

# Admissions Policy



CATERHAM  
SCHOOL

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## **Policy Statement**

Caterham School is a co-educational, through-school for pupils aged 4 to 18, offering both boarding and day options. Located on the edge of the Surrey Hills, the school comprises Caterham Prep School (ages 4-11) and Caterham Senior School (ages 11-18). This policy applies to the Senior School. For information on admissions to the Prep School, please refer to the Prep School's website.

Caterham School is committed to fostering a supportive, inclusive, and enriching environment that welcomes day and boarding pupils from diverse faiths, cultures, races, and family backgrounds. Our admissions process aims to enrol pupils who will benefit from our educational provision, contribute to school life, and grow as intellectually curious and emotionally intelligent individuals. We strive to admit pupils who will thrive in our nurturing environment, in line with the School's values of personal growth, achievement, and enjoyment.

Caterham ensures all prospective pupils are treated equitably, regardless of their or their parents' sex or gender, religion or belief, race or ethnicity, disability, sexual orientation, family status, or background. Our commitment to diversity and inclusion enriches our community and prepares young people for today's dynamic world. We actively encourage applications from children of all backgrounds, believing that a diverse pupil body enhances the educational experience and equips pupils for an interconnected world.

This policy outlines the admissions procedures for Caterham Senior School, ensuring compliance with the Equality Act 2010 and the School's charitable objectives. It applies equally to prospective pupils and current pupils seeking progression through the School. For Prep School admissions, please refer to the separate policy.

We are committed to transparent communication with all parents with parental responsibility throughout the admissions process. We ensure that parents are kept informed of key stages, including receipt of application and decision outcomes. The written consent of all parents with parental responsibility is required for admission.

## **Entry Procedure**

Caterham School's admissions process is selective, and based on academic merit, availability of places, and references from the pupil's current school. Our selection process aims to identify pupils who will thrive in Caterham's environment, making the most of both academic and extracurricular opportunities.

### **Main Entry Points**

- Day Places: Year 7 (11+), Year 9 (13+) via deferred entry, and Year 12 (16+). Occasionally, Day places in Year 9 may be available for pupils applying when in Year 8.
- Boarding Places: Year 9 (13+), Year 10 (14+), and Year 12 (16+).

Details on application deadlines, assessments, and preparation are available on our website. Parents of applicants will be contacted regarding the relevant entrance processes and assessments.

## Application Process

To be considered for admission, prospective pupils must submit an online application form along with the non-refundable Application Fee. Parents can schedule an appointment to meet with the Headmaster and tour the School or attend one of our regular Visitor Events (virtual or in-person). The annual Open Morning is held in September. Event dates are listed on [our website](#).

## Admissions Criteria

- Academic merit and potential: Performance in entry assessments must be sufficient for the School to be confident that the pupil will thrive in our learning environment.
- Positive contribution to School life: Potential to contribute positively to the wider life of the School, assessed through school references, interviews, and meetings. Please note that we request school references from all applicants' current schools.
- School reports and references: A satisfactory report and reference from the pupil's current school is required. We request the upload of a recent school report as part of application. Confidential references are sought from the current school of a prospective pupil during the application process. For 16+ entry from UK schools, this includes predicted GCSE/IGCSE grades where applicable.
- Special Educational Needs and Disabilities: The application form must disclose any known disability, long-term medical condition or special educational need to ensure we can meet the pupil's requirements. Please refer to the Special Educational Needs and Disability section below for details.
- English proficiency (for non-native speakers): Pupils must demonstrate proficiency in English through written assessments and interviews, either in person or electronically, appropriate to their course of study.
- Legal requirements: All pupils must have the legal right to live and study in the UK. The School is licensed by UKVI to sponsor pupils and can sponsor Full and Weekly Boarding pupils for a Child Student visa if required.

The School also takes the following factors into account when considering priority in the offer of places: parents employed by the School; siblings currently attending the School; exceptional talent; the School's ability to provide necessary support for the welfare of the child; extenuating circumstances affecting the child or family.

We maintain Reserve Lists for all entry points and keep families updated on their application status.

## Progression

It is assumed that pupils will automatically progress through the School, provided they meet the required standards of behaviour and academic progress, and the School can continue to meet their needs. The criteria for progression are detailed in this policy.

## **Financial Support and Scholarships**

Caterham School offers a range of financial assistance to support families who are applying for Day places. This includes means-tested bursaries, which provide significant help with fees and other costs for eligible pupils. For more information on applying for financial assistance, please contact the Admissions team.

Additionally, the School offers awards (Scholarships and Exhibitions) in various fields. Further details can be found on the [Scholarships page](#) on the School's website, or by contacting the Admissions team.

An automatic sibling fee discount is also available: a 10% discount is applied to the fees for a third and any subsequent child attending the School, provided all three children remain enrolled.

We offer funded boarding places to candidates who meet the criteria of the [Royal National Children's Springboard Foundation](#) and who would thrive in our environment.

## **Special Educational Needs and Disability**

Caterham School welcomes applications from children with disabilities, long-term medical conditions, or special educational needs. We are committed to providing suitable reasonable adjustments during entrance assessments for pupils who meet the criteria outlined in the School's [Access Arrangements in Entrance Assessments Policy](#), available on our website.

As part of the application process, parents are asked to provide comprehensive details of their child's condition and needs. This information allows us to investigate and arrange any necessary access arrangements for the entrance assessments, in consultation with the SEND Coordinator at the child's current school and based on the criteria set out in the School's [Access Arrangements in Entrance Assessments Policy](#). This information also helps us evaluate any adjustments required within the School environment and assess our ability to support the pupil effectively, ensuring they can fully benefit from the education provided should an offer of admission be made.

Please note that if parents do not disclose this information at the time of application, we may be unable to accommodate necessary access arrangements for the entrance assessment. Additionally, this may impact our ability to offer adequate support if the pupil is admitted, which could, in some cases, result in the withdrawal of the offer. For further details, parents should refer to the [Terms & Conditions](#) (Parent Contract) and the [School's Learning Support \(SEND\) Policy](#).

## **Entry Points**

### **Entrance to Year 7 (11+)**

Each year, we admit 60 to 70 external pupils into Year 7, who join pupils progressing from our Family of Schools (Caterham Prep School, The Hawthorns School and Copthorne Prep School) to form a five-form year group. Scholarships and financial support (bursaries) are available, and interested families are encouraged to request details regarding the criteria and processes. Selected scholarship applicants are invited to attend Caterham for an audition, assessment, or interview following the 11+ assessments. Please note that all pupils are automatically considered for Academic Scholarships and awards.

Applications close in early November of Year 6, after which families are contacted to arrange informal interviews by the end of the term. Applicants sit the ISEB Common Pre-Test (English, Maths, Verbal, and Non-Verbal Reasoning) during the Autumn Term, either at their current school or at Caterham in mid-November.

In January, applicants participate in our EDGE Day, which includes taster activities and two assessment papers (Maths and an EDGE Paper). The EDGE Paper involves creative writing, critical thinking, and an innovation task. Decision letters are sent out before Spring Term half-term.

### **Entrance to Year 9 (via 13+ Deferred Entry)**

We admit around 50 day and boarding pupils into Year 9, with most day pupils joining via deferred entry from local prep schools. The application process mirrors that of Year 7, and applicants follow the same stages alongside the 11+ cohort.

Scholarships for 13+ deferred entry can be applied for in Year 6, with performance in assessments considered when offer decisions are made. Some applicants may receive guaranteed minimum scholarships for Year 9. These applicants, and others who choose not to apply for scholarships in Year 6, can apply for scholarships in Year 8.

Year 6 deferred entry applicants are expected to remain in their current school and to make satisfactory progress through Years 6, 7, and 8. In November of Year 8, they sit English, Maths, and Critical Thinking assessments at Caterham for the purpose of setting in Year 9 and further Academic Scholarship consideration. Co-curricular scholarships and financial support can also be applied for at this stage.

Applicants placed on the Reserve List in Year 6 may be invited for further assessment in the Spring Term of Year 7, with final decisions made thereafter.

### **Sixth Form (16+)**

Though the vast majority of current pupils remain at Caterham after GCSEs, we welcome applications at 16+ and 35-45 Day and Boarding pupils join the School at this point.

Applications can be submitted online, along with the non-refundable fee, a passport copy, and a recent school report. Sixth Form visitor events take place throughout the year, and prospective applicants are strongly encouraged to attend our Sixth Form Options Evening in the Autumn Term.

The main I6+ process for Day applicants takes place in the Autumn Term, though applications are considered in the Spring and Summer Terms as well, depending on the availability of spaces. An interview and assessment day takes place in early November. Applicants sit three papers: Critical Thinking and two further papers that depend on the A Level subject combination that they wish to pursue. Scholarship and bursary applications are available at this entry point. All applicants are considered for academic scholarships based on interviews and predicted or actual grades, with other specific scholarships outlined on the School website.

I6+ Day offers to external applicants are conditional upon a successful interview and satisfactory assessments and school references. Final confirmation is based on GCSE results. External applicants need a minimum of 44 points from their best six IGCSE/GCSE subjects to qualify for entry (where a Grade 7 is 7 points). For further details on qualifying subjects, please contact the Admissions team. In addition, each A Level subject has specific requirements, which are communicated to families during the enquiry or application stage.

### **Occasional places**

Places may be available in year groups beyond those specified in this policy, such as Year 8 or Year 10. We invite parents to contact the admissions office for further details. In the event that the I3+ deferred entry deadline is missed, we recommend contacting the Admissions Department at [admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk) to ascertain the availability of places in Year 9.

Additionally, applications for scholarships and financial support can be submitted at this time; bursary application forms will be made available to interested families.

## **Boarding Admissions**

Caterham School offers a thriving boarding community with full, weekly, and half-weekly boarding options. Full and Weekly boarding entry points are Year 9 (13+), Year 10 (14+), and Year 12 (16+), with applications submitted in the autumn prior to the entry year. 13+ applications can be made in Year 6 for those schooled in the UK, with applicants following the assessment process of 13+ deferred entry (see above).

Half-weekly boarding is available at 11+ and 13+ deferred entry. Most pupils choose between Weekly Boarding or Day status after Year 9. The normal notice period as per the Parent Contract applies. Note that the School does not sponsor visas for half-weekly boarders.

UK-based applicants for boarding places are invited to contact the Admissions team for guidance and the online application form. International applicants typically apply through one of our registered agents by submitting the form along with a non-refundable fee, passport copy, and recent school report. We are happy to provide a list of our registered agents that operate in your region. The school can also support applications via non-registered agents, though these are less common. Families who have not yet engaged with a registered or non-registered agent are encouraged to contact the Admissions team; private international applications are accepted in exceptional circumstances.

Boarding applicants for Year 9 and Year 10 sit Critical Thinking, English and Maths assessments (non-calculator). International applicants for Year 12 sit Critical Thinking and two further subject assessments that depend on the A Level subjects they seek to pursue. Assessments can be taken at the School, at a registered agent's office, or at British Council offices. We seek to interview all boarding applicants. UK-based applicants follow the assessment schedule published for Day pupils and are interviewed and assessed in November, with references and predicted GCSE/IGCSE grades requested for 16+ applicants.

### **Sponsored boarding places**

The School is an approved UKVI Child Student Visa sponsor and welcomes international pupils. Sponsored pupils are required to have an appointed guardian over the age of 25, who resides in the UK within two hours' travel from the school and has the legal right to live in the UK. Guardians are responsible for the pupil's welfare during school holidays, exeat weekends, and any other periods when the school is closed. They must also be able to act on behalf of parents in case of emergencies. Families are encouraged to use accredited guardian agencies if they do not already have a trusted contact in the UK. The school can provide further guidance on selecting a suitable guardian agency if needed.

Additional procedures apply for applicants requiring visa sponsorship, for which an additional administrative fee of £300 is payable. In accordance with UK Visas and Immigration (UKVI) requirements, the School must confirm that sufficient funds are available to cover one academic year of tuition and boarding fees before a Confirmation of Acceptance for Studies (CAS) can be issued. Due to unique financial regulations in specific regions, parents from certain areas are required to pay a full year's school fees upfront as part of the visa process. This helps ensure a smooth and timely visa application. As the list of affected countries can change, we will inform you with advance notice should this apply to you. For the most up-to-date information, please contact the Admissions team.

## **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).

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 online 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.

Deposit payments are £1,000 for standard admissions. For 13+ deferred entry (Day or Boarding), the deposit is £2,000. Families residing outside the UK are required to pay an Additional Deposit equivalent to one term's fees upon acceptance.

An offer is subject to the Cross Association Code of Practice for Schools agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing School.

## **Transition to the Senior School for pupils at Prep Schools within the Caterham Family of Schools**

Caterham School proudly has a 'through school' approach. The outstanding provision at Caterham Prep School, The Hawthorns School and Copthorne Prep School, in academics, wellbeing, co-curricular, digital & innovation, has produced consistently strong outcomes. As such, the standard 11+ entry assessment is not required; instead, an Early Offer pathway is available to them. For pupils at The Hawthorns School, this pathway is available for Year 7 (11+) entry and for Year 9 (13+) Day and Boarding entry.

The Heads of the Family of Schools Prep Schools provide thorough guidance and advice to families before and during the Early Offer pathway process.

In place of sitting the 11+ assessment, the School considers all available information on Year 5 pupils within the Family of Schools, and offers are made in the Summer Term of Year 5.

Pupils are not interviewed for places at the point of offer. However, all pupils to whom Early Offers are made are invited to meet individually with the Head of Caterham School in the Summer Term of Year 6 in readiness for their transition to the Senior School.

Scholarships can be applied for as part of the Early Offer pathway, and offers of scholarship are made at the same time as the academic offers. These involve age-appropriate assessment and scholarship applications are typically assessed in the Summer Term of Year 5.



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 below 40 points from their best six subjects 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 40 points from their best six GCSEs 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 by the Spring Term of the Fifth Year (Year 11) 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.

### **Staff Training and Record Keeping**

The school ensures that all staff and volunteers receive regular guidance and training, both during induction and at appropriate intervals thereafter, to ensure they understand their roles and responsibilities. The level and frequency of training depend on the individual's role. Records of all staff training are maintained.

### **Data Protection and Confidentiality**

All records created under this policy are managed in accordance with the School's record retention and destruction policies. A confidential admissions record is kept for each prospective pupil. The school's use of personal data complies with data protection laws, and further details on how personal data is used can be found in the privacy notices on the School's website.

### **Complaints**

The School's complaints procedure is on the School's website and can be sent to parents on request.