

C 1 ADMISSIONS

Admissions into the School are administered by the Director of Admissions, who is a member of the Senior Management Team. He is particularly responsible for entry at 10+, 11+ and 13+, but also supervises occasional entries at 12+ and 14+. The Head of Sixth Form administers the 16+ admissions.

Registration

Registration for entry may be made at any time up to November 30th of the year preceding the year of desired entry. There is no waiting list, and all registered applicants are examined and considered on their merits, irrespective of the date of their registration.

Age of Entry

Boys are admitted to the School in three main age-groups:

Group 1: aged between 10 and 11

Group 2: aged between 11 and 12

Group 3: aged between 13 and 14

For these purposes a boy's age is reckoned as on September 1st of the year of desired entry.

These age-limits are not inflexible, and in any Group slightly younger or older candidates may be accepted at the Headmaster's discretion.

There is no regular entry at the age of 12, or for candidates over 14 seeking transfer to the Fourth or Fifth Form, but occasional vacancies arise, and the Headmaster will be happy to discuss any application proposed for a candidate outside the regular age-groups.

A number of places and Scholarships are available each year for entry to the Sixth Form (see below).

Except in special cases, entry is in September only.

Entrance Examinations

Admission is by the School's own Entrance Examinations, which are held for all Groups in January each year for entry in the following September. Separate examinations are set for each of the three Groups, at a standard appropriate to the age range.

Candidates in **Group 1** (entry at 10) and **Group 2** (entry at 11) take papers in English, Mathematics, and a reasoning test. The Group 1 papers are, of course, somewhat easier. These examinations are designed to be suitable for intelligent pupils in maintained primary schools and independent prep. schools alike. Usually between half and two-thirds of the candidates in these Groups are pupils in maintained primary schools.

Candidates in **Group 3** (entry at 13) take papers in English, Mathematics, French and Science. These papers are roughly equivalent in standard to the papers in the Common

Entrance Examination. There is an optional paper in Latin, which is taken later by those boys who have accepted places at the School and who wish to study Latin, or Latin and Greek, in the Third Year.

Those candidates applying for a means-tested Sponsored Award at 11+ will take a qualifying Reasoning Test in the December prior to the January of their Entrance Examination.

Copies of past or specimen examination papers set for each of the Groups are posted on the website and are also available on request from the Admissions Secretary. A postcard confirming registration is sent to parents in the autumn and more detailed information about the examinations is sent to the parents of all registered candidates early in the January of the year of desired entry.

Special Educational Needs

Parents of candidates, who have indicated on the Registration Form that their son has special educational needs, will be invited to a meeting towards the end of the Autumn Term preceding the January Entrance Examination. At this meeting, it will be possible to discuss what measures can be put in place to help such candidates during the Admissions process, which might include extra time and the use of a CLS lap-top. Candidates who require this provision will need to have a written report from an educational psychologist, medical practitioner, or a specialist SEN teacher.

Selection

The offer of a place in the School is made on the evidence of:

- a) the candidate's performance in the appropriate examination;
- b) an interview;
- c) a confidential report from the Headteacher of the candidate's present school.

Candidates who show promise in the written papers will be invited to attend for an interview at the School about two weeks after the examination. The interview, which lasts for about 20 minutes, is a friendly affair, intended to afford the candidate further opportunity to give evidence of his strengths - not only in the academic field, but also in other areas where he might offer a contribution to the wider life of the School. No specific preparation is required or expected for the interview. Candidates in Groups 1 and 2 also attend a group session with other candidates, on the day of the entrance examination for Group 1 and on the day of the individual interview for Group 2.

In the past, the approximate number of places available in the School each year was as follows:

- 24 to 40 places for entry at age 10 (Group 1)
- 60 places for entry at age 11 (Group 2)
- 45 places for entry at age 13 (Group 3)

In the last two years, two Old Grammar forms have admitted. In this there would be correspondingly fewer places available at Group 2 the following year.

Offers

Offers of places are sent in late February on a date agreed by many London independent boys' schools. Replies are required approximately a week to two weeks later.

Acceptance of a place

The offer of a place is accepted by the parents or guardians completing and signing an Acceptance Form, and paying a deposit equal to the first term's fees, two-thirds of which will be offset against the first term's fees, the balance being returned at the end of the boy's career at the School. Once a place is accepted, the deposit will be retained if a boy subsequently does not take up his place, unless otherwise agreed in writing by the Headmaster.

By signing the Acceptance Form the parents or guardians agree to comply with the School's Rules and Regulations and the Terms and Conditions which accompany the letter of offer.

Academic Scholarships

The School is generously endowed with Academic Scholarships, offering approximately 30 each year. Further Scholarships given by City Livery Companies or other benefactors are re-awarded when the present holder leaves the School (usually four or five fall vacant each year).

Academic Scholarships are usually for a quarter, one third or one half fees, at the Headmaster's discretion. Other Scholarships vary in the amount awarded.

Scholarships are available at all normal ages of entry to the School (10+, 11+, 13+ and 16+).

All Scholarship candidates at 10+, 11+ and 13+ are selected on the basis of the written papers taken in the Entrance Examination and invited to return to the School for a Scholarship interview.

There is no separate entry procedure for potential Scholarship candidates. Scholarship candidates are selected on the basis of their performance in the School's normal Entrance Examination papers. Potential Scholars will then be invited for a Scholarship interview, which will last about twenty minutes. Although this interview will be demanding, in that the candidate will be expected to show that he is of high academic calibre and potential, no specific preparation is required.

Scholarship candidates at Group 2 will attend a group session with other candidates on the same day as their interview. All Group 1 candidates, whether potential Scholars or not, attend a group session on the day of the Entrance Examination.

Scholarship candidates who do not win an award, but whose performance reaches a sufficient standard, will almost certainly be offered a full fee-paying place at the School.

Scholarships may be awarded to entrance at 16+ on the strength of their GCSE results.

Music Scholarships

Several Music Scholarships, with a value of up to half the current school fees, are available each year to candidates in any age-group. Auditions and interviews are held early in the Spring Term. Successful candidates will normally have achieved at least Grade 5 standard in one or more instruments, and must also pass the appropriate Entrance Examination to the School. Full information may be obtained from the Director of Music at the School, who will be happy to discuss their son's possible candidature with any interested parents.

Choral Bursaries

Candidates for entry to the School may also apply for Choristerships at the Temple Church or the Chapel Royal, St. James's. The Choristers from both Choirs are traditionally pupils at the School and for the number of terms that they are members of either Choir, receive Choral Bursaries whose value is approximately two-thirds of the school fees at any time. A Choristership can only be awarded if the candidate has also met the normal requirements for entrance to the School.

Potential Choristers may also take auditions and academic tests between the ages of 7 and 9: successful candidates will be offered an unconditional place in the School normally for the year in which they are 10, but they may be required to sit the appropriate entrance examinations prior to their year of entry purely as a diagnostic test.

Sport Scholarships

There **will** be the possibility of a Sports Scholarship for a gifted games player, who has also satisfied the normal requirements for entrance to the School. Further details are available from Admissions at the School.

Fee assistance

There are a limited number of Sponsored Awards (up to 100%) funded by commercial sponsors. These awards are means-tested and are designed for parents who could not otherwise contemplate sending their sons to a fee paying school. While candidates have to meet the School's standard entry requirements, competition for these places is keen and frequently the boys are of scholarship or near scholarship standard.

The School also seeks to support pupils already in their Fifth or Sixth Form years who would not be able to continue unless their parents received some financial assistance. There is a special fund for this purpose and the Mitchell Trust offers similar assistance.

Sixth Form Entry

Each year a number of places and several Scholarships up to a value of half the school fees are available for candidates wishing to enter the School in the Sixth Form.

Application forms may be obtained from the Admissions Secretary, and should be returned to the School by mid October in the year preceding the year of entry.

Candidates will be asked to sit two subject-based tests, taken from a list of academic disciplines supplied by the School. These tests will take place towards the end of October. The subjects nominated by the candidate should be appropriate to those he wishes to study at City. A candidate who intends to study Maths at A Level will need to nominate Maths as one of his test subjects.

Successful candidates will be called back for interview approximately two weeks after the test day.

Those candidates, who are successful at interview, will be offered places at the School, conditional on their GCSE results.

Candidates must achieve six A grades or above at GCSE, which must include English and Mathematics.

Academic Scholarships may be awarded on the strength of a boy's GCSE results.

Internal candidates must achieve at least six B's at GCSE.

There is no formal qualification to pass from Junior Sixth to Senior Sixth but were a boy to demonstrate an inability or lack of desire to cope with the demands of the work, then the Headmaster reserves the right to impose a 4 B requirement at AS level to do so. He also reserves the right not to allow a boy to pass into the Senior Sixth with very poor grades, or, if he does so, to insist on non-certification at A2 level, which would necessitate a post-A Level university application.

Authority and circulation

1. This policy has been authorised by the Governing Body of the City of London School. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

Policy statement

2. **The aim** of this policy is:

To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child who has met the academic criteria.

3. **Equal Treatment:** We welcome children 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, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.
4. **Disability and Special Educational Needs:** The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or Special Educational Needs which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or Special Educational Needs should provide the School with full written details at registration.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if Special Education Needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Procedures

5. **Registration and Acceptance:**
 - 5.1. Parents are required to complete a Registration Form and pay a non-refundable registration fee of **£75**, normally by the end of the November prior to the year of their son's entry.
 - 5.2. In order to take up the offer of a place, parents must sign an Acceptance Form and pay a non-refundable deposit equal to a term's fees; two thirds of which are set against the first term's fees and the remaining third repaid by means of a credit without interest to the final payment of fees or other sums due to the School.

6. **Admissions procedure:**

- 6.1. Entrance examinations set by the School;
- 6.2. Interviews;
- 6.3. A confidential report from the Head of the current school;
- 6.4. Evidence of Special Education Needs (if applicable).

7. **Entry points:** These procedures apply at the four main points of entry: 10+, 11+, 13+ and 16+ and also to candidates for occasional vacancies in any other year group.

8. **Scholarships and Sponsored Awards:**

- 8.1. Academic, Music and **Sports** Scholarships are available at the four main entry points.
- 8.2. Academic Scholarship candidates are selected at 10+, 11+ and 13+ on the strength of their results in the School's normal entrance examinations and their performance in the subsequent Scholarship Interview. At 16+ an Academic Scholarship may be awarded on the strength of a candidate's GCSE results.
- 8.3. Music Scholarships are awarded on the basis of an audition and interview. Candidates must satisfy the School's normal academic entry requirements.
- 8.4. Sports Scholarships are awarded on the basis of a Sports Trial. Candidates must satisfy the School's normal academic entry requirements.
- 8.5. A limited number of Sponsored Awards are available to candidates whose parents could not otherwise contemplate private education. Such Awards are intended for candidates who perform to a very high standard in the Admissions process and are strictly means-tested; **they are available at 11+ and 16+ entry only.**

9. **Entrance examinations:** These are as follows:

- 9.1. At 10+ and 11+ candidates take written papers in Mathematics, English and Reasoning. Sponsored Award candidates (11+) take a qualifying Reasoning Test prior to the normal written entrance papers.
- 9.2. At 13+ candidates take written papers in Mathematics, English, Science and a modern language, normally French.
- 9.3. At 16+ candidates take written papers in two subjects of their choice, taken from a list supplied by the School.
- 9.4. For admission to other year groups, the School sets its own tests in certain subjects, as appropriate.

10. **Interviews:**

- 10.1. At 10+ boys are given a Group Interview on the day of the written entrance examinations and the best candidates are called back for an individual interview three to four weeks later.
 - 10.2. At 11+ candidates, who have done well in their written entrance examinations, are called back for both a Group Interview and an individual interview.
 - 10.3. At 13+ candidates, who have done well in their written entrance examinations, are called back for an individual interview.
 - 10.4. At 16+ candidates, who have done well in their written examinations, are called back for interview. These interviews are usually held with two members of staff who will explore the candidate's academic worth and potential, as well as his interests and extra-curricular activities. An offer of a place is conditional on the achievement of at least 6 A grades at GCSE, which must include English and Mathematics. Not all GCSE subjects count towards this 6A requirement. Please check with the Head of Sixth Form for further clarification.
 - 10.5. All individual interviews are designed to explore a candidate's intellectual and personal qualities, his interests and aptitudes
11. **Confidential report:** The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).
 12. **Candidate's age:** This is calculated on the 1st September. Very occasionally we may offer a place to a pupil who is slightly over or under age, if it is in the interests of the pupil and the School.
 13. **Special circumstances:** We recognise that a candidate's performance may be affected by a disability or specific learning difficulty, or exceptional circumstances such as illness, and ask parents to contact us with any details so that we can consider what steps to take in the examination and/or interviewing process.

In any of these cases, we may request further information such as a medical certificate or an educational psychologist's report and any associated correspondence or details from the pupil's current school.

Disclosures: Parents must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties prior to the examination process.

By resolution of the Governing Body