

## Admissions Policy and Procedures

### Introduction

This policy applies to the schools of The Stephen Perse Foundation (the 'Foundation'), an independent school for pupils aged 3-18 comprising the Pre-Preps in Madingley and the City, the Junior School, Dame Bradbury's School, the Senior School and the Stephen Perse Sixth Form College (the 'College'). It is relevant to all students in these schools, including Early Years.

The Foundation Pre-Preps in Madingley and the City, Junior School, Senior School and College are academically selective.

For the admissions year 2018/19 all Foundation schools are co-educational with the exception of Years 9 - 11 which are girls only. For Years 5 - 8 we operate a diamond formation where aspects of the curriculum are delivered in single sex groups. More information regarding the diamond formation can be found on our website.

### Aims

The aims of this policy are:

- To ensure compliance with the Foundation's charitable purposes.
- To set the selection criteria for the schools of the Foundation which is consistent with this charitable status and is fair and consistent for all applicants.
- To identify and admit those children whose academic abilities and personal qualities appear to match the ethos and standards of the Foundation so that they will thrive and fully benefit from the many opportunities the Foundation offers.

### Equal treatment

We welcome children from many different ethnic and racial groups, backgrounds and creeds. 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. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our students for today's world.

Financial assistance is available (subject to assessment of the family's financial circumstances) in order to make it possible for those without the financial means who meet the Foundation's admission criteria to attend the Foundation's schools. Further details of the financial assistance arrangements can be found in the Admissions section of the Foundation website.

### Disability and Special Educational Needs

The Foundation welcomes applicants with disabilities and/or special educational needs and will not treat any applicant less favourably on these grounds. However, whilst the Foundation currently has limited facilities for the disabled and those with special educational needs, it 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 Foundation can cater adequately. The Foundation 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 Foundation.

Parents of a child who has any disability or special educational needs must provide the Foundation with full details prior to the admissions procedure, at registration. Parents are asked to give this information in writing on the confidential information form, which is part of the registration pack. The Foundation needs this information so that, in the case of any child with particular needs, the Foundation 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 Foundation can cater adequately for the pupil should an offer of a place be made.

The Foundation 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 Foundation may be able to provide an examination paper in large font for a visually impaired pupil.

Similarly, if special educational needs or a disability become apparent for the first time after registration, the Foundation will consult with parents about reasonable adjustments in order to allow the child to continue at the Foundation.

### **Accessibility**

This policy can be made available in large print or other accessible format if required. Also see the Foundation's Special Educational Needs and Disabilities Policy.

### **Entry points**

These procedures apply at the main points of entry: Kindergarten, Reception, Year 3, Year 7, and Year 12 and also to candidates for occasional vacancies in any other year group. The dates for entrance tests are published on our website, in the Admissions section.

### **Registration**

To register a student for entry to any school within the Foundation, a Registration Form must be completed and returned together with a non-refundable registration fee. Once the Foundation has received the Registration Form and fee, applicants will be held on our registrations list for the proposed year of entry and they will be informed about the entrance test/interviews at the appropriate time. Completing and returning the Registration Form along with the Registration Fee will ensure that we automatically send an invitation for the entrance tests/interviews.

### **Admissions Procedures**

#### **Pre-Prep:**

Entry to all year groups is subject to an informal one to one assessment. Pupils are eligible to start at the Pre-Preps in Madingley and the City from the day after their third birthday. However, when

allocating Kindergarten sessions priority is given to pupils in the pre-school year. All pupils entering the Pre-Prep are expected to be toilet trained unless there is a special educational need, disability or medical reason for the delay.

### **Dame Bradbury's:**

Entry to all year groups is subject to an informal one to one assessment. Pupils are eligible to start at the Pre-Prep from the first day of the term in which they turn three. All pupils entering the Pre-Prep are expected to be toilet trained unless there is a special educational need, disability or medical reason for the delay. From Year 1, candidates will complete a baseline assessment in English and Mathematics during the assessment but the main focus of assessment is to observe attitudes to learning - we are looking for pupils who will thrive in our inspiring environment. All candidates will meet with a senior member of staff.

Pupils entering the school from Year 4 upwards have the option to sit the assessment for internal transfer through to the Senior School, for those candidates successful in this assessment there is automatic transfer to Year 7 unless there are specific concerns about an individual's progress or conduct.

### **Junior School:**

#### **Entry at 7+ (Year 3)**

Pre-Prep pupils in Year 2 at City and Madingley transfer automatically to the Junior School unless there are specific concerns about an individual's progress or conduct.

#### **Entry to all other year groups**

Candidates sit English, Mathematics and Non-Verbal Reasoning tests as well as having an interview with the Head of the Junior School or a senior member of staff.

### **Senior School:**

#### **Entry at 11+ (Year 7)**

External candidates sit entrance tests comprising English and Mathematics and, on the main testing day, a Group Challenge to assess thinking and team-working skills. Each candidate is interviewed by the members of the English and Mathematics departments and senior staff.

Junior School pupils transfer automatically to the Senior School unless there are specific concerns about an individual's progress or conduct.

Pupils in Year 5 at Dame Bradbury's school are offered the opportunity to apply for internal transfer to Year 7. This is done through consultation with the Head of Dame Bradbury's and then invitation to interview at the Senior School.

#### **Entry at 12+ (Year 8) and 13+ (Year 9)**

Places are subject to availability. Candidates are assessed in English and Mathematics, and interviewed by a member of these departments as well as by a senior member of staff. Candidates

will also be interviewed by a member of the Modern Languages department in order to ascertain their exposure to languages, and by other departments if required.

### **Entry at 14+ (Year 10)**

Year 10 is not one of our entry points and entry at this point will only be possible in exceptional circumstances.

### **Stephen Perse Sixth Form College:**

#### Entry at 16+ (Year 12)

Candidates applying to the College from outside the Foundation will be invited to take part in interviews. An offer of a place at the College will be conditional on achieving a satisfactory school reference and the required results at GCSE or equivalent. Our offers are tailored to the individual applicant but, as a guide, we would require a minimum of 50 points for the eight best (I)GCSE results. Points will be calculated from the new 9 - 1 grading system or using the conversion A\* = 8.5, A = 7, B = 5.5, C = 4, D = 3, E = 2. We require at least 7 points in any subject that the candidate intends to study in the College where that subject is already being studied at (I)GCSE. For Higher Level Mathematics and Further Mathematics we require at least 8 points (A\* on the old system).

If a candidate wishes to study Further Maths or Modern Languages at A Level or Higher Level Maths or Modern Languages in the International Baccalaurate Diploma, they will be asked to sit an aptitude test in the subject followed by a discussion for Further Maths and Higher Level Maths applicants.

Offers are based on the subject choices declared on the application form. Should candidates later decide to alter the choice of subjects, this will be subject to availability and further aptitude tests may be necessary.

### **Applications from overseas:**

The Foundation acts in accordance with UKVI Tier 4 guidance under its licence to sponsor overseas students.

The Foundation requires parents who do not live in the United Kingdom to appoint an education guardian to act on their behalf. The guardian so appointed will not be a student's legal guardian or the person having the legal rights to make the major decisions relating to the student. Such rights will remain with the parent. Please contact our Bursary to request our Guardianship Agreement document for full details of the arrangements that are required.

#### International candidates whose language of instruction has not been English

Candidates must sit the Foundation's English Entrance Test. They must also sit specific written aptitude tests for each of the subjects if they wish to study at A Level or Higher Level for the IB Diploma. Candidates have an interview with a senior member of staff which includes a critical thinking test if appropriate. Current school reports and references are always requested and these are taken into account together with the tests and interviews.

**Access to the curriculum:**

Candidates embarking on GCSEs/IGCSEs, A Levels and the International Baccalaureate are required to submit their subject choices at the point of entry; we endeavour to meet all requests where possible.

Candidates applying to the Senior School or the College after the main (published) closing dates or outside of the usual entry points (Year 7 or Year 12) should note that they may not get their first choice of subject(s).

**Reference:**

With the exception of applicants entering Kindergarten and Reception, the Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special educational needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

**Notification:**

No offer of a place will be made before receipt of a written reference (with the exception of pupils entering Kindergarten and Reception). However, where a reference has been delayed for any reason, the Head of School may agree to make an offer conditional upon a satisfactory reference being received in due course.

**Fees:**

The Foundation reserves the right to seek information about any unpaid fees from the candidate's current school before admission.

**Candidate's age:**

Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the Foundation.

**Admissions criteria:** The admissions criteria includes:

- A candidate's age, maturity and attitude to learning;
- Performance in the relevant entrance assessments and / or achieving the required GCSE grades, as appropriate;
- Performance at interview (if applicable);
- A positive confidential reference from the applicant's present school (if applicable);
- Commitment to the Foundation's ethos as described in the Foundation's aims; and

- Ability to benefit from the broad and varied curriculum offered and to make a positive contribution to the Foundation.

The Foundation's decision is final.

All candidates must have the legal right to live and study in the UK.

It is assumed that pupils will automatically progress through the Foundation, subject to them meeting the required standards of behaviour and progress. The exception to this is pupils from Dame Bradbury's who have not committed to the Senior School at the end of Year 6 and they are supported by us in their transition to their next school.

**Siblings:** Subject to satisfying the considerations of the admissions criteria for the Foundation, siblings of current students in the Foundation will have priority for places. At the Madingley and Cambridge Pre-Preps priority for siblings begins in the pupil's pre-school year.

**Special circumstances:** We recognise that a candidate's performance may be affected by particular circumstances and we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the candidate's current school (including samples of work) or other information, as we consider necessary to make a fair assessment. We may also arrange for the candidate to have an interview with our Inclusion Specialist (3-11) or EAL Coordinator (11-18) if this is deemed necessary.

**Scholarships:** Scholarships are not awarded for entry below 11+.

### **Senior School**

A small number of Governors' academic scholarships are awarded annually to candidates who perform exceptionally well in the 11+ entrance tests. These awards are not means tested but are limited in value. Pupils progressing to Year 7 from Dame Bradbury's and from the Junior School are not eligible for these academic scholarships but they are eligible for Governors' awards based on attainment and progress in Year 6, at the discretion of the Heads of Dame Bradbury's and the Junior School.

In addition, all students entering Year 7 are invited to apply for a Music Scholarship and a Foundation Award for service to the school or community.

### **Sixth Form College**

A number of awards are offered by the Governors for entry to the College. These are awarded on academic merit and are open to both internal and external candidates via an examination and interview in November.

The College academic scholarships (the Maddocks Academic Scholarships) are of varying value, up to a maximum of 20% of the fees, and are open to anyone entering the College. These scholarships are awarded on the basis of written tests in two academic subjects and interviews.

In addition to the Maddocks Academic Scholarships, students may also apply for Palfreman Music Scholarships, the Curwen Press Art Scholarship and Foundation Awards, for service to the school or community. Scholarships in Drama and Sport are also available.

Candidates applying for scholarships at the College must be available to attend the main testing day.

Further details, including testing dates, may be found on our website; means-tested bursaries may supplement scholarship awards.

The Principal's decision on all awards is final.

**Records:** A confidential admissions record will be completed for each candidate which will be treated in accordance with the Foundation's privacy policies and data protection law.

**Please refer to:**

Special Educational Needs and Disabilities Policy

<b>Authorised by (approved by)</b>	<b><i>Senior Leadership Team, Governors and Compliance Manager</i></b>
<b>Review Date:</b>	<b>March 2019 (or earlier as required)</b>