



**HEADINGTON**  
SCHOOL · OXFORD

# **Admissions Policy**

## **Senior and Prep School (including EYFS)**

Approved by Education Committee:	4 November 2021
Reviewed by:	Director of Marketing and Admissions
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## **ADMISSIONS POLICY**

Headington is an academically selective school for girls aged 3-18. Our Admissions procedure seeks to identify girls with a thirst for knowledge, a keenness to solve problems and the ability to cope with a fast pace of teaching; girls who can demonstrate potential to benefit from all that is on offer in school, actively contributing to activities beyond the classroom as well as those within.

Girls are admitted into the correct National Curriculum year group for their age, other than in exceptional circumstances. Headington admits girls for a minimum of 1 year to its courses, excepting Lower and Upper 5 (Years 10 and 11, the GCSE course) and Lower and Upper 6 (Years 12 and 13, the A Level course). We are committed to equal treatment of all applicants, irrespective of race, religion, ethnicity or social background.

### **Visits**

The Prep and Senior Schools hold a variety of events as well as offering individual visits for parents and prospective pupils and students to explore what Headington has to offer. Open Mornings, Meet the Head events and Early Years events are held throughout the year and parents are warmly encouraged to come and meet staff and students. The School also holds virtual events for overseas families and those unable to visit the School for an in-person event.

### **Application**

Parents wishing to apply for a place for their daughter should complete the appropriate application form and return it, with the application fee, to Admissions by the dates specified on the Admissions area of the school website. Following application, details about entrance examinations, financial assistance and scholarships will be sent, along with the relevant forms, at the appropriate time. References from current schools are also requested after application.

### **Entry Requirements**

The School takes a number of selection indicators into account when making entry decisions, including: assessment performance, interview and any reference provided in support of her application.

#### **Prep School:**

For girls entering the Nursery and Reception (EYFS), entry is determined following a visit to the School. For Reception age girls, emergent literacy and numeracy tasks are included in their activities.

For girls entering Year 1 and Year 2 (Key Stage 1), entry is by informal assessment, within the class setting. Literacy, numeracy and problem solving tasks are included within their activities.

For girls entering into Years 3 to 6, entry is by assessment in Mathematics, English and Non-Verbal Reasoning (NVR). Girls will also have a short interview and then spend the afternoon with their peer group at the Prep School.

Girls already in the Prep School are not required to complete the entrance examinations for the Senior School and progression is usually automatic. However, in a very small number of cases, the Director of Studies and relevant form teacher might determine that the level and pace of study has become too challenging, indicating that progression to the Senior School would not be in the best interest of the pupil. Under

these circumstances, the Head of Prep will notify the parents as soon as possible in order to provide advice. Natural review points occur within Key Stage 1 and Key Stage 2.

### **Senior School: Upper 3 (Year 7 (11+))**

All 11+ external candidates attend the School's Upper 3 Entrance Day and sit the School's own examination papers in English and Mathematics as well as an online computer adaptive test involving Mathematics, Verbal Reasoning (VR) and Non-Verbal Reasoning (NVR). The entrance day takes place in the Autumn Term of Year 6. The girls also have an interview and participate in some non-assessed activities in order for them to experience a taster of teaching and life at Headington.

### **Senior School: Upper 4 (Year 9 (13+))**

13+ candidates at UK Preparatory Schools take the ISEB pre-test in Year 6 or 7 at their current school. Interviews are held either in the Spring Term of Year 6 or Year 7, during a taster day at Headington. Offers are made on the strength of the pre-test results, the interview/taster day and a report from the Head of their Preparatory School.

Other 13+ candidates, including those from overseas, those at maintained schools and those at independent schools who have missed the ISEB pre-test window, sit the School's own examination papers in the Spring Term of Year 8. These include papers in English and Mathematics and an online computer adaptive test involving Mathematics, Verbal Reasoning (VR) and Non-Verbal Reasoning (NVR). Girls will also have an interview.

### **Senior School: Lower 6 (Year 12 (16+))**

All Sixth Form candidates sit the School's own general entrance paper, a critical thinking skills assessment and participate in a subject specific interview. To qualify for entry into the Sixth Form, candidates are also expected to achieve Grade 7 or above in the subjects they wish to take at A Level and for new subjects, Grade 7 or higher in facilitating subjects as shown [here](#). Entrance examinations take place in the Autumn Term of the year prior to entry the following September. Candidates will also have the opportunity to spend time with current Sixth Form girls and staff and explore the School's Sixth Form centre and wider facilities.

### **Entrance at Other Times**

Entrance into Lower 4 (Year 8 (12+)) and Lower 5 (Year 10 (14+)) is sometimes possible depending on the availability of places within the year groups. Candidates are invited to an Entrance Day and sit papers in English and Mathematics as well as an online computer adaptive test involving Mathematics, Verbal and Non-Verbal Reasoning. An interview is also arranged.

### **Special Educational Needs**

Support in learning is available for girls with mild difficulties. Parents are asked to detail learning difficulties and disabilities, including any potential difficulties that the candidate may face as early as possible in the admissions procedure. This may include difficulties in writing, requirement for large print papers and the need for extra time in examinations. Parents are asked to provide a copy of their daughter's most recent Educational Psychologist's Report to

support their daughter's application. A copy of the SEN policy is available from the School on request.

### **English as an Additional Language**

Candidates for whom English is not their first language are required to take a language test as part of the Admissions procedure to assess their capability to thrive in an immersive English language setting. Headington requires a reasonable degree of fluency in English, equating to a B2 or higher in CEFR levels for 13+ entry and above.

Support in English for girls for whom English is not their first language is available and is chargeable.

### **International Students**

Headington welcomes direct applications from international candidates for places at the School and families are encouraged to visit the School, if possible, to appreciate the wonderful facilities and the enriching academic environment we have created. Staff from Headington also attend events overseas and are delighted to meet families at any of these events to discuss a student's academic aspirations. As a student visa sponsor, the School is delighted to welcome girls from all over the world into its community.

There is no requirement to use an educational agent/consultant to apply to Headington unless English is a second, rather than first, language and parents feel more comfortable with translation assistance.

Entrance examinations are taken either here at Headington School, or within a student's home country through the offices of the British Council, an open Cambridge Examination Centre, or with one of the School's nominated educational representatives should you choose to use one. Fees for invigilation services overseas, regardless of facilitator, are common, as entrance examinations can take up to four hours to complete. Parents are encouraged to investigate the options well in advance of the entrance examination window and seek advice from [admissions@headington.org](mailto:admissions@headington.org) where necessary.

In terms of costs, parents should expect to pay the relevant application fee directly to Headington and a subsequent invigilation charge to the chosen facilitator (unless the student wishes to take the entrance examinations at Headington, where no invigilation charge applies). No other costs should be incurred prior to offer unless families personally choose to purchase other services offered by educational consultants such as tutoring (a practice not encouraged by Headington). If the offer of a place at Headington is accepted, a deposit is payable, along with a National Health Service (NHS) surcharge and fees in advance, should a student require a Child Student Visa to study in the UK.

Headington School is only able to accept referrals from agents or representatives with whom it has a contract.

**Entry from Hong Kong:** Headington School has been welcoming students from Hong Kong since the 1970s and we have a well-established admissions process administered by our main representative in Hong Kong, **Academic Asia**. The School regularly hosts an event for our alumnae, current and prospective parents during a weekend in September in Hong Kong and the team would be delighted to meet you there.

Academic Asia Hong Kong candidates are invited to Academic Asia screening tests and subsequently the **Academic Asia Top Schools Weekend** for a interview by a

member of staff from Headington, in the September prior to the year of entry. If successful, candidates then sit the School's entrance examinations later in the autumn, as arranged by Academic Asia. To liaise with Academic Asia, contact [enquiry@academic-asia.com](mailto:enquiry@academic-asia.com)

Applications are also accepted through the following agents/consultants in Hong Kong:

**Coopers & Coopers Ltd.** Contact [info@coopers.com.hk](mailto:info@coopers.com.hk)

**CIS & Co. Ltd.** Contact [info@cisedu.com.hk](mailto:info@cisedu.com.hk)

**Entry from China:** Headington has been welcoming students from China for the last two decades and staff visit once or twice a year to meet alumnae, current and prospective parents. Our main representative in China is **BE Education:** [Beschoolcontact@be.co](mailto:Beschoolcontact@be.co)

Candidates sit the School's specified screening test and, if successful, then progress to our entrance examinations and interview.

Applications are also accepted through the following agent/consultant:

**Academic Asia.** Contact [enquiry@academic-asia.com](mailto:enquiry@academic-asia.com)

**Headington Association:** Current and former parents, alumnae and friends of Headington may know girls from within their own family, colleague or friendship circles who would be interested in applying to Headington. Headington Association members may therefore recommend potential international pupils from Hong Kong and China directly to the International Registrar at Headington for consideration. Association candidates are then interviewed by the Headmistress, where possible, and all correspondence is direct with the Admissions team, rather than through an agent/consultant. There is no requirement for pre-screening for Headington Association candidates.

## Scholarships

Headington offers academic, art, dance, drama, music and sport scholarships at Upper 3 (Year 7, 11+) and Upper 4 (Year 9, 13+) and detailed information about them can be found [here](#). At Lower 6 (Year 12, 16+), academic, art, dance, drama, music and sport scholarships are offered as well as a range of Special Awards for academic, creative arts, performing arts, sport and rowing. A Headmistress's Award is also on offer at Lower 6. Detailed information about the awards available can be found [here](#).

It is considered a great achievement to be awarded a scholarship and scholars have the opportunity to take advantage of the School's highly-regarded enrichment and extension programmes to further develop them in their area of expertise.

Whilst most scholarships do not carry a financial award, there are a number of special academic and music scholarships available to the highest achieving candidates at 11+, 13+ and 16+ that do. In addition, music scholarships afford free tuition in a musical instrument of choice. All scholars are offered a place on the relevant scholarship programme for their chosen discipline, benefitting from the huge array of masterclasses, specialist coaching and mentoring in place.

Scholarship candidates may also apply for means-tested support worth up to 100% of day fees.

## **Financial Assistance Awards**

A limited number of means tested financial awards, worth in some cases, up to 100% of **day** fees can be applied for through the Headington Access Programme (HAP) on **application to the School** at Upper 3 (Year 7, 11+). Additional awards of up to 50 per cent of day fees are also available for Upper 3 and Upper 4 (Year 9, 13+). Financial assistance for Prep School or boarding fees is not available.

The Headington Access Programme (HAP) is available for local day girls living within a 26-mile radius of the School, joining Headington at Upper 3 (Year 7, 11+) only. Up to a maximum of four financial awards of 100 per cent of fees will be awarded to 11+ applicants each year. Headington is particularly keen to attract applications from families who have traditionally not applied to the School and who would otherwise be unable to afford the fees. Financial Awards are determined by the academic performance of the pupil in the relevant entry assessments and by the family's financial circumstances. HAP is entirely distinct from our scholarships programme, which is solely based on merit. HAP awards are confidential and will go to those candidates who have met the entrance criteria and are deemed to benefit most from a Headington education.

Requests for financial support may also be made by those applying for Lower 6 (Year 12, 16+) Special Awards, details of which can be found [here](#).

If parents believe they may be eligible to receive financial assistance with senior school day fees, they should contact the Registrar for advice. Exceptionally, under some circumstances, the Registration fee and deposit may be waived if this would cause your family financial hardship.

All requests for financial assistance must be submitted to [fees@headington.org](mailto:fees@headington.org) by the appropriate date in order to be considered.

Parents should note that it is not possible for the School to financially assist all those that apply for funding and the offer of a place does not equate to an accompanying offer of financial assistance.

## **Offer Decisions**

Following the relevant entrance examinations, results are collated by the Admissions Department and presented to a panel for consideration. The panel consists of the Headmistress, First Deputy, Deputy Head Academic and the Academic Director of Sixth Form (for Sixth Form applications only). This panel is supported by the Director of Marketing and Admissions, who presents all information to the panel (including results, interview record and school report/reference), the Bursar, the Assistant Head Academic and the relevant Admissions Co-ordinator for the Year Group.

Offers are made, dependent on the number of places available, by e-letter, usually within three weeks of the entrance day.

## **Appeals Procedure**

Parents wishing to challenge the School's decision on their daughter's admission should contact the Director of Marketing and Admissions in the first instance at [admissions@headington.org](mailto:admissions@headington.org). The Director of Marketing and Admissions will then prepare the case for an appeal and submit to the Headmistress, asking for a Review. The Headmistress's decision is final.