



Loughborough
High School

Loughborough High School

Admissions Policy

Document Management Information

Version Number:	20260616
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Approved By:	LSF Board
Date Approved:	20260702
Review Cycle:	Every two years or earlier, if significant updates are necessary.
Next Review:	June 2028
Published Location:	Foundation and individual school websites.

Revision History

Version	Update Information	Date
1.0	Updated policy format and content. Key revisions made to sections on transfer from Fairfield Preparatory School and information on academic, music and sport scholarships.	16/06/26

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1. Introduction

- 1.1 Loughborough High School (LHS) is an independent day and boarding school for girls aged between 11 and 19. The school belongs, along with Fairfield Prep School and Loughborough Grammar School, to Loughborough Schools Foundation (LSF), a family of schools situated on a single campus in Loughborough. The School is a member of the Girls' Schools Association.
- 1.2 Our aim is to provide an excellent academic education in a caring and supportive atmosphere, giving opportunities for each pupil to develop creatively, intellectually, spiritually and morally.
- 1.3 This policy should be read in conjunction with the School's Behaviour Management Policy and its Aims and Values.

2. Aims

- 2.1. The aims of this policy are:

- 2.1.1. To recruit individuals who will benefit from, and contribute to, all aspects of life at Loughborough High School embracing and enriching the high academic standards and busy, diverse extra-curricular programme in accordance with the ethos of the school.
- 2.1.2. To encourage all prospective pupils and their parents to visit the school on one of our open mornings. Parents are also welcome to tour the school at other times by arrangement. It is not necessary to wait until the prospective pupil enters Year 6 to visit. Appointments with the Head are always available on request.
- 2.1.3. To receive applications for admission from pupils irrespective of race, nationality, colour, ethnic or national origin, religion or creed, disability or previous educational background. All applications are treated equally. In particular, the school takes seriously its responsibilities to ensure compliance with the Special Educational Needs and Disability and Equality Acts.
- 2.1.4. To fulfil our statutory obligation to notify the local authority of any pupil who joins the school after the beginning of the school's first year or leaves before completing the school's final year.

3. Key Definitions

- 3.1. References to the Head include any Deputy Head acting with delegated authority.
- 3.2. Parent refers to one or both parents, a legal guardian and, where relevant, includes an education guardian.

4. Confidentiality

- 4.1. All information provided to the Loughborough Schools Foundation will be managed in accordance with the School's data processing, retention and protection processes and policies.

5. Record Keeping

- 5.1. All records will be managed in accordance with the school's data protection and record retention policies.

6. Publication and Availability

- 6.1. This policy is made available to parents and carers of pupils and prospective pupils via the School's website. A hard copy is available on request.

7. The Process

7.1. Registration

To register for an entrance assessment, an application form should be completed via the school's website, before the date stipulated. A fee is payable on registration and is non-refundable. Where a pupil is transferring from another school outside of the usual 11+ and 16+ entry points, there is an expectation that parents will have informed the current school of the intent to leave and met their obligations to that school.

Admission to the School is dependent upon two factors: firstly, a prospective pupil must meet, through her results in the entrance assessments, the academic criteria required to meet the educational standards of the School; secondly, the School must be satisfied that a girl's attitude to study and behaviour are commensurate with the ethos of the School. This will be assessed through the reference provided by the existing school, her prior disciplinary record, her attitude during the assessment process and any interview with senior staff.

7.2 Entrance Assessments

The main intake to the school is at 11+ into Year 7 in September each year. There is an intake each September in Years 8, 9 and 10 and in the Sixth Form. Entrance assessments are held in January for entry to years 7 – 10. Entrance assessments may be available at other points in the year, subject to availability of space in the proposed year group.

For entry to Year 7, 8 and 9 pupils are assessed by written papers in Mathematics and English and by a short online assessment.

For entry to Year 10, pupils are assessed by an online assessment, written

papers in English and Maths and by subject interviews.

For entry into Sixth Form, please refer to section 7.6.

All of the written assessments are based on the National Curriculum, so that there should be no need for any pupil to undertake additional preparation for them. Common Entrance tests are not used.

7.3 Additional Information

In all cases, we request a report from the candidate's current school. The candidate will not be penalised if this is not provided.

Pupils who have English as an additional language (EAL) are welcome to apply for a place at the school as outlined above. Adjustments will be made according to individual need and in line with the school's English as an Additional Language policy.

The school welcomes pupils with Special Educational Needs and/or Disabilities (SEND), provided it can meet their educational requirements and contingent upon the site's ability to safely accommodate them. Parents are required to disclose any special educational needs their child may have, along with the relevant requirements and a copy of the diagnostic or medical report/s, at the time of application and prior to the entrance assessments. This allows the school to consider and implement any necessary reasonable adjustments. The school will engage in detailed discussions with parents and the relevant professionals to determine the reasonable adjustments that can be made for the pupil upon their admission. The Foundation's SEND policy is available on the Loughborough Schools Foundation website.

We would ask that, at the time of application, parents disclose, in confidence, to the Head, any matter which might reasonably be considered likely to affect their daughter's welfare or wellbeing so that the school may respond appropriately.

Admission to the school is dependent upon the pupil having the right to study in the UK. For most pupils, this is verified by the receipt of their passport and birth certificate. However, we may also need to request and log visa details of the pupil as well as visa and passport details of both parents to ensure compliance with UKVI requirements.

7.4 Selection

The final selection of candidates takes into account not only the assessment performance, but also all the other available data and is made by the Head after consultation with the relevant staff.

We do not publish details of results and, in accordance with the Data Protection

Act 2018 (Schedule 2, Part 4 (25)) we are not required to provide assessment scripts to parents.

Where a candidate has previously been unsuccessful in our assessments, we normally require a period of at least a year before re-applying for assessment. This does not affect the right of appeal outlined in section 8.9

7.5 Admission from Fairfield Preparatory School

All pupils who join the school before Year 6 are guaranteed a place at one of the Foundation Senior Schools, subject to satisfactory progress and attainment as determined by the Head of Fairfield. Pupils who are not on track, or who joined in Year 6, will be required to sit the 11+ entrance assessment.

7.6 External Entry into the Sixth Form

Candidates for entry to the Sixth Form will be invited for interview and a reference request made to the pupil's current school. Following a successful interview, a provisional offer will be made which is conditional on GCSE grades. Interviews for entry to the Sixth Form are held from November onwards.

7.7 Scholarships, School Assisted Places and Foundation Bursaries

A small number of academic scholarship awards are made each year in acknowledgement of exceptional achievement in the Year 7 entrance assessments. Scholarship awards carry a reduction in tuition fees of up to 10% and provide the opportunity to participate in the prestigious Academic Scholars' Programme. Please note that there is no need to make separate applications to be considered for these awards.

Music scholarships are available for entry at 11+, 13+ and Sixth form. Girls wishing to be considered for a music scholarship must submit an application form by the published deadline, in addition to the school application. Girls who are deemed to be potential candidates are invited to interview (including a recital) by the Director of Music. Scholarships may carry a fee remission as well as a reduction in the cost of music lessons.

A sports award (a one-off payment towards training or other sporting benefit) is offered for entry at 11+ as well as sports scholarships at 13+ and Sixth form. Girls who wish to be considered must complete a separate application form by the published deadline and potential awardees are then invited to an assessment by the Director of Sport. Scholarships may carry a fee remission.

The school can also make limited funds available, according to financial need, to enable pupils through the Schools Assisted Places Scheme. These awards are made on academic merit and will involve a meeting with a member of the Bursary staff.

Foundation Bursaries are available to pupils currently in the school where family circumstances change unexpectedly. Both the Schools Assisted Places Scheme and Foundation Bursaries Scheme are administered by the Bursary.

7.8 Acceptance

The parents of successful candidates are sent a copy of the Terms and Conditions for Loughborough Schools Foundation and are required to sign the Acceptance Form and pay a deposit by the deadline for acceptance of places. In the event of this deposit not being received, the offer of a place will be withdrawn. All parents with parental responsibility are required to sign the acceptance form, unless a relevant court order is in place or a parent is uncontactable.

7.9 Appeals

Parents of candidates not accepted have the right of appeal against the decision within two weeks of the publication of the results. That appeal will be heard by two Governors and their decision is final.

8. Review of Policy

- 8.1. This policy will be reviewed every two years or earlier if significant updates are required.