



# PALMERS GREEN HIGH SCHOOL

## ADMISSIONS POLICY AND PROCEDURES

**Last reviewed: August 2023**

**Next review: August 2024**

**This policy will remain valid until the end of the academic year 2023-2024**

Key documents, which inform this policy, include:

Education Act 2011

Equality Act 2010

The Education (Independent Schools Standards) (England) Regulations 2014

### **General**

Palmers Green High School is a girls' independent day school for pupils from ages 3 to 16. It was founded in 1905 by Miss Alice Hum – a Quaker. Public examination results at GCSE/IGCSE regularly ranks PGHS as top of The Sunday Times League Table for Small Independent Schools with no sixth form.

The School may have up to 311 day pupils. The Main School Open Morning is normally held in May or June with registrations for attendance done through the PGHS website. Further Working Open Mornings are held throughout the year. The Open Morning for our Pre-School, the PGHS Nursery in Bush Hill Park, is held in May. From the beginning of November there are working Open Mornings at the Nursery every Wednesday between 9.30am and 10.30am. Details of all events are published on the School's website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School Office on 020 8886 1135 or email [office@pghs.co.uk](mailto:office@pghs.co.uk). If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

### **The Entry Procedure**

Palmers Green High School selects pupils on the grounds of ability and aptitude. Entry into the Nursery is at 3+ and pupils may begin their Nursery 'learning journey' once they have attained 3 years of age, but transfer to the Reception Class is only at the beginning of the Autumn Term. Entry into the Main School is normally at 4+ into the Prep Department, at 7+ into the Junior Department and at

11+ into the Senior School. Candidates should normally reach the ages of 4+, 7+ and 11+ respectively by September 1<sup>st</sup> of the year of entry. We may also have ad hoc places available at other ages. Please contact the School Office for details.

With due regard to the Equality Act 2010, Palmers Green High School is committed to equal opportunities for all, regardless of age, disability, gender reassignment, race, religion or belief, sexual orientation, ethnicity or social background - except with regard to Palmers Green High School being a single sex girls' school.

### **The Assessment Process**

At all ages the aim of the process is to identify potential for learning. Parents with children applying to join the Nursery are interviewed with their daughters. For entry into the Main School from Reception to Year 6, candidates are invited for an individual assessment with one of the specialist primary teachers or the Deputy Head. Candidates for entry into Years 5 and 6 undergo timed tests, whilst tests for those in Year 4 and below are less formal. Those candidates who demonstrate academic potential in their assessment are invited to spend time in the School with their peers when there is then a more general assessment of ability and aptitude. All parents will be offered an appointment to meet with the Head.

For 11+ entry, candidates sit examinations in English, Maths and Reasoning, which are designed for their age group. The Maths, English (Comprehension) and Reasoning (NVR and VR) assessments are done via the ISEB Common Pre-test. English (Creative Writing) will continue to be a traditional written paper. The 11+ entrance examination is held in November. Candidates who show promise in these academic tests are then invited for interview. The dates for the 11+ entrance examination will be published on our website. The dates by which results will be communicated to families and the closing date for acceptances will be available from the School Office. Candidates for entry into Years 8-10 sit papers in English (Creative Writing) as well as completing the CEM Select Entrance Assessments. Pupils have an interview with the Head or another member of senior staff and where feasible will spend a taster day at the school. Candidates applying from abroad are not able to sit the CEM Select Entrance Assessments remotely and therefore, these candidates may complete assessments in Mathematics and Science in place of the CEM Assessment (in addition to the English). All parents will be offered an appointment to meet with the Head.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic and other abilities. Selection is based upon merit and, in addition to entrance tests and interviews at the School, references/reports from a candidate's current or previous school(s) will be considered.

### **Sibling Policy**

Most female siblings join us at Palmers Green High School. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### **Special Educational Needs and Disabilities (SEND)**

We welcome pupils with special educational needs and physical disabilities. Subject to being able to meet the additional needs appropriately, we do all we reasonably can to provide additional support. The ability of the School to meet any additional and special needs will be determined by the Head and the Individual Needs Department. We strongly advise parents and carers of pupils with special educational needs and disabilities to discuss their daughter's requirements with the School so that the necessary provision and accommodations can be put in place prior to the formal assessment 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. When a pupil has an Educational Psychologist, Specialist Assessor or medical report, this should be made available to support their request for special arrangements, for example for extra time.

We always discuss thoroughly with parents and if appropriate, the previous school and the pupil's professional advisers, suitable adjustments that can be reasonably made when their daughter is accepted as a pupil of the School.

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.

### **Applications**

The registration form can be downloaded from our website. This should be completed and sent together with the appropriate registration fee to the School, which is £50 for Nursery to Year 2, £75 for Year 3 upwards and £125 for international candidates. Candidates will be called for assessment at an appropriate time. Upon the offer of a place, parents need to accept the offer in writing by the deadline given, enclosing their deposit (£500 for Nursery, £750 from Reception to Year 6 and £1,000 from Year 7 to Year 11), which will be returned at the end of their daughter's career at PGHS subject to full and final settlement of the final account.

### **11+ Academic Scholarships and Subject Awards**

At 11+ the School offers academic scholarships and subject awards, for which internal and external candidates are equally eligible. The academic scholarships and subject awards may be awarded to candidates who perform well in the 11+ entrance examinations in Mathematics and English and at interview. All

candidates sitting the entrance examination on the specified date will be considered for academic scholarships and subject awards.

Academic scholarships and subject awards may be offered to the candidate or candidates who have, in the opinion of the Head, achieved a high standard of attainment relative not only to the other candidates but also to the standards set by the School. If no candidate meets these requirements, then the School reserves the right to not offer any academic scholarships or subject awards.

### **Other Scholarships**

At 11+ the School also offers scholarships in Art, Drama, Music and Sport, for which internal and external candidates are equally eligible. These scholarships are awarded to candidates who perform well on each stage of the assessment process, full details of which can be found on the PGHS website in the Admissions section. If no candidate meets the requirements, then the School reserves the right to not offer any scholarships.

### **Bursaries at 11+**

A limited number of means-tested bursaries are available for entrance into the School at 11+. Bursary forms are available from the School on request, and all parents wishing to be considered for a bursary should complete and **submit this form before their daughter sits the entrance examination**. In addition, they should indicate on the registration form that they wish to apply for a means-tested bursary.

Bursaries are means tested in accordance with the School's criteria. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need and the funds available. Before the offer of a bursary is confirmed, a member of staff and/or a member of the Governing Body may visit the family at their home.

Bursaries are reviewed annually and the School reserves the right to require parents to provide evidence of financial circumstances each year. Full details of bursaries can be found in the PGHS Financial Assistance Policy, which is available on request. The retention of a bursary, scholarship or subject award for the full 5 years of the Senior School career for a successful candidate will be dependent on continuing merit and satisfactory behaviour as judged by the Head.

### **Overseas Applicants**

Applications from families whose daughter(s) is/are about to relocate to the London area are welcomed provided that their daughter has permission to reside and study in the UK and that the parents have made appropriate guardianship arrangements if their main residence is overseas. Please note that Palmers Green High School does not have boarding facilities and all pupils are therefore day

pupils. PGHS is not licensed to sponsor international pupils to come to the UK under the Child Student route.

### **Fluency in English**

In order to cope with the academic and social demands of Palmers Green High School, pupils must be proficient English speakers. Normally pupils should have been educated in the English medium before applying to the School. The School can advise parents regarding tuition in English as an Additional Language (EAL), but due to the compact nature of the School site any additional tuition which is arranged at the parent's own expense may have to take place offsite and outside school hours.

### **Religious Beliefs**

The School welcomes applications from pupils of all faiths and no faith. PGHS was founded by a Quaker, but we do not give precedence to families belonging to the Society of Friends, nor do we select for entry on the basis of religious belief. We offer the opportunity for others to practise their own faiths within the confines of the School where practicable. However, parents should be aware that all pupils are expected to attend the annual Founder's Day Service and the Carol Service, which are both held in St John's Church, Palmers Green.

### **School's Contractual Terms & Conditions**

A copy of the School's Terms and Conditions is available from the School Office and on the website. The document covers School policy on behaviour, including misbehaviour and exclusions. Parents whose daughter is offered a place at PGHS will also be sent a paper copy of these in their offer pack and before they sign the acceptance form. In addition, detailed information about routine matters, such as school uniform and jewellery, is given in the School Regulations.

### **Data Protection**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records policy.

### **Complaints**

We hope that parents and prospective pupils find our Admissions policy to be helpful and informative. We are always prepared to have further discussions to clarify any particular points.

Please note that the School's Complaints Policy is not available for use by parents of prospective pupils.