



STATEMENT OF ADMISSIONS POLICY

This policy should be reviewed annually and as required by legislation.

Action	Reviewer	Date	Completed
Review	EH	May 2019	✓
Approved by Governors		June 2019	✓
Date for next internal review		May 2020	
Date for next Board of Governors' approval		June 2022	

Notes:

Review policy to be published:	
On website	✓
On portal	✓
In Dropbox	✓

CITY OF LONDON SCHOOL FOR GIRLS

STATEMENT OF ADMISSIONS POLICY

1. Statement

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 City of London School for Girls ('the school') following annual assessments at 7+, 11+ or 16+. The 11+ assessments are held in the January prior to entry in the following September. The 7+ and 16+ assessments are held in November prior to entry in September the following year. Occasional places may be available at other ages. Admission is through an appropriate assessment exam and interview at the school.

While the school, as a non denominational institution, has a Christian ethos, we welcome staff and students from many different cultures, faiths and backgrounds and it is the intention of CLSG to make its selection procedure equally accessible to all candidates regardless of religion, ethnicity, disability or background. The school aims to provide a stretching, challenging academic education for 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. Finally, the school has a long tradition of religious, ethnic and social diversity within its pupil body, which it seeks to preserve as far as possible.

2. Aims

- 2.1 To identify and admit girls from all backgrounds who have met our academic standards and will benefit from an academic education at CLSG.
- 2.2 To admit girls who will contribute to and benefit from the ethos and opportunities available at City of London School for Girls.
- 2.3 To treat all candidates fairly and sensitively.
- 2.4 Our policy is to apply these criteria to all pupils and potential pupils regardless of 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 and Disability Act 2001.

3. Procedures

- 3.1 Full details of entry procedures are published and updated annually in our Admissions booklet and on our website.
- 3.2 The closing dates for applications are published on the school website.
- 3.3 All families applying are encouraged to visit the school on an Open Day. All admissions are by competitive examination and interview.
- 3.4 At 7+ the test consists of reading, spelling, reasoning, story writing and mathematics. Following the written tests selected potential entrants are also invited to take part in practical activities. We aim to recognise the child's potential for a successful academic career at the school. Except in a few instances in which there may be concerns about the progress of a pupil, girls are admitted to the Senior School without the need to sit the 11+ exam.
- 3.5 At 11+, CLSG seeks to select those girls who are most able to benefit from the education offered by the school. Candidates sit a Maths and an English paper. Candidates who are successful in the written exams will then be invited for interview.
- 3.6. At 11+, the school will set every year a pass mark above which every candidate will be interviewed and a mark below which no candidates will be interviewed. The marks will vary from year to year depending on the outcomes of the exams. Between those two marks, there will be a pool of candidates out of which the school will select girls for interview based on the following criteria in order of preference:
 1. Girls who have been or are looked after (definition as per section 22 of The Children's Act 1989)
 2. Girls currently enrolled in a state school and in receipt of pupil premium
 3. Girls currently enrolled in a state school
 4. Girls who have siblings currently at CLSG.

If a girl falls under several of these categories, she will be considered under the highest ranking. Candidates within each category will be ranked by exam outcome.

The school will identify no less than 10 % and no more than 15% of the total number of candidates for interview from this pool.

- 3.7. At 11+ Art, Drama, Sport and Music scholarships may also be awarded and means-tested bursaries are available. Full details of all scholarships and bursaries are available on the website.
- 3.8 Offers of places and acceptances are made to a published timescale.

- 3.9 A waiting list is compiled and parents are offered the opportunity to be considered for future vacancies a year after the initial assessment through the non-standard entry procedure.
- 3.10 The results of the assessments are not discussed with the parents or made public.
- 3.11 At 16+, external candidates for admission to the Sixth Form are required to sit entrance papers in the four subjects they propose to study at A level. Each paper lasts 45 minutes and is designed to test a candidate's potential. Following the written tests selected potential entrants are invited to attend for interview.
- 3.12 Means-tested Bursaries and Art, Drama and Music Scholarships are available to external and internal candidates at 11+ and 16+ entry. Sports scholarships are available at 11+. Full details are available on the website
- 3.13 The school offers support to girls of high intellectual ability who prove to have mild specific learning difficulties and also seeks to be as accessible as possible to those with serious medical conditions and physical disabilities.
- 3.14 The school is a fee-paying independent school, but seeks to be as accessible as possible to all able girls, regardless of their parents' ability to pay.
- 3.15 The school was committed to the Assisted Places Scheme before its withdrawal and has a long history of offering scholarships and bursaries to as many suitable applicants as possible.
- 3.16 Full details of scholarships and bursaries, available at 11+ and 16+ and how to apply for them are available in our Admissions booklet and on our website.

References

1. School Standard Terms and Conditions
2. City of London Corporation Equal Opportunities Policy
4. 2010 Equalities Act
5. 2014 SEND Policy