

Admissions policy

Action	Policy to be reviewed biennially		
	Owner	Date	Completed
Review	Director of Admissions	May 2026	✓
Approved	High Mistress	June 2026	✓
Next Review		Summer term 2028	

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

- The School Attendance (Pupil Registration) (England) Regulations 2024
- Working together to improve school attendance 2024
- Children Missing in Education 2025
- Equality Act 2010
- SEN and Disability Code of Practice 2015 (updated September 2024)

Other relevant school policies

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

Content of policy

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1. Introduction

- 1.1 The school is committed to ensuring that its admissions process is conducted in a way which is transparent and fair. It is the school's aim to identify and admit students of particular academic potential regardless of their current educational setting and family circumstances.
- 1.2 The Parent(s) or You: means any person who has legal responsibility for the child and signed the Acceptance Form upon an acceptance of any offer, including a legal guardian who has signed the Acceptance Form where applicable.
- 1.3 **The school would like to draw your attention in particular to its requirements concerning residency, travel to and from school and the school's 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 120 places are available each year at 11+ (to enter Year 7) and 20 at 16+ (to enter Year 12).
- 2.2 The school strongly encourages parents and students to come and see the school for themselves. Annual open events are held for prospective families typically in the summer and autumn terms with attendance by appointment through online registration or by the Admissions Office. Small group tours for overseas or occasional place applicants may be arranged by contacting the Admissions Office. Open events are typically only open to applicants and their families interested in that year's admission cycle.
- 2.3 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 September/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 the school website.

3. Procedure

- 3.1 Full details of the admissions procedure for 11+ and 16+ are available on the school's website.
- 3.2 St Paul's Girls' School (the school) is academically selective, and entry is by online test, competitive examination and interview. Entry procedure is designed to identify potential, and the aim is to select students who will be well suited to the education offered at St Paul's, contribute to the school and take advantage of the opportunities on offer. As the school 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, preference may be given to a child with a sibling, particular talent or special aptitude. Applications are considered holistically, taking into account performance across all stages of the process, alongside the reference provided by the candidate's current school.
- 3.3 At 11+, candidates take an adaptive and standardised online test to assess their potential in English, Mathematics, Verbal Reasoning and Non-Verbal Reasoning which must be completed by the set date in the November before entry. Depending on the outcome of

the test, candidates will be invited to sit written papers in early December which cover English, Mathematics and Comprehension skills. Candidates are then shortlisted for interview. The school will also request a report from the child's current school. The aim is to notify parents of the results in February and include a deadline in accordance with the GSA guidelines, by which those who have been successful need to accept their place.

3.4 At 16+, candidates take an adaptive online test, which takes place in the October before entry. They are examined and shortlisted for interview in the four A Level subjects they propose to study and will also have a general interview. As there is no written paper for Art, candidates will be assessed through a portfolio review. For those intending to study Mathematics and/or Further Mathematics, there is a single Mathematics paper which is used to assess suitability. At the point of application, candidates are asked to indicate a fifth subject option; depending on their performance in the initial assessments, they may be invited to sit an additional written paper in that subject. This paper is typically sat on the interview date. As part of the admissions process, the school 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. Parents are notified of the results in December and include a deadline in accordance with the GSA guidelines, by which those who have been successful need to accept their place.

3.5 Although it is rare for places to become available, the school occasionally tests students for entry in Years 8, 9 and 10. Parents can visit the school website or contact the Admissions Office for further details.

3.6 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 sibling at the school.

3.7 The school reserves the right to withhold a place from 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. The school also reserves the right to rescind a place should the offer condition of residence within 50-minute travel (60 minutes for 16+ entry into the Senior School) from the school not be met by the start of your child's first term in 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 awarded for students that join us at 11+ and 16+ is at the discretion of the school and will vary each year. Information about the school's Bursary programme is available on the school [website](#).

4.2 At 11+, the school offers music scholarships to the value of lessons in one instrument/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 with no monetary reward but an honorary title may also be available. Details are available on the school [website](#).

4.3 At 16+, the school offers music scholarships to the value of lessons in one instrument/voice tenable for two years. Music exhibitions may also be available, including Choral awards which does not carry a monetary reward but an honorary title. Details are available on the school [website](#).

4.4 At 16+, the school also offers art scholarships worth £250 per annum for internal and external candidates, based on submission of a portfolio and attendance at a workshop with art staff. Details can be found on the school [website](#).

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

4.6 As bursary applications are subject to a home visit, bursary applicants must meet the residency arrangements in clause 8.1 (i.e. they must reside within a 50-minute commute from the school or 60 minutes for 16+ entry into the Senior School) at the time of application for a bursary. (Please see clause 8.1 of this policy below).

5. Equal opportunities

5.1 St Paul's Girls' School is committed to equal opportunities for all as outlined in the school's [Equal Opportunities policy](#). Admission to the school is restricted to girls, as permitted for a single-sex school under the Equality Act 2010. Candidates for admission will be treated equally, irrespective of their or their parents' or guardians' protected characteristics provided that the candidate meets the school's entry requirements. The school provides a range of facilities to support individuals with specific needs and is committed to the ongoing development and improvement of site accessibility. The school will also 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 2015 (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 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 the point of application or the earliest time after diagnosis.

5.3 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.

5.4 The school may not be able to offer a place to a child with disabilities if, after reasonable adjustments have been considered, the school cannot adequately cater for or meet their needs.

5.5 This policy should be read in conjunction with the school's policy on [Learning support](#).

6. Fluency in English

6.1 Students whose first language is not English are accepted, 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, the school's entrance process assumes that candidates are able readers, speakers and writers of English. Further information about the school's policy on supporting students who have English as an Additional Language is provided in the school's [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 during term time and at weekends. Students are required to live within a reasonable distance of the school (see paragraph 8.1 for further information).

7.2 Parents of overseas applicants must confirm their child's immigration status when submitting the application form by providing formal documentation such as a share code or vignette that proves the validity of their immigration status. The school does not sponsor students; all students must have their own right to study in the UK, and proof of this will be requested by June in the academic year preceding entry. 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 In order that students may participate fully and happily in school life in a way that can be sustained, and may balance this effectively with their home life, 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 (60 minutes for 16+ entry into the Senior School).** The school will calculate this as the time it takes the student to travel by their expected form of usual travel from their home address to the school gates to arrive at school by 8.30am on a school day. The school may decline to pursue an application where in its opinion it may require an unrealistically demanding journey for the child. An offer, or a place at the school may be rescinded if this condition is not satisfied, or insufficient documentation provided to demonstrate the intention to move within this travel radius within a specified timeframe. Documentation can be in the form of council tax, utility bill, lease agreement etc.

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 proven by the date stipulated in the offer and 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 the school [website](#).

10. Records and review

Admissions register¹

10.1 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 less than one year and no longer than seven years from the date of an unsuccessful application for paper records and electronic records. In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will maintain an electronic Admissions Register of all students, including those of compulsory and non-compulsory school age.

10.2 The school will ensure that the Admissions Register records the required personal details of each student, including their date of admission, parent or carer information, home address, and the school last attended.

10.3 The school will inform the local authority of any student who is to be added to or deleted from the Admissions Register at non-standard transition points.

10.4 The Admissions Register is held on the school's management information system which is a secure and backed-up database.

10.5 A student's name will only be deleted from the Admissions Register for a reason set out in Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. Where such a situation arises, the school will ensure the student's name is removed in accordance with the Regulations.

Availability of this policy

A copy of this policy may be downloaded from the school [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.

¹ The DfE Guidance [Children missing education - GOV.UK](#) describes the legal requirements in relation to registers.