



# Wakefield Grammar School Foundation

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**VALIDITY – Policies should be accessed via Firefly to ensure the current version is used.**

## CHANGE RECORD - REVIEW PERIOD ANNUAL

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V1.00	March 2024	New whole-Foundation policy created; RM Brookes, QEGS Head. Replaces the previous standalone Admissions Policies: <ul style="list-style-type: none"> <li>• QEGS SS: Reviewed by Mark Fitzsimons, Director of Studies, Jan 2022</li> <li>• QEGS JS: Reviewed by Richard Thompson, Director of Junior Section, Jan 2022</li> <li>• WGHS: Reviewed by Heidi Jayne Boyes, Head, Feb 2022</li> <li>• WGPSS: Created by Emma Gill, Head, Feb 2023</li> </ul>
V1.01	March 2025	Reviewed and updated, VC

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## WGSF Admissions Policy

### 1. Purpose and Aims of this Policy

The purpose of this policy is to provide the guidelines for admissions into the three schools which make up the Wakefield Grammar School Foundation (WGSF): Wakefield Grammar Pre-Preparatory School (WGPPS), Wakefield Girls' High School (WGHS) and Queen Elizabeth Grammar School (QEGS).

The aims of this policy are:

- To identify and admit pupils who demonstrate that they will be able to take full advantage of the education that the Foundation's schools have to offer.
- To identify and admit pupils who will contribute to and benefit from the ethos, co-curricular activities and enrichment programme of the school communities.
- To ensure that each school feels reasonably sure that it is able to educate and develop prospective pupils to the best of their potential and in line with general standards achieved by their peers, so that there is every chance that each pupil will have a happy, fulfilling and successful school experience.
- To ensure that our admissions processes are conducted transparently and fairly.

These aims will apply throughout a pupil's time at the Foundation's schools.

### Related Policies and Guidance

This policy should be read in conjunction with the following:

- [WGSF Parental Terms and Conditions](#)
- [WGSF Bursary Policy](#)
- [WGSF Equal Opportunities \(Pupils\) Policy \(including EYFS\)](#)
- [WGSF SEND Policy](#)
- [WGSF Privacy Notice \(Parents and Pupils\)](#)
- [WGSF Data Protection Policy](#)

### 2. Introduction

Wakefield Grammar School Foundation owns and governs three independent day schools in the city of Wakefield. **Wakefield Grammar Pre-Preparatory School** is a co-educational school for pupils from age 3 (a child's 3rd birthday) to 7. **Wakefield Girls High School** is a single-sex school for girls from age 7 to 18, including a Sixth Form. **Queen Elizabeth Grammar School** is a single-sex school for boys from age 7 to 18, including a Sixth Form. There is joint teaching of WGHS and QEGS pupils in the Sixth Form.

#### *Characteristics of our schools*

At WGPPS, we provide a stimulating and happy learning environment for children to learn, develop and make progress. Our school prepares pupils for entry to the Junior Sections of the other two WGSF schools.

WGHS is an outward-looking school, producing confident and inspirational young women determined to make a positive contribution to society. We nurture, encourage and challenge our pupils so they are prepared for the rapidly changing modern world. At WGHS, we strive to deliver a high quality, complete education in which we concentrate on educating the individual and to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

QEGS has strong pastoral care and a family ethos. QEGS follows a liberal, academic tradition and the curriculum is rich and full with many co-curricular activities on offer. Pupils enjoy an academic, cultural and social education, broadened by a programme which includes music, drama, art, sport, computing, science and modern foreign languages. We welcome boys who contribute fully and enthusiastically to the wider life of the school.

### ***Visiting our schools***

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. Visiting our schools enables prospective families to meet our staff and pupils, take a tour of the school(s) and gather information about life in the Foundation. All prospective pupils and their parents are encouraged to visit our schools and meet the Head (or member(s) of the Senior Leadership Team), either on a personal visit, at our annual Open Morning (which takes place in October), at our annual Sixth Form Open Evening (which takes place in November) or at one of our Open Doors events (that run throughout the year): details are published on [our website](#) and you can complete our on-line event registration form to confirm your attendance. We are also very happy to welcome prospective parents and their children at other times. Please contact the Admissions team to arrange a visit.

The Admissions contacts are:

- Vikki Collins, Head of Admissions
- Stevie Newton, Admissions Officer

The team can be reached by telephone, 01924 373943, or by email, [admissions@wgsf.net](mailto:admissions@wgsf.net).

### **3. The Admissions Procedure**

The three Foundation schools are selective, and academic merit is valued. The Foundation's aim is to offer places only to those prospective pupils who demonstrate that they will be able to take full advantage of the education we have to offer. Our selection procedures are designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are:

- from a child's 3rd birthday for entry into FS1
- at 7+ for entry into Year 3
- 11+ for entry into Year 7
- 16+ for entry into Year 12

The Schools may also have places for entry at other ages and we welcome applications at any time of year into any year group - please contact the Admissions Team for details.

WGHS and QEGS do not normally accept admissions for entry into Year 11 or Year 13 due to the structure of the GCSE and A-level courses. We understand that there may be occasions where a move at this time is required and we are happy to discuss options on an individual basis.

### ***Overview of the Admissions Procedure***

The Admissions Procedure can be summarised as:

- Attendance at an Open Event / Personal Visit
- Registration
  - Application for a means-tested Bursary (if applicable)
- Entrance Assessments

- Examination (if applicable)
- Interview (if applicable)
- Assessment for a Scholarship (if applicable)
- Request for Reference from a prospective pupil's current school
- Offer of a place
  - Including offer of any Bursary award (if applicable)
- Acceptance of a place
- New Pupil Welcome process
- Admission into the relevant Foundation School

### 3.1 Registration

Parents are required to register their child by completing the Application Form with the non-refundable registration fee (currently £50 including VAT). The Application Form is available on the Foundation's [website](#). The Application Fee is payable via PayPal as part of the on-line application form (please note that you do not need your own PayPal account to make this payment). Once the online Application Form and registration fee have been received our admissions staff will guide all those with parental responsibility through our admissions process.

At WGPPS, the registration fee also enables children to receive a book bag when they start school. Note, in line with the EYFS Funding Agreement, if the child is only attending the EYFS funded hours the registration fee will be refunded.

### 3.2 Entrance Assessments

For external applicants joining from outside the Foundation below the Sixth Form, entrance is based on an assessment of the child (typically involving an examination and / or interview) in conjunction with a reference from the current school.

For further information about Entrance Assessments, see Section 6: The Assessment Procedure.

### 3.3 Offer of a place

***Admission into WGPPS*** (See Appendix 1: Admissions Procedures at WGPPS)

Parents will receive a letter offering their child a place and information about next steps.

If a child has not received a place but there is the potential a place may be offered at a future date, the Head will offer a further assessment date and inform parents of the areas of focus that could be worked on prior to this second assessment.

In all cases the decision of the Head is final.

**Admission into Years 3, 4, 5 and 6** (See Appendix 2: Admissions Procedures for WGHS and QEGS)

WGHS / QEGS will endeavour to contact prospective parents, by telephone or email, within three working days of the Taster Day to inform them of one of two possible outcomes:

- The prospective pupil is offered a place; or
- The prospective pupil is not offered a place.

Where a prospective pupil is offered a place, the date for accepting the place will be specified within the offer letter (any offer is subject to a satisfactory reference from the pupil's current school).

In all cases the decision of the Head is final.

**Admission into Year 7** (See Appendix 2: Admissions Procedures for WGHS and QEGS)

Offer letters are sent to prospective parents by email, normally within two weeks of the end of the assessment and interview process. The offer letter will include one of three possible outcomes:

- The prospective pupil is offered a place;
- The prospective pupil is offered a place on the waiting list and would only be offered a place at WGHS / QEGS if a place became available at a later stage; or
- The prospective pupil is not offered a place.

Applicants who request bursary support will be informed if any financial support is available in the offer letter or may be placed on a bursary waiting list. Any offer of bursary support is made subject to confirmation of financial information.

The date for accepting a place is always after the national secondary school admission confirmations.

In all cases the decision of the Head is final.

**Admission into Years 8, 9 and 10** (See Appendix 2: Admissions Procedures for WGHS and QEGS)

WGHS / QEGS will endeavour to contact prospective parents, by telephone or email, within three working days of the Entrance Assessments and interviews to inform them of one of two possible outcomes:

- The prospective pupil is offered a place; or
- The prospective pupil is not offered a place.

Where a prospective pupil is offered a place, the date for accepting the place will be specified within the offer letter.

In all cases the decision of the Head is final.

### **Admission into Year 12** (See Appendix 2: Admissions Procedures for WGHS and QEGS)

Conditional offer letters are sent to prospective parents, by email, normally within two weeks of the date of the Sixth Form Taster Lessons and Scholarship Examination Day (WGHS) or within two weeks of the interview days (QEGS).

The Admissions Office will contact prospective Year 12 pupils on GCSE results day to discuss the pupil's results and to determine the offer of a place. If a prospective pupil meets the entry requirements, a formal offer letter will be sent to the parents/guardians within one week of GCSE results day.

Applicants who requested bursary support will be informed if any financial support is available in the formal offer letter. Funding is conditional on the confirmation of supporting financial information.

In all cases the decision of the Head is final.

### **3.4 Acceptance of a place**

Parents who wish to accept the offer of a place for their child should complete and return the Acceptance Form by the stipulated date, along with a £300 non-refundable deposit, to secure the place. The acceptance deposit is payable via PayPal (please note that you do not need your own PayPal account to make this payment).

The deposit will be refunded, net of any outstanding fees and charges, without interest on the date when the pupil leaves the Foundation (this is usually at the end of the Sixth Form), unless parents decide to donate their deposits to the Foundation's Bursary Appeal.

### **3.5 The Welcome Process**

We strive to ensure that all new pupils settle quickly and easily into their new school environment.

The arrangements to achieve this are set out in:

- **Appendix 3: New Pupil Induction and Welcome Process at WGPPS**
- **Appendix 4: New Pupil Induction and Welcome Process at WGHS and QEGS**

## **4. Equal Opportunities**

Promoting equal opportunities is fundamental to the aims and ethos of the Foundation, and we aim to encourage applications from prospective pupils with as diverse a range of backgrounds as possible. We believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

The Foundation is committed to equal treatment for all, and to ensuring that admission decisions will be made by a process that is free from any discrimination, regardless of an individual's ethnicity, race, sex, gender, disability, religion or belief or lack of such, sexual orientation, social background or any other protected characteristic as set out in the Equality Act (2010).

## ***Religious beliefs***

The Foundation welcomes applications from prospective pupils of all faiths and of no faith. Although the Foundation has Christian roots, the Schools do not select for entry on the basis of religious belief, and they offer the opportunity for pupils to practise their own faiths.

## **5. Special Educational Needs and/or Disabilities**

The Foundation does not unlawfully discriminate in any way regarding entry. The Schools welcome pupils with special educational needs and/or disabilities, provided we can offer them any support that they require, we can cater for any additional needs, and that our site can accommodate them by making reasonable adjustments. We aim to ensure that all our pupils, including those with special educational needs and/or disabilities, are provided with a safe and inclusive environment in which to learn (see WGSF SEND Policy).

The Foundation's schools are independent, academically selective schools and all pupils are assessed equally on the basis of the entrance assessment and a school report. Our policy is to apply our admission criteria to all potential pupils. We require parents of children with Special Educational Needs and/or Disabilities to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make adequate provision for them.

Parents must inform the School, in writing, if they are aware or suspect that a child has a specific learning difference, and must provide full details of all written reports and other relevant information, including a copy of an Educational Psychologist's Report or a medical report if they have one. This is so that the School can assess the child's needs and consult with parents about the adjustments which can reasonably be made to the entrance procedures (which may include modifications such as extra time, a separate room, enlarged papers, etc.) where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination, and so that the School can ensure that their child will be able to access the education offered. A pupil may be asked to attend an assessment with the SENDCo.

Where a prospective pupil is disabled, the School will discuss with parents (and the child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they were to become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

## **6. The Assessment Procedure**

The aim of the process is to identify potential. The Foundation is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The Foundation has strong traditions in music, drama, art, community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.

Selection is based upon academic merit which is assessed through entry assessments, references and other relevant information from the applicant's previous school (such as a school report) and/or written evidence from other sources as appropriate. All applicants for entry (below 16+) sit papers in English, Maths and Reasoning, which are designed for their age group. Applicants to Years 9 -11 may also be required to sit a Science assessment

At WGPPS, children from FS2-Year 2 will complete an informal assessment with the Head or Deputy Head which includes a conversation, a vocabulary assessment, phonics and number work and assessment of key knowledge such as shape, phonics and sentence writing. In FS1, children will be invited into school to take part in an informal assessment which involves playing in the setting.

We also interview all applicants as part of our assessment process for entry into the Senior Sections and Sixth Form. References will be sought from the Head of an applicant's current school as part of the assessment process.

No specific preparation (including any additional tutoring) for our entrance assessments is needed; all applicants start on an equal footing, with identical opportunities to display their academic aptitude and wider skills. Practice Assessment materials are available from the Admissions Office upon request. Materials will be shared with all the applicants ahead of the Year 7 assessment day in January.

The dates for the assessment process for the current year are published on our [website](#), together with the dates that results are posted to families and the closing date for acceptances.

### ***Specific arrangements in the Foundation Schools***

- Further information about specific arrangements at WGPPS can be found in **Appendix 1: Admissions Procedures for WGPPS.**
- Further information about specific arrangements at WGHS and QEGS can be found in **Appendix 2: Admissions Procedures for WGHS and QEGS**

### ***Arrangements for Sixth Form (WGHS and QEGS)***

Pupils applying for admission into Year 12 from other schools will be invited to attend a taster day and an interview with the Head of Sixth Form or another member of senior staff during the Autumn term. We may also invite applicants to meet with individual Heads of Department for the subjects they wish to study at A-Level.



Applicants who apply after the Sixth Form taster day will be invited to attend an interview with the Head of Sixth Form and to join some of our A-Level classes on an individual basis.

Our offer of places into Year 12 is conditional upon an applicant achieving the minimum entry criteria, and a recommendation from the pupil's current school.

## **7. Transfer between Sections and Schools within the Foundation**

### ***Within WGPPS***

Pupils from FS1 move to the FS2 provision in our school in the September after their 4<sup>th</sup> birthday, subject to the recommendation by the FS1 staff and acceptance by the Head.

### ***From WGPPS to the relevant Junior Section (of WGHS or QEGS)***

It is usual that boys and girls who are in WGPPS will move automatically to the next stage of their education in our Junior Sections at the end of Year 2. However the final decision will be made by the Executive Head of WGSF based upon the suitability of a pupil to access the opportunities in the Junior Section.

### ***From the Junior Section to the Senior Section (within WGHS and QEGS)***

Applicants for the Senior Sections from our Junior Sections are not required to sit the Senior Sections' Entrance Assessments unless they wish to be considered for a scholarship or a bursary. Pupils who are due to move from the Junior Section to the Senior Section will have been assessed by teaching staff over a period of time for their suitability to meet Senior Section entrance requirements and the vast majority of pupils will move to Senior Section - normally they would expect to be offered an unconditional place, subject to a satisfactory Junior Section report.

Where there are concerns about a pupil's ability to succeed in the Senior Section, these concerns will have been raised with parents in advance. Such pupils may be required to sit the Entrance Assessments alongside external applicants. In addition, the Head may interview pupils about whom there are concerns regarding transition and discuss their individual situations with their parents.

### ***From Year 11 to Sixth Form (within WGHS and QEGS)***

Whilst progression to the Sixth Form for internal Year 11 pupils is conditional upon GCSE results, pupils who are due to move into the Sixth Form will have been assessed by teaching staff over a period of time for their suitability, and the vast majority of pupils will move to the Sixth Form. Where there are concerns about a pupil's ability to succeed in the Sixth Form, these concerns will normally have been raised with parents in advance.

## **8. Bursaries**

A Bursary is a means-tested financial grant or discount intended to help a pupil attend an independent school when they might not be able to otherwise, due to financial need. The Foundation's Bursary programme is designed to make it possible for as many as possible of those who meet the Foundation's entry criteria to take up a place here, where this would otherwise be beyond the financial reach of the parent. This widens the range of educational opportunities for both pupils and parents.

The Foundation offers a number of means-tested bursaries each year, where the parents have indicated on the Application Form that they require financial support. Bursaries are

offered at Year 7 and Year 12 entry. Bursaries are awarded subject to a financial assessment in accordance with the criteria published in the Foundation's Bursary Policy (which can be obtained from the Admissions Office and is available on the [website](#)).

All those with parental responsibility are required to make full disclosure and provide evidence of their income and assets. The level of support varies according to parental need and available funding. Bursary funding is typically offered at between 25% and 75% of full fee levels, but may extend to full fee remission on occasion.

It is usual that there are more bursary applicants than funding available and therefore an application for a bursary cannot guarantee an offer of funding.

Bursaries are always offered on an annual basis. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may be varied to reflect any changes in parental income or family circumstances. A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

Prospective parents who wish to apply for a bursary must complete and return the Bursary Application Form, together with the relevant supporting documentary evidence no later than the published deadline (usually early December). Wherever possible, parents will be informed of any bursary offer at the time that they are offered a place. If a bursary cannot be offered due to the availability of funding, then a place without financial support may still be offered. It will be the fee payer's responsibility to determine if they can accept the offered place at the full fee level.

Parents are encouraged to contact the Admissions Office for further information on bursaries or for a referral to the Finance Team.

Pupils currently attending the Junior Section of WGHS or QEGS who wish to be considered for an increase to a current bursary or a new bursary application, will be required to sit the Entrance Assessments for prospective pupils in January of Year 6.

## **9. Scholarships**

We encourage parents of potential scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply for one of the School's means-tested bursaries (see Section 8 above).

### ***Year 7 Scholarships***

Scholarships are a recognition of individual achievement and an opportunity to broaden horizons and inspire pupils to go "beyond the syllabus". Each year, the Foundation offers a small number of scholarships (typically around 10 per year in each of WGHS and QEGS) to reward academic excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is normally offered a £500 per annum reduction in the fees throughout their time at the School. Applicants for academic scholarships are selected from the most outstanding performers in the normal entrance assessments.

Pupils currently attending the Junior Section of WGHS or QEGS who wish to be considered for an academic scholarship will sit the Entrance Assessments for prospective pupils in January of Year 6.

## ***Year 12 Scholarships***

Academic Scholarships are awarded to pupils (both internal and external entrants) on entry into Year 12. These are awarded to pupils who achieve 8 grade 8s or better in their GCSE examinations. The value of an Academic Scholarship is £500 per annum.

## ***Review of Scholarships***

Scholarships are held for the duration of a pupil's time at the School, provided their conduct and academic progress is satisfactory. A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

## ***Additional scholarships and prizes***

Through the generosity of donations and legacies, a small number of additional scholarships or subject specific prizes are also available. The criteria for offering these awards and the monetary value of the award varies according to the terms of the donation and is applied as a reduction in fees. Further details are available from the School Office.

### **10. Sibling Policy**

Most siblings join us at the Foundation's schools, and applications from siblings of current pupils are welcomed. However, applications are considered on the same basis as applications for all other prospective pupils and admission is not automatic as there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. No priority is given to siblings for entry to the Foundation's schools.

### **11. Admission of Foundation Staff Children**

Admission of children of Foundation Staff or Governors is on the same basis as for any other child and is as described in this policy.

### **12. Financial Information**

Any applicant for a place at one of the Foundation's schools, including those who apply for bursary support and overseas applicants, may at the discretion of the Foundation be required to provide additional financial information and / or undergo checks to confirm that fees will be paid from a legitimate source of funds or that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

### **13. Overseas Applicants**

We welcome overseas pupils, who can study at the Foundation provided that they have the legal right to enter and study in the UK and they have a relative or responsible adult living in the UK with whom they can reside, as outlined in the School's Terms and Conditions. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11 or Years 12-13.

### **14. Foundation's Terms and Conditions**

The terms upon which each School educates each child are set out in the Foundation's Terms and Conditions, which will be made available to parents as part of the admissions process.

## **Withdrawal**

To withdraw an accepted place or to withdraw a current pupil, written notice must be given not later than the first day of the term before the term to which the notice relates. For example, if you wish to withdraw your acceptance of a place with effect from the start of the Autumn term, a term's notice means you need to tell us in writing about the withdrawal, at the latest, on the first day of the Summer term immediately before. A full term's fees become payable in the absence of the notice period given above.

## **15. Record keeping and Data Protection**

Applicants' details will be held on file with due regard to data protection legislation, and the WGSF Privacy Notice for Parents and Senior Section Pupils (including prospective pupils), WGSF Privacy Notice for Junior Section Pupils and the WGSF Data Protection Policy are available on the [Foundation's website](#). We ensure that pupils' personal data, including any information relating to their individual needs, assessments and interventions is maintained securely at all times.

The Foundation will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 12 months following an unsuccessful application, but reasons to retain data for longer might include:

- if the parents express an interest in the applicant re-applying for any reason at a later date, or in the potential application of another sibling; or
- to deal with any ongoing matters or queries arising from the application.

### **15.1 Admission Register**

For pupils admitted to the School, the School will:

- maintain an Admissions Register; and
- inform the local authority of any pupil who is going to be added to or deleted from the School's Admission Register at non-standard transition points in accordance with the requirements of the [Education \(Student Registration\) \(England\) Regulations \(2006\)](#) (as amended).

### **15.2 Results gained in the assessments**

All examination papers undertaken by applicants remain the property of the school and are not generally made available to parents. The results of examinations, interviews or other assessments are kept confidential and are not released to prospective pupils or their parents.

## **16. Safeguarding**

The Foundation recognises the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect.

We have adopted the procedures set out in the WGSF Safeguarding and Child Protection Policy in accordance with the statutory guidance, where further details can be found about Designated and Deputy Designated Safeguarding Leads. This policy is available on the Foundation's [website](#).

## **17. Complaints**

Complaints about the Admissions process will be handled under the Foundation Complaints Procedure which is available from the Admissions Office or on the [website](#).

## **18. Monitoring, Evaluation and Review of this Policy**

The Heads and other staff involved in admissions processes will monitor the implementation and effectiveness of this policy and review it at least annually.

## **Appendix 1: Admissions Procedures for WGPPS**

### **1.1 Entry into FS1**

Children normally start in FS1, the term after they turn 3 (e.g. if a child is 3 in March, they will start in FS1 at the beginning of the Summer term, after the Easter holidays). However, we do also take pupils from their 3rd birthday, as long as they pass the assessment for admission. These children will complete more than 3 terms in FS1 before starting school. Under the current funding agreement, these children would **not** be eligible for funding for EYFS until the term after they turn 3, so fees would be payable by parents at a rate of £70.50 per day.

#### ***Basic Requirements***

1. Children will be 3 years old on entry.
2. Parents will have registered their child and placed their name on the entry list. However this is no guarantee that a place will be offered.
3. Children should be able to access the toilet independently.
4. Parents must disclose any medical condition or extra support needed in their present setting.

Places are offered following a short assessment in school. These assessments may take place throughout the year.

### **1.2 Entry into FS2**

Children from other settings are able to apply for a place at WGPPS throughout the academic year.

Places are offered following a short assessment in school. These assessments may take place throughout the year.

#### ***Assessment***

The assessment will look at the academic level of a child as well as their personal and social development. Usually questions will be about sounds, reading simple words, recognition of colours and understanding the numbers 1-10. The British Picture Vocabulary Test will also be administered.

A report from the child's current school or setting will be requested.

### **1.3 Entry into Year 1 and Year 2**

There are usually a few places available in Key Stage 1 classes. Children from other settings are able to apply for a place at WGPPS throughout the academic year.

Places are offered following a short assessment in school. These assessments may take place throughout the year.

#### ***Assessment***

Children are invited to spend a session in school to undertake the assessments. Tasks will focus on reading, writing and mathematical skills. The British Picture Vocabulary Test will also be administered. This will enable us to ascertain how a child compares with pupils already within the year group and the likelihood of their being able to move onto the Junior

Section at either WGHS or QEGS. Discussions will take place between the Head and staff concerned as to the suitability both academically and socially.

A report from a child's current school will be requested.

#### **1.4 Specific Educational Needs and / or Disabilities**

Parents must notify the Head in writing if they are aware or suspect that a pupil has a specific learning difference. We will consider reasonable adjustments to the entrance procedures where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination / assessment. Individual support is offered to all applicants during the assessments but special consideration might be the award of additional time. Evidence to support such an arrangement is needed, and in most cases this would be a report from an educational psychologist. A pupil may be asked to attend an assessment with one of the SENDCos.

## **Appendix 2: Admissions Procedures for WGHS & QEGS**

### **2.1 Admission into Years 3, 4, 5 and 6**

The 'Taster' (assessment) Day takes normally takes place in January of each year for those pupils wishing to join at the start of the following academic year. Prospective pupils will spend a full day at the Junior Section and will complete age-related assessments in English, Maths and Non-Verbal Reasoning. Prospective pupils spend time with Junior Section pupils at lunchtime and in class during the afternoon.

A confidential reference from the Head of a prospective pupil's current school will be requested prior to the assessments.

If a prospective pupil is unable to attend the 'Taster' Day on the specified date in January, arrangements can be made with the Admissions Office to reschedule the assessment for the earliest mutually convenient date.

If a prospective pupil wishes to join the school during the same academic year as their taster day, this taster day is arranged at the earliest mutually convenient date. If successful at a taster day, a place will be offered with a start date confirmed through discussions with the Admissions Office.

Parents must notify the Admissions Office in writing if they are aware or suspect that a pupil has a specific learning difference. We will consider reasonable adjustments to the entrance procedures where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination / assessment. Individual support is offered to all applicants during the assessments but special consideration might be the award of additional time. Evidence to support such an arrangement is needed, and in most cases this would be a report from an educational psychologist. A pupil may be asked to attend an assessment with one of the SENDCos.

### **2.2 Admission into Year 7 (11+ Entrance Examination)**

The 11+ Entrance Examination takes place in January of Year 6. Prospective pupils will spend a full day in school and will complete assessments in English (Comprehension and Creative Writing), Mathematics and Non Verbal Reasoning. We aim to make the day as enjoyable and relaxed as possible with some fun activities included in the day.

A confidential reference from the Head of a prospective pupil's current school will be requested prior to the assessments.

If a prospective pupil is unable to attend the Entrance Examination on the specified date in January, arrangements can be made with the Admissions Office to reschedule the examination for the earliest mutually convenient date.

Prospective pupils who meet the academic requirements in the entrance assessments will be invited to attend an interview with a member of the Senior Leadership team.

Parents must notify the Admissions Office in writing if they are aware or suspect that a pupil has a specific learning difference. We will consider reasonable adjustments to the entrance procedures where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination / assessment. Individual support is offered to all applicants during the assessments but special consideration might be the award of additional time. Evidence to support such an arrangement is needed, and in most cases this would be a



report from an educational psychologist. A pupil may be asked to attend an assessment with one of the SENDCos.

### **2.3 Admission into Years 8, 9 and 10 (12+, 13+ and 14+ Entrance Examination)**

The Entrance Examination for entry into Years 8, 9 and 10 is arranged on an ad-hoc basis. Prospective pupils will be invited to spend a day in school and will complete age appropriate examinations in English (Comprehension and Creative Writing), Mathematics and Non Verbal reasoning. Pupils applying for entry into Years 9 and 10 will complete a Science examination.

On the day of the examination, prospective pupils will spend time with pupil “buddies” from their respective peer group at break and lunchtime. There will also be the opportunity for prospective pupils to sample one or two lessons at the end of their assessment.

Prospective pupils who meet the academic requirements in the entrance assessments will be invited to attend an interview with a member of the Senior Leadership Team or Head of Year.

A confidential reference from the Head of a prospective pupil’s current school will be requested prior to the examination.

Parents must notify the Admissions Office in writing if they are aware or suspect that a pupil has a specific learning difference. We will consider reasonable adjustments to the entrance procedures where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination / assessment. Individual support is offered to all applicants during the assessments but special consideration might be the award of additional time. Evidence to support such an arrangement is needed, and in most cases this would be a report from an educational psychologist. A pupil may be asked to attend an assessment with one of the SENDCos.

### **2.4 Admission into Year 12**

Interviews for prospective pupils take place in December of Year 11, as part of a Sixth Form Taster Day. Interviews can also take place during the year depending upon individual circumstances.

Both internal and prospective pupils will be expected to have a good GCSE profile, including passes at Grade 5 or above in all subjects taken. A Grade 6 or above is normally required in any subject the applicant is intending to study at A-Level; if an applicant is not currently on course to achieve this standard, we will consider this on an individual basis.

Pupils who have not studied to GCSE level a subject they propose to study at A-Level may be required to undertake test papers at the school to ascertain their suitability for A-Level study.

A confidential reference from the Head of a prospective pupil’s current school will be requested upon receipt of an Application Form for entry into Year 12.

Parents must notify the Admissions Office in writing if they are aware or suspect that a pupil has a specific learning difference. We will consider reasonable adjustments to the entrance procedures where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination / assessment. Individual support is offered to all applicants during the assessments but special consideration might be the award of additional time. Evidence to support such an arrangement is needed, and in most cases this would be a

report from an educational psychologist. A pupil may be asked to attend an assessment with one of the SENDCos.

## **Appendix 3: New Pupil Induction & Welcome Process at WGPPS**

### **3.1 Taster afternoons**

Children who have accepted a place will be invited for a 'taster' afternoon to meet their form teacher, teaching assistants and other pupils in the class.

### **3.2 'New to WGPPS' evening**

In the Summer Term prior to entry, parents are invited to a 'New to WGPPS' evening to receive information about the school day, activities and uniform, meet their child's form teacher, and meet other parents in their year group.

### **3.3 Curriculum evening**

In the Autumn Term we hold curriculum evenings when parents receive information about the delivery of the curriculum, literacy and numeracy teaching within school, the range and type of activities and experiences provided for the children, and how they can support their child's development at home.

There are a range of other curriculum events and workshops held during the year which allow parents to understand more about how the school works and the experiences their children will have in school.

## **Appendix 4: New Pupil Induction & Welcome Process at WGHS & QEGS**

### **4.1 Admission into Year 3, 4, 5 and 6**

Our Junior Section Induction Programme begins before a prospective pupil joins the school. This includes:

- A New Parents' Welcome Evening.
- A Transition afternoon.
- All new pupils being allocated a 'buddy' from their respective peer group to help them settle into school.

### **4.2 Admission into Year 7**

Our Year 7 Induction Programme begins before a prospective pupil joins the school. This includes:

- The Head of Year 7 visiting each pupil in their existing school to discuss their move to WGHS or QEGS.
- A New Parents' Welcome & Information Evening.
- A welcome day, with friendship building games and activities with their Form Tutor and new classmates during the Summer term of Year 6
- All pupils receive a Year 8 'Buddy' who gets shares their experience of starting at school.
- A residential activity trip within the first term of starting at school.

### **4.3 Admission into Years 8, 9 and 10**

This includes:

- Pupils joining Year 8, 9 and 10 being given the opportunity to have a taster / transition day prior to joining the school. All new pupils will receive a 'Buddy' from their respective peer group to help them settle into school.

### **4.4 Admission into Year 12**

This includes:

- All pupils joining Year 12 (both internal and external) will receive a Sixth Form Induction on the first day of the Autumn term.
- We hold a Year 12 Parents' Induction Evening within the first two weeks of the Autumn term.