

THE NORTH LONDON INDEPENDENT GIRLS' SCHOOLS' CONSORTIUM  
Agreed Code of Practice for Entry at Year 7 for September 2017  
Information for Parents

For the purposes of Year 7 Entry procedures the following London Independent Girls' Schools have formed a Consortium. Within this Consortium, certain schools have grouped together (Group 1 and Group 2) to ease administration by having their entrance examinations on the same day. **Schools in the same group set common papers, using the same mark scheme and the papers of the two groups are of a similar academic standard.**

Group 1: Francis Holland (Regent's Park), Francis Holland (Sloane Square), Notting Hill and Ealing High School, Queen's College, St. Helen's School, South Hampstead High School

***Entrance Examinations for Group 1 Schools: Friday 13<sup>th</sup> January 2017***

Group 2: Channing School, More House, Northwood College for Girls, Queen's Gate School, St James Senior Girls' School, The Godolphin & Latymer School

***Entrance Examinations for Group 2 Schools: Friday 6<sup>th</sup> January 2017***

1. **Applications** Please contact each school for which you wish your daughter to be considered requesting an Application Form and any other relevant information. **N.B. You must complete a separate application form for all schools to which you apply whether they are in the same group or not.**

The individual schools to which you have applied will then process your application and send you any necessary information. You are strongly advised to attend Open Days at all the schools for which you have applied and you should ring each school early in the Autumn Term for the dates and times of Open Days.

When you register with a Consortium School you will be asked to state at which school you wish your daughter to take the entrance tests. She will be given equal consideration by the other schools in the group to which she has applied. Please note that she may only sit tests at ONE school in each group and she must be registered with the School where she will sit the examination.

2. **School Reference** A reference will be requested from the Head of the candidate's school prior to the entrance test.
3. **Specific Learning Difficulties** The consortium will be guided by JCQ guidelines with respect to access arrangements. Candidates who have been assessed by a professional and identified with a learning difficulty or particularly uneven learning profile may have 25% extra time, as long as:
  - they have at least one standardised score under 85, or at least two standardised scores under 90 and,
  - the current school is aware of the need and allows extra time in tests wherever feasible.

If the candidate uses a word processor for writing in class, a word processing device without a spell check facility can be provided. Submission of appropriate written evidence, from both specialist and school, will be required in support of all access arrangements by 30<sup>th</sup> November. In exceptional cases, it may be possible to consider allowing extra time where standardised scores are not below 90. These will be considered on a case-by-case basis when supported by substantial evidence but it will be extremely rare that extra time is allowed. Where scores do not fall into the required range, and access arrangements are not given, the educational professional's report will be taken into consideration in appraising the suitability of the candidate. Please note that girls will require reassessment of their needs in Year 9 before embarking on their GCSE courses.

4. **Equipment on examinations day** Candidates should bring their equipment to the examinations in a transparent pencil case. They are also reminded that it is prohibited to bring in any electronic device that enables external communication or the storage and retrieval of data, including smart watches.
5. **Past papers** Copies of past papers are available on the school websites of each school. The most recent papers will be made available by 1<sup>st</sup> September following the examination.
6. **Interviews** The Consortium schools make their own arrangements for interviews.
7. **Results of Tests** These will be made available to all the other schools in the Consortium. The other schools to which your daughter has applied will then consider whether or not to offer a place on the basis of the tests, interview and school reference.
8. **Offers** Offers will be posted out to parents by all schools in the Consortium on Thursday 9<sup>th</sup> February 2017 (schools using email will email offers on Friday 10<sup>th</sup> February 2017). Some of these may be for a place on a waiting list. Information about a position on the waiting list is not given. All girls on the waiting list are considered to have qualified for entry should a vacancy arise.
9. **Acceptances** Acceptances must be received by the school at which you wish to confirm a place **by noon on Monday 6<sup>th</sup> March 2017**. If no reply has been received to an offer of a place by that date it will be assumed that you do not wish to accept and the place will be re-offered. **You may not give written acceptance of a place to more than one school.**

If you have any problems or queries at any stage in the procedure, the Registrars of the schools in the North London Independent Girls' Schools' Consortium will be pleased to help you.