

# Admissions policy

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Review	High Mistress	March 2023	✓
Approved	Education Committee	9 May 2023	✓

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



## **Admissions policy**

### **Who this policy applies to**

This policy applies to staff involved in the Admissions process and prospective parents and students.

### **What this policy is for**

This policy aims to provide information about:

- The admissions process
- Bursaries and Scholarships
- Residence arrangements

### **Legal framework**

- Children Missing in Education

### **Other relevant school policies**

- Missing student policy
- Curriculum policy
- Equal Opportunities policy
- Learning Support policy
- Retention and Disposal of Records policy

### **Content of policy**

1. Introduction
2. Admission facts
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4. Bursaries and scholarships
5. Equal Opportunities
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7. Residence arrangements
8. Travel and dress
9. Parent contract
10. Records and review

## 1. Introduction

1.1 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 students of particular academic potential regardless of their current educational setting and family circumstances.

**1.2 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.**

## 2. Admission facts

2.1 Approximately 110 places are available each year at 11+ (to enter year 7) and 20 at 16+ (to enter year 12).

2.3 We strongly encourage parents and students 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.

2.4 Applicants must complete and return all relevant paperwork, along with the non-refundable registration fee, by the deadline which is normally in November for year 6 students to enter at 11+ and October for year 11 students 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](#).

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

## 3. Procedure

3.1 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 child for entry.

3.2 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 students 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 child with a particular talent or special aptitude.

3.3 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 child'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.

3.4 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 the results in writing and include a deadline by which those who have been successful need to accept their place.

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

3.6 Siblings do join us but admission for siblings is not automatic, and all students must meet the school's entry requirements in order to be offered a place. There is no preferential treatment for students who already have a sister at school.

3.7 The school reserves the right to withhold a place to a candidate who meets the examination and interview criteria should their behaviour and conduct during the Admissions process and up to the beginning of the school year fall short of the expected standards of behaviour and the ethos and values of the school.

## **4. Bursaries and scholarships**

4.1 The school's Bursary programme is designed to ensure that students 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](#).

4.2 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. Details are available on our [website](#).

4.3 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](#).

4.4 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. Details can be found on the school [website](#).

4.5 At 16+ we additionally offer drama scholarships worth £250 per annum, based on an audition, workshop and interview. Details can be found on the school [website](#).

## **5. Equal opportunities**

5.1 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 people with mobility issues. 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 (updated in 2020) (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.

5.2 The school is currently undergoing a significant building project which will both create state-of-art state facilities for students and visitors and which will improve access to all areas of the main building. Unfortunately, during these works, accessibility to the main building is not adequately set up for wheelchair or other mobility aid users. All other areas of the site are fully accessible. We wish to be clear that we welcome everyone to the school and have other temporary measures in place to ensure that we can accommodate everyone. We would ask for forbearance during this time and for anyone with specific access needs to let us know, preferably in advance of attending the site, so that we can make arrangements for you and welcome you into the school as easily and comfortably as possible.

5.3 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.

5.4 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 student will be able to play as full a part as possible in school life.

5.5 This policy should be read in conjunction with our policy on Learning support.

## 6. Fluency in English

6.1 We will accept students 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, students 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 students who have English as an Additional Language is provided in our Learning support policy.

## 7. Residence arrangements

7.1 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 student. For this reason, all students 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.

7.2 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 students 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.

## 8. Travel and dress

8.1 An education at St Paul's is demanding. Students 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 child.

8.2 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 child enters the School in September.

8.3 There is no uniform and parents should be aware that, whilst students 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.

## 9. Parent contract

9.1 All parents accepting a place at the school for their child 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.

## **10. Records and review**

10.1 **Admissions register**<sup>1</sup>: Applicants' details will be held on file with due regard to data protection legislation and the school's Privacy Notice. The school will not hold the personal data of you or your child for longer than is necessary for a lawful purpose (as set out in the school's Retention and Disposal of Records policy). This will generally be no longer than 12 months from the date of an unsuccessful application.

### **Availability of this policy**

A copy of this policy may be downloaded from our [website](#) 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.

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<sup>1</sup> The DfE Guidance [Children missing education - GOV.UK \(www.gov.uk\)](#) describes the legal requirements in relation to registers.