

# Admissions policy

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Review	S Fletcher	April 2018	✓
Reported	Education Committee	8 May 2018	✓
Approved	Board of Governors	26 June 2018	✓

*To next be reviewed/approved by governors on 25 June 2019*

To be published on the following:	
Staff Portal	✓
School website	✓



## Introduction

We are committed to ensuring that our admissions process is conducted in a way which is transparent and fair. It is our aim to identify and admit pupils of particular academic potential regardless of their current educational setting and family circumstances.

**We would like to draw your attention in particular to our requirements concerning residency, travel to and from school and our policy on admittance of siblings. All parents should read the Terms and Conditions of the Parent Contract before submitting an application.**

## Admission facts

Approximately 100 places are available each year at 11+ (to enter year 7) and 20 at 16+ (to enter year 12).

We strongly encourage parents and girls to come and see the School for themselves. We hold annual open events for prospective families normally in the autumn term with attendance by appointment through the Admissions Office or by online registration. Small group tours during the spring and summer terms can be arranged by contacting the Admissions Office.

Applicants must complete and return all relevant paperwork, along with the registration fee, by the deadline which is normally in November for year 6 girls to enter at 11+ and October for year 11 girls to enter at 16+. The registration fee is not required for candidates who wish to be considered for a Bursary place only. The dates of the admissions process for the current year are published on our [website](#).

Our policy is not to re-test girls who have not gained entry at 11 until they are 16, unless there are compelling reasons to make an exception.

## Procedure

Full details of the admissions procedure for 11+ and 16+ entry appear in the annually updated *Information for Parents* admissions booklet which is sent in August to parents who have registered their daughter for entry.

St Paul's is academically selective and entry is by competitive examination and interview. Our entry procedure is designed to identify potential and our aim is to select girls who will contribute to the School and be well suited to the education offered at St Paul's. As St Paul's is oversubscribed, where it is necessary to decide between two or more candidates who meet the entrance requirements after all appropriate allowances and consideration have been given, we may give preference to a girl with a particular talent or special aptitude.

At 11+ candidates take an on-line test to assess performance in verbal, numerical and non-verbal reasoning which takes place in the November before entry. Depending on the outcome of the test, candidates will be invited to sit written papers in January which cover English, mathematics and comprehension skills. Candidates are shortlisted for interview and we will also request a report from the girl's current school. We aim to notify parents of results on the same day as the schools in the North London Consortium and include a deadline by which those who have been successful need to accept their place.

At 16+ candidates are examined and shortlisted for interview in the four subjects they propose to study and will also have a general interview. As part of the admissions process, we will ask for a report from the candidate's current school. Candidates offered a place will pursue a programme of study agreed with the School within the terms of its Curriculum Policy. We notify parents of results in writing and include a deadline by which those who have been successful need to accept their place.

Although it is rare for places to become available, we occasionally test girls for entry at other ages. Parents can contact the Admissions Office for further details.

Siblings do join us but admission for siblings is not automatic and all girls must meet the School's entry requirements in order to be offered a place. There is no preferential treatment for girls who already have a sister at the School. St Paul's is a highly academic school and is not suitable for all girls.

## **Bursaries and scholarships**

The School's Bursary programme is designed to ensure that girls who meet the School's entry requirements are able to take up a place regardless of their family's financial circumstances. Bursary awards are means tested and the level of the award will vary depending on individual circumstances. The maximum value awarded is the full published fees. The number of Bursaries we award for students that join us at 11+ and 16+ is at the discretion of the School and will vary each year. Information about our Bursary programme is available on our [website](#).

At 11+ we offer music scholarships to the value of lessons in two instruments/voice, tenable for five years when scholars will be able to apply for a 16+ scholarship in year 11 for their final two years at St Paul's. Music exhibitions may also be available.

At 16+ we offer music scholarships to the value of lessons in two instruments/voice tenable for two years. Music exhibitions may also be available including Choral awards to the value of one lesson in voice. Details are available on our [website](#).

At 16+ we also offer art scholarships worth £250 per annum for internal and external candidates, based on submission of a portfolio and attendance at a workshop with our art staff.

At 16+ we additionally offer drama scholarships worth £250 per annum, based on an audition, workshop and interview.

## **Equal opportunities**

St Paul's Girls' School is committed to equal opportunities for all as outlined in our [Equal Opportunities policy](#). We welcome candidates with special educational needs or physical disabilities provided that they meet our academic entry requirements. The School currently has limited facilities for the disabled. However the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the SEN and Disability Code of Practice 2014 (relating to Part 3 of the Children and Families Act 2014), in order to accommodate the needs of candidates who have special educational needs and/or disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a candidate's ability to participate in the admissions procedure. Parents of a child who has any disability or special educational need should provide the School with full details at registration or subsequently before accepting the offer of a place.

The School needs this information so that it can assess the needs of an applicant and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the candidate and that, should the offer of a place be made, the pupil will be able to play as full a part as possible in school life.

This policy should be read in conjunction with our policy on [Learning Support](#).

## **Fluency in English**

We will accept pupils whose first language is not English, but in order to access the curriculum and benefit from the wide range of opportunities offered at the School, pupils need to be fluent in English. For this reason, our entrance process assumes that candidates are able readers, speakers and writers of English. Further information about our policy on supporting pupils who have English as an Additional Language is provided in our [Learning Support policy](#).

## **Residence arrangements**

As there are no boarding facilities at the School, the School must be satisfied that there are appropriate arrangements in place for the care of the pupil. For this reason all girls are required to live with a parent in London during term time and at weekends. A parent is any person that is legally responsible for the child and has signed the School's acceptance form on entry to the School. Parents of overseas applicants must confirm that a parent will be resident in London during term time and when submitting the examination entry form, must confirm their child's immigration status. The School will comply with UK Visas and Immigration requirements for pupils that do not hold a UK or

EEA passport or who do not have UK right of residence. Further information on visas and immigration is available on the government website <https://www.gov.uk/government/organisations/uk-visas-and-immigration> . The High Mistress may refuse admission to the School if in her professional judgment and after discussion with the candidate's family, the High Mistress is of the opinion that there will not be suitable parental guardianship arrangements in place.

### **Travel and dress**

An education at St Paul's is demanding. Girls are required to live within a reasonable distance of the School. For example, they should not be travelling for more than 50 minutes each way. We may decline to pursue an application where in our opinion it may require an unrealistically demanding journey for the girl.

Should parents declare an intention to relocate closer to the school in order to meet these requirements they will need to outline their plans clearly on the examination entry form. Any offer of a place will normally be contingent on the relocation being completed before the girl enters the School in September.

There is no uniform and parents should be aware that, whilst pupils may dress mainly as they choose, their general appearance and attire must be decent, appropriate for a day at work in school, not hinder social interaction or education and not pose any risk to their health or safety, or that of others.

### **Parent contract**

All parents accepting a place at the School for their daughters are asked to agree to the Terms and Conditions of the Parent Contract and are required to sign the Acceptance Form. The School's Terms and Conditions are available on our [website](#).

### **Availability of this policy**

A copy of this policy may be downloaded from our website <http://www.spgs.org/School-policies> or is available request from the School office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 603 2288). This policy can be made available in large print or other accessible format if required.