

# City of London School Admissions Policy

## 0. Monitoring and Review of Policy

0.1 This policy has been authorised by the Board of Governors of 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:	Philip Marshall (Director of Admissions)
Date policy last reviewed:	January 2021 (Section 9.3 amended: method of assessment for Music scholarships and requirements for Music scholars) August 2020 (changes as shown)
Approved for the Governors:	Board of Governors
Date approved:	9 December 2020
Date for next review:	June 2021

## 1. Introduction

- 1.1 City of London School aims to identify and admit to the School pupils 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 pupil who has met the selection criteria.
- 1.2 The aim of this policy and procedure is to outline the criteria on which pupils may be selected for entry to the School and to outline the application and admissions process.
- 1.3 Admissions into the School are administered by the Director of Admissions, who reports to the Head, and the Registrar. The relevant Head of Section and a range of other members of School staff assist the Director of Admissions and the Registrar with admissions of pupils.
- 1.4 This policy should be read in conjunction with the School's Equal Opportunities (Pupils) Policy, which further covers the application of equal opportunities in our admissions' procedures.

## 2. Registration

2.1 Registration must be completed online. All candidates must pay a non-refundable registration fee. 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.

### 2.2 Registration fees

The **standard registration fee**, as given in Appendix 1, is payable at time of application for all candidates at the School's normal points of entry (10+, 11+, 13+ and 16+). This fee covers assessment (entrance examination and, if invited, interviews) in London alongside other applicants.

A **non-standard registration fee**, as given in Appendix 1, is payable for occasional places at non-standard points of entry (i.e. 12+ or 14+).

An **additional registration fee**, as given in Appendix 1, may be charged, at the discretion of the Director of Admissions, to cover administrative costs in respect of candidates:

- for places at any point of entry when assessment does not take place at the usual time and alongside other applicants in London, or
- for places at any point of entry where remote assessment of entrance examinations is undertaken.

2.3 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.

2.4 Confirmation of registration is sent by e-mail to parents immediately upon payment of the non-refundable registration fee. Parents should normally expect subsequent communication from the School to be electronic.

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

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

## 3. Point of entry and Candidate's age at point of entry

3.1 Pupils are admitted to the School in four regular points of entry:

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

3.2 A pupil'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 pupil who is slightly over-age or under-age, at the Head's discretion, if it is in the interests of the pupil and the School.

- 3.3 There is no regular entry at other ages, but occasional places arise, and parents should contact the Registrar at the earliest possible opportunity to discuss any application proposed outside the regular points of entry.
- 3.4 Pupils are not admitted to the Fifth Form (Year 11) or Senior Sixth Form (Year 13).

## 4. Admissions Procedure

### 4.1 Selection for a place

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

- the candidate's performance in the appropriate entrance examinations
- an **individual** interview and / or group session(s)
- a confidential report from the Headteacher of the candidate's present school reporting, amongst others, satisfactory attitude, progress and conduct on the part of the candidate and their 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 **individual** interview and / or group session(s) (and, in the case of 13+ applications, additional short written assessments) at the School. The **individual** interview, which lasts for about 15 minutes, is a friendly affair, intended to afford the candidate a further opportunity to give evidence of their strengths, not only in the academic field but also in other areas where **they** might offer a contribution to the wider life of the School.

### 4.2 Number of places available

The exact number of places available varies from year to year, but the approximate number of places available each year is given in Appendix 2.

## 5. Entrance Examinations

- 5.1 All entrance examinations (other than the ISEB pre-test) must be sat at the School. In exceptional circumstances (such as where it is not permitted to travel to London), and at the discretion of the Director of Admissions, entrance examinations may be sat remotely.

### 5.2 10+ and 11+

Admission is by the School's own entrance examinations, which are usually held in the January prior to entry the following September. Candidates take papers in English, Mathematics, and Reasoning (Verbal Reasoning at 10+; Verbal and Non-verbal Reasoning at 11+).

Separate examinations are set for each point of entry, at a standard appropriate to the age of the candidates. All examinations are designed to be suitable for pupils in maintained primary schools and independent preparatory schools alike.

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

### 5.3 **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. **Candidates who are called for individual interview are also required to sit short written assessments in Mathematics and English.**

Candidates for 13+ also must achieve the required standard (usually 70%) in Common Entrance examinations in core subjects. If the pupil attends a school which does not offer Common Entrance, their place will be confirmed based on evidence that they have continued to demonstrate a strong work ethic and diligent approach to their learning.

### 5.4 **16+**

Candidates sit subject-based tests, taken from a list of academic subjects taught by the School, in early November **when they are in Year 11**. The subjects nominated by the candidate should be those **they wish to study in the Sixth Form**. **Please note that all languages are for non-native speakers only.**

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

**Parents of candidates who cannot offer GCSE/IGCSE results (e.g. those studying abroad) should contact the Registrar for advice.**

There is no formal qualification to pass from Junior Sixth Form (Year 12) to Senior Sixth Form (Year 13) but were a pupil 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 M2, the equivalent grade at Pre-U) to be attained in their end of Junior Sixth examinations. The Head also reserves the right not to allow a pupil to pass into the Senior Sixth Form with very poor grades.

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

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

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

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

## **6. Interviews and Group Sessions**

6.1 Candidates who perform well in their entrance examinations are called back for an individual interview, and **they may** 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, their interests and aptitudes.

- 6.2 The group session may take the form of a lesson or other small group task.
- 6.3 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.

## **7. Confidential report**

- 7.1 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. The Confidential Report is also likely to include the results of any tests taken at the school (such as CATs) and predicted grades at (I)GCSE (if appropriate). In addition, the Confidential Report will comment on matters of safeguarding, SEND and general attitude and conduct of a candidate and their parents.

## **8. The making of offers and the acceptance of a place**

- 8.1 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.
- 8.2 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.
- 8.3 **An offer of a place**  
The offer of a place 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 is accepted by the parents completing and signing an acceptance form, and paying the Acceptance Fee. This fee is composed of:

- The Admission Fee, non-refundable after payment to cover administrative costs.
- The Deposit, refundable without interest only after the pupil has left the School after finishing Year 13. Significant numbers of parents elect to donate this deposit, in full or part, to support the School's bursary programme.
- The advance fee payment, to be off-set against the first term's fees and is subject to the normal terms and conditions. It is refundable if acceptance is withdrawn before the first day of the Summer term preceding entry.

The value of the Acceptance Fee is detailed on the Schedule of Fees, published on the School's website.

For pupils in receipt of a bursary award, the Acceptance Fee is payable at the level of fee remission.

At 10+ and 11+, the full Acceptance Fee is due when the offer of a place is accepted.

At 13+, a partial payment of the Acceptance Fee is due to accept the offer of a conditional place, which becomes non-refundable 20 months prior to entry. The balance of the Acceptance Fee is paid in the September one year prior to entry.

At 16+, the Admission Fee and Deposit are due to accept the offer of a conditional place. One full term's fees are required to be paid after the offer of a place is confirmed by performance in (I)GCSE examinations, and before the start of the Autumn Term.

All holders of parental responsibility are required to sign the acceptance form. By signing the acceptance form, parents or guardians agree to comply with the School's Terms and Conditions and the School Standards (Rules and Regulations). These may be varied from time to time, and parents will receive updated documents as appropriate.

If any parent provides inaccurate or untruthful information or fails to disclose relevant 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.

#### 8.4 **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. At this time, we will contact the Headteacher of the candidates' current school for an updated academic reference, and we will ask the candidate to sit further examinations to demonstrate their academic ability and progress since the Pre-test, most likely at the start of Year 8.

#### 8.5 **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.

## 9. **Scholarships**

9.1 All Scholarships (Academic, Music and Sport) are worth £250 and are usually tenable until the end of Year 11. Candidates who are awarded a Scholarship may also be eligible for a means tested bursary (up to the value of 100% of fees).

## 9.2 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+, a Sixth Form Scholarship may be awarded on the strength of a candidate's GCSE results.

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

## 9.3 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 but a pupil is only able to apply for a Music Scholarship once during their 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 [the standards outlined below](#).

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.

### 9.3.1 11+ and 10+

Scholarships are offered on all orchestral instruments; however, voice cannot be offered as a first study and singers are also expected to play an instrument. The minimum requirement for piano and strings is Grade 5.

At audition, candidates will be asked to:

- Play two contrasting pieces on the instrument of their first choice
- Play one piece on his second instrument, or sing
- Take a sight-reading test
- Respond to aural questions
- Answer questions of a general musical nature, including details of current and past musical experiences.

**Music Scholars will be expected to take GCSE Music.**

### 9.3.2 13+

Scholarships are offered on all orchestral instruments; however, voice cannot be offered as a first study and singers are also expected to play an instrument. The minimum requirement on piano and strings is Grade 6; on other orchestral instruments Grade 5 is accepted.

At audition, candidates will be asked to:

- Play two contrasting pieces on the instrument of their first choice (equivalent to Grade 5)
- Play one piece on his second instrument, or sing (need not be Grade 5)
- Take a sight-reading test
- Respond to aural questions
- Answer questions of a general musical nature, including details of current and past musical experiences

**Music scholars will be expected to take GCSE Music.**

### 9.3.3 16+

Scholarships are offered on all orchestral instruments; however, voice cannot be offered as a first study and singers are also expected to play an instrument. The minimum requirement is Grade 8.

Auditions may take place at the school, or online, to be decided with individual candidates. Candidates will be asked to:

- Play two contrasting pieces on their instrument
- Play one piece on his second instrument, if they have one
- Take a sight-reading test
- Respond to aural questions
- Answer questions of a general musical nature, including details of current and past musical experiences
- Submit an MP3 file or PDF of a composition ahead of the audition

Candidates will also sit a written music paper when they take the School's entrance exams.

Music Scholars are **strongly encouraged to take A-level Music. Otherwise, they should include a musical topic in their EPQ.**

## 9.4 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.

#### 9.5 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 and perform well in the appropriate entrance examinations.

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

## 10. Bursaries (Financial Assistance)

- 10.1 The School is generously endowed with funding for bursaries to assist those parents of academically bright pupils who otherwise could not contemplate private education.
- 10.2 A bursary may be awarded in addition to a Scholarship.
- 10.3 If you wish to apply for a bursary, [this should be indicated](#) at registration.
- 10.4 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. [Parents are required to attend a meeting with the Bursar to discuss this disclosure, and a home visit will be undertaken.](#)
- 10.5 The value of a bursary is expressed as a percentage of school fees at any given time. [Initial financial means-testing is undertaken during the admission process before any offer of a place is made.](#) Parents are subsequently required 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.
- 10.6 [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.](#)
- 10.7 Bursaries are only awarded to candidates whose family home at the time of selection is in London or the surrounding area, [and who have the right to be resident in the UK for the purposes of education.](#) Families who elect to move to this area specifically to educate their son at the School will not qualify for a bursary.

- 10.8 Further financial assistance (to cover items such as uniform, travel, lunch etc.) is awarded to pupils in receipt of a 100% bursary.

## 11. Overseas Candidates

- 11.1 We welcome applications from families relocating to London. Candidates are normally expected to sit their entrance examinations at the School in London, and we will normally arrange for them to be interviewed on the same day.
- 11.2 We do not normally allow candidates to sit their entrance examinations remotely (unless sitting the ISEB Common Pre-test for 13+ entry at their current school), except in exceptional circumstances and with the agreement of the Director of Admissions. Remote assessment will be conducted by a member of CLS staff.
- 11.3 As a day school, families will generally 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 educational guardian has been arranged.

## 12. Residency and Visas

- 12.1 All pupils at the School must have the right to be resident in the United Kingdom for the purpose of education. Parents must supply the School with evidence (usually a copy of the pupil's passport) no later than the pupil's first day of School.
- 12.2 Through the City of London Corporation, the School is able to sponsor a visa application by a candidate (or current pupil) to the UKVI. 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 this visa. If the candidate is offered a place and accepts it, a Confirmation of Acceptance for Studies (CAS) will be assigned so that they may apply for a visa. The charge associated with the assignment of a CAS will be passed on to parents.
- 12.3 All enquiries about visa applications should be made to the Director of Admissions.

## 13. Siblings

- 13.1 We welcome applications from the brothers of current and previous pupils of the School and of our sister school, City of London School for Girls. Similarly, we welcome applications from sons or relatives of Old Citizens or Old Girls. 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.

## **14. Equality of treatment and Special Educational Needs and / or Disabilities (SEND)**

14.1 Pupils are recruited on the basis of their merits, abilities and potential to take advantage of the particular educational provision of the School, which is suited to highly able and committed boys. The School restricts admission to boys only, and educational opportunities for girls are provided through our sister school (City of London School for Girls). In any review of selection criteria and procedures, the School will ensure that consideration is given to equal opportunities issues.

14.2 We welcome pupils 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.

### **14.3 Special Educational Needs and / or Disability (SEND)**

14.3.1 When making and reviewing admissions arrangements, the School has due regard to its legal and moral responsibilities under the *Equality Act (2010)* and the *SEND Code of Practice (2014, last updated May 2015)*. The School sets its own admissions criteria, but these do not discriminate against applicants with a particular protected characteristic. When necessary, the School will do all that is reasonable in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the School can cater adequately.

14.3.2 Treating every child as an individual is important to us, and we welcome pupils with SEND, providing that the School's Learning Support Department and teaching staff can provide them with the support that they require. However, the School does not have the facilities to offer highly specialized and / or intensive treatment.

### **14.4 SEND in the Entrance Assessments**

14.4.1 The procedure of selection to the School is set out above and comprises an assessment of academic abilities and an evaluation of thinking, oral and social skills, with general awareness and confidence also being taken into consideration.

14.4.2 The School needs to be made aware of any known or suspected SEND which may affect a candidate's ability to take full advantage of the education provided at the School. This SEND may include:

- dyslexia
- dyspraxia
- dysgraphia
- dyscalculia
- ADD
- ADHD
- ASD (including Asperger Syndrome)

- GAD (General Anxiety Disorder)
- hypermobility
- Tourettes
- physical or medical difficulties
- specific learning difficulties
- any other or related need or disability

Parents of a child who has any known or suspected SEND should provide the School with full written details at registration. To ensure appropriate arrangements are made, the School's registration form includes a request for information about any SEND a prospective pupil may have.

14.4.3 Provision will be made in the entrance examinations for candidates who have SEND if they provide the School with an up-to-date assessment of need, substantiated by evidence from their current school:

- If candidates have a physical disability or a medical condition, a letter or report from a relevant medical practitioner is required.
- In the case of Specific Learning Difficulties, the School requires a written report from a Specialist Teacher, Educational Assessor or an Educational Psychologist showing the candidate has a SEND and demonstrating the impact of the difficulty on exam performance. This report should ideally have been undertaken less than two years before the entrance examination date; if the report is older than two years, we would recommend that the School's Admissions staff are contacted for guidance prior to commissioning a new report.
- In both cases, a letter from the SEND Co-ordinator of the candidate's current school must be obtained in order to arrangements proposed in the report(s) above are currently in place for the candidate and are his regular way of working.

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

14.4.4 The School adheres to guidelines for access arrangements set out by the Joint Council for Qualifications (JCQ)<sup>1</sup> when making special arrangements in entrance examinations. Exam arrangements offered for admissions' assessments will be re-evaluated if an offer is made and accepted, and additional assessments may be necessary in order to determine if an access arrangement is appropriate and meets the criteria set out by JCQ.

## 14.5 **Special circumstances and Reasonable adjustments**

14.5.1 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.

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<sup>1</sup> See <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

- 14.5.2 When considering admitting a prospective pupil with an identified SEND, the School will ensure that appropriate reasonable adjustments are taken so as to avoid putting the pupil at a disadvantage. 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 admissions process and if an offer of a place is made.
- 14.5.3 If a SEND becomes apparent after admission, the School will consult with parents about the appropriate reasonable adjustments that are necessary to allow the child to continue at the School. This 'reasonable adjustment duty' assumes that the School will aim to facilitate the involvement of a disabled pupil in every aspect of the life of the School.
- 14.6 Further information regarding the School's provision for pupils with SEND is given in the School's Learning Support and Disability Policy.

## **15. Disclosures**

- 15.1 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.

## Appendix 1: Schedule of fees

<b>Fee</b>	<b>Value (from 2020-21)</b>
Standard registration fee	£160
Non-Standard registration fee	£250
Additional registration fee	£250

## Appendix 2: Number of places available

The exact number of places available varies from year to year, but the approximate number of places available each year is:

<b>Entry point</b>	<b>Approximate number of places available for entry</b>
10+	Up to 48 places
11+	Up to 72 places
13+	Up to 45 places
16+	Up to 20 places