



CITY OF LONDON SCHOOL FOR GIRLS

ADMISSIONS POLICY

Policy last reviewed by:	Jenny Brown
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This policy should be read in conjunction with:

School Standard Terms and Conditions

City of London Corporation Equal Opportunities Policy

The Equality Act (2010)

The SEN Code of Practice (2015)

The Children Act (1989)

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.

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, neuro 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 applicants regardless of additional needs or disability. We recognise the importance of ensuring that the school's culture, policies and procedures are accessible to children who have SEND. We are committed to complying with our legal and moral responsibilities outlined in the SEN Code of Practice (2015) and the Equality Act (2010).

3. Procedures

- 3.1 Full details of entry procedures are published and updated annually in our Admissions booklets 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. The school welcomes applicants with special needs and/or disabilities (SEND), providing that it is able to meet their educational needs. We also welcome applicants with other disabilities provided that our site can safely accommodate them. Where an applicant has an additional need or disability, pre-application contact with the SENCO is encouraged. Parents must provide a copy of an educational psychologist's report or a medical report if they have one. All admissions are by competitive assessment 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 computer-based test, assessing numerical, verbal and non-verbal skills. Candidates who are successful in the assessment will then be invited for interview.

Parents/guardians wishing to apply for Access Arrangements should submit evidence when they register their daughter. The school follows JCQ guidelines. Access Arrangements will be offered where a history of need is supplied by the child's current school, supported by appropriate professional guidance. Access Arrangements will not be offered based solely on a professional report. The school reserves the right to offer alternative arrangements to those that the child receives in their current setting.

- 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 assessments. 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 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.

C19 addendum for 11+ admissions for September 2021:

We are committed to ensuring that students are not disadvantaged by the educational provision they received during lockdown between March-July 2020. We will be asking parents and schools to explain what education was offered each applicant and will be factoring this in when deciding who to invite back for interview. For this year, up to 50% of candidates invited back for interview may come from the 'grey area' described above.

- 3.7. At 11+ and 16+ Art, Drama, Sport and Music scholarships may also be awarded and means-tested bursaries are available to internal and external candidates. Full details of all scholarships and bursaries and how to apply for them 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.
- 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. Where appropriate, JCQ or centre-approved Access Arrangements will be offered subject to receiving appropriate documentations from the applicant's current school. Following the written tests selected potential entrants are invited to attend for interview.
- 3.12 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.
- 3.12 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.

3.14 Full details of scholarships and bursaries, available at 11+ and 16+ and how to apply for them are available in our Admissions booklets and on our website.