

## Admissions Policy and Procedures

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## **1. Introduction**

- 1.1. This policy applies to all of the schools of The Stephen Perse Foundation (the '**Foundation**').
- 1.2. The Foundation is an academically ambitious collection of schools, as a result we are academically selective at some entry points to ensure that the pupils who join the Foundation are able to thrive.
- 1.3. All Foundation schools are co-educational. In recent years we have operated a diamond formation where aspects of the curriculum have been delivered in single-gender groups across years 7-11. The diamond formation is currently under review and in 2020-1 did not operate for year 7 classes, owing to Covid safety measures. The Foundation reserves the right to arrange classes as it determines best in order to optimise the delivery of the curriculum for pupils.

## **2. Policy aims**

- 2.1. 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.

## **3. Equal treatment**

- 3.1. We welcome children from all different ethnic and racial groups, backgrounds and creeds. All candidates for admission will be treated equally, irrespective of their or their parents' race, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property 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.
- 3.2. We offer financially assisted places to pupils from Year 3, based on financial, compassionate or other pertinent circumstances of applicants. Further details of the financial assistance arrangements can be found in the Admissions section of the Foundation website and in the Foundation's Bursary Policy.

## **4. Disability and Special Educational Needs**

- 4.1. The Foundation welcomes applicants with disabilities and/or special educational needs and will not treat any applicant less favourably on these grounds. 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.

- 4.2. Parents of a child who has any disability or special educational needs must provide the Foundation with full details at the start of the admissions process, at registration, and continue to provide any additional relevant information that they may become aware of during the registration process and at least two weeks before attendance at interview or for entrance tests . 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.
- 4.3. 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.
- 4.4. 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 which may allow the child to join the Foundation.

## **5. Accessibility**

- 5.1. 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.

## **6. Entry points**

- 6.1. These procedures apply at the main points of entry: Nursery, Kindergarten, Reception, Year 7, Year 11 (1 year IGCSE programme), 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.

## **7. Registration**

- 7.1. To register a pupil for entry to any school within the Foundation, a registration form must be completed on our admissions portal via our website. The registration form must be completed in full and signed (digitally) appropriately by each parent who has parental responsibility. After submitting the registration form you will be asked to make the payment of the non-refundable registration fee via the admissions portal. The admissions office will

receive the notification of the submission of the registration and the payment of the registration fee. The applicants will be held on our registration 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. We will be unable to proceed with the registration if there is information outstanding and if we have not received the non-refundable registration fee.

## **8. Admissions Procedures**

- 8.1. All applicants, for applications received by the registration deadline, will be invited to complete an entry assessment for the particular year of entry. Applications received after the registration deadline may not be offered an assessment.
- 8.2. Should spaces not be available or if an offer is declined for the particular year, parents will need to make a separate and new application for a subsequent year of entry, requiring completion of a new registration form, payment of the registration fee and further testing appropriate to the new year of entry. If spaces are not available after an assessment has been completed then the applicants may be offered a waiting list place; this will only be offered after an assessment has been completed.

### **8.3. Entry to the Nursery**

- 8.3.1. Entry to the nursery for children aged 1 and 2, is subject to availability of sessions following parents/carers visiting the setting and meeting with senior nursery staff.

### **8.4. Entry to the Early Years**

- 8.4.1. Entry to the Early Years, Kindergarten and Reception, is subject to an informal one-to-one assessment.
- 8.4.2. Children are eligible to start in the Early Years in the academic year they turn 4. All pupils entering the Early Years are expected to be toilet trained unless there is a special educational need, disability or medical reason for the delay.

### **8.5. Entry to Years 1-6**

- 8.5.1. Candidates registering to enter the school from Year 1 to 6 will complete a baseline assessment in English and Mathematics, but the main focus of assessment is to observe attitudes to learning - we are looking for pupils who will thrive in our inspiring environment. 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. For those pupils who do not secure or opt not to apply for an all through offer there is an opportunity for an internal transfer offer at the beginning of Year 5. Candidates who are successful at this stage will be invited to interview with a member of senior staff. A reference will be requested from each child's previous setting as part of the admissions process.

## **8.6. Entry to Senior School**

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

- 8.6.1.1. Entrance assessments seek to identify young people who will thrive within the Foundation. Assessments will look to assess their general cognitive ability using a range of assessment tools. Candidates are not expected to have studied any particular content outside the national Key Stage 2 curriculum. Candidates who are successful at this stage will be invited to interview with a member of senior staff. A reference will be requested from each child's previous setting as part of the admissions process.
- 8.6.1.2. Pupils already attending the Foundation in Year 6 at Rosedale House or Dame Bradbury's School transfer automatically to the Senior School unless there are specific concerns about an individual's progress or conduct or if they opt not to apply for internal transfer. If those pupils did not secure an all through offer, they are given the opportunity to apply, at the beginning of Year 5, for internal transfer to Year 7. This is done through consultation with the relevant Head of School and then invitation to interview at the Senior School.

### **8.6.2. Entry at 12+ (Year 8), 13+ (Year 9) and 14+ (Year 10)**

- 8.6.2.1. Places are subject to availability. Assessments will look to assess each applicant's general cognitive ability using a range of assessment tools. Candidates are not expected to have studied any particular content outside the national curriculum. Candidates may also be interviewed by a member of the Modern Languages department in order to ascertain their facility with languages, and by other departments if required. A reference will be requested from each child's previous setting as part of the admissions process.

### **8.6.3. Entry at 15+ (Year 11) for Pre-Sixth Form Programme of Study**

- 8.6.3.1. Candidates seeking a place on the Pre-Sixth Form Programmes, including the 1 Year IGCSE programme, will be assessed for their general cognitive ability using a range of assessment tools and interviews as appropriate. They will also be assessed for their English language level as outlined below. A reference will be requested from each child's previous setting as part of the admissions process.

## **8.7. Entry at 16+ (Year 12)**

- 8.7.1. Candidates applying to the Sixth Form from outside the Foundation will be invited to sit the entry assessment test. On meeting the Foundations entry criteria they will be invited to proceed to interview. Should they not meet the criteria we will not proceed with the admissions process. An offer of a place at the Sixth Form will be conditional on achieving a satisfactory school reference and the required results at GCSE or equivalent. Offers are tailored to the individual applicant, take into consideration personal circumstances and the cohort fit but as a guide, the Foundation typically requires a minimum total of 50 points from each applicant's eight best (1)GCSE results. Points will be calculated from the 9 - 1 grading

system or using the conversion A\* = 8.5, A = 7, B = 5.5, C = 4, D = 3, E = 2 for legacy qualifications. There are specific minimum entry requirements for some subjects at A-level and IB which reflect the importance of a strong baseline understanding in those subjects in order to be successful. Please contact the admissions department if you would like further details about these subject areas.

- 8.7.2. Candidates wishing to study Further Maths or Modern Languages at A Level or Higher Level Maths or Modern Languages in the International Baccalaureate Diploma, may be interviewed by a member of subject staff to assess their suitability. All students may choose admission to either the A Level or IB Diploma programme. The entrance requirements and selection procedures are the same for both and there is no differentiation on the grounds of educational background or additional needs.
- 8.7.3. 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 successful completion of any further entrance tests deemed necessary at that stage.
- 8.7.4. Candidates whose language of instruction has not been English must sit the Foundation’s English Entrance Test or provide evidence of an IELTS qualification (or an alternative English Language qualification at our discretion) which reflects the minimum English Language requirement. English Language requirement as detailed below:

<b>Programme</b>	<b>Minimum English Language Requirement</b>
IGCSE (One Year)	IELTS 5.0 (CEFR Mid to High B1)
A Level (Two Year)	IELTS 6.0 (CEFR High B1- Mid B2)
IB Diploma (Two Year)	IELTS 6.0 (CEFR High B1- Mid B2)

- 8.7.5. Students will be required to sit a cognitive ability test and may have a subject specific interview as required depending on the subjects they wish to study at the Sixth Form. Current school reports and references are always requested and these are taken into account together with information on personal circumstances, results of the entrance tests, interviews and cohort fit.

## **9. Remote tours, assessments and interviews**

- 9.1. Should it be the case that visitors are unable to access the site, the Foundation will invite prospective students to complete online assessments from home, for interviews/meetings with staff, as appropriate, to be conducted remotely and for prospective students and their parents to experience a virtual tour of the school and/or boarding.

## **10. Applications from international students**

- 10.1. The Foundation acts in accordance with [UK Visas and Immigration \(UKVI\) guidance](#) under its licence to sponsor students in the Sixth Form and IGCSE courses only.
- 10.2. All applicants will be required to provide a copy of their passport to confirm nationality. Non-sponsored students will be required to provide a copy of their leave (Biometric Residence Permit) including those with British Nationals (Overseas) status.
- 10.3. International students are assessed on a number of factors to determine - on the balance of probabilities - that they are genuine students in accordance with [UKVI guidance](#).
- 10.4. Any documents which are in support of an application and are not in English, must be accompanied by a full translation. This may be independently verified by UKVI, where the students are sponsored by the Foundation.
- 10.5. International students will be invited to complete assessments, interviews with staff where applicable and receive a virtual tour of the school and/or boarding remotely.
- 10.6. The Foundation requires international students to reside in the UK for the duration of their course, either in boarding (for IGCSE/Sixth Form) or with their parent(s) or education guardian.
- 10.7. The Foundation requires parents who do not live in the United Kingdom to appoint an education guardian to act on their behalf. The guardian will not be the student's legal guardian or the person having the legal rights to make major decisions relating to the student. Such rights will remain with the parent. Further details can be provided by our Admissions Registrar.

## **11. Access to the curriculum**

- 11.1. Candidates embarking on (I)GCSEs, 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.

## **12. Reference**

- 12.1. With the exception of applicants entering Kindergarten and Reception, the Head (or equivalent) of the candidate's current school will be asked to provide a written confidential 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, MidYIS, Yellis or SATs) and predicted grades at (I)GCSE (if appropriate).
- 12.2. No offer of a place will be made before receipt of a written reference (with the exception of pupils entering Nursery, 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.

### **13. Fees**

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

### **14. Candidate's age**

- 14.1. Very occasionally, we may offer places to pupils outside 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 and that the candidate would not be over 19 during their time on roll, with the exception of SPF International, by authorisation from the Principal in exceptional circumstances.

### **15. Admissions criteria**

- 15.1. The admissions criteria includes:

- A candidate's age, maturity and attitude to learning;
- Performance in the relevant entrance assessments and / or achieving the required (I)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;
- Ability to thrive within the broad and varied curriculum offered and to make a positive contribution to the Foundation as judged by our staff.

- 15.2. The Foundation's decision is final.

- 15.3. All candidates must have, or be eligible for, the legal right to live and study in the UK.

- 15.4. All parents/persons with legal parental responsibility for the child must sign the acceptance form to accept the offer of a place.

- 15.5. 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.

### **16. Siblings**

- 16.1. Subject to satisfying the admissions criteria and entry requirements for the Foundation, siblings of current pupils in the Foundation will have priority for places.

## **17. Location**

- 17.1. The Foundation reserves the right to factor traveling distance/time into the offer making process, and may therefore decide to award a place at a specific campus within the Foundation if we deem it to be a better choice, and more environmentally sustainable, even where there is a preference for a different site. Where a pupil is admitted to one school of the Foundation and later requests to move to a different site outside of the normal transition points, they will be required to follow the admissions procedures for the new site. Registration and acceptance fees will not be charged. A term's notice, or one full month's notice in the nursery, is required to move sites within the Foundation.

## **18. Special circumstances**

- 18.1. 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 SENCo (11-18) if this is deemed necessary.

## **19. Scholarships**

- 19.1. Scholarships are not awarded for entry below 11+.
- 19.2. Full details of the scholarships available and the testing dates may be found on our website; means-tested bursaries may supplement scholarship awards.
- 19.3. The Principal's decision on all awards is final.
- 19.4. Senior School and Sixth form scholarships are awarded as follows:

### **19.4.1. Senior School**

- 19.4.1.1. 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 either Dame Bradbury's or Rosedale House 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 relevant Heads of School.
- 19.4.1.2. In addition, all pupils entering Year 7 are invited to apply for a Music Scholarship, Sports Scholarship and a Foundation Award for service to the school or community.

#### **19.4.2. Sixth Form**

- 19.4.2.1. A number of awards are offered by the Governors for entry to the Sixth Form. These are awarded on merit and are open to both internal and external candidates via an examination and interview in November. Internal and external candidates can also apply for non-academic scholarships in Drama, Music, Art and Sport. Interviews and auditions for these scholarships take place in November.
- 19.4.2.2. Candidates applying for scholarships at the Sixth Form must be available for the relevant scholarship assessment process.

#### **20. Records**

- 20.1. 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.

#### **21. Entrance tests**

- 21.1. Where there is reason for the Foundation to doubt the integrity of any entrance test results after a candidate has joined the Foundation we reserve the right to adjust their programme or require that the pupil leave the Foundation.

#### **22. Related policies**

- Bursary Policy
- Equal Opportunities for Pupils Policy
- Special Educational Needs and Disabilities Policy
- Student Visa Policy and Procedures

**Reviewed:** May 2021

#### **Version Control**

Date of adoption of this policy	25 May 2021
Date of last review of this policy	25 May 2021
Date for next review of this policy	Autumn Term 2021
Policy owner	Vice Principal
Authorised by	Principal and Heads of Schools