

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 the Foundation has operated a diamond formation where aspects of the curriculum have been delivered in single-gender groups across years 7-11. The Foundation will phase out the diamond model, beginning with the Year 7 students joining in 2022-23, (and this will therefore apply to Year 9 students joining from 2024-25 onwards) to achieve fully integrated co-education across all age groups over five years. Games/Physical Education and appropriate elements of Personal, Social and Health Education will continue to be delivered to single-gender groups. 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 those with special educational needs and/or disabilities, 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 child 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 9 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 form 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. Late applications should first contact the admissions office to see if places are available before submitting an application.
- 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. All entry assessments will be taken remotely either at home or at the candidate's current school. Candidates who meet our criteria in the initial online entry assessments will be invited to attend an assessment day where an interview, and further assessments as required, will take place on site.
- 8.4. Entry to the Nursery**
- 8.4.1. 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.
- 8.5. Entry to the Early Years**
- 8.5.1. Entry to the Early Years, Kindergarten and Reception, is subject to an informal one-to-one assessment.

- 8.5.2. 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.

8.6. Entry to Years 1-6

- 8.6.1. 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 conduct or ability to make progress within the structures of the Senior School. 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.

8.7. Entry to Senior School

8.7.1. Entry at 11+ (Year 7)

- 8.7.1.1. Entrance assessments seek to identify young people who will thrive within the Foundation. First stage 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, and may be asked to complete short written tests in English and Mathematics. A reference will be requested from each child's previous setting as part of the admissions process.

- 8.7.1.2. Pupils already attending the Foundation in Year 6 at the Junior School, Fitzwilliam Building or Dame Bradbury's School transfer automatically to the Senior School unless there are specific concerns about an individual's conduct or ability to make progress within the structures of the Senior School 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.

8.7.2. Entry at 12+ (Year 8), 13+ (Year 9) and 14+ (Year 10)

- 8.7.2.1. Places are subject to availability. First stage 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 who are successful at this stage will be invited to interview with a member of senior staff, and may be asked to complete short written tests in English and Mathematics. Candidates may also be interviewed by a member of the Modern Languages department in order to ascertain their facility for languages, and by other departments if required. A reference will be requested from each child's previous setting as part of the admissions process

8.8. Entry at 16+ (Year 12)

- 8.8.1. 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.
- 8.8.2. Candidates applying to the Sixth Form from outside the Foundation will be invited to sit a cognitive ability test, the CAT4 entry assessment test. On meeting the Foundation's entry criteria, they will be invited to proceed to interview. Should they not meet the criteria, we will not proceed with the admissions process.
- 8.8.3. An offer of a place at the Sixth Form will be conditional on achieving a satisfactory school reference and school reports and the required results at GCSE or equivalent. Offers are tailored to the individual applicant, taking 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 (I)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.
- 8.8.4. 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, this is typically GCSE grade 7. Please contact the admissions department if you would like further details about these subject areas.
- 8.8.5. Candidates wishing to study particular subjects, including but not limited to, Further Maths or Modern Languages at A Level or Higher Level Maths or Modern Languages in the IB Diploma, may be interviewed by a member of subject staff to assess their suitability.
- 8.8.6. Offers are based on the subject choices declared on the application form and are subject to availability. Should candidates later decide to alter the choice of subjects, this will be subject to availability and successful completion of any further assessment of suitability deemed necessary at that stage.

8.8.7. Candidates whose language of instruction has not been English must meet the minimum English Language requirement illustrated in the table below. Accordingly, candidates must achieve an appropriate score in the CAT4 assessment and evidence of an IELTS qualification (or an alternative English Language qualification at our discretion) reflecting the minimum English Language requirement may be taken into account.

Programme	Minimum English Language Requirement
A Level (Two Year)	IELTS 6.0 (CEFR High B1- Mid B2)
IB Diploma (Two Year)	IELTS 6.0 (CEFR High B1- Mid B2)

8.8.8. Candidates who have been awarded an unconditional offer to study A level or the IB at the Sixth Form and subsequently do not achieve the appropriate assessment or examination grades, usually required under our standard entrance requirements, for the exam subjects selected, will be required to change their subject choices.

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 which is available on our website.

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 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 requiring sponsorship 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 who are sponsored by the Foundation to reside in the UK during term time for the duration of their course, either in boarding (Sixth Form) or with their parent(s). International students who are sponsored by the Foundation may not reside with their 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 A Levels and the IB 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 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 who will be supported by us in their transition to their next school.

15.6. Parents must give one term's written notice if they wish to transfer their child's place from boarding to day status or vice versa, or between categories of boarding. Any such requests must be made in writing to the Principal and will be subject to the availability of the type of place required and the Foundation's assessment of the student's needs.

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 travelling 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.

18. Transfer between Foundation Schools

18.1. Where a pupil is admitted to one school of the Foundation and parents later make a request for them to move to a different Foundation school site outside of the normal transition

points, any such request will only be considered in exceptional circumstances including whether any ongoing additional support can be reasonably be provided. No transfers between Foundation schools will be permitted for pupils in Year 6.

18.2. In the event that the Foundation considers exceptional circumstances apply and both the relevant Heads of School agree that a transfer is appropriate:

18.2.1. Parents must provide at least one term's notice;

18.2.2. Where no space is available at the new site, the pupil will continue to attend the school of admission but their name will be placed on the waiting list for the new site. Parents will be informed when a place becomes available. Where a place does not become available by the end of an academic year, parents will be asked to confirm whether they wish the pupil to remain on the waiting list for the following academic year;

18.2.3. Additional registration and acceptance fees will not be charged and the pupil will not be required to complete any further assessments.

19. Special circumstances

19.1. 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 (2-11) or SENCo (11-18) if this is deemed necessary.

20. Scholarships

20.1. Scholarships are not awarded for entry below 11+.

20.2. Full details of the scholarships available and the testing dates may be found on our website; means-tested bursaries may supplement scholarship awards.

20.3. The Principal's decision on all awards is final.

20.4. Senior School and Sixth form scholarships are awarded as follows:

Senior School

20.4.1. 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 the Junior School at the Fitzwilliam Building 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 Head of School.

A small number of Governors' academic scholarships are awarded annually to candidates who perform exceptionally well in the 13+ entrance tests. These awards are not means-tested but are limited in value. Current Senior School pupils progressing to Year 9 are not eligible for these academic scholarships but they are eligible for Governors' awards based on attainment and progress in Year 8, at the discretion of the Head of School.

- 20.4.2. In addition, all pupils entering Year 7 are invited to apply for a Music Scholarship and/or Sports Scholarship. All pupils entering Year 9 are invited to apply for Music, Sport, Drama and Theatre. Design Engineering and Art Scholarships.

Sixth Form

- 20.4.3. A number of awards are offered 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 the November prior to entry. 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 the November prior to entry.
- 20.4.4. Candidates applying for scholarships at the Sixth Form must be available for the relevant scholarship assessment process.

21. Records

- 21.1. 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.

22. Entrance tests

- 22.1. 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.

23. Related policies

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

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