



Trinity 2017

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 pupil so that she may have a happy and successful school career and become a confident, well rounded adult. These criteria apply to all applicants irrespective of race, religion or disability.

Major Entry Points

Whilst our major entry points are Years 5 and 6 (ages 9 and 10), Year 7 (age 11), Year 9 (age 13) and Sixth Form (age 16), we welcome applications from all age ranges.

Registration

The parents/guardians of all candidates must complete a Registration Form and return it to the Admissions Office with the appropriate fee.

Following registration, details about the entrance examination 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 pupils are also expected to meet these requirements.

Procedures for pupil registration for admission to the School, including Contents of Admission Register and Deletions from Admission Register, are available from the Admissions Office.

Entry Requirements

Junior Department: 9+ and 10+ Entry

Details about the entrance examination, which takes place in late January, are sent to registered candidates in mid-October of the year prior to entry. Candidates take assessments in mathematics and English; a reference will be required from the candidate's current school and each girl will be interviewed in the following week by the Head of Junior Department or class teacher. Candidates and their parents will be invited to attend a Junior Open Afternoon in October / November to learn more about the Junior Department and the admissions process. Registered girls will also attend a Taster Day when they will spend a day in school.

Year 7: 11+ Entry

Details about the entrance examination, which takes place in early January of Year 6, are sent to registered candidates in mid-October of the year prior to entry. Candidates are required to take tests in mathematics and English; a reference will be required from the candidate's current school and each girl will be interviewed by the Headmistress as well as taking part in a discussion group with a senior member of staff at the end of a Taster day at St Helen's during October / November / December / January.

Academic Scholarships are awarded to girls who show excellent performance in the entrance examination. Selection for Music Scholarships is by audition and All Rounder Scholarships are awarded at the discretion of the Headmistress. Ability in art, drama and sport can be recognised within an All Rounder award at 11+.

Year 9: 13+ Entry

Registrations for entry at this level may take place up to the beginning of November, before entry into Year 9 the following September. There is the opportunity for girls to attend a 13+ Activities Afternoon in the Trinity term of Year 7 and all registered candidates will attend a 13+ Taster Day in the Michaelmas term of Year 8. Details of the entrance examination held at the end of November of Year 8 are sent to candidates in October. Candidates are required to take examinations in mathematics, English and a Modern Foreign Language; French, German, Mandarin or Spanish (students not able to offer one of the St Helen's curriculum languages should seek advice from the Registrar). We require references from the candidate's current school and all girls will be interviewed.

Academic Scholarships are awarded to girls who have shown excellent performance in the entrance examination and then excel at a scholarship interview. Selection for Art, Music and Sport Scholarships is by skills test/audition and interview, and All Rounder Scholarships are awarded at the discretion of the Headmistress. Ability in drama can be recognised within an All Rounder award at 13+.

Sixth Form Entry

Entry is determined by pastoral and academic interviews together with assessment in verbal reasoning, and is conditional on GCSE/IGSCE results and a satisfactory reference from the current school. Short written tests may be required for some subjects and girls are invited to bring recent work and art portfolios with them to interview. Interviews will normally be held in November of Year 11. A second round of interviews may be held in March. Academic, Music, Art, Drama, Sport and All Rounder Scholarships are available. Applications for these awards are required by mid-October. Selection for Academic Scholarships is by examination and interview. All applicants will take a critical thinking and philosophy style examination and shortlisted candidates will be invited for interview with a member of the Leadership Team and a Governor. Performance at this interview will decide the awards.

Entrance to other year groups or at other times

Applications made outside the normal timescale will be considered if the School has a vacancy in that year group. Candidates are tested at the appropriate level in mathematics, English and a modern foreign language and a formal interview is given by the Head of Section.

Diagnostic Testing

Candidates may take the 9+, 10+ and 11+ examinations for diagnostic purposes with a view to entering the School at a later point. Such testing allows parents to ascertain their daughter's current level of ability and thus suitability for the School. These assessments/examinations will take place on published testing dates.

Candidates taking the diagnostic examinations will not at that time be asked for references or be interviewed.

Special Educational Needs

Reasonable adjustments will be made to the admissions process for any applicant with special educational needs. The Admissions Office will pass on any SEN information given on the registration forms to the Learning Support Coordinator, who will advise as appropriate. Where a pupil with a statement is registered at school, such information will be passed on by the Head of Learning Support to the local authority for annual review of the statement. Parents, together with their daughter, are invited to visit the School to discuss any special arrangements required. A copy of the SEN policy is available from the School.

English as an additional language

The School uses reports submitted in the registration process, performance in the entrance examination and benchmarking assessments to identify pupils in this category. EAL speakers may have additional tests to determine their understanding and usage of the English Language. Progress of EAL pupils is carefully monitored by their tutor and subject staff. Any concerns will be referred to the Head of Section and Head of Learning Support.

If language difficulties are in any way hindering a pupil's progress then appropriate support, which may include an Individual Education Plan, is offered and organised by the Head of Learning Support.

Overseas Candidates

St Helen's invites applications from overseas candidates who have the necessary passport / visa arrangements to study in the UK throughout their time at the School. The School **does not** operate as a Tier 4 sponsor. Candidates are expected to attend examinations / interview at the School, although in exceptional circumstances, examinations can be arranged at a candidate's current school with agreement. If a candidate is unable to attend St Helen's for an interview, due to their country of residence, alternative arrangements can be made.

Scholarships

Our scholarship provision seeks to recognise and reward excellence. Scholarships at 11+, 13+ and 16+ will be awarded to recognise ability and potential in one or more academic or extracurricular area (art, drama, music, sport, all rounder).

All scholarships are open to both internal and external candidates and All Rounder awards are at the discretion of the Headmistress, with no formal application or assessment required. Progress of scholars will be monitored and supported throughout their time at St Helen's. Sixth Form scholars are required to study the A level of the relevant subject for the full two years. The School can make two awards, the second being honorary.

The financial value of a scholarship is modest and is not subject to means testing: Academic Scholarships have the monetary value of 10% of the tuition fees; Music Scholarships offer free tuition for one instrument; Art, Drama, Sport and All Rounder Scholarships hold the value of £300 per annum.

Bursaries

The Governors invite applications for bursaries for girls in Year 7 and above whose parents could not otherwise afford the fees. Those parents who indicate an interest in applying for a bursary will be requested to complete an application form at the appropriate time. This will be prior to the Entrance Examination taking place in January. When a place is offered on the basis of the Entrance Examination (or i/GCSE results in the case of the Sixth Form) the letter will also include details of the bursary that the School is offering. The support offered will vary according to individual need up to the full fee. Bursaries are reviewed annually for the next academic year and the amount may increase or decrease according to circumstances.

Policy last reviewed..... Michaelmas 2016
Next review due..... Trinity 2018
Person responsible for review..... Headmistress