



# City of London School Admissions Policy

## Introduction

The City of London School aims to identify and admit to the School boys who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the School community. The School will only admit a boy who has met the selection criteria.

The aim of this policy and procedure is to outline the criteria on which boys may be selected for entry to the School and to outline the application and admissions process.

Admissions into the School are administered by the Head of Admissions, who reports to the Head, and the Registrar. The relevant Head of Year and a range of other members of School staff assist the Head of Admissions and the Registrar with admissions of pupils.

## Registration

Registration must be completed online. All candidates must pay a non-refundable registration fee of **£160**. The registration deadline varies depending on age of entry, and is published well in advance of each year's admissions cycle on the School's website.

Registration for 10+, 11+ and 16+ closes in the Autumn Term of the academic year prior to desired entry. For 13+ entry, registration closes in the Autumn Term when the candidate is in Year 6.

Confirmation of registration is sent by e-mail to parents immediately upon payment of the registration fee, and parents can normally expect subsequent communication from the School to be electronic.

All candidates registered by the published deadline are examined and considered on their merits, irrespective of the date of their registration.

Except in special cases, entry to the School is in September only.

## **Point of entry and Candidate's age at point of entry**

Boys are admitted to the School in four main age groups:

- **10+:** aged between 10 and 11, for entry in to Old Grammar (Year 6).
- **11+:** aged between 11 and 12, for entry in to First Form (Year 7).
- **13+:** aged between 13 and 14, for entry in to Third Form (Year 9).
- **16+:** aged between 16 and 17, for entry into the Sixth Form (Year 12).

A boy's age is reckoned as on 1 September of the year of desired entry. These age-limits are not inflexible, and we may offer a place to a boy who is slightly over or under age, at the Head's discretion, if it is in the interests of the pupil and the School.

There is no regular entry at other ages, but occasional vacancies arise, and parents should contact the Registrar at the earliest possible opportunity to discuss any application proposed outside the regular points of entry.

Boys are not admitted to the Fifth Form (Year 11) or Senior Sixth Form (Year 13).

## **Admissions procedure**

### **Selection for a Place**

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

- a. the candidate's performance in the appropriate entrance examinations;
- b. an interview and group session;
- c. a confidential report from the Headteacher of the candidate's present school reporting, amongst others, satisfactory attitude and conduct on the part of the candidate and his parents.

Candidates who show promise in the entrance examinations (or, in the case of 13+ applications, the ISEB Pre-Test) will be invited to attend for an interview and group session (and, in the case of 13+ applications, additional short written assessments) at the School. The interview, which lasts for about 15 minutes, is a friendly affair, intended to afford the candidate a 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. All these factors, together with behavioural and attitudinal factors, will be considered in determining the candidates to whom offers will be made.

### **Numbers of Places available**

The approximate number of places available in the School each year is:

- 40-45 places for entry at 10+.
- 55-60 places for entry at 11+.
- 40-45 places for entry at 13+.
- 12-15 places for entry at 16+.

## Entrance Examinations

All entrance examinations (other than the ISEB pre-test) must be sat at the School.

### 10+ and 11+

Admission is by the School's own entrance examinations, which are held in the January prior to entry the following September. Candidates take papers in English, Mathematics, and Reasoning. These examinations are designed to be suitable for intelligent pupils in maintained primary schools and independent preparatory schools alike.

Separate examinations are set for each point of entry, at a standard appropriate to the age of the candidates.

Specimen examination papers in English and Mathematics for 10+ and 11+ are available on the School's website.

### 11+ Bursaries

Candidates eligible for a significant means-tested bursary (usually 50% and above) will take a qualifying computerised reasoning test in the December prior to the January of their entrance examinations. **Only** those candidates who are successful in the reasoning test will be invited to take the 11+ entrance examinations in January (as outlined above).

Candidates eligible for a smaller value means-tested bursary (usually below 50%) proceed directly to the 11+ entrance examinations (as outlined above).

### 13+

Candidates seeking entry at 13+ are required to sit the ISEB Common Pre-test in the Autumn Term when they are in Year 6, followed by short written assessments (at the time of interview) for candidates who are called back for individual interview.

Candidates for 13+ also have to reach the required standard in Common Entrance examinations or City of London School Scholarship or other qualifying examinations in Year 8. The required standard is 70% minimum in each subject.

### 16+

Candidates sit subject-based tests, taken from a list of academic subjects taught by the School, in early November prior to entry the following September. The subjects nominated by the candidate should be those he wishes to study in the Sixth Form.

Candidates who are successful at the tests and subsequent interview will be offered a place at the School which is conditional on their GCSE/IGCSE results. Candidates must achieve six full course passes at grade A\* (or grade 8/9), with at least grade A (or grade 7) in English and Mathematics. We require candidates to achieve A\* grades in the subjects chosen for study.

There is no formal qualification to pass from Junior Sixth (Year 12) to Senior Sixth (Year 13) but were a boy to demonstrate an inability or lack of desire to cope with the demands of the work at the School, then the Head reserves the right to impose a requirement of four B grades (or the equivalent) to be attained in his end of Junior Sixth examinations. The Head also reserves the right not to allow a boy to pass into the Senior Sixth with very poor grades.

### **Other points of entry and Occasional Vacancies**

Occasional vacancies in other year groups may occur from time to time. Non-standard entry is limited to boys whose families are expecting to relocate or have recently relocated to the area and who could not have followed our normal admissions procedures.

The School may also consider boys who hold a reserve offer of a place for an occasional vacancy. Short reserve lists are maintained for most ages of entry. Note that the School may offer a place to a boy unable to follow our normal admissions procedures before a boy on a reserve list, at our discretion.

For non-standard entry points, the School sets its own tests in certain subjects appropriate to that age group.

### **Interviews and Group Sessions**

Candidates who perform well in their entrance examinations are called back for an individual interview and to take part in a group session. No specific preparation is required or expected for the interview or group session, which are designed to explore a candidate's intellectual and personal qualities, his interests and aptitudes.

Interviews for 10+, 11+ and 13+ candidates are normally conducted by one member of the School's teaching staff. Interviews for 16+ candidates are normally conducted by two members of staff. At 13+ only, candidates will also sit further short written assessments on the day of their interview.

The group session may take the form of a lesson or other small group task.

### **Confidential report**

The Headteacher of the candidate's current school will be asked to provide a written Confidential Report regarding the candidate's academic ability, behaviour, involvement in the school community, talents and interest, and any other special circumstances such as Special Education Needs or a disability. The Confidential Report is also likely to include the results of any tests taken at the school (such as CATs) and predicted grades at GCSE (if appropriate). In addition, the Confidential Report will comment on the attitude and conduct on the part of a candidate and his parents.

## The making of offers and the acceptance of a place

At the end of the admissions cycle, the outcome of the application for candidates who were interviewed is e-mailed to parents, normally in the morning. This outcome will be one of the following:

- a. An offer of a place;
- b. An offer of a reserve place;
- c. No offer of a place.

An offer of a place, or otherwise, is made to parents on the dates published. For 11+, this date is agreed by many London independent schools. At 16+, offers are sent on a date which reflects HMC guidelines.

### An offer of a place

The offer of a place at 10 + and 11+ will confirm any award of a Scholarship and/or a bursary, where appropriate. The School is not obliged to disclose its reasons for these decisions.

The offer of a place at 10+ and 11+ is accepted by the parents completing and signing an acceptance form, and paying a non-refundable pro-rata deposit equal to the **one term's fees**, a portion of which will be offset against the first term's fees, and the remaining portion repaid by means of a credit without interest to the final payment of fees or other sums due to the School. The minimum level of deposit payable is £500. Once a place is accepted, the deposit will be retained if a candidate subsequently does not take up his place.

At 13+, the acceptance form is required to be completed and signed and pay an initial deposit of **£1000**, which becomes non-refundable 20 months prior to entry. The balance of the deposit of one term's fees is paid in the September one year prior to entry.

At 16+, parents must sign an acceptance form and pay an initial deposit of **£2500**, which is non-refundable unless the candidate fails to fulfil the conditions of entry. The balance of the deposit of one term's fees is paid after the offer of a place is confirmed by performance in GCSE examinations.

By signing the acceptance form, parents (or guardians) agree to comply with the School's Terms and Conditions and the School's Rules and Regulations, both of which accompany the offer of a place. These may be varied from time to time, and parents will receive updated documents as appropriate.

If any parent provides inaccurate or untruthful information as part of the registration and admissions process, the School has the right to withdraw the offer of a place at any point up to the time when the candidate joins the School, even after the offer has been accepted.

### An offer of a reserve place

Candidates who have shown potential in the entrance examinations and at interview and group session may be made an offer of a reserve place. Short reserve lists are maintained for

most points of entry. Should a vacancy arise, this may be offered to a candidate who holds an offer of a reserve place.

We will write to all candidates who hold an offer of a reserve place when it is clear to us that all places in the relevant year group are taken, and that an offer of a place will not be made.

At 13+, candidates may remain on our reserve list until Year 8. If it is likely that an offer of a place may be made, we will contact the Headteacher of the candidate's current school for an updated academic reference, and we may ask the candidate to sit further examinations to demonstrate his academic ability and progress since the Pre-test in Year 6.

### **No offer**

We receive applications from many more candidates than we have places available. The School is not obliged to state its reasons for rejection of a candidate, and does not provide feedback on individual performance in the assessment process.

### **Access to assessment material post decisions**

The School does not share assessment material (including, for example, marked examination scripts or interview commentaries) with any candidate, his parents or his school, in the event of either a successful or an unsuccessful application.

## **Scholarships**

All Scholarships (Academic, Music and Sport) are worth **£250**. Candidates who are awarded a Scholarship may also be eligible for a means tested bursary (up to the value of 100% of fees).

### **Academic Scholarships**

At 10+ and 11+, Academic Scholarship candidates are selected based on their performance in the School's entrance examinations. At interview, candidates will be expected to demonstrate that they are of high academic calibre and potential, but no specific preparation is required.

At 13+, Academic Scholarship candidates are selected on the strength of their results in the ISEB pre-test, their performance in the subsequent interview, group session and short written assessments, and the further Scholarship assessment in Year 8.

At 16+, an Academic Scholarship may be awarded on the strength of a candidate's GCSE results. The minimum standard is likely to be at least 10 A\* grades.

Candidates who are awarded an Academic Scholarship are expected to maintain excellent academic standards throughout their school life.

## **Music Scholarships**

In addition to the monetary value of a Scholarship, Music Scholars will also receive free tuition on two instruments at the School, or the equivalent monetary value towards external tuition.

Music Scholarships may be awarded to candidates at any point of entry. A Music Scholarship may also be awarded to a current pupil in recognition of their achievements, however a boy is only able to apply for a Music Scholarship once during his time at the School. A Music Scholarship is awarded on the basis of an audition and interview, and candidates must also satisfy the School's normal academic entry requirements. Successful candidates will normally have achieved at least Grade 5 standard (or, in the case of 13+ candidates, at least Grade 6 standard) in one or more instruments.

Music Scholars are expected to participate fully and contribute positively to the musical life of the School in activities appropriate to their talents, to be involved in a reasonable number of activities out of normal School hours, and to meet the high standards of musicianship expected by the School; they will also be expected to take Music GCSE or IGCSE.

## **Sports Scholarships**

In addition to the monetary value of a Scholarship, Sports Scholars are eligible to receive funding from the Sports Scholarship Fund to support their personal and team sporting development.

Sports Scholarships are awarded at 10+, 11+ and 13+ for gifted team games players who have the ability to make a significant contribution to at least two of the School's major team sports, especially football. In order to be awarded a Sports Scholarship, which are awarded on the basis of a sports trial, candidates must have satisfied the School's normal academic entry requirements.

A Sports Scholarship may also be awarded to a current pupil in recognition of their achievements.

Sports Scholars are expected to contribute positively and fully to the sporting life of the School in all three terms of the academic year and to be involved in a reasonable number of activities out of normal School hours. Representation for the School is a key requirement and will only be waived in special circumstances by the Director of Sport.

## **Choral Scholarships**

Candidates for entry to the School may also apply for a Choral Scholarship at the Temple Church or the Chapel Royal, St. James's Palace.

Potential choristers are auditioned by the choir and academic assessments are taken at the School at the age of 8. Choristers usually join the School at 10+ in the appropriate year. Successful candidates are offered a conditional place at the School, and are required to sit the

appropriate entrance examinations, which are used as a check that the required progress has been made.

Parents are encouraged to make early contact with the relevant choir administrator for further information. Details can be found on the School's website.

## **Financial Assistance (Bursaries)**

The School is generously endowed with funding for bursaries to assist those parents of academically bright boys who otherwise could not contemplate private education. We offer bursaries up to the value of full school fees.

A bursary may be awarded in addition to a Scholarship.

If you wish to apply for a bursary, the relevant tick box must be selected at registration.

All bursaries are awarded on the basis of performance in the School's entrance examinations and financial means testing, which requires full details of both parents' income and assets. All bursaries are subject to the recipient's continued hard work and good behaviour and recipients are expected to maintain excellent academic standards throughout their school life.

The value of a bursary is expressed as a percentage of school fees at any given time. Parents will be asked to provide an annual update to their financial situation (usually during the summer holiday). Continued financial support will be dependent on the outcome of this annual review and the value of a bursary may rise or fall.

Bursaries will not normally be awarded to boys currently at independent schools unless they currently receive a means tested bursary at that school.

Bursaries are not awarded to overseas candidates, nor to candidates whose parents are not citizens of the UK or EU, nor where the family home at the time of selection is not in London. Parents who elect to move to educate their son at the School will not qualify for a bursary. Where there is any doubt, the Bursar should be consulted at the earliest opportunity.

### **Full fee bursaries**

Full fee bursaries cover 100% of tuition fees, and are available at 11+ or 16+ only. These bursaries are awarded where family income is below £45,000 per annum, and assets are very limited. Further financial assistance (to cover items such as uniform, travel, lunch etc.) may be awarded on a case-by-case basis.

Candidates eligible for these awards generally perform to a very high standard throughout the admissions process. Candidates must take a qualifying computerised reasoning test in the December prior to the January of their Entrance Examinations. **Only** those candidates who are successful in the reasoning test will be invited to take the 11+ entrance examinations in January.

## **Partial bursaries**

Partial bursaries in respect of tuition fees may be awarded to 11+ and 16+ candidates from low to middle income families who achieve the highest results in the entrance examinations. It is unlikely that a family with a significant six figure income, a large house or second property, or significant other assets would qualify for a bursary.

Candidates for 11+ eligible for a significant partial bursary (normal 50% of fees and above) must take a qualifying computerised reasoning test in the December prior to the January of their Entrance Examinations. **Only** those candidates who are successful in the reasoning test will be invited to take the 11+ entrance examinations in January.

Candidates for 11+ applying for a smaller value means-tested bursary (usually below 50%) are not required to sit the qualifying reasoning test, and proceed directly to the 11+ entrance examinations.

## **Overseas Candidates**

We welcome applications from families relocating to London, or foreign nationals residing in the UK. Candidates are required to sit their entrance examinations at the School in London, and we will normally arrange for them to be interviewed on the same day. We do not allow candidates to sit their entrance examinations in their current School (except for the ISEB Common Pre-test for 13+ entry), and interviews must take place in person, not via Skype or other video conference programme.

As a day school, most families will relocate to London with their son. We do not assist in arrangement of guardians. Where a candidate's family is not resident in the UK, we must be satisfied that an appropriate guardian has been arranged.

Through the City of London, the School is able to sponsor visa applications by prospective and current pupils to the UKBA. When registering their son for the School, it is the responsibility of parents to advise if their son requires the School's sponsorship to obtain a Tier 4 study visa. If the candidate is offered a place and accepts it, a CAS (Confirmation of Acceptance for Studies) will be assigned so that they may apply for a visa. The charge associated with the assignment of a CAS may be passed on to parents.

All enquiries about visa applications should be made to the Head of Admissions.

## **Siblings**

We welcome applications from the brothers of current and previous pupils, as well as the sons and other relatives of Old Citizens. These applications must, however, comply with all aspects of the admissions process, including meeting the deadline for registration and the academic criteria for selection. No preferential consideration will be given.

## **Equality of treatment**

We welcome boys 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, sexual orientation, property, birth or other status.

### **Special Educational Needs and Disability**

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 *Equality Act 2010* and the *SEND Code of Practice 2015* in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be made aware of any known or suspected special educational need or disability which may affect a candidate's ability to take full advantage of the education provided at the School. This need or disability may include dyslexia, dyspraxia, dysgraphia, dyscalculia, ADD, ADHD, ASD (including Asperger Syndrome), GAD (General Anxiety Disorder), hypermobility, Tourettes, physical difficulties, specific learning difficulties, or any other or related need or disability.

Parents of a child who has any known or suspected special educational need or disability should provide the School with full written details at registration. The School will consult with parents about the adjustments which can reasonably be made to cater adequately for the candidate's needs, both during the admission process and if an offer of a place is made.

If a special education need or disability becomes apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

### **Special Educational Needs and Disability in the Entrance Examinations**

Special provision will be made in the entrance examinations for candidates provided the following procedure is followed:

- a) The 'Special Educational Needs' box must be selected at registration.
- b) A written report from an educational psychologist, medical practitioner or educational assessor, must be submitted. This report must have been undertaken less than 2 years before the entrance examination date, showing the candidate has a special educational need or disability.
- c) A letter from the Special Educational Needs Coordinator (SENCO) at the candidate's current school must be obtained, confirming that the arrangements proposed in the report above are the candidate's usual way of working.

Special arrangements in the entrance examinations cannot be considered without up-to-date documentation.

## Special circumstances

The School recognises that a candidate's performance may be affected by exceptional circumstances such as illness, and parents are asked to contact the School with any details so that the School can consider what steps to take in the entrance examinations and/or interviews. In any of these cases, we may request further information such as a medical certificate 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, learning difficulties or disabilities prior to the examination process.

## Monitoring and Review of Policy

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 administrative staff.

Policy last reviewed by:	PSM/VJH
Date policy last reviewed:	January 2018
Signed for the Governors:	
Date signed:	January 2018