

OXFORD HIGH SCHOOL GDST

ADMISSIONS POLICY

At Oxford High School a selection process operates at all points of entry excepting Reception (4+). Parents are invited to contact the Director of Admissions on 01865 318500 to obtain further advice and information concerning admissions procedures. Open Events for the Junior School are held throughout the academic year, and for the Senior School and Sixth Form during the Autumn Term. Parents may arrange to visit the school on a week-day during term-time by individual arrangement. The current non-refundable entry fee is £90 (£120 for overseas candidates) and on acceptance of the offer of a place a deposit of £1000 is payable, which is returned at the end of the child's school career, less any outstanding charges. Parents intending to apply for a Year 7 or a Sixth Form GDST Bursary and who are in receipt of Child Tax Credit, Job Seeker's Allowance or another state benefit may apply to the Director of Admissions for possible waiving of the registration fee.

Entry to the Junior School at 4+

Parents wishing to apply for Reception places are advised to register at least two years in advance of the proposed date of entry. Regular contact is maintained with parents of registered children and parents/carers are invited to attend an admissions morning or afternoon with their child 18 months prior to the required date of entry, after which places are offered. Priority is given to siblings when places are offered and thereafter in order of registration. Parents are notified by letter of results within two weeks of the admissions session. When the total number of places available has been accepted, children are offered a Waiting List place. Occasional places are offered from the Waiting List as they become available at any time preceding the desired date of entry.

Entry to the Junior School at times other than 4+

Occasionally, places become available in an intermediate year. Parents are invited to enquire concerning likely place availability and to register their children for entry for the following September. Junior Admissions week is held in January every year. Assessments in English, Mathematics and Reasoning are administered, together with reading. If places are available for the desired year of entry they will be offered to successful candidates based on performance in the assessments. Parents are notified by letter of results at the end of January each year. Candidates who are successful but for whom no place is available will be offered a Waiting List place. Occasional places are offered from the Waiting List as they become available at any time preceding the desired date of entry. If no place becomes available during the year candidates may apply to be reassessed for entry in the following year.

Occasional entry to the Junior School

The school welcomes enquiries from parents at non-standard times and for all points of entry to the Junior School and will arrange to assess children on an individual basis throughout the year as appropriate.

Further Junior School Information

Arrangements can be made for overseas candidates for Year 1 and above to sit entrance papers under supervision at their current school. They will not be required to attend for interview. Parents are asked to check in advance the willingness of the Head of the current school to administer assessments to the candidate on behalf of Oxford High School.

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Pupils are always assessed for the year group appropriate to their chronological age.

It is the intention of the school to make its selection procedures equally accessible to all candidates regardless of religion, ethnicity, disability or background. At 4+ where a child appears unduly distressed or will not leave a parent, an alternative admissions session will be offered.

A candidate's application will not be prejudiced if a reference is not forthcoming from the current school.

Parents are requested to inform the Head of the Junior School in writing of any particular circumstances which might affect a candidate's application.

The Head's decision on admission is final.

Transfer to Senior School at 11+ and to Sixth Form at 16+

Transfer from Junior to Senior School and from Year 11 to Sixth Form is anticipated. Sometimes it may not be in a girl's best interests to transfer in which case the school will give sufficient notice and assistance to find an alternative, working closely with parents at all stages.

Transfer from other GDST Schools

Priority is given over external candidates provided a satisfactory standard is reached in assessments.

Entry to the Senior School at 11+

A Senior School Open Evening is held in October to which all Oxford High Junior School Year 6 girls and their parents are invited by the Head, together with parents whose daughters are currently registered for entry. All visitors are welcomed without the necessity of prior booking. Details are advertised in the local press and published on the school website. Parents may also arrange to visit the school with their daughter on any week-day during term-time by individual arrangement.

Candidates must be registered for entry in advance. Registration forms are available from the Admissions Office. There is no deadline for registration but parents are strongly advised to register by not later than the end of October preceding the desired date of entry.

Supporting references will be sought from a candidate's current school (if available).

Girls are unlikely to be considered for admission unless they are of the normal age for their age group on 1st September. Exceptions are only made where there are strong reasons for believing that this is in the candidate's best interest. Prior permission must be sought in advance from the Head if a candidate is out of year.

Applications from twins will be considered separately but in the event of one twin being successful and the other twin unsuccessful, the Head will consult their parents before making offers, to avoid unnecessary distress. Twins will generally be placed in different classes.

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All registered candidates and girls transferring from Oxford High Junior School are invited to attend the Year 7 Admissions Day, in the January preceding September entry. A second Admissions Day will be held for children who are unable to attend on the first occasion for any reason. Key admissions dates are published in the school prospectus and on the website.

Arrangements can be made for overseas candidates to sit entrance papers under supervision at their current school. They will not be required to attend for interview. Parents are asked to check in advance the willingness of the Head of the current school to administer assessments to the candidate on behalf of Oxford High School.

The school sets papers in English and Mathematics and a multiple-choice Reasoning paper including verbal and non-verbal. Preparation in advance is not recommended and the school never releases copies of past papers. It is the intention of the school to make its selection procedures equally accessible to all candidates regardless of religion, ethnicity, disability or background. Parents are requested to inform the Head in writing of any particular circumstances which might affect a candidate's application.

All candidates who attend the Admissions Day are invited to interview during the following week.

Offers of places at Oxford High School will be made on the basis of assessment results, interview and reference (if available). The Girls' School Association agrees common dates for the despatch of offers and a common deadline for acceptances. The Head's decision on admission is final. Some candidates will not receive immediate offers but will be advised that they have been placed on the Waiting List. In the days between the issuing of offers and the deadline for acceptance, the Director of Admissions will stay in touch with parents of candidates on the Waiting List by telephone or e-mail and offers will be made to them, in rank order, if places become available.

A number of Oxford High School Academic and Music Scholarships are awarded annually. Oxford High School Academic Scholarships are awarded on merit on the basis of the entrance examinations and interview, to the value of 10% of annual fees. There is no separate Oxford High School Academic Scholarship examination or interview. Candidates for Oxford High School Music Scholarships are invited to give a preliminary audition on the same day as the interview and shortlisted candidates are invited to return to give an Oxford High School Music Scholarship recital. It is recommended that Oxford High School Music Scholarship candidates should have reached or be working toward Associated Board Grade 5 on their principal instrument (which can include voice) and recipients should be prepared to make a significant contribution to the musical life of the school. A list of Scholars is published in the press at the beginning of the academic year.

Means-tested GDST Bursaries are available for families with modest means. GDST Bursaries may be awarded to the value of full fees or partial fees depending on family circumstances. Following registration, application forms are sent to parents who request them. All parents with children who are registered are invited by letter to apply for a GDST Bursary and for an Oxford High School Music Scholarship if they wish. Parents will be informed of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. The offer of a GDST Bursary will be dependent on a child being offered a place at the school. Bursaries are reassessed annually to reflect changes in parental circumstances.

A girl may hold a GDST Bursary and an Oxford High School Scholarship or Scholarships together.

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Entry to Years 8 and 10

Where occasional vacancies arise, candidates are required to take the appropriate entry papers and are interviewed by the Head and the Deputy Head - Academic. For entry to Year 8 candidates will sit papers in English, French and Mathematics. For entry to Year 10 candidates will also be required to sit a paper in Chemistry. A supporting reference will be sought from the candidate's current school (where available).

Entry to Year 9

Candidates are required to be registered in advance and are invited to attend the Admissions assessment day in October. Papers will be offered in English, French and Mathematics and candidates will be interviewed by the Head and the Deputy Head – Academic. A supporting reference will be sought from the candidate's current school (where available). Year 9 is not a main entry point for Oxford High School and parents are advised to check with the Director of Admissions concerning place availability.

Entry to the Sixth Form at 16+

It is anticipated that Year 11 students will transfer automatically to Year 12, but on the rare occasions when it is deemed that a pupil will not flourish in the Sixth Form at Oxford High School, discussions will be held with her parents in Year 10 offering advice about future options.

External applications are warmly invited for Sixth Form entry. A Sixth Form prospectus is available from the Director of Admissions and a Sixth Form Open Evening is held every September for current Oxford High School Year 11 girls and their parents, and external candidates. Candidates must be registered in advance and are invited to attend for an admissions morning or afternoon on an occasional basis throughout the year preceding entry. If external candidates wish to be considered for Sixth Form Oxford High School Scholarships they must be registered by mid-October for entry.

External applicants to the Sixth Form need to meet the following minimum entry requirements:

At least 5 A*/A grades at GCSE including an A*/A in the subjects they want to study at A Level, if applicable, and a B or above in English Language and Mathematics.

Entry is by application (with references, including predicted GCSE grades), a short written task, and interviews with the Head, Head of Sixth Form and Deputy Head – Academic. A portfolio needs to be brought if Art related subjects are to be studied. We can offer you an entry morning or afternoon to suit you, but please bear in mind that if you wish to apply for a Sixth Form Oxford High School Scholarship or a GDST Fee Bursary you should be registered for entry by mid-October in Year 11. Some subject choices fill up rapidly, so early registration is recommended. It is anticipated that candidates will eventually secure top GCSE grades.

When offers of places are made the offer letter will state the chosen subject combination of AS Levels for which the candidate has applied. Candidates wishing to change their subject choices at a later date must seek the express permission of the Deputy Head - Academic and the Heads of the Academic Departments concerned. As the timetable is constructed each year and is tailored to the students' choices, certain combinations may not be possible. If this is the case

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there will be further consultation with the student and her parents as soon as practicably possible.

Oxford High School Academic, Art & Design, Drama, Head's, Music and Sports Scholarships are available at 15% of annual fees and generous GDST Fee Bursaries (up to full fees) are available. GDST Fee bursaries are means-tested on parental income and assets. It is unlikely that a GDST Bursary would be awarded to a family whose annual income is greater than £40,000. Oxford High School Scholarship recipients should be prepared to make a significant contribution to the life of the school.

All Year 11 girls and all registered external candidates are given the requirements for entry for each Oxford High School Scholarship category and are invited to apply in writing. Candidates for an Oxford High School Music Scholarship should have reached or be working towards Associated Board Grade 8 on their principal instrument (which may include voice) and shortlisted candidates will be invited to attend for an Oxford High School Scholarship recital. Recipients should be prepared to make a significant contribution to the musical life of the school. A list of Scholars is published in the press at the beginning of the academic year.

Means-tested GDST Bursaries are available for families with modest means. Bursaries may be awarded to the value of full fees or partial fees depending on family circumstances. Following registration, application forms are sent to parents who request them. All parents with children who are registered are invited to apply for a GDST Bursary and for an Oxford High School Sixth Form Scholarship if they wish. Parents will be informed of the amount of financial assistance offered (if any) at the same time as a place offer is made to their daughter. The offer of a GDST Bursary will be dependent on a student being offered a place at the school. Bursaries are reassessed annually to reflect changes in parental circumstances.

A girl may hold a GDST Bursary and an Oxford High School Scholarship or Scholarships together.

The Head's decision on admission is final.

Guardianship and Residence requirements

It is a requirement of entry that students must live in or near Oxford with a parent or parents while they are studying at Oxford High School.

The school cannot agree to any other arrangements.

If and when a place is offered, evidence of a valid visa will be required for all candidates who are not UK residents or residents of the EEA and Switzerland.

Updated: December 2011