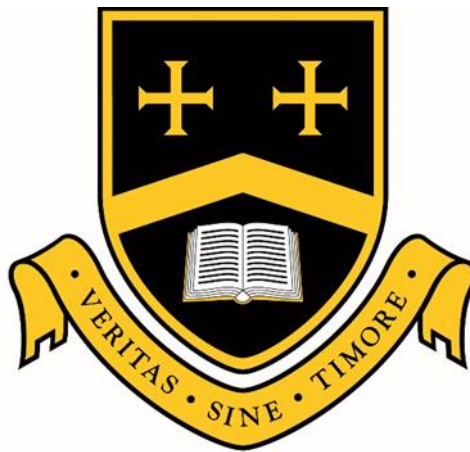


Admissions Policy



CATERHAM
SCHOOL

Policy Author: Matthew Wood, Deputy Head Admissions

Date Reviewed by Author: September 2023

Next Review: September 2024

Policy Statement

Caterham School (the **School**) welcomes pupils of all faiths, cultures, races and family backgrounds.

This policy aims to set out the particulars of the Senior School's policy in and arrangements for admission of prospective pupils to the School and ensure compliance with the School's responsibilities under the Equality Act 2010 as well as its charitable purposes. The policy also sets out the internal criteria for progression of current pupils at the School. See also the School's admissions policy for the Prep School.

All prospective pupils will be treated equally, irrespective of their or their parents' sex; religion or belief; disability (including HIV status); race (including colour, nationality or ethnic or national origins); sexual orientation; gender reassignment; pregnancy or maternity. Prospective pupils will also be treated equally in respect of their parents' age or marital or civil partnership status.

Admissions Criteria

- A satisfactory report and/or reference from the prospective pupil's current school, with predicted grades for 16+ entry from UK schools.
- The successful completion of entry assessments for all pupils entering Year 3 to Year 13.
- The completion of a signed Application Form which informs the school of all known special educational needs of the prospective pupil concerned. Please see Special Educational Needs and Disability Section below.
- Where applicable, overseas students are required to undertake a language proficiency assessment before a place is offered. This includes assessment of written assessments and interviews in person or via electronic media.
- Completion of the entrance procedure, as set out below, for each year group of entry.
- All prospective pupils must have the legal right to live and study in the UK, or where appropriate pupils will be sponsored by the School to do so.
- The School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006 (as amended). From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the School, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006. For most pupils the expected first day of attendance is the first day of the school year, on the induction day.
- It is assumed that pupils will automatically progress through the School, subject to him/her meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs. The relevant criteria for progression through the School are set out in this Admissions Policy.

Special Educational Needs and Disability

The School will make any reasonable additional or alternative arrangements to ensure that the School's admissions procedures are accessible to disabled children.

The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them during the admissions procedure and if an offer of a place was made for the child to join as a pupil at the School. Parents of a child who has a disability, long term medical conditions or special educational needs should therefore provide the School with full details on registration.

Parents are referred in particular to clause 5.10 of the parent terms and conditions and the School's SEND Policy.

Access Arrangements

The School seeks to ensure that prospective pupils who are disabled or who have a special educational need are not treated less favourably or unfairly during the admissions process. Access arrangements in the entrance examinations allow candidates with special educational needs, disabilities or long-term medical conditions to access the examination and show what they know and can do. Parents are advised to consult the document *Entrance Examination Access Arrangements* for specific details. This can be found on our website.

Admissions Register (for school use)

On taking up a place at the School an entry is made in the Admissions Register.

The Admissions Register is held on electronic format on the School's Admissions database, OpenApply.

The persons responsible for the administration of the Admissions Register are the Registrar, Assistant Registrar (Day), Assistant Registrar (Boarding), Admissions Administrator and School Secretary.

The following core items are recorded in the Admissions Register:

- Full Name
- Sex
- Name and address of all parents/guardians and an indication of the parent/guardian with whom the pupil normally resides and which parent(s) hold parental responsibility
- Where a parent notifies the School that a pupil will live at another address, the new address, full name of the parent/guardian with whom the pupil will reside and the date from which it is expected that a pupil will normally live there

- At least one telephone number at which the parent/guardian with whom the pupil normally resides can be contacted in an emergency (the School also requires a second emergency contact number although this may not be kept on the register).
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Whether the pupil is a day pupil or boarding pupil
- Name of Year Group on entry (e.g. Year 7)

The Admissions Register allows for the inclusion and deletion of pupils from the register in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended). The School will inform the local authority of any pupil who is going to be added to or deleted from the School's Admission Register at non-standard transition points. Where known or applicable, the School will also record the name of the destination school and first date of attendance for a pupil who leaves the School.

Admissions Procedure (External Candidates)

Application

Admission and entry to the School is subject to the availability of a place and the prospective pupil satisfying the academic admissions requirements necessary for entry to the School. With regard to admission for pupils with a disability, reference should also be made to the School's SEND Policy and Accessibility Plan, and the section above entitled Special Educational Needs and Disability. The School also operates an Equal Opportunities Policy.

Prospective pupils will be considered as candidates for admission and entry to the School when the on-line application form has been submitted along with the non-refundable Application Fee.

All prospective parents can make an appointment to meet the Headmaster of the School and to receive a tour of the School. Alternatively, there are regular Visitor Mornings (virtual and based at the School as appropriate) held each term and an annual Open Morning which takes place on a Saturday in September. All dates these events can be found on our website.

Parents will be contacted regarding the relevant entrance examinations and assessments.

Having satisfied the entrance requirements (see below for further details of each entry point), there are a number of factors which may be taken into account when considering priority:

- Children who have siblings already attending the School

- Children who demonstrate exceptional talent
- Children whose parents work at the School
- The School's ability to provide suitable support for the welfare of the child
- Extenuating circumstances affecting the child's welfare or his/her family

For all our entry points, we operate reserve lists. We keep families updated as to the progress of their application.

Entrance to Year 7 (11+)

Year 7 has a five form entry. Day applications can be made online along with payment of a non-refundable Application Fee and submission of a passport copy and recent school report.

Scholarships and financial support (bursaries) can also be applied for at this time and scholarship and bursary application forms will be available for families who express an interest along with further details regarding the criteria and process. Candidates selected for consideration for scholarships will normally be invited to attend Caterham after the 11+ Entrance Exams for an audition, assessment and/or interview.

After the application closing date (early November when a pupil is in Year 6), we will contact families to arrange an informal interview which will take place before the end of that term.

Candidates sit the ISEB Common Pre-Test exams (English, Maths, Verbal and Non-Verbal Reasoning) at their current school in the Autumn Term of Year 6. Those pupils who are unable to take these at their current school are invited to Caterham School on a Saturday in mid-November as an alternative.

During the second Saturday in January, we invite all candidates to attend our EDGE Day which involves taster activities as well as two assessment papers (Maths, and an EDGE Paper).

Decision letters are emailed to families before the Spring Half Term. Letters offering a place at the School include the acceptance closing date. 11+ candidates are offered places for entry to the School into Year 7 on the basis of their interview, their performance in the Entrance Exams, a report from the Headteacher of their current School and the above additional factors where applicable.

Pupils educated abroad but who are applying for day places should contact the Admissions Department for further information (admissions@caterhamschool.co.uk). The School does not sponsor the visas of day pupils or half-weekly boarders..

For further information about our Admissions dates, please refer to the website.

13+ Deferred Entry

We admit between 30 and 40 day and boarding pupils into the school in Year 9. Please see 'Boarding Admissions' for those seeking to board at the School.

Day applications can be made online when pupils are in Year 6 for deferred entry along with payment of a non-refundable Application Fee and submission of a passport copy and recent school report.

Scholarships can also be applied for at this time and forms will be available for families who express an interest along with further details regarding the criteria and process. Candidates selected for consideration for scholarships will normally be invited to attend Caterham after the EDGE Day in January for an audition, assessment and/or interview. Co-curricular scholarships are not finalised at this time, but the information gathered is used when making decisions about awarding places, and some candidates may be offered minimum guaranteed scholarships for Year 9.

After the application closing date (early November when the pupil is in Year 6), we will contact families to arrange an informal interview which will usually take place by the end of the Autumn term.

Candidates sit the ISEB Common Pre-Test exams (English, Maths, Verbal and Non-Verbal Reasoning) at their current school in the Autumn Term of Year 6. For those pupils who are unable to take these at their current school, we offer a date, on a Saturday, in mid-November as an alternative at Caterham School.

During the second Saturday in January, we will invite all candidates attend our EDGE Day which involves taster activities as well as two assessment papers (Maths, and an EDGE Paper).

Decision letters are emailed to families before the Spring Half Term. Letters offering a place at the School include the acceptance closing date. Deferred Entry candidates are offered conditional places for entry to Caterham School at 13 on the basis of their interview, their performance in the Entrance Exams, a report from the Headteacher of their current school and the above additional factors where applicable. They are also offered a place at the School on the condition that the pupil continues to make satisfactory progress at their Prep School for the duration of Years 6, 7 and 8.

Successful candidates are asked to sit English, Maths and Critical Thinking assessments at Caterham School in the November of Year 8 to allow the School to assess their eligibility for an academic scholarship/further academic scholarships and for setting purposes. Co-curricular scholarships and financial support (bursaries) may also be applied for at this time.

Those applicants placed on a reserve list are invited for further assessment in the Spring Term of their Year 7, with final decisions being thereafter.

Pupils educated abroad but who are applying for day places should contact the Admissions Department for further information

(admissions@caterhamschool.co.uk). The School does not sponsor the visas of day pupils or half weekly.

For further information about our Admissions dates, please refer to the website.

13+ Standard Entry

Most of our 13+ day places are given through our Deferred Entry route and so parents wishing to apply for a 13+ place are strongly encouraged to apply through this route. Occasionally, a place does become available, and hence parents who have missed the 13+ Deferred Entry application timeline are encouraged to contact the Admissions Department for further information (admissions@caterhamschool.co.uk) regarding the availability of places and where places are available, whether the candidate is eligible to apply for a scholarship. Financial support (bursaries) can be applied for at this time and bursary application forms will be sent to families who express an interest along with further details regarding the criteria and process.

Letters offering a place at the School include the acceptance closing date. 13+ standard entry candidates are offered places for entry to Caterham School at 13 on the basis of their interview, their performance in the Entrance Exams, a report from the Headteacher of their current School and the above additional factors where applicable.

Please see 'Boarding Admissions' for those seeking to board at the School.

Sixth Form (16+)

We welcome applications at 16+. The vast majority of pupils stay on following GCSEs, but additional places are available for external candidates wishing to join a vibrant, active and friendly Sixth Form. Day applications can be made online along with payment of a non-refundable Application Fee and submission of a passport copy and recent school report.

Please see 'Boarding Admissions' for those seeking to board at the School.

Candidates are encouraged to register their attendance to one of our Sixth Form Visitor Events held in the Autumn and Spring Terms.

Candidates who have made an application are invited to an interview in person or via electronic media in mid-November. Interviews are held throughout the year for those who might apply later than the Autumn Term of their Year 11.

Scholarships and financial support (bursaries) can also be applied for at this time and scholarship and bursary application forms will be sent to families who express an interest along with further details regarding the criteria and process. All candidates are considered for Academic Scholarships on the basis of interview and predicted or

actual grades, though other specific Scholarships are available as outlined on the school website.

The qualification for Sixth Form entry for external candidates is 44 points (or equivalent) from the best 6 IGCSE/GCSE subjects. Additionally, there are specific entry requirements for each A Level Subject and this information is forwarded to prospective families at enquiry or application stage.

Sixth Form offers for day places are made to candidates subject to a satisfactory interview and a school reference with predicted grades from the candidate's current School. Day offers are conditional upon satisfactory GCSE grades (see above) and the offer is confirmed on receipt of IGCSE/GCSE results certificates.

Pupils educated abroad but who are applying for day places should contact the Admissions Department for further information (admissions@caterhamschool.co.uk). The School does not sponsor day pupils on a Child Student Visa.

For further information about our Admissions dates, please refer to the website.

Boarding Admissions

Caterham School has a thriving boarding community and an experienced and dedicated team of boarding staff ensures a warm and caring atmosphere across all of our boarding houses. Family-friendly weekly boarding secures time at home each weekend with an action packed week at School. Full boarding also remains a very popular option.

Full and Weekly Boarding: our entry points are 13+, 14+ and 16+. Candidates apply in the Autumn prior to the year of entry. We are pleased to sponsor student visas for Weekly and Full Boarding pupils.

Half Weekly Boarding is available at 11+ and 13+ deferred entry. Please note that we do not sponsor child student visas for these places.

Our boarding application form is not available online and therefore families will need to request this from the Admissions team (boardingadmissions@caterhamschool.co.uk).

Boarding candidates who are UK-based should contact the Admissions team for guidance on this process. If your child currently attends a school in the UK, we are happy to consider a private application.

International candidates may apply using one of our registered Agents. Further guidance is available from the Admissions team (boardingadmissions@caterhamschool.co.uk).

Boarding applications can be made via one of our registered agents, a non-registered agent, or privately, by completing the boarding application form along with payment of a non-refundable Boarding Application Fee and submission of a passport copy and recent school report.

Boarding candidates who are applying for Year 9 and Year 10 sit exams in English and Maths (non-calculator). International candidates who are applying for Year 12 sit papers in appropriate subjects based on their A Level options. Exams are taken at either a registered agent's office or the nearest British Council office. Candidates who perform to the required standard in the Entrance Exams will be invited for interview.

UK-based boarding candidates applying for 13+, 14+ or 16+ (Standard and Deferred Entries) attend the exam date published for day pupils. Candidates are interviewed, and references (with predicted GCSE/IGCSE grades for 16+ candidates) are requested

Additional admissions procedures and criteria may apply to candidates who require the School to sponsor their application for a visa to study in the UK and an additional fee is payable. Parents should contact the Registrar for further details.

Offer of a Place and Deposits

Successful applicants are formally offered a place by the Headmaster for the Year of Entry (which may be subject to such conditions as specified in the letter).

Accompanying the offer letter will be a copy of the Acceptance Form together with the current edition of the Caterham School Terms and Conditions (Parent Contract). In order to accept the place, the Acceptance Form must be completed and signed (two signatures are required unless some other arrangement has been made with the School). The Acceptance Form must be returned to the Admissions Department together with an on-line deposit payment. The Terms and Conditions are to be retained by the prospective parents for their information.

An email will be sent from the Admissions Department to the prospective parent acknowledging receipt of the Acceptance Form and deposit payment and confirming the place.

An offer of a start date is subject to the five heads' association's code of conduct agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing School.

Transition through the School (for Existing Pupils)

Year 7 Entry Criteria

Caterham School proudly has a 'through school' approach. The outstanding provision at Caterham Prep School, in academics, wellbeing, co-curricular, digital & innovation, has produced consistently strong outcomes. As such, the standard 11+ entry exam is not undertaken by Caterham Prep pupils.

In place of sitting the 11+ examination, an offer will be made to Caterham Prep children in the Autumn Term of Year 6. Each Year 6 pupil also has an individual interview with the senior school Head in the Autumn Term in readiness for their transition.

As always, our priority is to ensure that children thrive and are comfortable as part of the Caterham School community. To that end, we advise and guide families where we believe the senior school's fast paced academic environment would not be a right or comfortable one for their child. A very small number of senior school offers made to some Year 6 pupils may be for Year 7 and 8 only in the first instance, with close monitoring of their progression in those years of the senior school.

Sixth Form Entry Criteria (for Existing Pupils)

It is anticipated that the vast majority of pupils will pass through to our Sixth Form, though the school will apply a range of academic and behavioural criteria to ensure that pupils are able to thrive in our Sixth Form. Performance at GCSE, previous academic performance, and previous behaviour will inform this decision. Experience tells us that pupils who achieve around or below six 6s (or their equivalent) at GCSE find the pace of study in our Sixth Form extremely challenging with potential consequences for their wellbeing.

Consequently pupils need to achieve a minimum of 44 points from their best six GCSEs in order to qualify for the Sixth Form (this is subject to modification but any changes would be notified before the commencement of a GCSE course). In addition, individual A Level subjects have their own GCSE qualification requirements which pupils must also achieve. The School will consult parents before the end of the Spring Term in the Fifth Year if there appears to be any reason why the pupil may be refused a place at the next stage of the School, although it is likely that these conversations will start at the beginning of the Fifth Year or earlier. Parents must in every case give a term's notice if it is not the pupil's and their intention to continue from Fifth to Sixth Form.

Financial Support (Bursaries)

Each year we support children and families through a range of means-tested financial awards (bursaries), which enable children to attend Caterham School by providing

significant help with fees and other costs. If you would like to talk to us about applying for financial assistance for a place for your child please contact the Registrar for details.

Scholarships

A number of scholarships are available. Please see the School's website for further information or contact the Registrar for details.

Automatic Fee Discount

There is one automatic fee discount available: a 10% sibling discount is available on the fees for a third and any subsequent child attending the School and is claimable as long as three children remain at the School.

Training

The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

The level and frequency of training depends on role of the individual member of staff.

The School maintains written records of all staff training.

Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A confidential admissions record will be kept for each prospective pupil.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.