staff (from the Headmistress, the Deputy Heads and the Head of Sixth

Form - the Head of Department of relevant subjects might also be involved in interviews), a confidential report from the Head of the candidate's existing school, predicted and/or mock GCSE results.

Any offer that is made is conditional on achieving a minimum of five subjects in GCSE at grade B or better. In addition, individual subjects may have specific requirements in performance at GCSE, for example a grade A at GCSE for a subject that is to be continued.

b) Acceptance

The parents of successful candidates are sent a copy of the Terms and Conditions for Loughborough Endowed Schools and are required to sign the Acceptance Form and pay a deposit to complete the admissions process. The acceptance fee will be refunded if the school does not confirm a conditional offer.