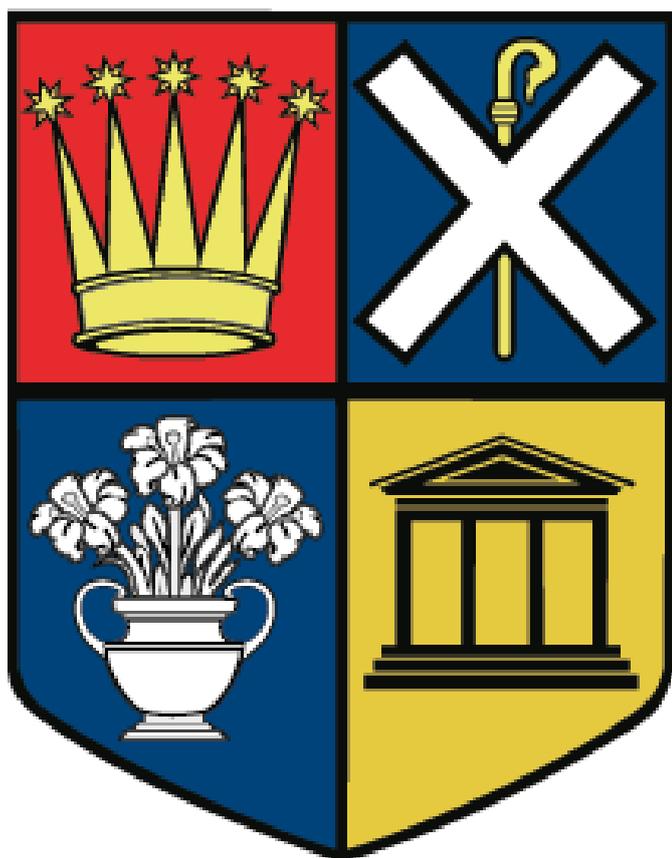


**HIGH
SCHOOL**
OF DUNDEE



Admissions Guide

Your first steps towards an inspiring education

Admissions Process

First steps

Please contact our Admissions Team to discuss your individual circumstances allowing us to provide you with the information most relevant to you and your family.

Visiting the school

The process of choosing the right school and nursery can feel daunting for many parents. A visit to the school will allow you to picture if this is the right environment for your child and a place in which they can thrive.

Open Morning

We hold an annual Open Morning in September as well as Open Doors events throughout the year.

Individual Tours

Individual tours of the Junior and Senior Years can be arranged for your family at most times during term-time. A member of staff will accompany you on a tour of classrooms and key departments and answer any questions that you may have allowing you to build a picture of a normal day at the High School.

Taster Days

Individual Taster Days can be arranged for our Junior and Senior Years which provide an opportunity for your child to spend time following the school timetable and getting to know children in the same year group.

The Nursery

We recommend booking an individual tour with our Nursery Manager to allow you to see our playrooms and outdoor play space during the Nursery day. After submitting an application, you will be invited to attend the nursery with your child for a Contract Visit. Your nursery place is not confirmed until this Contract Visit has taken place. Settling in Stay and Play sessions will be arranged nearer your child's start date to help them settle into their new environment.



Contact us

To arrange an individual tour of school or nursery, taster day, or to ask any questions please contact Mrs Sarah Grimes, Admissions Co-ordinator, by email admissions@highschoolofdundee.org.uk or call 01382 202921.

The Application Process – two ways

Entry into our Junior and Senior School can be either:

- *start of the school year in August*
- *during the school year.*

We recognise that there are many reasons why a mid-year entry might be better for your child. Entry into our Nursery is also possible throughout the year.

The information on these pages should answer most questions about the general application process. However, you are always welcome to contact us with any questions that you may have. We understand that every child is different, and we are always happy to discuss any concerns or questions in confidence, to help you in preparing for an application.

Application Forms

An Application Form for Entry and a Registration Fee (fee does not apply to nursery) must be received before your child can be considered for a place (submission of the application form and registration fee does not guarantee a place). Application forms can be completed online via our school website, or you can request a paper copy from the admissions team.

A separate section relating to Bursaries can be found later in this guide. Bursary application forms should be requested at the time of submitting an application for entry.

A copy of your child's birth certificate or passport, along with a recent school report should be submitted with the application form.

Entrance Assessment

All applicants must sit an entrance assessment to be considered for a place at the School. Entry into L1 (P1) is a 20 minute school readiness assessment. Entry into L2-L7 (P2-P7) takes the form of a mathematics and language assessment and is usually carried out as part of a taster day.

Entry into F1 (S1) comprises a Cognitive Ability Test followed by workshop sessions

with our Guidance Team. Entry into F2-F6 (S2-S6) comprises a Cognitive Ability Test as part of a taster day. Meetings with Heads of Department will also be arranged to discuss subject choices for those entering F3-F6 (S3-S6).

School Reference

We will request a reference from your child's current school. We ask you to confirm your permission to contact your child's school as part of the application form. Should you wish to wait and have us contact them later in the process please let us know.

August Entry

Applications to be considered for entry at the start of the school year in August should be submitted no later than 12pm on the last school day in December. Applications which are submitted after December may still be considered provided there are places still available.

An indicative timescale for August entry:

- September – Saturday Open Morning
- December - submission of application form (and deadline for bursary application form)
- January – assessments for L1 to F6
- Late February / early March – decisions issued to applicants
- Late May / early June – parent information evening for F1 parents
- Late June - induction days for new pupils
- Late August – session commences

Mid-Year Entry

Applications for entry during the school year can be submitted at any time and provided there are places available and your child's entrance assessment and reference are satisfactory, they can join within weeks.

Non-British Citizenship

If your child holds citizenship to a country other than Britain, we ask that you provide details of this with their application and we will send you an international applicant form.

Overseas Applications

We have several international applications each year. Please ensure where necessary that your child has the required visa to study at our school. Your child can sit their entrance assessment at their current school, but ideally it would be best to arrange a combined test and taster day with us when you relocate.

For more information please see the international applicants section of our website.

Applications for Future Years

In recent years, high demand for places has seen waiting lists in operation at various points across both the Junior and Senior School Years. It is advisable to plan ahead so you may wish to submit an application for entry in future years.

Bursary Applications

Applications for Bursaries can be made between October and December for entry to school the following August. You will be asked to give information regarding your finances, and this will be considered together with the result of your child's entrance assessment. You will hear from us regarding the outcome of the bursary in March, and the bursary would be awarded beginning in August. More information on bursaries is available via our website.



Welcome to the family

When you join the High School 'family' you will receive a very warm welcome from staff, pupils, and parents alike. The Parents Association is on hand to help you develop firm friendships that will remain well beyond your child's time at school.

Getting started

Following your acceptance of our offer, your Welcome Handbook and Getting Started Guide will contain all the information you need to help you prepare for life at a new school. Once your child enrolls, much of the information you will need is available on FireFly, our virtual learning environment.

Transition to Junior Years

For children entering L1, our staff will make a visit to see your child in their current nursery. Your child will be invited to a Stay and Play session at the High School Nursery to play with their new classmates, as well as a visit to see their new L1 class one morning in June.

For children joining L2-L7, taster days are available on request and an induction afternoon in June will allow your child to meet their new classmates before they start school in August.

Once term has started in August, the Junior Years run a Buddy system, where existing pupils are paired up with new entrants, to ensure that newcomers are quickly made to feel welcome and comfortable in their new surroundings.



Transition to Senior Years

Applicants who sit the F1 assessment in January have an opportunity to see elements of the school during that visit. A Parents information evening is also held in late May. There will be a two day induction programme held later in June where your child will meet their classmates and take part in activities to familiarise themselves with the School. There will also be an orientation afternoon immediately before the start of term in August and a residential trip at the start of term to form friendships and get to know Guidance staff.

For children joining F2-F6 we offer individual orientation days in June each year.



Transition Mid-term

For children joining throughout the year their entrance assessment will usually have been incorporated into a taster day, so they will already be familiar with elements of the school before joining. They will be given a buddy to look after them on arrival.

We hope to hear from you soon.

We hope that this booklet has helped answer some of your questions. For more information please contact our admissions team at admissions@highschoolofdundee.org.uk or by telephone 01382 202921

Nursery Admissions Overview



Junior and Senior Admissions Overview



Contact Us

enquiries@highschoolofdundee.org.uk

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