

city
of
london
school
for
girls

ADMISSIONS

BOOKLET



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WELCOME TO CITY

Dear prospective parents and girls,

City of London School for Girls is a unique learning environment and we are delighted that you are considering joining us. The process of applying to schools can often seem daunting and confusing. At City, we aim for our admissions process to be stress-free, clear and even enjoyable!

As the Registrar at City, I will be communicating with you regularly throughout the process to keep you informed and to let you know what happens next. This Admissions Booklet provides lots of information which we hope you will find useful. You will also find information in the Admissions section of our website, notably the key admissions dates and open event dates for entry in the coming academic year. If you are applying for a year in the future, the dates tend to be roughly the same from year to year.

Prospective City girls, you are at the heart of our admissions process. You will find lots of information in this booklet, but particularly keep an eye out for the red speech bubbles like this one which contain tips, advice and information especially for you! I very much look forward to meeting you at an open event, to helping you with your admissions process and to welcoming you to City.

Registrar

OUR ADMISSIONS POLICY

City of London School for Girls is a **non-denominational, academically selective, independent day school for girls aged 7-18**. Most girls are admitted to the school following assessment at ages **7+, 11+ or 16+**. Places are sometimes available at other entry points. Admission is through an appropriate assessment at the school.

The school has a Christian ethos, but we welcome pupils from a wide range of **different cultures, faiths and backgrounds** which creates a unique and dynamic learning environment. We are committed to providing opportunities to all girls **regardless of financial means**, and we therefore offer numerous **scholarships and bursaries** for entry at 11+ and 16+.

City of London School for Girls aims to provide a **stretching and challenging academic education** to girls at the top end of the ability range. The school also aims to provide a full and rounded education which helps to develop pupils morally, spiritually, socially and culturally, as well as intellectually.

- We aim to identify and admit girls from **all backgrounds** who have met our academic standards and who will benefit from an academic education at City of London School for Girls.
- We aim to admit girls who will **contribute to** and **benefit from** the **ethos** and **opportunities** available at City of London School for Girls.
- We aim to treat all candidates **fairly** and **sensitively**. Please be aware that we are unable to provide feedback on the performance of prospective candidates at any of our entry points.

Our policy is to apply these criteria to all pupils and potential pupils **regardless of any disability** of which we are aware, subject to our obligation to make reasonable adjustments. At present, our physical facilities for the disabled are limited but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under the Special Educational Needs & Disability Act 2001.



THE FIRST STEPS FOR APPLYING TO CITY COME ALONG TO AN OPEN EVENT

We hold open events throughout the year to give you an opportunity to look around the school, experience City life and ask any questions. Most importantly, meeting and talking to our current girls is the best way for you to understand life at City - they are always very keen to show girls and parents around the school and talk with you openly and honestly about all aspects of school life.

Our forthcoming open event dates can be found on our website within the 'Admissions' section. As a rough guide, we hold the following events each year:

- **Prep/7+ open events** – 3 per year; 1 in June and 2 in March.
- **Senior/11+ open events** – 4 per year; 1 in June/July and 3 in September/October. Please note that we will not hold an Offer Holders' event in February so we encourage you to visit the school before applying for one of our 11+ open events.
- **Sixth Form/16+ - open events** – 2 per year; 1 in mid June and 1 in September.



It can seem daunting visiting a new school and imagining yourself as a pupil. Here are a few things which you might find useful to ask the girls who show you around. It is important to find out whether City is the right school for you, so don't worry at all about asking them lots of questions.

- Why did you choose to come to City?
- What is the best thing about City?
- Are there things which you don't like?
- How did you find your entrance exam and interview?
- Which extra-curricular clubs could I join?
- What are school lunches like?
- How do you find travelling to school?

11+ TASTER AFTERNOONS

Each June, we hold Taster Afternoons for approximately 60 girls in Year 5 at state primary schools, who are hoping to apply to City for Year 7 entry. The afternoons give the girls a chance to experience Senior School life, meet current girls and staff and get a glimpse of life at City. The event will be advertised on our website in April each year, with an online application form, so do keep an eye out for this. We recommend applying as soon as possible as places fill up quickly.

REGISTERING FOR ENTRY

Each girl who would like to take our entrance assessment needs to **register with us**. This is done via **our website**. Just click on the '**Register Online**' button which appears on the website homepage. Registration will open in April in the year prior to entry.

You will be directed to an online form. Once completed, you then reach a payment page for the £125 registration fee (£155 if you are applying from overseas) which covers such costs as the exam administration and the exam papers.

- If you are applying for entry to City for age groups other than 7+, 11+ or 16+, please add your name to the occasional place waiting list on our website: www.cisg.org.uk. You will be invited to register if a place arises.
- We are able to waive the registration fee for any families in receipt of social benefits (excluding child benefit). Please email admissions@cisg.org.uk with supporting evidence, including your daughter's name and date of birth in the email.

WHAT HAPPENS NEXT?

Once you have registered, we will then **be in touch with you frequently** to **guide you through the process** and **explain the next steps**. At City we aim **to reduce waste, to save postage costs and to conduct our admissions process as efficiently as possible**. We therefore send the vast majority of our correspondence **via email**. It is consequently very important that you **check your emails regularly**, and you can then reply with any queries so that the process is **as smooth and stress-free as possible!**

CITY ADMISSIONS BY NUMBERS...

24 girls will join us in **Year 3** each year.

75-80 external girls will join us in **Year 7** each year.

10-20 external girls will join us in **Year 12** each year.

Over 20% of girls in the senior school at City currently receive some form of **financial assistance** towards their school fees through **scholarships and/or bursaries**.

35-40% of girls (approximately) join us from **maintained sector schools** across each of the three entry points, with **60-65%** coming from **independent** schools.

SOME GENERAL POINTS

DO WE NEED TO LET OUR CURRENT SCHOOL KNOW ABOUT AN APPLICATION TO CITY?

Yes please. We will request a reference from the Headteacher of the girls' current school to help in our assessment process. We strongly advise parents being open and talking with their daughter's current school about their plans. This is a perfectly normal part of progressing through the education system so there is no need to worry about having this conversation.

HOW DOES CITY HELP GIRLS WITH SPECIAL EDUCATIONAL NEEDS OR SPECIAL CIRCUMSTANCES WHEN THEY TAKE THEIR EXAM?

If a candidate has any form of special educational need, they can be considered for **extra time**. We will need to receive a **recommendation** from your daughter's school SENCo or equivalent specialist teacher. Alternatively parents can provide CLSG with a recent **Educational Psychologist's report dated within 2 years**. Please note we strictly adhere to the **JCQ (Joint Council for Qualifications)** guidelines when awarding candidates with access arrangements and therefore even if a student has an Educational Psychologist's report, it does not automatically qualify them for extra time. Reports of this nature need to reach us several weeks before the entrance exam date (further details will be sent nearer to exam time).

We also appreciate that other circumstances can affect performance on the day. It is crucial that you make us aware of any of the following in the pre-exam details form you will be asked to complete after registration, so that we can take these into account:

- English as a second language.
- Illness or lengthy absence from school.
- Family circumstances such as a recent bereavement.
- Periods of schooling outside the UK.

SHOULD GIRLS RECEIVE TUTORING BEFORE THE ENTRANCE ASSESSMENT?

We do not wish for girls to endure hours of extra tuition. Our tests are generally based on work the girls will be familiar with from school. While it is important to work towards correct answers for Maths papers, for example, we also look for girls who show originality and flair rather than repeating pre-prepared answers. We would much prefer girls to come along to their assessments feeling fresh and full of energy rather than worn out from working too hard!

WHICH GIRLS DOES CITY MAKE OFFERS TO?

It is crucial for us to have an admissions process which is as **fair and transparent** as possible. Without requiring the girls to sit endless assessments and tests, we aim to identify the girls with the **most potential to be happy learners** here at City. We therefore make offers to girls who:

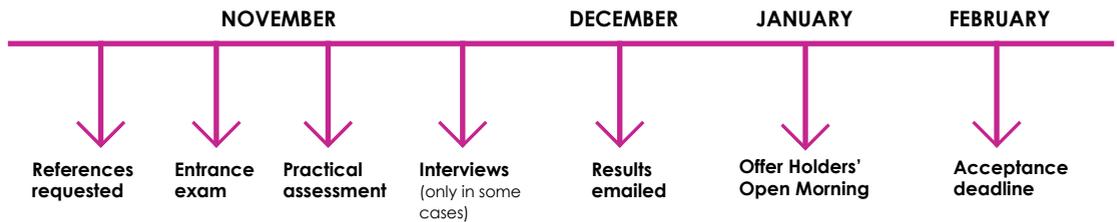
- display a **high level of academic ability** in their entrance exam.
- have a **strong record at their current school**. (We look carefully at school references. If a reference is not received, we will look at the most recent school report).
- show **good character, originality and real potential to think independently** in their interview (11+ and 16+) or practical assessment day (7+).
- demonstrate that they would **enjoy** making the most of the wide-ranging educational opportunities offered to them at City.

YEAR 3 (AGE 7+) ENTRY

We welcome 24 girls into Year 3 to join the Prep School each year. Girls must have reached the age of seven before 1st September in the year of entry and will be in Year 2 when they sit their entrance tests. We have a two-stage entrance assessment which is taken in November prior to entering the school the following September.

Girls can register from April when they are in Year 1. Before applying, it is strongly advised that prospective parents attend one of our 7+ Open Events in order to meet Prep staff and girls and ensure that City is an appropriate choice of school before registering.

The specific dates for 7+ admissions can be found on our website, but here is a rough guide to the process. We ensure that the process is stress-free and clear by keeping you regularly updated, so there is no need to worry about forgetting or missing key dates.



EARLY NOVEMBER ENTRANCE EXAM

For the first stage, the girls will spend a morning or afternoon in the Prep School where they will take a few tests in **reading, story writing and mathematics**. These tests are **age standardised** as we know that date of birth can make a big difference when you are 6. The girls are split into **small groups** and are assessed in:

- **reading** a simple story fluently.
- giving a **clear account** of the points within it.
- **structuring and developing a piece of writing** in narrative form and showing **good spelling**.
- demonstrating knowledge of the **meaning of numbers** through experience in using them, for example counting or grouping different objects or scoring in games.
- their knowledge of **multiplication tables** x2, x3, x4, x5, x10.
- demonstrating **experience of different coins**, perhaps by playing shopping games or going shopping with their family.
- showing **experience of time, measurement, length, weight and capacity**.

Results will be emailed to you one week after the first assessment morning has taken place.



We hope you will enjoy your morning at City! We try to ensure it is very similar to a normal morning at school, and you should not worry about the tests at all. They are based very closely on the things you will already be working towards at school. You will have breaks for drinks and snacks and will also be able to make new friends!

MID-LATE NOVEMBER PRACTICAL ASSESSMENT

Following the entrance exam, we select around 50 girls to take part in a second assessment morning. This principally involves **practical activities and practical lessons** in English, Maths and Design Technology. We assess how the girls **interact** and **work together**, as well as the work they produce. In addition to the Maths and English skills previously tested, the girls are again split into small groups and assessed in the following areas:

- **interaction** with other pupils and staff.
- experience of **scientific enquiry** through contexts taken from life processes, materials and their properties and physical properties.
- displaying an **inquisitive** mind and an **interest** in finding out **why and how things happen**.
- interest in **visits and trips** they have made and some interest in **creative activities** such as painting, using construction toys, cooking, sewing or making scrapbooks.

INTERVIEWS

Parents and girls may be invited to meet Prep staff in order to discuss any particular areas of strength and weakness.

- The interview will last approximately **20 minutes**.
- **It is not supposed to be a frightening experience!** Having looked carefully at school references and entrance exam marks, it will be a chance for us to **learn more about the girls** as well as giving you a **chance to ask us any questions about life at City**.
- Interviews will only take place if a particular issue has arisen during the assessment process which requires further discussion.

LATE NOVEMBER RESULTS

Final results will be emailed to you as soon as possible after the second assessment morning.

LATE JANUARY OFFER HOLDERS' OPEN MORNING

Our Offer Holder's Morning will give you another chance to see the school, speak with current girls and teachers and ask any final questions.

EARLY-MID FEBRUARY ACCEPTANCE DEADLINE

We will need to know your decision by the acceptance deadline. Our acceptance deadline is a few months after our assessment has taken place. This is because we know you are sensible parents who will not only apply to one school! We understand that you may attend assessments at other schools (many of which are held in January) so we hope our deadline will give you sufficient time to make a decision based on all results.

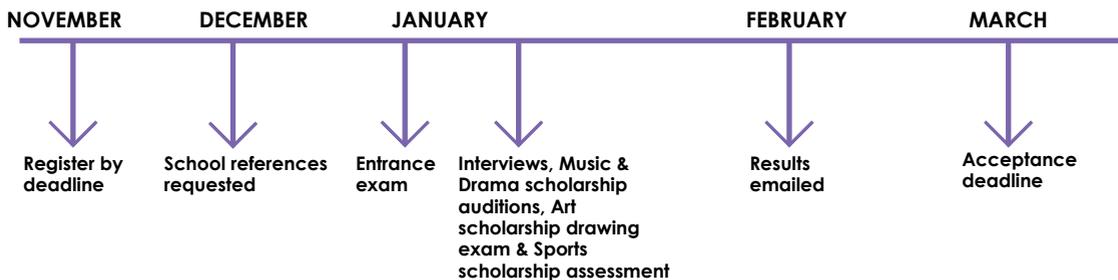


YEAR 7 (AGE 11+) ENTRY

We welcome 75 to 80 girls into Year 7 each year to join our current Year 6 girls in the Senior School at City. Girls will be in Year 6 when they sit their entrance exam. It is strongly advised that prospective parents attend one of our 11+ Open Events in order to meet staff and girls and ensure that City is an appropriate choice of school before registering. Girls can register from April when they are in Year 5.

We have a two-stage entrance assessment (exam and interview) which takes place in January prior to entering the school in September. Applicants need to be consistently high achieving in most curriculum areas, working at the very top of their current class. Additionally they will be independent, self motivated and resilient learners who have a thirst for knowledge and an intellectual curiosity, with the potential to further develop and excel. They must enjoy a fast paced learning environment and relish the challenge of solving difficult problems.

The specific dates for 11+ admissions can be found on our website, but here is a rough guide to the process. We will keep you regularly updated, so there is no need to worry about forgetting or missing key dates.



EARLY NOVEMBER

If you have decided to apply to City, you will need to **register online by mid-November** (the specific deadline date is on our website and 'Key Dates' leaflet). We unfortunately **cannot accept any late registrations** so please ensure that you register on time. We will place reminders on our website to help you remember!

It is important to note that City of London School for Girls is no longer a member of the North London Independent Girls Schools' Consortium. City has a separate admissions process to other independent and state schools so you will need to apply separately.





BURSARIES AND SCHOLARSHIPS

All girls are welcome to apply for 11+ bursaries and/or scholarships (see pages 21-24 for full details). We offer means tested bursaries and Art, Sports, Drama and Music scholarships. Please note that we do not offer Academic scholarships. We will send an email with full details of bursaries and scholarships once registration for the following year's admission closes in mid-November.

DECEMBER

At the beginning of December, we will request a reference from your current Headteacher (see pages 5-6 for further details).

EARLY JANUARY

The **entrance exam** will take place in early January. There will be **2 papers – one English paper and one Maths paper. There will not be a verbal or non-verbal reasoning paper.** The papers are based on work which the girls will already be doing at their current schools in English and Maths lessons. Sample papers are available on the school website. There are no trick questions!



Please note our exam date is set by liaising with other London schools, to avoid any clashes as much as possible. You must let us know once you have registered if your daughter has a clash with another school.



HOW TO PREPARE FOR YOUR EXAM

There is no need to worry about your entrance exam, and we hope you enjoy your morning! You will not sit your papers in frightening long rows of desks in a hall – instead you will be in a small group in a classroom. You just need to bring a pen, pencil, highlighter and eraser with you. There will be a break for snacks and drinks in between your two papers for much needed energy!

ENGLISH

- 1 hour and 20 minutes long.
- 3 sections – 1 reading and 2 writing.
- Reading – there will be a short passage to read, normally about a page long, and short comprehension questions about the passage to answer. We want to see how well the girls have understood the passage.
- Writing – there will be a writing task which may be based in some way on the passage in the Reading section. The task will normally be a creative writing task. There will then be a short discursive section, again based in some way on the passage.

We look for...

...girls who can read with **discernment** and **understanding**, with a firm grasp of both implicit and explicit meaning. We look for **clear and accurate writing** which demonstrates the use of a **wide and varied vocabulary**, and a good understanding of the **effects created by language**, both in others' writing and their own. In the creative writing task, we hope the girls will enjoy **expressing themselves** by writing original answers with **fluency, range and imagination**.

HOW CAN I DO WELL IN MY ENGLISH EXAM?

Before the exam...

- Read lots of books! This is the best way to prepare. We hope you will enjoy reading different authors' books, learning new words and understanding different styles of writing.
- When you are reading, try to think about why authors choose certain words when they write. Why, for example, has the author written 'she whispered' rather than 'she said'? What does this suggest?
- Practise spelling words which you may sometimes find hard to spell correctly.

During the exam...

- Spend 10 minutes reading the passage before you start writing. Highlight important words and try to understand the passage as well as you can.
- Read all of the questions very carefully.
- Try to use your own words as much as possible.
- Look at how many marks the questions have. If a question has 6 marks, for example, you will need to write slightly more than for a question which has 4 marks.
- Enjoy using your imagination!

MATHS

- 1 hour and 15 minutes long.
- A variety of questions in two sections, testing numerical and arithmetic skills, problem solving and logical thinking.
- The questions get harder as the paper goes on.

We look for...

...girls with a solid foundation of accurate calculation skills who can think mathematically, drawing on existing knowledge to solve unfamiliar problems, noticing and using patterns, and explaining and justifying answers clearly.

fractions

probability

multiplication
addition
subtraction
division

prime numbers,
square numbers
and cube numbers

averages

pie charts

graphs

angles

symmetry

sequences

2D and 3D
shapes

areas and
volumes

percentages

factors and
multiples

HOW CAN I DO WELL IN MY MATHS EXAM?

Before the exam...

- Practise a few of the past paper questions.
- Have a look at the types of questions which might come up.
- If you go shopping, practise adding up prices or working out percentages in the sales!

During the exam...

- Read each question very carefully.
- If you are stuck on one question, don't spend too long on this. Just move on to the next one and you can then come back to it at the end if you have time.
- You are not allowed to use a calculator or a ruler.
- Show your working out.
- If you see a big gap between the end of the question and the line where you write your answer, this is not a mistake! This is the space where you will need to write down your working out. We want to see how you have reached your answer. Even if you get the final answer wrong because you just make a silly mistake, you might get some marks if your early working out is correct. But if you don't write it down, we won't know!

LATE JANUARY

If you have performed very well in your Maths and English papers and we have received a good reference from your current school, we will invite you along to City for an interview. This will be during the last week of January.

- The interview will last approximately **20 minutes**.
- This will be a **one to one** interview with a member of the City teaching staff.
- **It is not supposed to be a frightening experience!** Having looked carefully at school references and entrance exam marks, it will be a chance for us to **learn more about the girls** as well as giving the girls a **chance to ask us any questions about life at City**.
- There will also be some questions for us to **assess how the girls think** – we may present them with a Maths puzzle, a piece of prose or a piece of artwork and have a discussion about them.
- **We want the girls to be themselves and demonstrate their ability to think independently. We do not want to hear pre-prepared answers!**

Under our Admissions Policy, the following information will be considered in some cases when calling girls back for interview:

- Girls who have been or are looked after (definition as per section 22 of The Children's Act 1989)
- Girls currently enrolled in a state school with families in receipt of social benefits
- Girls currently enrolled in a state school
- Girls who have siblings currently at CLSG

HOW CAN I DO WELL IN MY INTERVIEW?

Most importantly, don't worry at all and just be yourself! Do not worry about giving the 'right' answer – there is no such thing for most questions. We are definitely not looking for pre-prepared answers.

If your parents try to give you a practise interview before your City interview to make sure you answer correctly, please discourage them! We want to see how you think, find out if you will be a happy and eager learner here at City and chat about the things you enjoy.



MID FEBRUARY RESULTS

You will receive final results by email.

EARLY MARCH ACCEPTANCE DEADLINE

The specific deadline date will be published on our website when the admissions process begins in the Autumn term. The precise details and conditions of the offer and the acceptance process, including how the school would deal with over subscription, will be contained within the offer email that you receive.

"The interview felt like a one to one lesson – I sensed the teacher wanted me to "do well", not to catch me out. I emerged having had fun – difficult to believe, I know!"
Hope

"The exam should have been scary, but in the end I found myself really enjoying my time."
Edie

"I thought I would feel out of place and disorientated at my interview but the teachers were so welcoming and I felt like part of their community."
Zara

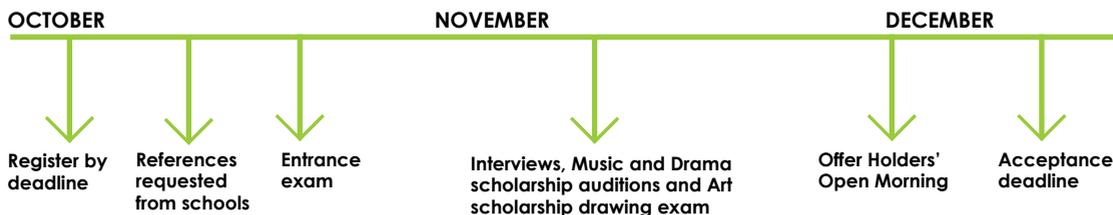


YEAR 12 (AGE 16+) ENTRY

We usually welcome between 10 and 20 girls from other schools to join our current Year 11 in the Sixth Form at City. We welcome the valuable contribution new girls bring – new ideas, new interests, new personalities and new ambitions. Girls can register from April when they are in Year 10.

Just like for entry in Year 7, we welcome girls from all backgrounds and schools. City is an exciting place to study and the girls are all unique and individual – you are encouraged to be who you want to be! We aim to offer places to girls who will both thrive here academically and make the most of the varied extra-curricular activities and opportunities for personal development before heading off into the wider world. Our main aim is that you thoroughly enjoy your final two years of school!

Below is a rough idea of the time-frame for the admissions process. Specific dates can be found on our website.



SCHOLARSHIPS AND BURSARIES

Each year, many of our girls join the City Sixth Form with some form of financial assistance towards their fees. Almost 30% of City girls in the Sixth Form currently receive financial assistance. When girls join the City Sixth Form we are able to offer Music, Sports, Art or Drama scholarships and/or Bursaries. Please see the Scholarships and Bursaries section (pages 21-24) or our website for full details of the scholarship and bursary scheme.





ENTRY REQUIREMENTS

We expect you to achieve at least eight GCSEs or IGCSEs graded at 7 or above (or A/A*) for entry to our Sixth Form in the subjects that you are taught at school. For students currently at another school, you will sit entrance exams in each subject to assess suitability. Successful candidates will be told what GCSEs they need to achieve to join the school.

Once in Year 12 you should get at least a grade B in internal end of year exams to guarantee a place on the corresponding course in Year 13. In the event that a student achieves less than a B grade, her progress throughout the year will be carefully considered and a decision will be made by the Head of Sixth Form and the Head of Department as to whether it is in the student's best interest to pursue the subject in Year 13.

OPEN AFTERNOON

We hold a Sixth Form open afternoon each Summer Term of Year 10 to which we look forward to welcoming you. The current year 10 girls also come along to find out about the Sixth Form at City. This offers a wonderful chance to look around the school, speak with subject staff, meet current Sixth Form girls and get a good feel for life at City Sixth! The specific dates can be found on our website or on our Open Events leaflet.

MID OCTOBER (PRIOR TO ENTRY THE FOLLOWING SEPTEMBER) APPLY

This is the deadline by which you must register for the entrance exam. See page 5 for details on registering.

LATE OCTOBER/EARLY NOVEMBER ENTRY EXAM

- You will sit three or four 45 minute entrance papers at City in the subjects which you aim to study at A Level. These papers are designed to assess your potential, and are generally based on the GCSE syllabuses which you will be studying at the time of taking the exam. If you wish to study a subject which is new to you (e.g. Classical Civilisation, Economics, Government and Politics or Theatre Studies) the papers are designed to assess potential and no prior knowledge is required.
- There is no exam for Art, DT or Music. Instead, if you want to study one of these subjects at A level, you will be given a practical assessment when, and if, you are invited for interview.
- For all subjects a clear guide to help you prepare for each subject exam is available on the school website. We want you to feel prepared, and you never know, you may even enjoy your entrance exam!
- We prefer applicants to sit the papers at City on entrance exam day. However, if you are applying from overseas we can arrange for girls to sit the papers at the British Council if you are unable to make it along to City on the day.
- Before your interview, we will also request a reference from your current school so that we are aware of how you are currently progressing and so that we have a good idea of your predicted GCSE grades.

MID NOVEMBER INTERVIEW

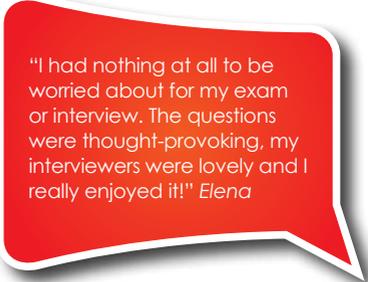
Those girls who demonstrated strong academic ability and potential in their subject papers will be invited to City for a short interview. This will be a general interview with one of our Sixth Form tutors. These interviews are very informal – we ask you about your interests and ambitions and they are also a chance for you to ask any questions. You may be asked about some topical issues or current affairs which interest you.

Should there be one of your four subjects in which you have not performed quite so well, you may also have a subject specific interview. The interview day is also a chance to meet current Sixth Form girls who are always very happy to chat about life at City!

EARLY TO MID DECEMBER OFFERS

We will let you know whether you have been offered a place at City as soon as we can after the interviews. There will then be an Offer Holders' Open Morning which will give you a good chance to visit the school again, ask as many questions as you would like and meet the current staff and girls.

The deadline for accepting places is during the week following the Offer Holders' Open Morning.



"I had nothing at all to be worried about for my exam or interview. The questions were thought-provoking, my interviewers were lovely and I really enjoyed it!" Elena



JOINING FROM OVERSEAS

Several girls join us each year from overseas. International pupils bring an exciting dimension to school life, and reflect the wide range of nationalities, backgrounds and languages represented at City in all year groups.

SITTING YOUR EXAM OVERSEAS

Year 3 (age 7+) entry: it is unfortunately not possible for girls to sit any part of the 7+ tests overseas as observation of group interaction forms a significant part of the assessment process.

Year 7 (age 11+) and Year 12 (age 16+) entry: it is no problem for girls to sit their written exam overseas. We ask that you arrange for your daughter to sit the exam at the British Council. You will need to let us know at least one month before the exam date that you would like to do this, and we then simply liaise with the British Council to administer the exam. For the interview stage, while, when possible, we prefer girls to come along to City for this, we are also able to arrange Skype interviews.

VISA APPLICATIONS

Successful applicants who wish to study at City will likely need a visa if they do not hold a British or European passport. We will be able to help you with your application for this, and City has HTS (Highly Trusted Sponsor) status so we can sponsor your visa.

ACCOMMODATION

City does not have boarding facilities so, should you require accommodation, you will need to find a guardianship arrangement, as legally required if you are under 18. City is a member of AEGIS (Association for the Education and Guardianship of International Students) who supply a list and details of accredited guardian organisations.

Please see the 'International Admissions' section of our website for the full details on all of the above points.

OTHER ENTRY POINTS

Occasionally, we have places available for non-standard entry points (ages other than Years 3, 7 or 12). We therefore sometimes admit girls into **Years 4, 5, 8 or 9, and, exceptionally, Year 10**. This happens **only if current girls leave and places become available**. We do not, however, admit girls into Years 6, 11 or 13.

These non-standard places are rare. There is a waiting list for them on our website. If you add your daughter's name to our waiting list, we unfortunately cannot promise that any places will become available. You are therefore advised to look at other schools as well as being on our waiting list.

Should a place arise, however, the following procedure will apply:

- We contact all girls on our waiting list to find out if they are still interested in a place. We do not recommend moving girls if they are already happily settled in their current schools! This will usually be in the March prior to entry in September.
- We then arrange for the girls to attend a morning or afternoon of entrance assessments.

Years 4 and 5 – this will involve a few short tests in **English and Maths**, as well as some **practical activities** where we assess how the girls interact with other class members.

Years 8, 9 and 10 – this will involve **papers in English and Maths, and possibly Science and a language for Year 9 and 10**. The papers will be based on work the girls are currently doing at school. Successful girls will then also have a short, informal interview.



SCHOOL FEES

The most up to date school fees can be found in our 'Admissions' website section. You will find fees for the Preparatory School (inclusive of schools lunches) and the Senior School (exclusive of school lunches), as well as the costs for individual music lessons and after school supervision for the Preparatory School.

ACCEPTING A PLACE AT CITY

A non-refundable acceptance deposit is required on acceptance of a fee-paying place. No deposit is required for full bursary places.

NOTES ON PAYMENTS OF SCHOOL FEES

Our preferred method of payment for school fees is our direct debit system, which spreads the cost across nine payments throughout the year. If girls leave City, a full term's notice must be given in writing or a full term's fees will be charged in lieu. Parents who pay school fees out of income are expected to have adequate insurance cover. Our Bursar is willing to offer advice if required.

BURSARIES AND SCHOLARSHIPS

We believe that City's vast range of educational opportunities must be open to girls who will benefit most from learning here, not just those who can afford the fees. We are committed to providing school places to girls regardless of financial means and we therefore offer bursaries and scholarships for entry into Year 7 (11+) and Year 12 (16+) to families who might not initially consider City for their daughter for financial reasons. Over 20% of our Senior School girls currently receive some form of financial assistance, whether a small scholarship or a full fee bursary.

We offer the following awards:

- Music scholarships
- Art scholarships
- Drama scholarships
- Means-tested bursaries
- Sports scholarships

Please note that we do not offer Academic scholarships. We also unfortunately do not offer scholarships or bursaries to girls joining the Preparatory School (Year 3). Girls may apply for both a bursary and scholarship award.

APPLYING FOR A BURSARY AND/OR SCHOLARSHIP

If you would like to apply, you will just need to follow these steps:

- 1. Register for the entrance exam.** See page 5 for details.
- 2. About one month before the entrance assessment, we will send all information on how to apply for scholarships and bursaries.** You will only need to fill in a bursary application form if your daughter is successful in her entry exam and is invited for interview.

BURSARIES

Our bursaries are awarded thanks to the generosity of benefactors, the City of London Corporation and the City Livery Companies, with whom the school maintains a strong and special link.

Bursary awards range from **smaller awards right up to 100% (full fee) awards**. These awards are all **means tested**. As we do not offer Academic scholarships at City, we encourage you to apply for a bursary award if you think that you would qualify, even if for a smaller award rather than a full fee award.

Bursaries are awarded if a girl is successful in the entrance exam and interview, her family's bursary application is successful and there are sufficient funds available in the bursary fund.

The worth of a bursary is awarded on a sliding scale, depending on your income. The bursary application form will require details on such aspects as income (all sources) and any social security benefits and will require documentation to be submitted. Our finance department will let you know if we require any additional items. You will not receive a home visit to discuss your application.

Should girls be awarded a bursary, the level of the award will be re-assessed every Summer Term for the following academic year, and may be adjusted either up or down according to any change in your family circumstances.

ADDITIONAL ASSISTANCE

City can also offer additional help to girls who receive full fee bursaries. We realise that extra costs quickly add up, so we offer additional assistance to cover the following:

- Curriculum-based compulsory school trips
- Travel to school on public transport (up to £350 per year)
- Uniform (up to £500).

HARDSHIP BURSARY FUND

We realise that families may experience unforeseen financial difficulties while a pupil is at the school and are therefore no longer able to commit to a full fee place. In such circumstances, the Board of Governors' Charitable Trust may be able to award a bursary to an existing pupil to prevent significant interruption to their education. This assistance will be means-tested and will be restricted to an initial period of one academic year.



SCHOLARSHIPS

Art, Sports, Music and Drama scholarships are awarded for outstanding merit and promise. Scholarships are only awarded to girls who also do very well in their entrance exam and academic interview. We do not offer Academic scholarships.

- **11+ scholarships are valid for 5 years. After 5 years, students will be invited to reapply for a scholarship in the Sixth Form**
- **16+ scholarships are valid for 2 years**

Scholarships are worth **up to £1,500 per year**. Girls who receive Art, Sports, Music or Drama scholarships are expected to contribute fully to the life of their respective department.

ART SCHOLARSHIP

If girls are invited for an 11+ or 16+ academic interview and have also applied for an Art scholarship the next steps are as follows:

- Submit **one portfolio** of recent work (6-8 pieces will be sufficient)
- A selection of girls will then be invited to a **30 minute Art scholarship drawing exam** (this will take place on the same day as your academic interview). This is a still life drawing exercise, with all candidates given the same conditions and materials.
- An **informal interview** with teaching staff from our Art department, in which girls will discuss their portfolio, their artistic interests and any recent visits to galleries and exhibitions.

WHAT SHOULD I PUT IN MY PORTFOLIO?

- Excellent artistic skills in a variety of media.
- Evidence of independent work as well as your school work.
- A willingness to experiment.
- An understanding of the work of different artists.
- Confident use of colour.
- 3D and/or design work.
(Please photograph any 3D items)



SPORTS SCHOLARSHIP

Girls will need to fill in an application form in November giving details of their main sporting achievements and membership of teams, along with a reference from a current team or club coach. Candidates should be able to demonstrate that they are currently competing in their sport(s) at a **high level, ideally at club or representative level**. If girls are invited for an 11+ or 16+ interview and have also applied for a Sports Scholarship, they will be asked to take part in a morning of assessments or interview at interview time. For 11+, girls will be assessed both individually and as a group - they will take part in gymnastics, athletics, netball and swim sessions and will also be able to individually showcase a chosen sport. Sports scholars will be expected to **contribute to the sporting life of the school** throughout their time at City. This will be carefully monitored by the Head of PE and PE Department. Participation in school teams and extra-curricular activities is essential.



DRAMA SCHOLARSHIP

If girls are invited for an 11+ (Year 7) or 16+ (Year 12) academic interview and have also applied for a Drama scholarship the next steps are as follows:

- Take part in a **Drama audition** (on the same day as your academic interview). Girls will need to perform a short **speech of no more than 2 minutes from a published play**.
- Have a **short discussion** with our Head of Drama about the chosen piece, demonstrating an understanding of the play and the chosen character(s). Girls will also discuss their performance and will be expected to demonstrate a **strong understanding of the play** and the chosen character(s). They may be asked to perform the speech again under the direction of one of the teachers, and they may be asked questions about their acting career and performances seen in the theatre. Applicants will be expected to **talk enthusiastically and knowledgeably about acting and theatre**, and may also be asked to outline their perceived role as a Drama scholar at City. Year 12 girls do not necessarily need to choose Drama as an A-level option, but it is encouraged.

MUSIC SCHOLARSHIP

We look for girls who are Grade 6 standard (11+) or Grade 8 standard (16+). Year 12 girls do not necessarily need to choose Music as an A-level option, but it is encouraged. If girls are invited for an academic interview and have also applied for a Music scholarship the next steps are as follows:

- **Submit an application form** including details and evidence of standard.
- A selection of girls will then be invited to a Music audition (on the same day as your academic interview). Girls will perform **one or two short pieces** (on one or two instruments), with a total length of 6 minutes. You will have time to warm up beforehand, and we will provide the accompanist. You may also have a short aural test or piece of sight reading.
- You will then have a **discussion with our Music staff** about your musical interests, musical knowledge and any recent visits to concerts or musical events.

JOINT CLSG/JGSMD SCHOLARSHIP (JUNIOR GUILDHALL SCHOOL OF MUSIC AND DRAMA)

We are also fortunate to have very good links with the neighbouring **Guildhall School of Music and Drama**. They are located **2 minutes away over the Barbican highwalk!**

We offer **three joint scholarships each year** which are open to both new and existing pupils. These enable the girls to have **specialist instrumental tuition at JGSMD**. One scholarship is for **Year 7**, one for **Year 9** and one is for **Years 12-13** (Sixth Form). Girls will need to have one audition here at City and one at JGSMD and will need to demonstrate exceptional musical ability.

SETTLING INTO LIFE AT CITY

There is no reason why the transition to a new school should not be exciting and stress-free! At City we help girls and parents as much as we can to prepare for the new term and settling into a new school. There is a 'New Starter' section on our website so full details can be found there.

WELCOME EVENTS & INDUCTION DAY

There is a welcome event for each new year group in the Summer before joining. This enables the girls to meet their new friends and class teachers, make travel arrangements, ask any final questions and see the school again. Induction day is then the day before term starts when all girls have the school to themselves to settle in.

TRAVEL BUDDY SYSTEM

We realise that travelling to school can be a worry. If Year 7 girls are travelling to school by public transport we link them up with other new girls and/or older, current girls who travel via the same train, tube or bus route so that they can meet up and help each other travel to school.

COACH SERVICE

Several Prep School girls make use of the private coach services which travel to City from North, West and South West London. Further details, including stops and contact details are available on the school website.

UNIFORM

Our suppliers are Schoolblazer. We will send through a uniform list, as well as the details for ordering uniform online. Regular second hand uniform sales are held during the year.

CLASS LISTS

For Year 7, we group the girls into classes and houses principally based on their postcode to assist with travel and social arrangements. For Year 3, the girls are grouped by postcode into one of the four City houses within their class. We send through the class lists, with full contact details and intended travel details, well in advance of the start of the new term so that travel and social arrangements can be made.

FRIENDS OF CLSG

The Friends foster partnerships and communication between parents and the school and provide additional support to the girls and the school. Before joining in September, the Friends (both Prep and Senior) host welcome events, including a New Girls' Picnic, Parents' Introductory Evening with the Senior School staff and the Friends to welcome you to City.



**CITY OF LONDON
SCHOOL FOR GIRLS**

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