



## **Admission Policy General Policy Statement**

Colfe's School is an academically selective, co-educational independent school for pupils from the age of 3 to 18.

Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Colfe's. We hold a number of open events throughout the year which give a general introduction to the school. We are also very happy to welcome prospective parents and their children at other times. Application to the school can be completed online. Details are available on our website.

Our selection is based on:

- a satisfactory report (most recent) and confidential reference requested by Colfe's from the prospective pupil's previous school, if appropriate. The reference may be requested before or after assessment.
- academic merit which is assessed through an entry assessment.
- the completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known learning difficulties or differences of the prospective pupil.
- consideration of siblings, staff children and a balanced cohort.

Pupils must meet standards which will enable them to benefit from the School's educational standard and academic ethos. The School's policy is to apply these criteria to all those who apply.

Appropriate reasonable adjustments will be made in respect of any disability, as defined by the Equality Act 2010, of which the School is made aware. The School actively encourages applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

The selection processes applicable at different entry points are described below.

### **Admission to the Junior School – EYFS and Key Stage 1**

Pupils join Colfe's either at 3+ into Nursery which is two form entry, or 4+ into Reception which is three form entry (including pupils moving up from Nursery). Offers are made in the Autumn Term of the year preceding entry, following an assessment. Occasional places do become available at 5+ (Year 1) and 6+ (Year 2) and are subject to the above admission criteria which includes an assessment.

### **Admission to the Junior School, Key Stage 2**

There is no formal entry point to Key Stage 2 (7+) however occasional places may come available. Children applying to join Key Stage 2 are assessed in English and Maths, using standardised tests appropriate to their age. The selection criteria above apply.

### **Admission to the Senior School**

Prospective pupils, internal and external, complete an assessment in Maths and English at 11+, with the addition of a Science paper at 12+, 13+ and 14+. (Please note: candidates who are unable to sit

the 11+ entrance examination on the published date and therefore sit the exam on a later 'slip date' will not be eligible for an academic or means-tested scholarship.)

A confidential written report is also requested from a prospective pupil's current school. Successful candidates will be selected for interview with a senior member of staff. Parents of applicants are informed by an agreed date of the outcome of the application.

### **Admission to the Sixth Form**

Prospective pupils to the sixth form must make an application in the autumn of the year preceding entry. The application requires a written personal statement from the prospective pupil, the two most recent school reports and school reference. Successful candidates will be invited for interview with the Headmaster and Director of Sixth Form. Offers made are conditional and subject to specific grade requirements at GCSE.

### **Scholarships and Fee Remission at 11+ and 16+**

Colfe's awards scholarships to pupils entering the school at Years 7 and 12 who demonstrate exceptional ability and who will make a positive contribution to the life of the school. In cases of proven financial need, scholarships may be supplemented by the award of a means-tested scholarship which are subject to annual review. A limited number of fully funded places are available every year. The importance of the wider curriculum at Colfe's is reflected in our policy of offering a limited number of scholarships in Music, Drama, Art and Sport, all of which are crucial ingredients in the success of the school. Parents are specifically advised that all scholarship and means-tested scholarship awards are made on the basis of assessed merit at the discretion of the School.

Further information can be obtained on request from the Director of Admissions ([admissions@colfes.com](mailto:admissions@colfes.com)).

### **Retention of Pupils**

Subject to satisfactory academic progress and conduct pupils remain at Colfe's until the end of Year 13. Pupils proceeding from Year 6 of the Junior School to the Senior School at 11+ are required to sit the School's 11+ entry assessment. The results are used for appropriate monitoring of a pupil's progress and to assess the eligibility of these candidates for Academic Scholarships. However a pupil's progress to the Senior School is assumed to be automatic, unless parents have been clearly informed to the contrary by the Head of the Junior School, who in the normal course of events would expect to give such advice and guidance by the end of the spring term of Year 5 at the latest.

The current position for those in Year 11 is a minimum of three GCSEs graded A/7 or above. Students also need to meet the subject-specific eligibility criteria for each of the courses they wish to follow; we expect students to follow a four-subject curriculum as a matter of routine.

Progression to Year 13 is dependent on achieving an equivalent of CCC at AS Level in the Goldsmiths Colfe's Internal Examinations at the end of Year 12.

### **Special Educational Needs**

The Parents must notify the Headmaster when completing the School's Admissions application process and subsequently in writing if at any time they are aware or suspect that the Pupil (or anyone in his or her immediate family) has a learning difficulty and the Parents must provide us with copies of all written reports and other relevant information.

Reasonable adjustments may be offered to pupils in entrance assessments, provided that this is on the recommendation of an Educational Psychologist's or other relevant professional's report. The examination scripts of pupils with SEN are scrutinised specifically and sympathetically as part of the selection procedure.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a special educational need or disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's learning difficulty or disability. For example, if, despite reasonable adjustments, we feel that the School is unable to provide adequately for the prospective Pupil's special educational needs, or that their health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

### **Equal Opportunities**

Colfe's welcomes applications for admissions from all sections of society and is non-discriminatory in line with the *Equality Act 2010* and Equal Opportunities Policy. This applies to all pupils and includes inappropriate discrimination on the grounds of gender, age, religion or belief, physical ability or disability including HIV status, learning ability, other special educational needs or academic or sporting ability, race including colour, nationality, ethnicity, family, cultural or linguistic background, sex and sexual orientation.

The School acknowledges its responsibility to make reasonable adjustments in accordance with the *Equalities Act 2010* and the *Special Educational Needs & Disability Act 2001* in order to accommodate the needs of applicants, and pupils who have disabilities.

### **Final Selection Procedure**

Acceptance of a place at the school implies an acceptance of the School Policies in place as set out in the terms and conditions (parent contract) and the terms of the Entry Acceptance Form, which is signed by the parent(s)/guardian(s), when a place is accepted. The acceptance form must be signed by all individuals who have parental responsibility.

If parents are dissatisfied with an admission decision, they are advised to address this using the admissions complaints procedure which is available on our website.

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