



Admissions Policy

2011-12

This policy applies to Early Years Foundation Stage, Junior School and Senior School.

Registration for entry can be made at any age, but it is usual for parents to visit the school before registering their daughter.

Criteria for Entry

- a) Be of the correct age and maturity to enter a particular year group. From time to time, where there are unusual circumstances, girls may be admitted 'out of year' where the Headmistress is satisfied that it is in the interests both of the pupil and of the school community for this to occur.
- b) Be of an appropriate aptitude and ability range to be able to benefit from an education at Hollygirt. Girls seeking entry normally sit an entrance test, or for the Nursery/Reception Class, Year 1 and Year 2 spend a full day in the class so that their readiness for a structured environment like Hollygirt can be assessed. Hollygirt takes a mixed ability intake.
- c) Where the girl already attends school, every effort will be made to obtain a report from the girl's current school attesting to her satisfactory conduct and educational record.
- d) Attention is drawn to the school's Equal Opportunities Policy which sets out the school's commitment to the rejection of unfair discrimination.
- e) Parents are requested to provide details of any learning need or disability in relation to a prospective pupil at the time of application on the registration form, or by separate cover, if preferred. If any specific needs are identified at this stage, or on assessment or at some future point, the Headmistress will discuss with the parents the adjustments the school is able to make to meet these needs (*see Disability Equality and SEN Policy*). In assessing any pupil or prospective pupil the school may take such advice and require such professional assessments as it regards appropriate.

Nursery/Reception Class

There is open admission from age 3 (the academic year in which a child falls 4), depending on availability of places and readiness for school. Readiness is defined as the ability to manage feeding and toileting independently and to be capable of understanding and complying with basic instructions.

Years 1 and 2

Admission is dependent on the availability of places and readiness for a Hollygirt education.

Years 3, 4, 5 and 6

Admission is dependent on availability of places and assessment comprises a variety of tests taken during the course of a normal school day.

All girls in the Junior School are guaranteed a place in the Senior School unless there are exceptional circumstances which suggest a girl will not benefit from the Senior School curriculum. In this case, the Headmistress will alert parents of girls when still in Year 5 or early in Year 6. Girls in Year 6 take the Entrance Assessment for entry into Year 7 with those seeking admission from other schools.

Year 7

The Entrance Assessment for girls who will be 11 on or before 31st August in the year of entry to the Senior School takes place during the previous Autumn Term. Results are sent out as soon as possible afterwards and parents are asked to reply by the first Tuesday in March. The Entrance Assessment consists of examinations in English, Mathematics and Verbal Reasoning. Each girl will be interviewed by the Headmistress, and/or another member of senior staff, a few days after the Entrance Assessment. Places are offered to girls on merit and who display qualities which suggest they will respond to a Hollygirt education. Waiting list places are also offered, if demand exceeds available places.

Years 8, 9 and 10

Girls seeking admission in Years 8, 9 and 10, when there is a vacancy, sit an Entrance Assessment consisting of English, Mathematics, French and Verbal Reasoning.

Girls must produce their latest report from their current school attesting not only to their satisfactory conduct but also showing evidence of a suitable level of ability.

For entry to Year 10, girls must be able to take a full GCSE curriculum.

Mid-Year 10/Entry to Year 11

It is unusual for a girl to transfer to Hollygirt during or at the end of Year 10. In exceptional circumstances where a very similar curriculum has been followed, girls will be interviewed by the Headmistress and by key subject teachers to ascertain whether moving school at this unusual stage is in the girl's interests. Girls will be requested to bring to interview current files of school work/reports.

Number of Places Available

In the Junior and Senior School class size will vary from year to year. There is currently one form entry to the Junior School and two form entry to the Senior School.

Parents are asked to reply promptly to offers of a place, by a given deadline. Where this is impossible for reasons such as uncertainty about relocation, parents are asked to contact the school to explain their circumstances. See overleaf for applications for overseas pupils.

Bursaries

A small number of means tested bursaries of up to 100% of the school fees are available on entry to Year 7 and to girls throughout the school in the case of unexpected financial hardship, either for a short period of time or to enable a girl to complete a GCSE course when it is not in her best interest to transfer to another school.

The Trustees will decide on any level of financial support to be offered in the May preceding September entry. Documentary evidence must be provided in all cases. A bursary application form can be obtained from the school office once a place has been offered.

From time to time the Trustees may offer means-tested bursaries in addition to the Academic Scholarships and Music Awards.

Please also see Means-Tested Bursaries Policy.

Academic Scholarships

Academic Scholarships are available at entry into Year 7 for girls who score highly in the Entrance Assessment and who, in the opinion of the Headmistress, would benefit from a Hollygirt education. These are not means tested.

Music Awards

Music Awards are also available, offering free tuition and music examination fees on one instrument taught in school. Girls should normally have reached the standard of Grade 3, but we would prefer a girl to play a Grade 2 piece musically, rather than struggle through a Grade 3 piece that is new.

It will be a condition of the award that girls sing in the choir and play in one or more of the bands/groups at school, performing solos when required and acting as an ambassador for music both within the school and outside.

Awards will be reviewed on an annual basis, to make certain that girls still attain the standards and commitment expected of an award holder. Should instrumental lessons be missed other than for reasons of absence from school or other exceptional circumstances, parents could be expected to reimburse the school.

A shortlist of candidates will be invited to attend for interview and audition. They will be expected to play two contrasting pieces and, if offering a second instrument, one on that instrument also. There will also be a *viva voce* examination on the music played with the Head of Music, and a short interview with the Headmistress.

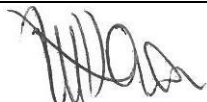
Applications for Overseas Pupils

Hollygirt School is a highly trusted sponsor and can offer Certificates of Sponsorship (CAS/CoS) in the Tier 4 (child) category under the UK Border Agency rules. Applicants will be responsible for an additional £10 registration fee to cover costs of issuing a Confirmation of Acceptance for Studies Certificate.

This policy was approved by the Trustees on 23rd September 2010 and will be reviewed annually.

Updated 2011

Approval by the Trustees:

Signed:	
Name:	Mr R A Heason
Position:	Chairman of the Trustees
Date:	23 rd September 2010