



CROYDON HIGH SCHOOL
ADMISSIONS POLICY
(for entry September 2017 onwards)

Last reviewed: January 2018

Review Date: March 2018 (to reflect desired changes to the admissions process)

Responsibility for review: Director of Marketing and Admissions/Headmistress

This policy informs practice in the Senior and Junior Departments of the School including the Early Years Foundation Stage.

Croydon High School (CHS) is an independent day school for girls. It is part of the Girls' Day School Trust (GDST), the largest educational charity in the country with twenty-six schools. CHS offers a rich academic education and a broad extra-curricular programme for girls aged from 3 to 18.

Girls are admitted to all year groups in the Junior School, including the nursery and reception class within the Early Years Foundation Stage, to years 7, 8, 9, 10 and 12 in the Senior School every September. However, we will consider applications made at any time during the year if places are available within the entry year group.

We are committed to equal opportunities in education. No girl at, or applicant to, the School receives more, or less, favourable treatment on grounds of race, nationality, colour, ethnic or national origin, religion or creed.

We seek to admit girls whom we consider to be capable of benefiting from the education provided at the School and of contributing fully to the life of the School, and who have the level of intelligence and the personal attributes to flourish in this environment.

Our concern is to act in a girl's best interests and to foster good relations with parents and guardians.

Registration

Early registration is advised for entry at all ages. There are Visitors' Days throughout the year to which we invite prospective pupils and their parents. Visits can also be arranged at other times. The school is happy to accept advance registrations for younger children at any time. Girls of other ages may also be accepted into the school, particularly if their family has moved into the area.

Applications are only accepted on the School's application form. A non-refundable registration fee of £100 is payable to the School on application, and a deposit of £750 is payable on acceptance of a place. Letters offering places also give a deadline for acceptance.

The deposit will be returned to parents when their daughter leaves the school subject to all books and equipment being returned in good condition and all fees having been paid.

Applications from non-EEA residents must meet the requirements of the UKBA. Admissions will be able to assist in this process. Any offer of a place is conditional on meeting these requirements.

Procedures

Our admission procedure has the following elements:

- i) Competitive entry tests
- ii) Interviews
- iii) Character and academic references. The reference may also include the results of tests taken at school, e.g. NFER and SATs, and predicted grades e.g. at GCSE, as appropriate. A candidate's application will not be prejudiced if a reference is not forthcoming from the current school
- iv) Disability assessments (if applicable)

The preconditions for admission are that:

- The Applicant is in sympathy with the ethos of the school
- The Applicant has met the academic criteria
- The Applicant is of the appropriate age and sufficient maturity
- The Applicant's learning difficulties and/or disabilities (if any) are within the School's capacity to cope
- The present school reports satisfactory attitudes and conduct
- The reference may also include the results of tests taken at school, e.g. NFER and SATs, and predicted grades e.g. at GCSE, as appropriate
- A satisfactory interview at Croydon High
- Fees (if applicable) at the present school have been paid

The preference factors subject to the above are:

- That the Applicant has special aptitudes or gifts. The School is looking for well-rounded and balanced girls and those with exceptional abilities in sports, music, drama and the arts
- Croydon High is the first choice of school

If we have to decide between two or more candidates who meet our requirements after all appropriate allowances and special consideration has been given, we may give preference to a girl:

- who already has a sister in the school
- whose mother is a former pupil here
- whose parent is a current member of staff

Where twins apply to the school their applications will be considered separately but in the event of one twin being successful and the other unsuccessful, the Head will consult their parents before making offers, to avoid unnecessary distress. Twins will generally be placed in different classes.

Arrangements may be made for an overseas applicant to sit entrance papers under supervision in her current school. Candidates reaching the required standard will be invited to attend for interview.

Occasionally we may offer places to girls one year ahead or behind their standard year group if we consider, as a matter of professional judgement, that this would be in the best interests of the girls in school.

For entry to the Junior School, a girl's age within the year group, especially if one of the youngest, may be taken into consideration.

Some candidates will not receive immediate offers but will be informed that they have been placed on the waiting list. Offers will be made to them, in rank order, if places become available.

The Head's decision on admission is final.

Equal treatment

We welcome girls from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, ethnic or national origin, orientation, religion, area of residence or socio-economic group. We expect all of our pupils to attend our school assemblies.

Disability

At present our facilities for girls with disabilities are limited, but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to girls with disabilities. When a disability or special educational need is made known to us, we will make reasonable adjustments to our admissions procedures and arrangements to enable a girl, if she is able, to satisfy our admissions requirements. Parents must, as soon as possible, inform the Head in writing of any particular known or suspected special circumstances relating to their child's health, allergies, disabilities or learning difficulties, or other circumstances which may affect their daughter's performance.

JUNIOR SCHOOL ASSESSMENT AND OFFERS

Parents seeking admission for their children are welcome to have a tour of the Junior School. Those wishing to make an application should complete the registration form and return it to the Junior School Secretary with a cheque for the registration fee.

Assessment

Early Years

Candidates for admission at 3+ and 4+ are invited to spend part of a day in the Early Years classes. During this time an assessment will be made of the girls' general abilities and their personal and social development and behaviour to ensure they are sufficiently developed. Admission into Nursery is dependent on the child being able to manage toileting with minimal support.

Entry at Year 1 and above

Candidates for admission at Year 1 and above are invited to spend a morning or a day in the Junior School. Candidates are always assessed for the year group appropriate to their chronological age. During this time at school, an assessment will be made of the girls' personal and social development and behaviour as well as their progress to date in Literacy and Numeracy.

The entry assessment will involve a review of the pupil's ability in:

- Reading comprehension
- Mathematics

Parents are requested to inform the Head of Junior School in writing of any particular circumstances which might affect a candidate's application e.g. IEP, Educational Psychologist's report, unusual family situation etc. Professional evaluation allows for some reduced performance on vocabulary related tests, where children have English as an additional language.

We do not provide specimen papers as all questions relate to the National Curriculum.

Following assessment, parents will be informed by letter whether or not their child will be offered a place in the Junior School.

Upon receipt of an offer letter, parents are asked to confirm their acceptance by returning the completed forms and enclosing a deposit, which is retained until their daughter leaves the school.

SENIOR SCHOOL ASSESSMENT AND OFFERS

For the Senior School, both internal and external applicants must follow an entry procedure. Entry tests include Mathematics, English and Verbal Reasoning. Specimen Maths and English reading comprehension and writing papers are available on request for Year 7 entry only.

Transfer from Croydon High Junior School at 11+

Unless otherwise indicated, transfer of Junior School pupils to the Senior School is anticipated. Where it is deemed that the girl is academically unsuited to the Senior School, discussions will be held with parents in the Autumn Term of Year 5 or earlier. Parents are notified in writing by the end of the Spring Term in Year 5. Girls deemed academically able to transfer will not be required to sit the Entrance Examination. The only exception to this rule is when a girl is wishing to be considered for academic scholarship. She will then be expected to sit the Entrance Examination. Girls who enter in Year 6 will be expected to sit the Entrance Examination for transfer to the Senior School.

External candidates: entry at 11+

Visitors' Afternoons for 11+ entry are held throughout the year. An Open Day takes place in the Autumn Term preceding the entrance examination. A tour of the school with a pupil guide is also available at this time. Parents are invited to contact the Admissions Registrar for details of all these events.

Entry to the Senior School is by written examination in November before entry in September. The closing date for registration is in October.

Entry at Other Years

Individual applications will be considered throughout the year for entry at years 7-10 subject to entry testing appropriate to the age group.

Entry to the Sixth Form

Girls applying for a place in the Sixth Form must have a minimum of 6 GCSE passes at grade B or above and have met the subject specific criteria. Transfer for existing Croydon High School students is anticipated unless, in the opinion of the Head, the pupil has not attained a sufficiently high standard of work and behaviour to enable her to benefit from continuing her education at the school. If this is the case, then in the case of Year 11 girls the parent will be advised, in writing, of the standards to be attained in the GCSE examination to qualify the girl for entry to the sixth form as soon as is reasonably practicable after the mock GCSE examinations and in any event no later than the end of the Spring term before the examinations.

Entry is also subject to suitable references from the current school and interview with a member of the Senior Leadership Team in all points of entry in addition to the criteria set out above.

Transfer from Year 12 to Year 13 courses is anticipated unless, in the opinion of the Head, the pupil has not attained a sufficiently high standard of work to enable her to benefit from continuing with the A Levels. In such cases, a pupil may be asked to repeat year 12.

In exceptional cases it may not be beneficial to continue her education at the school.

Scholarships

Academic scholarships

Academic scholarships may be awarded to both internal and external candidates joining the School at 11+ or joining the Sixth Form – up to a maximum of 50% of the tuition fees. References from the previous school will be requested for any external applicants.

Scholarships at 11+ are automatically considered on the basis of the entrance examination in November. The Sixth Form Scholarship examination is held in November in the year preceding entry into the Sixth Form. All girls will sit a General Paper and two further papers in subjects they wish to study at A Level. Recipients of the award would, typically, be expected to achieve all, or nearly all, A* grades in their GCSE examinations.

Academic Plus scholarships are awarded at 13+. They are based on an entrance examination in January or February as well as an assessment in either Art & Design, Music, Drama or Sport.

Academic scholars are expected to maintain excellent effort and academic achievement in their studies.

If awarded a scholarship at 11+ or 13+, this continues for the duration of the pupil's school life but both bursaries and scholarships are dependent upon continuing satisfactory progress and good conduct.

Art, Drama, Music and Sport scholarships/awards

These scholarships are only awarded to pupils joining the Senior School at 11+ and who are successful in the entrance examination and girls joining the 6th Form.

At 11+

Music scholarships are awarded on the basis of an audition and interview. Candidates for music scholarships are expected to have reached a high standard (Grade 4) on an orchestral or keyboard instrument of the Associated Board Examination or equivalent. It is expected that the recipient is prepared to make a significant contribution to the musical life of the School, including performances.

Candidates for the Sports Scholarship are expected to have reached a high standard in at least one sport. They are required to attend an interview with the Head of PE and an assessment of practical skills will be carried out. The award of a Sports Scholarship is made on the understanding that the recipient is prepared to make a significant contribution to the sporting life of the school.

An Art scholarship is awarded on the basis of art assessment and presentation of an Art portfolio. It is expected that the holders of the Art Scholarships will play a full role in the life of the school.

A Drama Scholarship is awarded following a drama workshop which will consist of group work and some role-play.

The School reserves the right not to award scholarships in a particular year. Girls transferring from Croydon High Junior School are considered for scholarships on the same basis as external candidates.

HM Award

The Headmistress' Award is given to candidates who obtain a scholarship in more than one area. It carries no extra financial weight but serves as a recognition of excellence in two or more scholarship categories.

At 6th Form

Art, Drama and Sports awards will have a related interview and assessment.

'Jacqueline du Pré' Music scholarship

This scholarship is available to a talented musician (internal or external candidate) joining the Sixth Form. Applicants will be required to attend an audition and interview and must be of at least grade 7 standard in their chosen instrument. Auditions will take place in November in the year preceding entry into the Sixth Form. It is expected that the holder of this scholarship will play a full and leading role in the musical life of the school.

Applicants for all awards and scholarships must also sit a general paper similar to that used for an academic scholarship.

Scholarships of all categories may be withdrawn if, in the opinion of the Head and GDST, the girl or a parent has not complied with the obligations associated with a scholarship, or if the pupil has fallen below the required standards of conduct and progress.

If a pupil holds a Music Scholarship from Year 7, the Jacqueline du Pre Scholarship title can be awarded on an honorary basis.

Bursaries

Means-tested bursaries are also available for girls applying for entry at 11+ and Sixth Form from families with modest means who meet GDST criteria. Parents will be sent the necessary bursary application forms on request once their application has been received and will be informed in the offer letter whether a bursary application has been successful.

Bursaries may be withdrawn if, in the opinion of the Head and GDST, the pupil or a parent has not complied with the obligations associated with a bursary, or if the pupil has fallen below the required standards of conduct and progress.

A girl may hold a bursary and a scholarship together. Where a girl is awarded a bursary, any additional scholarship awards may be honorary.

Bursary eligibility is assessed annually.

Key stage transfers

As set out in the GDST parent contract (F7), continuity of education is anticipated normally throughout each age range (i.e. the junior and senior schools) and at the key stages of transfer unless in the opinion of the Head after due deliberation the pupil will not benefit from continuing to be educated at the school or has not attained a sufficiently high standard of work or behaviour for continuation or for entry to the next stage. A minimum of one term's written notice will be given and fees in lieu of notice will not be charged in respect of any pupil who has been sent a letter notifying them that transfer into the next stage may not be possible.

References and reports

We liaise closely with the pupils' current schools and require the headteacher of an applicant's school to provide a confidential report. No confirmed place is normally offered until such a report is received. We ask parents and schools to provide any information which will help us to make our decision and then to cater well for each girl. This includes any existing assessment of need for individual support.

Parents considering transferring their daughter from another school must inform the other school of their plans to enter their daughter for our examination and to fulfil all financial obligations to that school.

Offers

The decision to admit each pupil is taken by the Head. Each application is carefully considered. In the case of entry to the Sixth Form (Year 12) places are always conditional on attainment of specified GCSE grades.

If a pupil is offered a place for entry for the following September but parents ask to defer entry to a later year, the pupil is normally required to re-sit the examination, in which case a registration fee is payable again. Places cannot normally be held over.

We do not publish details of results. Furthermore, parents are not entitled to see the examination scripts as these are specifically exempt from disclosure under the Data Protection Act 1998.

The offer of a place, or not, is made by letter.

Acceptance

Parents who wish to accept an offer are required to sign an agreement accepting the terms and conditions of the GDST. Parents, or those assuming parental responsibility, are required to sign the parent contract (Form F7) accepting responsibility for the payment of fees even if fees are payable by another party.

This acceptance form refers to a number of school policies which are available on request.

A pupil cannot start until the parent contract has been signed and returned.

Inter GDST school transfer

There is no automatic right of transfer from one GDST school to another; however, the transfer of existing GDST pupils between GDST schools, for example as a result of relocation or the need for boarding facilities, may be arranged.

Any such transfer will be subject to: the availability of a place; and the professional judgment of the school in which a place is being sought of the ability of the pupil concerned to benefit from such a place, given the overall nature of the intake, as cohorts do vary from one school to another and from one year to another.

Fees

Fees are set each year by the GDST and the school and are non-negotiable.

Guardianship and Residence Requirements

It is a requirement of entry that pupils must live in or near London with a parent or guardian or other person approved by the Head while they are studying at CHS. Pupils whose parents are overseas must have a guardian in this country. Parents must notify the School of the name and address of the guardian.

If and when a place is offered, evidence of a valid visa will be required for all candidates who are not UK resident or residents of the EEA and Switzerland.

Exclusions

Croydon High School follows the GDST policy on the exclusion of pupils and this can be accessed upon request from either the Admissions' Registrar or the Headmistress' PA. The GDST Exclusion Policy details the procedure the School must follow in the case of exclusion of a pupil. There is an investigation stage and while the final decision lies with the Headmistress, she is required to prepare a report for the Chairman of Governors and CEO. Parents (and pupils over the age of 18) have the right to appeal the Headmistress' decision.

The following details reasons for exclusion and is taken from the GDST Exclusion Policy.

- 3.1 **A pupil may be excluded from school (by being sent home or on occasion within school or having her/his return to school prevented) for either:**
- a) a fixed period of time ("**fixed period exclusion**") (see Section B2); or
 - b) permanently - whereby the pupil will not be permitted to return to school ("**permanent exclusion**") (see Section B3).
- 3.2 A decision to exclude a child for a fixed period or permanently should be taken only:
- a) where there has been a serious breach, or serious breaches, of the school's discipline policy and/or any related policies such as the school rules, Acceptable Use Agreement,, anti-bullying policy and drugs policy; or
 - b) where there has been a build up of incidents over time, which, in the professional judgement of the Head, constitutes a concerted flouting of the school's rules and regulations. Whilst generally exclusion is not an appropriate sanction for minor incidents, in such cases of repeated breach, a fixed period exclusion may be given, and any subsequent failure to abide by the school's rules and regulations could give rise to permanent exclusion; or
 - c) if allowing the pupil to remain in school will seriously harm the education or welfare of other pupils in the school or the welfare of staff.

N.B: The following cases do not fall within the Exclusions Policy:-

- i) where the Head gives contractual notice in accordance with the GDST terms and conditions (parent contract).
- ii) where parents are in breach of contract for non-payment of fees, or due to unacceptable behaviour on their part.

Such cases will lead to a required withdrawal of the pupil, and are determined in accordance with the parent contract.