



Trinity Term 2024

## **ADMISSIONS POLICY**

The School is an academically selective school for girls, aged 9-18.

The School aims to recruit able candidates from both independent and maintained schools who demonstrate the potential to meet the academic and general standards commensurate with the ethos of the School. The School must be reasonably sure that it will be able to develop the individual talents and strengths of the prospective student so that she may have a happy and successful school career and become a confident, well-rounded adult.

The Headmistress's decision on all admissions is final.

This policy is in accordance with the Equality Act 2010.

### **Standard entry points**

While our standard entry points are Years 5 and 6 (ages 9 and 10), Year 7 (age 11), Year 9 (age 13) and Sixth Form (age 16), applications from all ages may be considered if there is a vacancy in the relevant year group.

To be considered for admissions, students should be of the normal age for their year group as of 1 September. Any exceptions will be at the discretion of the Headmistress.

Following standard assessment at all entry points, individual feedback on scores and ranking will not be provided.

### **Registration**

The parents/guardians of all candidates must complete a registration form by the deadline stated on the website for each entry point and return it to the Admissions Office with the appropriate fee. The current non-refundable registration fee for entry is £150 (£250 for overseas candidates). Re-registration is required in the case of reapplication. Parents who are in receipt of means-tested benefits may apply to the Admissions team to waive the registration fee. On acceptance of a place offer a deposit of £1000 is payable, which is returned at the end of the student's school career, less any outstanding charges. The deposit is non-refundable if the place is not taken up subsequently, for whatever reason.

Following registration, details about the entrance assessment and the relevant forms and paperwork will be sent to parents/guardians at the appropriate time. This information will include details on how to apply for a bursary. The suitability of candidates will be determined as set out below. Sisters of current students are also expected to meet these requirements.

### **Entry process**

#### **Junior Department: Year 5 (9+) and Year 6 (10+) entry**

Prospective parents and their daughters will be invited to attend a Junior open event in Trinity (summer) term of the year prior to entry to learn more about the Junior Department and the admissions process. Details about the entrance assessment, which takes place in late January, are sent to registered candidates in November of the year prior to entry. Candidates take assessments in mathematics and English; a reference will be required in

advance of the assessment from the candidate's current school and each candidate will be interviewed in the week following the assessment by a member of the Junior Department staff. Candidates will also attend a taster day in school in November/December.

### **Year 7 (11+) entry**

Details about the entrance assessment, which takes place in early/mid-January of Year 6, are sent to registered candidates in November of the year prior to entry. Candidates are required to take assessments in mathematics and English, and a reference will be required from the candidate's current school in advance of the assessment. Each candidate will be interviewed by the Headmistress as well as taking part in a discussion group with a senior member of staff at a taster day which takes place during October–December and forms part of the admissions process.

Students accepted into the Junior Department are assured of a place in Year 7 at the appropriate time.

Academic Scholarships are awarded to students who show excellent performance in the entrance assessment. Selection for Music Scholarships is by audition. All Rounder Awards are awarded at the discretion of the Headmistress to students of high academic ability who have evidence that they are likely to make a substantial contribution to the wider life of the School recognising sport, artistic and/or music potential.

The application deadline for scholarships is stated on the website and is final.

### **Year 9 (13+) entry**

The entrance assessment can be taken in either Lent (spring) term of Year 7 or Michaelmas (autumn) term of Year 8.

- Entrance assessment taken in Lent term of Year 7 -  
There is an opportunity for candidates to attend a Year 9 Activities Afternoon in Trinity (summer) term of Year 6. All registered candidates will attend a taster afternoon and take the assessment in mid-March of Year 7. Details of the entrance assessment are sent to candidates in February.
- Entrance assessment taken in Michaelmas term of Year 8 -  
There is an opportunity for candidates to attend a Year 9 Activities Afternoon in Trinity term of Year 7. All registered candidates will attend a taster day in Michaelmas term of Year 8 and take the entrance assessment in early October. Details of the entrance assessment process are sent to candidates in September.

Candidates are required to take assessments in mathematics and English. We require references from the candidate's current school in advance of the assessment and all candidates will be interviewed on their taster day by a senior member of staff.

Candidates who show excellent performance in the entrance assessment will be invited to sit the Academic Scholarship paper alongside internal candidates. Those candidates who excel in the Academic Scholarship paper will be invited to interview with two senior members of staff. Academic Scholarships are awarded to students who have shown excellent performance across both the Academic Scholarship paper and interview. Selection for Art, Music and Sport Scholarships is by skills test/audition and interview. All Rounder Awards are awarded at the discretion of the Headmistress to students of high academic ability who have evidence that they are likely to make a substantial contribution to the wider life of the School recognising sport, artistic and/or music potential.

13+ scholarships – internal candidates: Year 8 students all have the opportunity to sit the Academic Scholarship paper should they wish. Those candidates who excel in the Academic Scholarship paper will be invited to interview with two senior members of staff. Academic

Scholarships are awarded to students who have shown excellent performance across both the Academic Scholarship paper and interview. Candidates must register to sit the Academic Scholarship by the published deadline. Current Year 8 students may also apply for selection for Art, Music and Sport Scholarships; selection is by practical assessment and interview. All Rounder Awards are awarded at the discretion of the Headmistress to students of high academic ability who have evidence that they are likely to make a substantial contribution to the wider life of the School recognising sport, artistic and/or music potential.

The 13+ scholarship process takes place in Michaelmas term of Year 8.

The application deadline for scholarships is stated on the website and is final.

### **Sixth Form (16+) entry**

Entry is determined by pastoral and academic interviews together with assessment in verbal reasoning, and is conditional on (I)GCSE results and a satisfactory reference from the current school, sought in advance of the assessment. Interviews will normally be held in November of Year 11. A second round of interviews may be held in March, however, candidates should note that the 16+ scholarship programme has been completed and therefore no longer available for application.

We expect candidates to progress straight from Year 11 into Lower Sixth, aged 16, unless there are extenuating circumstances such as ill health, necessitating recovery and delaying (I)GCSE examinations. We do not normally accept candidates who have had to repeat their (I)GCSE.

Academic, Music, Art, Drama, Sport and All Rounder Scholarships are available. Selection for Academic Scholarships is by examination and interview. Applicants for Academic Scholarships will offer papers in two subjects which they plan to take at A level in addition to a thinking skills test. Candidates who are shortlisted on the basis of these papers will be invited to attend a viva voce-style interview and a general interview with a senior member of staff and a governor. Performance at these interviews will decide the academic awards. Selection for Music, Art, Drama and Sport Scholarships is by skills test/audition and interview, and All Rounder Awards are awarded at the discretion of the Headmistress. Sixth Form art and drama scholars are required to study the A level of the relevant subject for the full two years. While it is preferred that music scholars study A level Music, this is not a requirement. Sport scholars are not required to study A level Physical Education.

The application deadline for scholarships is stated on the website and is final.

### **Entrance to other year groups or at other times**

Applications made outside the normal timescale may be considered if the School has a vacancy in that year group. Candidates are assessed at the appropriate level in mathematics and English, and formally interviewed by the Headmistress or the Head of Section. A reference from the student's current school will be sought in advance of assessment.

### **Diagnostic assessment**

In certain circumstances candidates may take the Year 5 or Year 6 assessment for diagnostic purposes with a view to entering the School at a later point; candidates who have taken the Year 5 diagnostic assessment may not take the Year 6 diagnostic assessment. Such testing allows parents to ascertain their daughter's current level of ability and thus suitability for the School. These assessments will only be available to registered candidates on the published assessment dates. Candidates taking the diagnostic assessments will not at that time be asked for references or be interviewed. Diagnostic candidates who wish to be considered for a later entry point will need to re-register and pay a further registration fee.

### **Special educational needs or disabilities (SEND)**

Reasonable adjustments can be expected to be made to the admissions process for an applicant with special educational needs and/or disabilities. The School requests that any

supporting evidence from a suitably qualified medical practitioner, assessor, educational psychologist, or SENCo from a previous school, alongside details of normal way of working, are submitted at the time of registration. The Admissions Office will pass on SEND information given on the registration forms to the Head of Learning Support, who will advise on reasonable adjustments for candidates in line with the School's SEND Policy, the Special Educational Needs and Disability Code of Practice (2014) and the Equalities Act (2010), and guidance issued by the Joint Council for Qualifications.

Where a candidate with an Educational Health Care Plan is registered at school, this information will be shared with the relevant Local Authority. Any subsequent submission of information pertaining to the Annual Review process will be overseen by the Head of Learning Support. A copy of the plan and any previous Annual Review documentation is requested as early as possible in the registration process. Parents, together with their daughter, are invited to the School to discuss any special arrangements required. A copy of the SEND policy is available on the school website.

### **English as an Additional Language (EAL)**

The School uses information and reports submitted in the registration process, performance in the entrance assessment and benchmarking assessments to identify candidates in this category. The Admissions Office will liaise with the Head of Learning Support regarding reasonable adjustment for EAL candidates in line with current regulations issued by the Joint Council for Qualifications.

### **Overseas candidates**

The School accepts applications from overseas candidates who have the necessary visa or settlement arrangements in place to study in the UK throughout their time at the School, and the School may request evidence of this. It is a requirement of entry that students must live near the School, within its usual catchment area, with a parent or parents while they are studying at St Helen and St Katharine. The School cannot agree to any other arrangements. The School **does not** operate as a Tier 4 sponsor. Candidates are expected to attend assessments/interviews at the School, although in exceptional circumstances alternative arrangements can be made with agreement from the Registrar. If a candidate is unable to attend St Helen's for an interview, due to their country of residence, alternative arrangements may be made with agreement from the Registrar.

### **Scholarships**

Our scholarship provision seeks to recognise and reward excellence. Scholarships at 11+, 13+ and 16+ can be awarded to recognise ability and potential in one or more academic or extracurricular areas (art, drama, music, sport, all rounder); not all types of scholarship are awarded at each of the entry points, as detailed above, and scholarships vary in duration.

All scholarships are open to both internal and external candidates; All Rounder Awards are awarded at the discretion of the Headmistress, with no formal application or assessment required. Progress of scholars will be monitored and supported throughout their time at St Helen and St Katharine. Students may hold scholarships in more than one area, the second being of honorary rather than financial value.

The financial value of a scholarship is modest and is not subject to means testing: Academic Scholarships hold the value of £500; Music Scholarships offer free tuition for one instrument (to the value of the cost of private lessons at the School); Art, Drama, Sport and All Rounder Scholarships hold the value of £300 per annum.

### **Bursaries**

Financial assistance of between 20% and 100% of fees is available via our means-tested bursaries programme for students in Year 7 and above. Bursaries are usually awarded on entry to the School in Year 7, Year 9 or Lower Sixth, although applications may be considered at other entry points, subject to available funding.

Those parents who indicate an interest in applying for a bursary will be asked to complete an application form at the appropriate time and submit this by the published closing date. This will be prior to the entrance assessment. When a place is offered on the basis of the entrance assessment (or I/GCSE results in the case of the Sixth Form) the letter will also include details of any financial award. The support offered will vary according to individual need up to the full fee and may include support for billable extras. Bursaries are reviewed annually for the next academic year and the amount may increase or decrease according to circumstances.

Sixth Form bursaries applications close on the published date in October; bursaries may only be applied for by candidates in the November round of interviews. The School reserves a limited amount of funds for hardship requests from parents of students who are already enrolled at the School but whose circumstances have adversely changed, resulting in difficulty in meeting fees, which may otherwise result in the student being withdrawn mid-way through a stage of their education. Parents should be aware that the School would not expect to provide financial assistance within the first two years of a student joining (other than being in receipt of a bursary on entry), since it is expected that sufficient financial resources exist to cover school fees commitments during this period.

### **Terms and conditions**

The School's Terms and Conditions will be made available to parents as part of the admissions process.

### **Records**

Applicants' details will be held on file with due regard to data protection legislation and the School's Data protection (Privacy) Notice which is available on the school website.

### **Governor scrutiny of implementation**

This takes place through the Director of Communications and Marketing's termly report to the Governing Body and the annual review of this policy.

Policy last reviewed.....Trinity term 2024  
Next review due.....Trinity term 2025  
Person responsible for review.....Director of Communications and Marketing