



Trinity term 2026

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 Head'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 Head.

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 £180 (£300 for candidates who are resident overseas at the time of registration.). 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 online assessments in English, Mathematics, verbal reasoning and non-verbal reasoning, focusing on problem-solving, comprehension and logical thinking, as well as short written papers in Mathematics and English. A reference will be required from the candidate's current school in advance of the assessment. Each candidate will be interviewed by the Head 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

Candidates holding an offer of a place for Year 7 following the main entrance assessment may apply for an 11+ Sport scholarship in Lent term of Year 6. Selection is by practical assessment and interview.

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 term of Year 6, Michaelmas (autumn) term of Year 7 or Michaelmas term of Year 8.

- Entrance assessment taken in Lent (spring) term of Year 6 –
There is an opportunity for candidates to attend a Year 9 Activities Afternoon in Trinity (summer) term of Year 5. All registered candidates will attend a taster day and take the assessment in January of Year 6. Details of the main entrance assessment are sent to candidates in November.
- Entrance assessment taken in Michaelmas 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 day and take the assessment in October of Year 7. Details of the main entrance assessment are sent to candidates in September.
- 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 and take the entrance assessment in October of Year 8. Details of the main entrance assessment process are sent to candidates in September.

Candidates are required to take online assessments in English, Mathematics, verbal reasoning and non-verbal reasoning, focusing on problem-solving, comprehension and logical thinking, as well as short written papers in Mathematics and English. We require references from the candidate's current school in advance of the assessment. Candidates will be interviewed by the Head or a senior member of staff on their taster day.

Candidates holding an offer of a place for Year 9 following the entrance assessment, may apply for the Academic Scholarship and sit the Academic Scholarship paper alongside

internal candidates during Lent (spring) term of Year 8. 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, Design and Technology, Music, Drama and Sport Scholarships is by skills test/audition and interview.

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, Design and Technology, Music, Drama and Sport Scholarships; selection is by practical assessment and interview.

The 13+ scholarship process takes place in Lent (spring) 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 covering verbal, non-verbal, quantitative and spatial 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, Design and Technology, and Sport 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 an interview with the a senior member of staff and a governor. Performance at these interviews will decide the academic awards. Selection for Music, Art, Drama, Design and Technology, and Sport Scholarships is by skills test/audition and interview. 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 Year 8 and Year 10

Applications made to Year 8 or Year 10 may be considered if the School has a vacancy in that year group. Candidates required to take online assessments in English, Mathematics, verbal reasoning and non-verbal reasoning, focusing on problem-solving, comprehension and logical thinking, as well as short written papers in Mathematics and English, and are formally interviewed by a senior member of staff. 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 welcomes applications from students for whom English is an additional language (EAL). The admissions process ensures that EAL applicants demonstrate sufficient English proficiency to engage fully with our academic curriculum. The admissions process requires the students' parents and current school to engage in active sharing of information and reports during the registration and admissions process, alongside performance in the entrance assessment and any benchmarking assessments. The Admissions Office will liaise with the Head of Learning Support regarding reasonable adjustments for EAL candidates in line with current regulations issued by the Joint Council for Qualifications and in the context of any existing provision.

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 Director of Admissions. 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 Director of Admissions.

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 co-curricular areas (art, drama, music, design and technology, sport); 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. 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.

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, the Education Committee and the annual review of this policy.

Policy last reviewed.....Trinity term 2026

Next review due.....Trinity term 2027

Person responsible for review.....Director of Communications and Marketing