



Trinity 2018

## **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 student 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), applications from all ages may be considered if there is a vacancy in the relevant year group.

### **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 assessment 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 students are also expected to meet these requirements.

Procedures for candidate 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**

Prospective parents and their daughters will be invited to attend a Junior Open Doors Afternoon in May/June to learn more about the Junior Department and the admissions process. Details about the entrance assessment, 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 candidate will be interviewed in the following week by the Head of Junior Department or the class teacher. Candidates will also attend a Taster Day in school in November.

#### **Year 7: 11+ entry**

Details about the entrance assessment, 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, and a reference will be required from the candidate's current school. Each candidate will be interviewed by the Headmistress as well as taking part in a discussion group with a senior member of staff at a Taster day which takes place during October–January and forms part of the admissions process.

Academic Scholarships are awarded to students who show excellent performance in the entrance assessment. Selection for Music Scholarships is by audition and All Rounder Awards are awarded at the discretion of the Headmistress. Ability in art, sport and/or music can be recognised within an All Rounder Award at 11+. The application deadline for scholarships is stated on the website.

### **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 candidates 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 assessment held at the end of November of Year 8 are sent to candidates in October. Candidates are required to take assessments 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 candidates will be interviewed.

Academic Scholarships are awarded to students who have shown excellent performance in the entrance assessment and then excel at a scholarship interview. Selection for Art, Music and Sport Scholarships is by skills test/audition and interview, and All Rounder Awards are awarded at the discretion of the Headmistress. Ability in art, sport and/or music can be recognised within an All Rounder Award at 13+.

13+ scholarships – internal candidates: Academic Scholarships are awarded to students who have shown excellent academic performance during Lower School and then excel at a scholarship interview. Candidates who have achieved at an appropriate level throughout Lower School will be invited to take part in the process and do not need to make an application. Candidates do need to apply for selection for Art, Music and Sport Scholarships; selection is by skills test/audition and interview, and All Rounder Awards are awarded at the discretion of the Headmistress. Ability in art, sport and/or music can be recognised within an All Rounder Award at 13+.

The application deadline for scholarships is stated on the website.

### **Sixth Form entry**

Entry is determined by pastoral and academic interviews together with assessment in verbal reasoning, and is conditional on I/GCSE results and a satisfactory reference from the current school. Short written tests may be required for some subjects and candidates 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. We expect candidates to progress straight from Year 11 into Lower Sixth, aged 16, unless there are extenuating circumstances such as ill health, necessitating recovery and delaying I/GCSE examinations. We do not normally accept candidates who have had to repeat their I/GCSEs.

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Academic, Music, Art, Drama, Sport and All Rounder Scholarships are available the application deadline is stated on the website. Selection for Academic Scholarships is by examination and interview. All academic applicants will take a critical thinking and philosophy style examination and shortlisted candidates will be invited for interview with a member of senior staff and a Governor. Performance at this interview will decide the academic awards. Selection for Music, Art, Drama and Sport Scholarships is by skills test/audition and interview, and All Rounder Awards are awarded at the discretion of the

Headmistress. Sixth Form scholars are required to study the A-level of the relevant subject for the full two years.

### **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**

In certain circumstances candidates may take the 9+, 10+ or 11+ assessments for diagnostic purposes with a view to entering the School at a later point; candidates who have taken the 9+ assessment may not take the 10+ assessment. Such testing allows parents to ascertain their daughter's current level of ability and thus suitability for the School. These assessments will only be available to registered candidates on the published testing dates. Candidates taking the diagnostic assessments will not at that time be asked for references or be interviewed.

### **Special Educational Needs (SEN)**

Reasonable adjustments will be made to the admissions process for any applicant with special educational needs. The Admissions Office will pass on SEN information given on the registration forms to the Learning Support Coordinator, who will advise on reasonable adjustments for candidates in line with regulations issued by the Joint Council for Qualifications. Where a candidate with an Educational Health Care Plan or statement is registered at school, this information will be passed on by the Learning Support Coordinator to the local authority for annual review. Parents, together with their daughter, are invited to the School to discuss any special arrangements required. A copy of the SEN policy is available on the school website.

### **English as an Additional Language (EAL)**

The School uses reports submitted in the registration process, performance in the entrance assessment and benchmarking assessments to identify candidates in this category. The Admissions Office will liaise with the Learning Support Coordinator regarding reasonable adjustment for EAL candidates in line with regulations issued by the Joint Council for Qualifications.

### **Overseas candidates**

The School 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 assessments/interview at the School, although in exceptional circumstances assessments 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 areas (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 hold the value of £500; 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 students 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 assessment taking place in January. When a place is offered on the basis of the entrance assessment (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.

**Governor scrutiny of implementation**

This takes place through the Director of Communications and Marketing's termly report to the Governing Body and the annual review of this policy.

Policy last reviewed..... Trinity 2018  
Next review due.....Trinity 2019  
Person responsible for review.....Director of Communications and Marketing