

# Stephen Perse

Foundation

## Admissions Policy and Procedures

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## **This policy can be made available in large print or other accessible format if required.**

### **1. Introduction**

- 1.1. The Stephen Perse Foundation is a co-educational independent school in Cambridge and Saffron Walden for pupils from age 2 to 18. It comprises:
  - the nurseries (at Salisbury Villas, Shaftesbury Building, Madingley and Dame Bradbury's);
  - Stephen Perse Cambridge Junior School;
  - Dame Bradbury's School; and
  - Stephen Perse Cambridge Senior School and Sixth Form.
- 1.2. This policy applies to all of the nurseries and schools of The Stephen Perse Foundation (the 'School').
- 1.3. The School 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 School are able to thrive.
- 1.4. Games/Physical Education and appropriate elements of Personal, Social and Health Education will be delivered to single-gender groups. The School 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 School's charitable purposes and its responsibilities under the Equality Act 2010.
  - To set the selection criteria and procedures for admission that are consistent with this charitable status and fair to all applicants.
  - To identify and admit those children whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest that they will contribute positively to the School community and benefit from the many opportunities the School offers.

### **3. Equal treatment**

- 3.1. Our aim is to encourage applications from applicants with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the admissions process. This enriches our community and is vital in preparing our students for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. Details about the School's provision for bursaries is set out at paragraph 5 below.
- 3.2. We are committed to equal treatment for all, regardless of an applicant's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

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

- 4.1. The School does not unlawfully discriminate in any way regarding entry. We welcome students with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our students, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.
- 4.2. Our policy is to apply our admission criteria to all potential students. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process.
- 4.3. Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.
- 4.4. Where parents of a prospective student feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a student at the School.
- 4.5. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective student is not going to be able to meaningfully access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the School.
- 4.6. Sometimes, the situation of students with disabilities and/or special educational needs changes between an offer of a place being made and the student starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a student's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a student's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

#### **5. Bursaries and Scholarships**

- 5.1. The School has a separate Bursary and Financial Assistance Policy which is available in the policy section of the School's website.
- 5.2. Full details of the scholarships available and how to apply for them can be found in the Admissions section of our website. Scholarships are not awarded for entry below Year 7. Means-tested bursaries may supplement scholarship awards.

5.3. Please see the School's website for further information or contact the Admissions Department for details.

## **6. Entry points**

6.1. The usual entry points to the School are:

- Early Years - Nursery, Kindergarten and Reception
- Senior School - Year 7 and Year 9
- Sixth Form - Year 12

6.2. Pupils may be accepted at other entry points if places are available. The School will not normally consider applications to join the School in Year 11 or Year 13 (because in both cases this would be the second year of a two year course) but may do so in exceptional circumstances at the sole discretion of the Head (11-18).

6.3. For the purposes of entry, applicants' ages are calculated according to UK custom - i.e. children with a date of birth between 1 September and 31 August the following year will normally be placed in the same year group.

6.4. Occasionally, an applicant may have fallen behind in their education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. The School may also offer an outstanding applicant a place in the year higher than their age would normally imply, provided that they have demonstrated that they are of sufficient maturity to cope with the academic and social demands of the School.

6.5. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the relevant Head of School, whose decision is final.

## **7. Admissions Timetable**

7.1. Open events are held in the Autumn Term of each academic year. Parents or guardians of prospective applicants are strongly encouraged to attend, or to arrange a visit to the School, including a tour and meeting with a member of staff, prior to applying for admission in order to assess the suitability of the School for the prospective applicant.

7.2. Parents or guardians of external applicants for all years must complete a Registration Form and pay the appropriate Registration Fee where applicable. The Registration Fee reflects the costs incurred by the School in administering the admissions process before the offer of a place has been made and is non-refundable irrespective of whether or not the registered child attends the Entrance Assessment.

7.3. The School requires the Registration Form to be signed by both parents and confirmation that all parties with parental responsibility (i.e. legal responsibility) have been made aware of the application and consent to it. Consent given by one parent will be overridden if the other parent/guardian objects in writing. All parents/persons with legal parental responsibility for the child must sign the Acceptance Form to accept the offer of a place unless a separate arrangement has been made with the Chief Financial and Operating Officer.

7.4. The Registration Form and Registration Fee must be received by the School by the closing date for the intended year of entry. The closing date for each school is published in the individual admissions areas of the School's website and can be accessed using the following

links - [Nursery and Early Years](#), [Dame Bradbury's](#), [Stephen Perse Cambridge Junior School](#), [Stephen Perse Cambridge Senior School](#) and [Sixth Form](#). See also Appendices 1-4 below.

- 7.5. Applicants will be considered as candidates for Admission and Entry to the School when the Registration Form has been completed and returned to the School and the non-refundable Registration Fee paid where applicable. Admission will be subject to the availability of a place and the prospective pupil and the Parents satisfying the admission requirements at the relevant time.
- 7.6. The information provided on the Registration Form will be used by the School during the admissions process in order to manage and assess the application and the prospective pupil's suitability for a place at the School. The information requested on this form is needed because the School has contractual and statutory duties towards your child. If the prospective pupil is not offered a place, or if the parents do not accept the offer of a place, the School will only retain this information for as long as it needs to.
- 7.7. If the applicant has any special educational needs or disability, parents or guardians must notify the School as set out in paragraph 4 of the Special Education Needs and Disability section above. See also paragraph 4.3 above in relation to any reasonable adjustments required.
- 7.8. It is the Parent's responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at this School.
- 7.9. If your child is not a British or Irish citizen you must provide evidence of your child's right to live in the UK and study at the School when you complete the registration form. For children from EEA countries and Switzerland this could be proof of having been granted digital settled status under the UK's EU Settlement Scheme.
- 7.10. Failure to provide required documents (i.e reports, passport etc.) may result in registration being rejected and the applicant may not be able to attend for Entrance Assessment.
- 7.11. The School will seek a confidential written reference from the applicant's current school for all points of entry, and no offer of a place will be made before receipt of this written reference. Where the applicant has been at their current school for less than two years, the School reserves the right to contact the previous school for a reference. However, where a reference has been delayed for any reason, the School may agree to make an offer conditional upon a satisfactory reference being received in due course. The School reserves the right to waive the requirement to seek a reference.
- 7.12. After the closing date, parents or guardians who have completed a Registration Form and paid the appropriate Registration Fee will be sent details of the date and times of the Entrance Assessment, together with any relevant additional information relating to the assessments. Parents or guardians who have not heard from the School one week before the published date of the Entrance Assessment are requested to contact the School urgently. The School cannot accept responsibility for administrative errors or post going astray or for the prospective pupil being unavailable to attend the Entrance Assessment on the dates or times offered.
- 7.13. Failure to attend the Entrance Assessment day (unless the school receives notification of illness or other exceptional circumstance) will be deemed by the School as confirmation of the parents' intention to withdraw their child from the admissions process.
- 7.14. Results of the Entrance Assessment are confidential to the School.

- 7.15. Letters offering places and scholarships or other awards will normally be sent within one month of the Entrance Assessment. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the Acceptance Fee within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer letter, the School will assume that the offer has been declined and the place may be offered to an applicant from the waiting list. If parents or guardians wish to amend the agreed start date and defer the place this would need to be discussed with the relevant Head of School on a case by case basis. This would only be agreed in exceptional circumstances (i.e. temporary secondment of parents overseas) and for a limited period of time during which school fees would be payable. The decision would take into account all relevant circumstances, however, the Head's decision would be final.
- 7.16. Letters will also be sent to those parents or guardians whose child has not gained a place and to those whose name has been placed on the waiting list. Details of how the waiting list operates in each school can be found in Appendices 1-4 below.
- 7.17. When applying for a place, parents are required to provide a copy of the child's full birth certificate to confirm parental responsibility. For birth certificates written in a language other than English, we will require a certified translation of the document along with the copy of the original document.

## **8. Applications from international students**

- 8.1. The School acts in accordance with [UK Visas and Immigration \(UKVI\) guidance](#) under its licence to sponsor students in the Sixth Form only.
- 8.2. 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.
- 8.3. 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](#).
- 8.4. Students will not be admitted to the school and will not be able to attend classes until the required Right to Study documentation has been submitted.
- 8.5. Any documents which are in support of an application and are not in English, must be accompanied by a certified translation. This may be independently verified by UKVI, where the students are sponsored by the School.
- 8.6. 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, where they are not able to visit in person.
- 8.7. The School requires international students who are sponsored by the School to reside in the UK during term time for the duration of their course, either in boarding (Sixth Form) or with their parent(s) permanently resident in the UK. International students who are sponsored by the School may not reside with their Education Guardian.
- 8.8. The School requires parents who do not live permanently in the United Kingdom to appoint an education guardian permanently resident in the UK to act on their behalf. Further details can be provided by our Admissions Team.

## **9. Reference**

- 9.1. With the exception of applicants entering Kindergarten and Reception, the Head (or equivalent) of the applicant's current school will be asked to provide a written confidential reference as to the applicant's academic ability, attitude and behaviour, involvement in the school community, talents and interests, 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).
- 9.2. 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.

## **10. Fees**

- 10.1. The School reserves the right to seek information about any unpaid fees from the applicant's current school before admission.

## **11. Selection criteria**

- 11.1. The selection criteria for each school are set out in Appendices 1-4 below. In summary, they include:
- An applicant'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 School's values as described on the School's website;
  - Ability to benefit from the broad and varied curriculum offered and to make a positive contribution to the School as judged by our staff.
- 11.2. The School's decision is final.
- 11.3. All applicants must have, or be eligible for, the legal right to live and study in the UK.
- 11.4. All parents/persons with legal parental responsibility for the child must sign the acceptance form to accept the offer of a place.
- 11.5. It is assumed that pupils will progress through the School, subject to them meeting the required standards of behaviour, conduct, progress and attitude to learning. Please refer to the Internal Progression and Transition Policy for further information.
- 11.6. 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. 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 School's assessment of the student's needs.

## **12. Siblings**

- 12.1. Applications from siblings of current students must meet the admissions criteria and entry requirements of the School in order to be considered for admission.

12.2. Every effort will be made to place siblings who meet the criteria where possible, with priority for siblings in cases where there are two otherwise equally ranked applicants for a single space.

### **13. Transfer between the schools of the Stephen Perse Foundation**

13.1. Where a pupil is admitted to one school of the Stephen Perse and parents later make a request for them to move to a different Stephen Perse 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 reasonably be provided. No transfers between Stephen Perse schools will be permitted for pupils in Year 6.

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

- Parents must provide at least one term's notice;
- 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;
- Additional registration and acceptance fees will not be charged and the pupil will not be required to complete any further assessments.

### **14. Records**

14.1. A confidential admissions record will be completed for each applicant which will be treated in accordance with the School's privacy policies and data protection law.

### **15. Entrance assessments**

15.1. Where there is reason for the School to doubt the integrity of any entrance assessment results after an applicant has joined the School we reserve the right to adjust their programme or require that the pupil leave the School.

### **16. Related policies**

- Bursary and Financial Assistance Policy
- Equal Opportunities for Pupils Policy
- Special Educational Needs and Disabilities Policy

### **Version Control**

Date of adoption of this policy	18 December 2024
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Date for next review of this policy	June 2025
Policy owner	Executive Director
Authorised by	Governing Body



## **Annex 1 - Entry to Early Years - Nursery, Kindergarten and Reception**

### **Nursery (ages 1-3)**

#### **Application Deadlines**

1. We accept applications for nursery places throughout the school year but these are subject to places being available.

#### **Assessment Process**

2. On receipt of the Registration Form and Registration fee, we will arrange a telephone meeting with our Head or Deputy Head of Early Years who will discuss your child's development and requirements.
3. Parents will be provided with a form to request their preferences for attendance days in the nursery at the time of application. This form must be returned to the School during the application process.

#### **Operation of the Waiting List**

4. The waiting list is determined by application date. Priority is given to children of staff members and those whose families already have a sibling enrolled at Stephen Perse.

### **Kindergarten (ages 3-4)**

#### **Application Deadlines**

5. We accept applications for Kindergarten places throughout the school year subject to places being available.

#### **Assessment Process**

6. On receipt of the Registration Form and Registration fee, we will invite your child to the nursery for a brief, informal one-to-one assessment with the Head or Deputy Head of Early Years.
7. Parents will be provided with a form to request their preferences for attendance days in the nursery at the time of application and also to indicate whether they wish their child to attend term time only or throughout the year. This form must be returned to the School during the application process.

#### **Selection Criteria**

8. Children are eligible to start in Kindergarten in the academic year in which they turn 4.
9. We are looking for bright, enquiring minds and a child's natural potential. Generally the process is more about identifying your child's approach to learning rather than what he/she has been taught in school already.
10. Whilst recognising that it is inevitable that children have accidents, all children are expected to be toilet trained and out of nappies / pull ups prior to entering Kindergarten. Parents should establish

a toilet routine, including their child knowing when they need to go to the toilet, at least two months prior to the start of the term of entry.

## **Reception (aged 5)**

### **Application Deadline**

11. For applications for entry to Reception, the Registration Form and Registration Fee must be received by the School by the closing date which is published in the admissions area of the School's website. The closing date is typically in late September in the year prior to entry.
12. If a place is available at any other point in the year, the School may accept a Registration Form along with the appropriate Registration Fee for a prospective pupil after the published closing date. An assessment time will be arranged with the parents of the registered child.

### **Assessment Process**

13. Children registered for entry into Reception will be invited to attend an informal assessment in school with the Head or Deputy Head of Early Years.

### **Selection Criteria**

14. We are looking for bright, enquiring minds and generally the process is more about identifying your child's approach to learning rather than what he/she has been taught already.

### **Operation of the Waiting List**

15. The waiting list is organised by the assessment outcome. Priority may be given to children of staff members and families with existing siblings at Stephen Perse

## **Annex 2 - Entry to the Junior School (Dame Bradbury's School and Stephen Perse Cambridge Junior School)**

### **Application Deadline**

1. For applications for entry to Dame Bradbury's Junior School or the Stephen Perse Cambridge Junior School, the Registration Form and Registration Fee must be received by the School by the closing date which is published in the admissions area of the School's website. The closing date is typically in the first week of December in the year prior to entry.

### **Assessment Process**

2. External applicants are required to complete online assessments in English and Maths on the date set by the School, which is normally in December prior to the academic year of entry (or at other times in the year when vacancies have arisen).
3. Applicants will then be invited to an informal interview with the relevant Head or another senior member of staff, the focus of which is to assess their ability to think creatively, generate ideas, and find interesting solutions to new problems.

### **Selection Criteria**

4. The criteria for selection are:
  - For external applicants, success in the online assessments and interview; and
  - For external applicants, a positive confidential reference from the applicant's present school; and
  - For Reception pupils, being judged suitable for progression to the Junior School by continuous assessment of their school work, or by success in the external assessment if required by the Junior School Heads; and
  - In all cases, commitment to the School's values as set out in our values statement on our [website](#).

### **Operation of the Waiting List**

5. If, after the acceptance deadline, places remain unfilled, applicants on the waiting list may be offered a place in waiting list rank order. The waiting list will remain open until the start of the summer term prior to the intended year of entry.
6. Waiting list places are not carried over to the following academic year.

### **Pupils Transferring from Reception**

7. Pupils in Reception at Dame Bradbury's and Stephen Perse Cambridge Junior School, do not go through the Assessment Process set out at paragraphs 2 and 3, Annex 2 above. Instead, they will transfer automatically provided that they continue to show good progress, a good attitude to learning and good conduct and behaviour.

## **Annex 3 - Entry to the Senior School**

### **Application Deadline**

1. For external applications for entry into all years from Year 7 to Year 10, the Registration Form and Registration Fee should be received by the School by the closing date which is published in the Admissions area of the School website. The closing date is typically in the first week of December in the year prior to entry.

### **Assessment Process**

2. External applicants are required to attend an Entrance Assessment Day on the date set by the School which is usually in January in the academic year prior to entry (or at other times in the year when vacancies have arisen).
3. External applicants will be asked to complete the entrance assessments. Applicants are not expected to have studied any particular content outside the national Key Stage 2 curriculum.
4. External applicants whose mother tongue is not English and currently receive English language support or have not been in an English language curriculum school for the previous four years, will be invited to take part in an English assessment.
5. External applicants seeking entry to Years 8, 9 and 10 may also be interviewed in order to ascertain their facility for languages.

### **Selection Criteria**

6. The criteria for selection for the Senior School are:
  - For external applicants, success in the entrance assessments and interviews; and
  - For external applicants, a positive confidential reference received from the applicant's present school; and
  - For Dame Bradbury's and Stephen Perse Cambridge Junior School pupils, being judged suitable for progression to the School by continuous assessment of their Junior School work, or by success in the external entrance assessment if required by the Head of Dame Bradbury's or the Head of the Stephen Perse Cambridge Junior School; and
  - Commitment to the School's values as set out in our values statement on our [website](#).

### **Operation of the Waiting List**

7. If, after the acceptance deadline, places remain unfilled, applicants on the waiting list may be offered a place in waiting list rank order.
8. The waiting list will operate for a period of time after the standard acceptance deadline has passed. Thereafter the waiting list will close, and any remaining waiting list applicants will be advised that the School is unable to offer them a place.

## **Pupils transferring from Dame Bradbury's School or Stephen Perse Cambridge Junior School**

9. Pupils at Dame Bradbury's School or the Stephen Perse Cambridge Junior School do not sit the entrance assessment. Instead their suitability for the Senior School is judged by continuous assessment of their Junior School work. Dame Bradbury's School or the Stephen Perse Cambridge Junior School pupils whose performance under continuous assessment is giving cause for concern, will be set specific targets by School staff in consultation with the Parents. If these targets are not met, the Head of Dame Bradbury's or the Head of Stephen Perse Cambridge Junior School (as appropriate) will consult Parents before the end of the Autumn term in Year 6 and may not recommend the pupil for automatic transfer to the Senior School. If parents would like the pupil to seek entry to the Senior School against the advice of the relevant Head, they may register the pupil for entry to the Senior School as described in paragraph 7.2 of the admissions policy and Annex 3 paragraph 1, although they will not be required to pay the Registration Fee. Under these circumstances, the pupil will sit the entrance assessment and be assessed as if they are an external (i.e. non Dame Bradbury's or Cambridge Junior School) applicant.

## **Annex 4 - Entry to the Sixth Form**

### **Application Deadline**

1. For external applications for entry into Year 12, the Registration Form and Registration Fee should be received by the School by the closing date which is published in the Admissions area of the School website. The closing date is typically 1 November in the year prior to entry.

### **Assessment Process**

2. External applicants applying to the Sixth Form will be invited to complete assessments in English, Maths and verbal/non-verbal reasoning. Applicants who have met the School's entry criteria will be invited to proceed to interview.
3. The aim of the interview will be to explore the applicant's suitability for a place when considered against our values, as set out on our [website](#). Applicants wishing to study particular subjects, including but not limited to, Further Maths or Modern Languages at A Level, may also be interviewed by a member of subject staff to assess their suitability.
4. Any offer of a place at the Sixth Form will be conditional on receipt of a positive confidential reference and school reports from the applicant's present school and the required results at GCSE or IGCSE.
5. Offers are based on the subject choices declared on the application form and are subject to availability. Should applicants 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.
6. External applicants for Year 12 who are not taking GCSE or IGCSE examinations must undergo additional testing appropriate to each individual applicant. Any offer of a place made to these applicants will be unconditional subject to Annex 4 paragraph 9 below.
7. External applicants for entry into Year 12 for whom English is another language will be assessed to ensure the level of English meets the school's requirements (equivalent to IELTS 6.0).

### **Selection Criteria**

8. The criteria for selection for the Sixth Form are:
  - For external applicants, success in the relevant entrance assessments and interviews; and
  - For external applicants, a positive confidential reference received from the applicant's present school; and
  - For both external applicants and Senior School pupils, students are normally set an offer based on achieving a minimum number of points at I/GCSE. The minimum number is published in the admissions area of the School's website. As a guide, the School will expect applicants to achieve a minimum of 56 points from a pupil's eight best (I)GCSE results and a minimum grade of 7 in each (I)GCSE subject to be studied at A Level. A grade 8 is required for Further Maths. The exact requirement for each applicant will be set out in the offer letter; and

- For all students, commitment to the School's values as set out in our values statement as set out on our [website](#).

### **Operation of the Waiting List**

9. If, after the acceptance deadline, places remain unfilled, applicants on the waiting list may be offered a place in waiting list rank order.
10. The waiting list will operate for a period of time after the standard acceptance deadline has passed. Thereafter the waiting list will close, and any remaining waiting list applicants will be advised that the School is unable to offer them a place.

### **Pupils transferring from the Senior School**

11. Pupils at the Senior School do not sit the entrance assessments nor are they required to attend an interview. Students are required to achieve a minimum number of points at I/GCSE, as set out at Annex 4, paragraph 8 above, in order to transition from Year 11 into Year 12.