

Admissions Policy

Authority and circulation

1. This policy has been authorised by the Governing Body of the City of London School. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administrative staff.

Policy statement

2. The aim of this policy is:

To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our School community. We will only admit a child who has met the academic criteria.

3. Equal Treatment:

We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School community and the rights and freedoms of others. 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, sexual orientation, property, birth or other status.

4. Disability and Special Educational Needs:

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001*, the *Disability Discrimination Act* and the *Disability Commission's Codes of Practice for Schools* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or Special Educational Need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or Special Educational Need should provide the School with full written details at registration. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs, both during the admission process and if an offer of a place is made.

Similarly, if a Special Education Need or a disability becomes apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Procedures

5. Registration and Acceptance:

- 5.1. Parents are required to complete a Registration Form and pay a non-refundable registration fee of **£150**, normally by the middle of the October prior to the year of their son's entry for 16+ and by the end of the third week of the November prior to the year of their son's entry for 10+ and 13+. In the case of 13+ entry (whereby candidates take a Pre-test in Year 6), parents will be required to register by the end of September when the candidate is in Year 6.
- 5.2. In order to take up the offer of a place for 10+ and 11+, parents must sign an Acceptance Form and pay a non-refundable deposit equal to a term's fees; two thirds of which are set against the first term's fees and the remaining third repaid by means of a credit without interest to the final payment of fees or other sums due to the School.
- 5.3 In the case of the 13+ Pre-test, parents pay an acceptance fee, which is non-refundable, and then the full deposit in the autumn of their son being in Year 8.
- 5.4 In the case of 16+, parents must sign an Acceptance Form and pay an acceptance fee of £2500, which is non-refundable unless the candidate fails to fulfil the conditions of entry.

6. Admissions procedure:

- 6.1. Entrance examinations set by the School or, the case of 13+, the ISEB pretest;
- 6.2. Interviews;
- 6.3. A confidential report from the Head of the current school;
- 6.4. Evidence of Special Education Needs (if applicable).

7. Entry points:

These procedures apply at the four main points of entry (10+, 11+, 13+ and 16+) and also to candidates for occasional vacancies in other year groups.

8. Scholarships and Sponsored Awards:

8.1. Academic and Music Scholarships are available at all four points of entry.

8.2. Sports Scholarships are available at 10+, 11+ and 13+.

8.3. Academic Scholarship candidates are selected at 10+ and 11+ on the strength of their results in the School's normal entrance examinations and their performance in the subsequent interview.

Academic Scholarship candidates are selected at 13+ on the strength of their results in the ISEB Pre-Test, their performance in the subsequent interview and the further Scholarship assessment in Year 8.

At 16+ an honorary Academic Scholarship may be awarded on the strength of a candidate's GCSE results.

8.3. Music Scholarships are awarded on the basis of an audition and interview. Candidates must satisfy the School's normal academic entry requirements.

8.4. Sports Scholarships are awarded on the basis of a Sports Trial. Candidates must satisfy the School's normal academic entry requirements.

8.5. A limited number of Sponsored Awards (100% bursaries) are available to candidates whose parents could not otherwise contemplate private education. Such Awards are intended for candidates who perform to a very high standard in the Admissions process and are strictly means-tested. They are available at 11+ and 16+ entry.

9. Entrance examinations:

These are as follows:

9.1. At 10+ and 11+ candidates take written papers in Mathematics, English and Reasoning. Sponsored Award candidates (11+) take a qualifying computerised reasoning test prior to the normal written entrance papers.

9.2. At 13+ (for entry in 2019 onwards) candidates take the ISEB Pre-test in the Autumn Term of their Year 6, followed by short written assessments for candidates who are called back for individual interview. Candidates for 13+ also have to reach the required standard in Common Entrance examinations or City of London School Scholarship or other qualifying examinations in Year 8 (70% minimum in each subject).

9.3. At 16+ candidates take written papers in two subjects of their choice, taken from a list supplied by the School. A candidate who intends to study maths at A Level will need to nominate maths as one of his test subjects.

9.4. For admission to other year groups, the School sets its own tests in certain subjects, as appropriate.

10. Interviews:

10.1. At 10+ and 11+ candidates, who have done well in their written entrance examinations, are called back for an individual interview.

10.2. At 13+ candidates, who have done well in the ISEB Pre-test, are called back for an individual interview and further short written assessments.

10.3. At 16+ candidates, who have done well in their written examinations, are called back for interview. These interviews are usually held with two members of staff who will explore the candidate's academic worth and potential, as well as his interests and extra-curricular activities. An offer of a place is conditional on the achievement of at least 6 A grades at GCSE, which must include English Language and Mathematics, and at least 4 of the grades must be A*. Not all GCSE subjects count towards this 6A requirement. Please check with Admissions for further clarification.

10.4. All individual interviews are designed to explore a candidate's intellectual and personal qualities, his interests and aptitudes.

11. Confidential report:

The Head of the candidate's current school will be asked to provide a written Confidential Report 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 Education Needs, or a disability. The Confidential Report may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

12. Candidate's age:

This is calculated on the 1st September. Very occasionally we may offer a place to a pupil who is slightly over or under age, if it is in the interests of the pupil and the School.

13. Special circumstances:

We recognise that a candidate's performance may be affected by a disability or specific learning difficulty, or exceptional circumstances such as illness, and ask parents to contact us with any details so that we can consider what steps to take in the examination and/or interviewing process. In any of these cases, we may request further information such as a medical certificate or an educational psychologist's report and any associated correspondence or details from the pupil's current school.

Disclosures:

Parents must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties prior to the examination process.

By resolution of the Governing Body