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 candidates and their parents and to all members of the teaching and administrative staff.

Policy last reviewed by:	Philip Marshall (Director of Admissions)
Date policy last reviewed:	June 2026
Approved for the Governors:	Board of Governors
Date approved:	Pending approval

1. Introduction

1.1 City of London School aims to identify and admit to the School biologically male children 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 child who has met the selection criteria.

1.2 The aim of this policy is to outline the criteria on which candidates 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.

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 of candidates

2.1 Registration must be completed online by the parent or carer of the candidate. A non-refundable registration fee is charged for all registrations. The registration deadline varies depending on age of entry and details are published on the School's website.

2.2 **Fees**

The **standard registration fee** is payable at registration for all candidates at the School's standard points of entry.

A **non-standard registration fee** may be payable for occasional places at non-standard points of entry.

A **reduced registration fee** may be agreed for candidates who are applying for a transformational bursary and whose financial circumstances fulfil specific financial criteria, details of which are published on our website.

The registration fee covers assessment (and, if shortlisted, interviews) in London alongside other applicants.

At the discretion of the Director of Admissions, an **additional assessment fee** may be charged (in addition to a standard or non-standard registration fee) to cover administrative costs in respect of candidates at any point of entry:

- when assessment does not take place on the published assessment day(s) and alongside other applicants in London, or
- where remote supervision of entrance assessments is undertaken.

Registration fees are listed in Appendix 1.

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

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

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

3. Point of entry

3.1 Pupils are admitted to the School at three standard 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).
- 16+: aged between 16 and 17, for entry into the Junior Sixth Form (Year 12).

3.2 A child's age is reckoned as on 1 September of the year of desired entry. The School may accept an application from a candidate who is slightly over-age or under-age, at the Director of Admissions' discretion, if it is in the interests of the candidate 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 assessments,
- the candidate's performance in an individual interview and / or group session(s), and
- a confidential report from the Head of the candidate's present school reporting on, amongst others, attitude, progress and conduct on the part of the candidate and their parents.

Candidates who show promise in the entrance assessments will be invited to attend for an individual interview and / or group session(s). The individual interview, which lasts for about 15-20 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.

We are unable to consider additional references or testimonials about candidates and their achievements, unless specifically requested by us (for example, in respect of Music Scholarships or Sports Prizes).

4.2 **Number of places available**

The number of places available varies from year to year; the approximate number of places available in the current admissions cycle is given in Appendix 2.

5. Entrance assessments

5.1 All entrance assessments must be sat at the School.

In exceptional circumstances (such as for candidates currently living overseas) and at the discretion of the Director of Admissions, entrance assessments may be sat remotely and an additional assessment fee charged. Remote assessment will usually be conducted by a member of CLS staff during UK business hours.

5.2 Assessments are set at a standard appropriate to the age of the candidates. All assessments are designed to be accessible for candidates in maintained primary schools and independent junior schools alike.

Further information is published on the School's website.

5.3 **10+**

Candidates sit a computerised test covering Maths, English and reasoning, and complete a hand-written English task.

5.4 **11+**

Candidates sit a computerised test covering Maths, English and reasoning, and complete a hand-written English task.

5.5 **16+**

Candidates sit subject-based tests, taken from a list of academic subjects taught by the School. The subjects nominated by the candidate must be those they wish to study in the Sixth Form. Languages are for non-native speakers only. Candidates will also sit a computerised reasoning test.

The offer a place at the School is conditional on their GCSE/IGCSE results. Candidates must achieve six full course passes at grade 8 or 9, with at least grade 7 in English Language and Mathematics. We require candidates to achieve a grade 8 or 9 in the subjects chosen for study in the Sixth Form.

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

5.6 **Non-standard points of entry**

Occasional places in other year groups may occur from time to time. Such entry is usually restricted to families expecting to relocate or having recently relocated to the area and who could not have followed our standard admissions procedures. The School may prioritise applications from families in these categories.

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

6. Interviews and group sessions

6.1 Candidates who perform well in their entrance assessments are invited to 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 are usually conducted by one or two members of staff.

6.4 Interviews may be conducted remotely or in person, as arranged by the School.

7. Confidential reference

7.1 The Head of the candidate's current school will be asked to provide a written confidential reference 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 standardised tests taken at the school (such as CATs) and predicted grades at GCSE/IGCSE, as appropriate. In addition, the confidential reference 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. 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.

The School is not obliged to disclose its reasons for these decisions or give feedback on a candidate's performance.

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. For other entry points, 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 prize, scholarship and / or transformational bursary. It will also confirm any associated conditions which must be met (for example, GCSE/IGCSE performance).

The offer of a place is accepted by the parents completing and signing an acceptance form, and paying the Acceptance Fee. The value of the Acceptance Fee is detailed on the Schedule of Fees.

For candidates offered a transformational bursary, the Acceptance Fee is payable at the level of fee remission.

At 10+ and 11+ and non-standard points of entry, the Acceptance Fee is due in full when the offer of a place is accepted.

At 16+, a payment of part of the Acceptance Fee is 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 GCSE/IGCSE 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 carers 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 and carers will receive updated documents as appropriate.

If any parent or carer 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 assessments and at interview and / or group session may be made an offer of a reserve place. Short reserve lists are maintained for most points of entry. There is no ranking of this reserve list. Should a vacancy arise, this may be offered to a candidate who holds an offer of a reserve place.

The School may offer a place to a candidate unable to follow our standard admissions procedures before a candidate on a reserve list, at our discretion.

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. The reserve list for all points of entry closes at the start of the next academic year.

8.5 **No offer**
We receive applications from many more candidates than we have places available. The School is not obliged to disclose its reasons for these decisions or give feedback on a candidate's performance.

9. Prizes, scholarships and exhibitions

9.1 All prizes, scholarships and exhibitions (Academic, Music and Sport) are worth £35 and are usually tenable until the end of Year 11. Candidates who are awarded a prizes, scholarships and exhibition may also be eligible for a means-tested transformational bursary.

9.2 **Academic prizes**
An Academic prize at 10+ and 11+ may be awarded based on performance in the School's entrance assessments.

At 16+, a Sixth Form academic prize may be awarded on the strength of a candidate's GCSE/IGCSE results.

9.3 **Music scholarships and exhibitions**
A Music scholarship or exhibition is awarded on the basis of an audition and interview, and candidates must also satisfy the school's usual academic entry requirements.

A Music scholarship or exhibition may be awarded at any standard point of entry, or to a current pupil in recognition of their achievements. A pupil is only able to apply for a Music award once during their time at the School.

Further details can be found on the School's website.

9.4 **Sports prizes**

Sports prizes are awarded at 10+ and 11+ 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 prize, recipients are selected on the basis of a sports trial; these candidates must have satisfied the School's academic entry requirements.

Further details can be found on the School's website.

9.5 **Chorister opportunities**

We are proud of our historic associations with the choirs of HM Chapel Royal St James's Palace and Temple Church. Both choirs have a fixed number of singers, and boys and girls join initially as probationers usually in Year 5 or 6. Candidates who sing in auditioned choirs at the School may be eligible to audition as and when the opportunity arises.

Further information is available from the Director of Music.

10. Transformational bursaries (financial assistance)

10.1 The School is able to fund a number of transformational bursaries to assist those parents of academically bright children who otherwise could not contemplate private education. By their nature, these transformational bursaries are specifically targeted at those families with limited means. These children may additionally come from challenging family backgrounds or from backgrounds or areas from which opportunities at City of London School could be transformative.

Transformational bursaries are targeted where we think we can make a genuine difference to the lives of children whose families have limited assets and with below average household income.

10.2 A bursary may be awarded in addition to a prize, scholarship or exhibition.

10.3 If you wish to apply for a bursary, this must be indicated at registration.

10.4 All bursaries are awarded on the basis of performance in the School's entrance assessments and financial means-testing, which requires full details of both parents' income and assets. Parents may be required to attend a meeting to discuss this disclosure, and a home visit may 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 admissions process before any offer of a place is made. Parents are subsequently required to provide an annual update to their financial situation. Continued financial support is dependent on the outcome of this annual review and the value of a bursary may rise or fall.

10.6 A bursary will not be available to a candidate currently at an independent school unless they receive a substantial means-tested bursary to attend that school.

The child must have right to live and study in the UK; in addition, at least one of the parents and the child must have lived in the UK for at least two continuous years at the time of applying for a bursary. Families must live inside the M25 at the time of applying for a bursary and throughout the time the child is in receipt of a bursary from the School.

We may decline to pursue an application where in our opinion it may require an unrealistically demanding journey for the child.

Should parents declare their intention to relocate closer to the School, they will need to outline their plans clearly on the registration form. Any offer will be contingent on the relocation being completed before the child joins the School.

11. Relocation & right to study in the UK

11.1 As a day school, families will generally relocate to London with their child. 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.

11.2 All pupils at the School must have the right to study in the UK. Parents must supply the School with evidence (usually a copy of the child's passport, together with a visa or supporting documentation as required) no later than the pupil's first day of school.

11.3 Through the City of London Corporation, the School may be able to sponsor a Child Student Visa application by a candidate (or current pupil). This sponsorship is usually only available at 16+ entry, i.e. to cover the period of Sixth From study.

It is the responsibility of parents to advise if their child requires the School's sponsorship to obtain this visa prior to acceptance of a place.

Subject to the School being satisfied that appropriate safeguarding arrangements are in place that meet the requirements of this visa, a Confirmation of Acceptance for Studies (CAS) will be assigned once the offer of a place is accepted. All associated charges must be paid by the parents.

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

12. Siblings

12.1 We welcome applications from the brothers of current and previous pupils of the School and of our sibling schools, City of London School for Girls and City Junior School. Similarly, we welcome applications from children or relatives of Old Citizens or Old Girls.

These applications must 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.

13. Equality of treatment and Special Educational Needs and / or Disabilities (SEND)

13.1 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 children. The School restricts admission to male children only. In any review of

selection criteria and procedures, the School will ensure that consideration is given to equal opportunities issues.

13.2 We welcome candidates 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 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.

13.3 **Special Educational Needs and / or Disability (SEND)**

13.3.1 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.

13.3.2 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 specialised and / or intensive treatment.

13.4 **SEND in the admissions process**

13.4.1 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.

13.4.2 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 need or disability may include dyslexia, dyspraxia, dysgraphia, dyscalculia, ADHD (older diagnoses may state ADD), ASD (older diagnoses may state Asperger's Syndrome), general anxiety disorder, hypermobility, Tourettes, physical difficulties, special learning difficulties, or any other related need or disability or medical condition.

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 candidate may have.

13.4.3 Provision will be made in the entrance assessments 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 assessment performance. This report should ideally have been undertaken less than two years before the entrance assessment date; if the report is older than two years, you should contact the Admissions team 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 their regular way of working.

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

13.4.4 The School adheres to guidelines for access arrangements set out by the Joint Council for Qualifications (JCQ)[1] when making special arrangements in entrance assessments. Access 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.

13.5 **Special circumstances and reasonable adjustments**

13.5.1 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 assessments 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 candidate's current school.

13.5.2 When considering admitting a candidate with an identified SEND, the School will ensure that appropriate reasonable adjustments are taken so as to avoid putting the candidate 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.

13.5.3 If a SEND becomes apparent after admission, the School will consult with parents about the appropriate reasonable adjustments that are necessary to allow the pupil 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.

13.6 Further information regarding the School's provision for pupils with SEND is given in the School's Learning Support and Disability Policy.

[1] See https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration

14. Disclosures

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

Appendix 1: Fees

Fee	Value
Standard registration fee	£192 (including VAT)
Non-Standard registration fee	£300 (including VAT)
Reduced registration fee	£64 (including VAT)
Additional assessment fee	£300 (including VAT)

Appendix 2: Number of places available

The exact number of places available varies from year to year, but the approximate number of places available in the current admissions cycle is:

Entry point	Approximate number of places available for entry
10+ in 2027	Up to 40 places
11+ in 2027	Up to 85 places
16+ in 2027	Up to 25 places