St Paul's School

FOUNDED 1509

Admissions Policy

Author/reviewer responsible:	Director of Admissions	Date of last review:	06/26
Reviewed by:	Core Strategy Group	Date of authorisation:	08/26
Authorised by resolution of:	Full Governing Body	Date of next review:	06/27
Applicable	Whole School		

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

1. Aims

1.1 The aims of this policy are:

- To ensure compliance with the School's charitable status.
- To identify and admit pupils whose academic ability and attitude align with those of the School and who will both contribute to and benefit from its ethos, academic provision and wider activities. The School will only admit those pupils who meet its academic criteria.
- To provide a fair and transparent process of assessment for all seeking admission to St Paul's.

1.2 The policy is reviewed annually and revised as appropriate.

2. Terminology

The School or We: means St Paul's School which comprises both St Paul's School (SPS) and its preparatory school, St Paul's Prep School (SPPS).

Parents: means any person with legal responsibility for the child, would sign the Acceptance Form and assume responsibility for a child's attendance at the School.

3. Entry Points

3.1 St Paul's Prep School

3.1.1 St Paul's Prep School main entry points are at 7+ (Year 3), and 11+ (Year 7).

3.1.2 Occasional places in St Paul's Prep School may occur at other, non-standard, entry points and a short waiting list is maintained. Enquiries should be made in writing to the Head. Non-standard entry is available between the start of National Curriculum Year 4 and the start of Year 6, subject to availability and the candidate meeting the required academic standard.

3.1.3 If a child registers for, but does not join, or does not complete the full duration of their time at St Paul's Prep School, a new application must be made for entry to St Paul's School.

3.1.4 Pupils at St Paul's Prep School hold a place at St Paul's School and transfer at the end of Year 8 subject to good work, conduct and attainment of the required academic standards of St Paul's School. In October, parents of Year 8 pupils are asked to confirm their intention to transfer.

3.1.5 Admission is based on age: candidates must have reached the relevant age by 31 August in the year of entry e.g. 7 years old for 7+ entry.

3.1.6 Requests for entry outside the normal age group will be considered only in exceptional circumstances. Parents must write to the Head at least four weeks before the application deadline.

3.2 St Paul's School

3.2.1 St Paul's School's main entry points are at 13+ (Year 9) and 16+ (Year 12).

3.2.2 Occasionally, places may become available for pupils to start in Year 10. Enquiries should be made to the Registrar. Offers are subject to availability, academic suitability and satisfactory references from their present school.

3.2.3 Progress from Year 11 to Year 12 is subject to good work and conduct.

3.2.4 Admission is based on age, with candidates required to have reached the relevant age by 31 August in the year of entry.

3.2.5 Requests for entry outside the normal age group will be considered only in exceptional circumstances. Parents must write to the Director of Admissions at least four weeks before the application deadline.

4. Registration

4.1 Registration for all entry points is online via the School website www.stpaulsschool.org.uk/admissions

4.2 Registration opening and closing dates for different entry points are published online. Late registrations will not be accepted. Receipt of registrations and applications is acknowledged by email.

4.3 Parents of children in Year 6 must choose either 11+ entry (Year 7) to St Paul's Prep School or 13+ entry (Year 9) to St Paul's School. . Applications are not permitted for both.

4.4 Late 13+ applications may be considered in exceptional circumstances (e.g. relocation to the UK). Parents must write, before the 31st May when their child is in Year 7, to the Director of Admissions who will consider their case.

4.5 Registration does not constitute a commitment by either the School or the Parents. A candidate is formally registered only when the online form, required documentation (including a valid passport), and the non-refundable registration fee have been received.

4.6 All individuals with legal responsibility for the child must consent to the registration.

4.7 For 13+ entry, attendance at a UK Prep School following a Common Entrance aligned curriculum is strongly recommended. Exceptions may be considered where there is clear evidence of academic progress and good conduct. Additional assessment (e.g. Common Entrance papers) may be required at the School's discretion.

5. References

5.1 For all levels of entry we will seek a detailed report from the candidate's current Head on their character, academic ability, co-curricular involvement and achievements.

5.2 Parents must inform their child's current school of their application upon registration.

5.3 For 11+ and 13+ candidates references are only requested once the candidate is successful in the ISEB Pre-test and invited to sit the written examinations.

5.4 For 16+ candidates we will request a prediction of their likely performance in their GCSE or equivalent Year 11 examinations.

6. Assessment

All candidates for the School (including those applying for financial assistance) follow our Admissions processes as detailed below. For those applying for financial assistance (Founder's Award) the financial requirements are outlined in section 11.

6.1 Assessment Process for entry at 7+

6.1.1 Candidates sit written assessments in English, Maths and Reasoning at St Paul's Prep School in the Autumn term of Year 2. The Reasoning test results are weighted according to age.

6.1.2 Strong candidates who perform well in the written tests are invited back for group assessment tasks. At the same time, parents will be invited to meet with the Head in small group sessions. The interviews take place in December following the tests.

6.1.3 Offers are made to candidates who, throughout all aspects of the Admissions process demonstrate that they can comfortably meet the academic standards of the School and demonstrate the potential to thrive. Where places are limited, offers are made in rank order. Acceptance requires return of the signed Acceptance Form and payment of the Acceptance Deposit by the deadline stated in the Offer letter.

6.2 Assessment Process for 11+ entry

6.2.1 All candidates are required to take the ISEB Common pre-test in the Autumn term of Year 6 and the tests can only be taken once. Parents must register their child with ISEB via the ISEB website; there is no charge to register. All senior schools using the ISEB Common pre-test will be able to access the candidates' details and results. . An exam fee is payable on registration.

6.2.2 Candidates who are successful in the ISEB tests are invited back to sit written examinations in English and Maths in January of the year of entry. References from candidates' current school will be requested and assessed at this time.

6.2.3 Candidates who perform well in the written tests are invited back for an interview and group assessment. At the same time, parents will be invited to meet the Head in small group sessions.

6.2.4 Offers are made to candidates who, throughout all aspects of the Admissions process demonstrate that they can comfortably meet the academic standards of the School and demonstrate the potential to thrive. Where places are limited, offers are made in rank order. Acceptance requires return of the signed Acceptance Form and payment of the Acceptance Deposit by the deadline stated in the Offer letter.

6.3 Assessment Process for entry at 13+

6.3.1
All candidates are required to take the ISEB Common pre-test in the Autumn term of Year 6 and the tests can only be taken once. Parents must register their child with ISEB via the ISEB website; there is no charge to register. All senior schools using the ISEB Common pre-test will be able to access the candidates' details and results. A registration fee is payable on registration.

It is preferred that candidates take the tests at their current prep school, but if this is not possible, then it can be taken at St Paul's School.

6.3.2 Following a review of their pre-test results, candidates will be invited to sit written examinations in English and Maths at St Paul's School in January. Parents are advised of the decision before the end of the Autumn Term.

6.3.3 Those candidates who perform well in the written exams will be called for interview at the beginning of the Spring term. Parents will have an opportunity to meet senior members of staff in small groups.

6.3.4 Following full review, candidates may be:

1. offered a place;
2. placed on the Year 8 assessment route, or
3. not offered a place

6.3.5 Decisions are communicated by email by the end of February, ahead of senior school National Offers Day.

13+ Assessment Process (taken in Year 6)

6.3.6 The offers made to children, who in Years 7 and 8, will be studying at a UK Prep School, which broadly follows a curriculum preparing for ISEB Common Entrance Examinations., will be conditional upon continued strong academic progress and good conduct over the two years. In Year 8, we will request an unreserved assurance from the Head of the pupil's current school that the pupil remains on the right trajectory for St Paul's.

6.3.7 To ensure that all children joining the School at 13+ do so with the correct subject knowledge and academic skills, offers made to boys who will not be studying at a UK Prep School for Years 7 and 8, may be made conditional upon additional academic assessment. For example, a requirement to achieve at least 70% in a small selection of Common Entrance papers at the end of Year 8. This is at the discretion of the Director of Admissions.

6.3.9 Acceptance requires return of the signed Acceptance Form and payment of the Acceptance Deposit by the deadline stated in the Offer letter.

13+ (Year 8) exam (formerly known as the Reserve List exam)

6.3.10 In the Summer term of Year 7 the School will contact Parents of all candidates on the 13+ (Year 8) list and ask if they wish their child to be further considered for admission. For those that do, an up-to-date reference is sought from their current school detailing recent progress, in particular

academic results of any year 7 assessments. In addition, parents are required to re-register to ensure that we have all the correct information, and an exam admin fee is payable.

6.3.11 Candidates sit written examinations in Maths and English at St Paul's in September. Following these exams, successful candidates will be invited for interview.

6.3.12 If a candidate wishes to take the exam abroad, this can be facilitated and must be taken at a British Council office on the same day as the St Paul's School exam. Please note that if a candidate is invited for a final stage interview, these must be in person at St Paul's School.

6.3.13 Candidates will be considered for a place after reviewing their reference, exam performance and interview.

6.3.14 Candidates who have recently moved to the UK or where the Head of a Prep School feels a pupil has made significant academic progress since Year 6, may still be considered for 13+ admission in Year 8. In such a case, parents will be required to register and pay the full registration and exam fee as they are new entrants. Following registration, a reference from the Head will be requested and they will be required to sit the Year 8 exams. After reviewing the exam results and Head's reference, successful candidates will be invited to interview. Candidates will be considered for places after reviewing their reference, exam performance and interview.

6.4 Assessment Process for entry at 16+ (Eighth Form)

6.4.1 Candidates will be examined at St Paul's at the start of November, subject to a satisfactory application being received by the registration deadline. References from the candidate's current school, which should include predicted outcomes for year 11 examinations, must be received before the exam day.

6.4.2 Candidates will be examined in each of the subjects they have selected for A-Level. Candidates sitting any STEM A-Level subjects will also sit a numerical reasoning paper.

6.4.3 All candidates must enter St Paul's studying 4 A Levels.

6.4.4 Following review of the exam results and references, candidates who match the academic profile of the School are invited for interview.

6.4.5 Interviews take place at St Paul's towards the end of November. Candidates will be interviewed by a member of staff in each of their chosen subjects and have a pastoral interview with a senior member of staff. If the candidate is applying for a boarding place, there will be an opportunity to tour the boarding house and participate in small-group discussions with boarding staff.

6.4.6 Letters are sent no earlier than 1 December to all interviewed candidates, advising on the outcome of their application.

6.4.7 Places are offered to candidates who, in all stages of the Admissions process, demonstrate scholarship, can comfortably meet the high academic standards of the school and are likely to make a notable contribution to school life. In cases of limited places, they will be offered in rank order.

6.4.8 Offers are conditional on candidates achieving specified grades in their GCSE or similar Year 11 examinations. To accept the offer, parents must return the signed Acceptance Form and pay the Acceptance Deposit by the date stated in the Offer letter.

6.5. Offers are confirmed on candidates achieving their specified grades in GCSE or similar Year 11 examinations.

6.6 Entrance Examinations

The School does not disclose entrance exam papers or candidate scripts, but sample questions and guidance are available on the website. The annual 13+ Scholarship examination papers are shared with Prep Schools after the exam has taken place.

7. Scholarships awarded on entry

7.1 Academic Scholarships

7.1.1 All Academic Scholarships at St Paul's are honorary and worth £60.

7.1.2 At 13+ entry (Year 9), approximately 35 Academic Scholarships are awarded each year. Around half are awarded to pupils joining from external schools and half to those transferring from St Paul's Prep School.

7.1.3 Candidates joining at 13+ who wish to be considered for an Academic Scholarship must first complete the 13+ Admissions Process, be offered and accept a place, and then sit the St Paul's Scholarship Exams, which are held in the Summer Term preceding the term of entry. Compulsory papers are set in English, History, Geography, Latin, French, Theology & Philosophy, Maths and Science. There is also an optional Greek paper for candidates who have reached an appropriate standard.

7.1.5 All pupils transferring from St Paul's Prep School are considered for a Scholarship. They are awarded on the basis of work completed over the final two years (Lower Third and Upper Third) in the Prep School and performance in the end-of-year exams.

7.1.6 The Academic Scholarship is retained until the end of a pupil's time at St Paul's School, subject to high standards of work and conduct.

7.1.7 Year 12 entry to St Paul's School: No Academic Scholarships are awarded at Year 12 entry. However, Senior Scholarships may be awarded at the start of Year 13 based on performance during Year 12. All pupils are automatically considered for these awards.

7.2 Music Awards

7.2.1 Music Scholarships and Exhibitions are available at 11+, 13+ and 16+. Further details about our music scholarships can be found at https://www.stpaulsschool.org.uk/admissions/music-scholarships/.

7.2.2 Each Scholarship is worth £60 per annum, and includes free tuition on two instruments. Exhibitions consist of free tuition on one instrument.

7.3 The Gissing Sports Awards

7.3.1 Sports Awards are available and further details can be found on the website at: https://www.stpaulsschool.org.uk/admissions/sports-awards/.

7.4 The Nahmad Arts Scholarships

7.4.1 The Nahmad Arts Scholarships are available to pupils entering at 13+ and 16+. Further details can be found on the website at: https://www.stpaulsschool.org.uk/admissions/art-scholarships/

8. Accommodation

All Day pupils at St Paul's School and St Paul's Prep School must live with at least one of their parents and within a commutable distance of St Paul's for the duration of their time at the school. Any departure from this arrangement must be at the discretion of the High Master or the Head of the Prep School.

9. Overseas candidates

9.1 Admissions at 7+, and 11+

9.1.1. The families of overseas candidates joining at this point will need to have relocated to the UK before the child starts school and live within a commutable distance of the school. The School does not sponsor Prep School pupils; therefore, it is the parents' responsibility to ensure their child has the appropriate visa status to live and study in the UK. Pupils should live with at least one parent for the duration of their time at the school, unless permission has been given by the Head of St Paul's Prep School for alternative living arrangements.

9.1.2 Overseas candidates are required to attend all assessments at St Paul's School. Candidates for 11+ may sit the ISEB on-line Pre-Test at their current school or at a local British Council Office. Families will be required to make the necessary arrangements and incur any associated costs with sitting the examinations at the British Council. Please note that if a candidate is invited for a final stage interview, these must be held in person at St Paul's Prep School.

9.2 Admission at 13+

9.2.1 For Day pupils, families must have relocated to the UK before the child starts school and live within a commutable distance of the school. Pupils should live with at least one parent for the duration of their time at the school, unless the High Master has given permission for alternative living arrangements.

9.2.2 Overseas candidates for **13+ entry** may sit the ISEB online pre-tests at their current school or at a local British Council Office. If called forward to the next stage of the application process, the written papers in English and Maths may be taken at a local British Council Office. Candidates will be

required to make the necessary arrangements and incur any costs associated with sitting the examinations at the British Council.

9.2.3 If called for interview, these must take place in person at St Paul's School.

9.3 Admission at 16+

9.3.1 For Day pupils, families must have relocated to the UK before the child starts school and live within a commutable distance of the school. Pupils should live with at least one parent for the duration of their time at the school, unless the High Master has given permission for alternative living arrangements.

9.3.2 Candidates for whom English is not their first language:

a. will be required to provide an IELTS Academic Profile. Candidates should register on the IELTS website www.ielts.org and schedule a test at their nearest IELTS test centre. The IELTS academic profile must be received by the registration closing date.
b. Applicants are required to achieve a minimum of level 7.5 in the IELTS academic exam.

9.3.3 If a candidate cannot attend the exam day at the School, they must sit the exams at a British Council office on the same date. Candidates will be required to make the necessary arrangements and incur any costs associated with sitting the exams at the British Council.

9.3.4 Interviews take place at St Paul's School and candidates must be available to attend on the date specified. No exceptions can be made to the interview date or location.

10. Immigration

10.1 The School holds a licence to sponsor international students under the Child Student Visa Route. A requirement of a license holder is that the School must verify each pupil's nationality and right to study in the UK. This will include providing an in-date passport and any other appropriate immigration documents to provide evidence of their Right to Study in the UK. Evidence will be requested at acceptance.

10.2 Pupils offered places at 13+ or 16+ who require sponsorship may request a Confirmation of Acceptance for Studies (CAS). We do not sponsor pupils joining St Paul's Prep School. A fee of £1, 200 is payable each time a Confirmation of Acceptance to Study (CAS) is raised with an annual administration charge of £600 thereafter.

10.3 Sponsored pupils must reside in the School's boarding accommodation for the duration of their studies.

10.4 A CAS will only be issued once all conditions of the offer have been met and appropriate guardianship arrangements are in place. Only senior school pupils may apply for a Child Student visa.

10.5 The School has the right to withdraw a place at any time if appropriate immigration permission is not held whilst studying at the School.

11.Disability and Special Educational Needs

11.1 The School 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, to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. Further information is available in the School's Accessibility Policy and Plan.

11.2 It is the responsibility of parents to make the School aware, at registration, or subsequently before accepting the offer of a place, of any known disability or special educational need, which may affect a pupil's ability to participate in the admissions process and take full advantage of the education provided at the School. Relevant professional reports should be provided to enable appropriate arrangements to be made.
Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments to allow the child to continue at the School.

11.3 Exam concessions granted during the admissions process are not guaranteed to continue and are subject to current JCQ regulations. The JCQ's decision whether to award public exam concessions to a pupil is founded on school-based evidence of ongoing need, which St Paul's must gather from Year 9 onwards and must be in place **prior** to a further reassessment of the pupil's special education needs taking place.

11.4 If there are any aspects of the education or school life at St Paul's School on which parents require clarification before accepting a place at the School, they should contact the Admissions department.

12.Financial Assistance

Families who require financial support are welcome to apply for a Founder's Award (Bursary).

Please note that pupils who require sponsorship from the school via the Child Student Visa route are not eligible to apply for a Founder's Award.

In the Admissions process:

- All Founder's Award (Bursary) candidates pay the registration fee. The registration fee will only be waived if the parent of a child receives Universal Credit. Evidence should be submitted to the Head of Bursaries.
- All Founder's Award candidates pay a reduced deposit of £200, but those on 100% fee from remission pay no deposit.

Further information on Founder's Awards is found on our website -
https://www.stpaulsschool.org.uk/admissions/founders-awards-bursaries/

Our Founder's Award(Bursary) Policy can also be found on our website -
https://www.stpaulsschool.org.uk/about-st-pauls/school-policies/

13. Boarding

13.1 St Paul's School has a small boarding community for boys in Years 9-13.

13.2 Flexi-boarding is available in limited numbers for pupils in Year 9 and above. This is allocated on a 'first-come, first served' basis. It is appropriate for those who have a very long commute, an after-school or early morning activity, or those whose parents are away for a period of time.

13.3 All boarders whose parents live more than a two-hour journey from St Paul's School must have a UK-based Educational Guardian who will provide an alternative place of residence for the pupil and be a point of contact for the School at all times. Please see our Educational Guardianship Policy.

14. Siblings, relatives and Old Paulines

St Paul's School welcomes applications from the brothers of current and previous pupils as well as the sons and other relatives of Old Paulines. Candidates will be assessed alongside all other candidates and be expected to comply with all aspects of the admissions process, including deadlines and meeting the stringent academic criteria for entry.

15. Financial Checks

St Paul's School acts responsibly, using identity checks to ensure that all monies it receives are from legitimate sources.

16.Looked After or Previously Looked After Children

Appropriate consideration will be given, at all stages of the admission process, to any children who are currently Looked After or have previously been Looked After.

17.Force majeure

In cases of *force majeure* the school will, where possible, continue to operate its admissions procedures ensuring its assessments are robust and fair to all candidates, whilst, to the best of its ability, protect the well-being of all candidates and keep families fully informed of processes and outcomes.

18. Admission criteria

The school will only make an offer of a place if there is a place available. In order to be considered for admission to the School, candidates must meet the following criteria:

- Be able to attend School on a regular basis

- Be of sufficient maturity and appropriate age to participate in all aspects of School life
- Receive a strong recommendation from their current Head teacher, especially in the areas of academic achievement, motivation and co-curricular involvement
- In the admission assessments, perform at a level that is at least commensurate with the educational standard required in a Pauline classroom. In addition, when places are limited, they will be offered in order of academic merit and to those who will make a significant contribution to the life of the school
- If English is not a candidate's first language, they must demonstrate a level of spoken and written English that will enable them to engage and participate fully in all aspects of School life
- Where English is not the first language of Parents, there must be suitable arrangements in place to ensure that the School can communicate effectively with them
- The School has determined that it can adequately meet any learning difficulty or special need of the child
- All fees due at the pupil's present and previous schools have been paid

- If the child is not a British or Irish passport holder and the School is not sponsoring the child under a Child Student visa, Parents must provide evidence of the child's right to live and study the United Kingdom. Please note that the School has the right to terminate the contract at any time if a child does not have the appropriate immigration permission to live and study in the United Kingdom
- Families agree to continually update the School on matters of their contact details; the legal custody of their child; the accommodation arrangements of their child; and the immigration status of their child

For more information regarding Admission to St Paul's School, please contact:
Bernadette Lees, Registrar
Telephone: 020 8748 9162
Email: admissions@stpaulsschool.org.uk