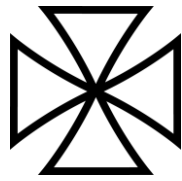


COLET COURT



Admissions Policy

Last reviewed:	July 2015
Author:	Tim Meunier
Next review date:	July 2016

Aims

The aims of this policy are:

- To ensure compliance with the School's charitable purposes.
- To identify and admit boys who will benefit from an education at Colet Court and St Paul's and who will contribute to and benefit from the ethos and activities of the School. The School will only admit a boy who has met the academic criteria.
- To provide a fair means of assessment for all boys who wish to gain admission to Colet Court.

Accessibility

This policy can be made available in large print or other accessible format if required.

Registration and Admission

Admission to Colet Court is usually at 7+, 8+ and 11+. Admission will be subject to the availability of a place and the candidate satisfying the admission requirements.

Boys may be registered for Colet Court from the age of four. The registration form does not give rise to a commitment by the School or the parents. The offer of a place is subject to availability and the School's entry requirements at the time of offer. Signatures of both parents are required on the registration form. Any boy who joins Colet Court for the full duration of his studies will be automatically registered for transfer to St Paul's at 13+. If a boy does not join Colet Court or joins but does not stay for the full duration, parents will be required to write separately to St Paul's to reapply (see the Admissions Policy for St Paul's School and the School's website for further details).

Boys whose age does not match the year group date of birth criteria may be considered for admission into a particular year group if there are exceptional circumstances. Parents should write, at least four weeks before the closing date for applications, to the Headmaster who will consider the case and may in certain circumstances exercise his discretion.

Occasional vacancies may occur at other, non-standard, entry points and a short waiting list is maintained. Enquiries should be made in writing to the Headmaster. Non-standard entry is limited to boys who were on the School's waiting list after the 8+ entrance examination but not offered a place, and to boys whose families are expecting to relocate or have recently relocated to the area and who could not have followed our normal admissions procedures. Non-standard entry is available between the beginning of National Curriculum Year 4 and the beginning of Year 6 only and is dependent both on there being a vacancy in the appropriate year group and on the candidate meeting the required academic criteria.

Admission at 7+ and 8+

For admission at 7+, a boy's seventh birthday must fall on or before 31 August in his year of entry; for admission at 8+, a boy's eighth birthday must fall on or before 31 August in his year of entry.

Candidates for entry at 7+ or 8+ must be registered by mid-October of the year prior to the required year of entry. Closing dates are published annually on the School's website at www.coletcourt.org.uk. Enquiries about entry at 7+ or 8+ should be made to Mrs Louise McAlpine, School Secretary (tel: 020 8746 5461; e-mail: ccschoolsec@stpaulsschool.org.uk).

Admissions Timetable for 7+/8+ entry

Action	Sent to Parents	Return required
Registration form	On request or available on website	Prior to specified closing date (usually mid-October in the year preceding entry)
Confirmation of exam application and invitation to November Open Morning	Sent in June (for early registrations) or October in the calendar year prior to entry	Prior to specified closing date in the year preceding entry (usually the end of October)
Entrance examination information letter	Sent in December	Not applicable
Acceptance form & deposit (circa one third of termly fee)	Sent to successful candidates in early February following the interviews	Prior to the deadline stated in our offer letter

Admission at 11+

For boys joining at 11+ there are two possible routes of entry. **11+ deferred entry** is for boys from maintained schools in the United Kingdom only. Candidates sit an entrance examination in National Curriculum Year 5 and join Colet Court at the beginning of Year 7. The examination is set specifically for boys educated in state primary schools. Boys who are unsuccessful at 11+ deferred can re-sit at 11+.

For admission at 11+, a boy's eleventh birthday must fall on or before 31 August in his year of entry.

Entry at 11+ is for boys from both independent and maintained schools. Candidates sit an entrance examination in National Curriculum Year 6.

Registration is not required prior to application for entry at 11+, although any boy who reapplies having been unsuccessful at 7+ and/or 8+ will already be registered. When accepting the offer of an 11+ place at Colet Court, parents will be required to register for St Paul's School. Note that candidates who are unsuccessful at 11+ will not be registered at St Paul's School for entry at 13+ unless parents have already registered separately in time (see the St Paul's School website at www.stpaulsschool.org.uk for closing dates).

To make an enquiry about entry at 11+, or an application, parents should contact Ms Lizzie Price, Admissions Secretary (tel: 020 8746 5481; e-mail: admissionscc@stpaulsschool.org.uk). Closing dates for application are published annually on the School's website.

Registration is not required prior to the acceptance of a place (see above). Parents simply add their son's name to the 11+ examination list by contacting the Admissions Secretary (020 8746 5481) before the specified closing date (see website). Further details, an application form and an invitation to our Open Morning are sent to all listed candidates on the 1 October. Completed application forms,

along with payment for the examination, must be returned by the deadline posted on the School's website.

Admissions Timetable for 11+ entry

Action	Sent to Parents	Return required
Application form and invitation to Open Morning	Sent at the beginning of October	Prior to specified closing date (usually mid to late November)
Entrance examination information letter	Sent at the end of November	Not applicable
Invitation to Part B of the entrance examination	Sent in December	Not applicable
Acceptance form, registration form & deposit	Sent to successful candidates in mid-February following the interviews	Prior to the first Monday in March, as stated in our offer letter

References

For all levels of entry into Colet Court, a reference will be sought from the Head of a boy's current/previous school.

Moving on to St Paul's School

The majority of boys who are accepted to Colet Court at 7+ and 8+ continue on to St Paul's School for their senior school education. In a small number of cases it may be decided that St Paul's is not an appropriate choice or parents may wish to consider other schools. Colet Court staff will discuss alternatives options with parents. Boys who enter the School at 11+ automatically progress to St Paul's School from 13+.

Assistance with fees (means-tested bursaries)

The parents of any candidate for the School may apply for a means-tested bursary. Interest in a bursary is indicated by ticking the appropriate box on the application form.

For more information about the bursary application process, contact the Bursary Administrator (tel: 020 8746 5320; e-mail: accountant@stpaulsschool.org.uk).

Acceptance Deposit

For information about the terms of the Acceptance Deposit, provisions about notice (including cancellation of acceptance) and immigration, please see the Parent Contract (Terms and Conditions),

which is published on the School's website at www.coletcourt.org.uk and in the Annual Information Booklet.

Disability and Special Educational Needs

Colet Court will seek to admit boys who meet its academic standards and have the potential to contribute to the life of the School. The School currently has limited facilities for the disabled. However, it will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents of a child who has a disability or special educational need which may affect a child's ability to participate in the admissions procedure and/or take full advantage of the education provided at the School should provide the School with full details (including any reports written by specialists) at registration, or subsequently before accepting the offer of a place. The School needs this information so that, in the case of a child with particular needs, the School can assess those needs and consult with parents about adjustments that can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made.

The School will do all that is reasonable to ensure that the application procedure is accessible for disabled candidates and will make adjustments as appropriate. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil.

Similarly, if a special education need or a disability becomes apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

Siblings and relatives

Colet Court welcomes applications from the brothers and relatives of current and previous pupils, as well as the sons or other relatives of Old Coletines and/or Old Paulines. However, such candidates will be expected to comply with all aspects of the admissions process, including deadlines and the academic criteria.

For further details of the admissions procedure, including dates of examinations and interviews, please see the School's website.