

## **Senior School Admissions Policy**

### **Entry into Year 7 - External candidates**

Manchester High School for Girls is an academically selective school and as such sets its own entrance examination. The School operates an equal opportunities policy and all girls are considered on merit. Applicants for entry into Year 7 are examined in Mathematics, Essay Writing, Comprehension, Verbal and Non-verbal Reasoning.

Girls who pass the entrance examination are invited to an interview at the school. Not all those interviewed, however, will be offered a place. At the interview stage we are looking for potential, a wide range of interests, and a match between the ability of the child and her performance in the entrance examination. Girls may be asked to read aloud at the interview, and they may also be given the chance to exhibit their potential through different activities from those set in the initial examinations. Each candidate will also be asked to bring something of interest with her to talk about with her interviewer.

A school report is requested from the Head Teacher of the applicant's present school. The Head Teacher's recommendation and comments are an important part of the selection process.

Manchester High School for Girls is part of the Greater Manchester Consortium of Independent Schools, and offers of places are made in line with the agreed dates of the consortium.

Examination results are not made available to individuals.

At entry into Year 7 scholarships are awarded on the basis of performance in the entrance examination and, in the case of music scholarships, the individual's performance at audition. Bursaries are awarded to those who qualify on financial criteria, on the basis of performance in the entrance examination.

### **Progression from Preparatory Department to Senior School**

Girls will be regularly and assiduously monitored and assessed throughout their time as a pupil in the Preparatory Department and provided that, in the professional opinion of the Head of the Preparatory Department and the Head Mistress, they have achieved the standards of academic attainment and conduct required for the Senior School they will automatically progress into Year 7. Each girl will be required to sit the Entrance Test in January as this provides valuable information to ensure a smooth transition and their scores will allow us to consider them for an academic scholarship or if eligible for bursary assistance.

### **Occasional Vacancies**

Occasional vacancies occur from time to time as families move out of the area. Applicants for occasional vacancies in Years 7-10 will be tested in Mathematics, English and a modern foreign language. They will be asked to bring their Science exercise books with them to the assessment, when they will be interviewed by a specialist teacher in Science. The results of occasional vacancy assessments and offers of places are posted to parents within one week of the assessment date.

Only in exceptional circumstances will an application for entry part way through the GCSE course be considered.

### **Sixth Form**

We welcome applications for admission into the Sixth Form, which is normally conditional upon students achieving at least a grade A or 7 at GCSE in the subjects they wish to study, good passes in English and Mathematics and having at least five GCSEs at grade A or 7 or above.

Applicants studying Science and Additional Science at GCSE should note that they are also required to achieve a grade 7 or above in Mathematics if they wish to study a Science subject at AS level.

The school report is an important part of the selection process, as are the interviews with the Head of the Sixth Form and the Head Mistress. Students applying for entry into the Sixth Form are interviewed during the spring and summer terms.

Occasionally, scholarships and bursaries are available to girls entering the Sixth Form. These are awarded on the basis of GCSE results and also, in the case of bursaries, on parental income.

## **Equal treatment**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others.

All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

## **Disability and Special Educational Needs**

The School currently has limited facilities for the disabled. However the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

## **Accessibility**

This policy can be made available in large print or other accessible format if required.

**All applicants are given the opportunity to visit the school and to have a guided tour. An Open Morning, an Open Evening, two school in action mornings and a Sixth Form Information Evening are held each year.**

**Policy updated by Head Mistress September 2016**

**Policy approved by Governors at Academic Development Committee September 2016**