



# St Paul's School

FOUNDED 1509

## Admissions Policy

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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](mailto:policyquery@stpaulsschool.org.uk)

## 1. Aims

1.1 The aims of this policy are:

- To ensure compliance with the School's charitable purposes.
- To identify and admit pupils whose academic ability and attitude matches that of the School. These pupils will contribute to and benefit from the ethos, academic education and activities of the School. The School will only admit a pupil who has met the academic criteria.
- To provide a fair means of assessment to all pupils who wish to gain admittance 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 Juniors (SPJ).

Parents: means any person who has legal responsibility for the child, would sign the Acceptance Form and accept responsibility for a child's attendance at this School.

## 3. Entry Points

### 3.1 St Paul's Juniors

3.1.1 St Paul's Juniors main entry points are at 7+ (Year 3), 8+ (Year 4) and 11+ (Year 7).

3.1.2 Occasional places in St Paul's Juniors 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 limited to pupils who were on the School's waiting list after the 8+ entrance examination but not offered a place, and to pupils 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.

3.1.3 If a child registers for but does not join St Paul's Juniors or joins but does not stay for the full duration, parents will be required to reapply to join St Paul's at 13+ or 16+.

3.1.4 **Transfer from St Paul's Juniors at 13+** Pupils at St Paul's Juniors hold a place at St Paul's School and transfer at the end of Year 8 subject to good work, conduct and them being able to comfortably meet the academic standards of St Paul's School. At the start of October, the Director of Admissions will ask the Parents of all Year 8 children to confirm their intention to progress to the senior school.

3.1.5 Children will be considered for admission if, on 31 August of their proposed year of entry, their age matches the year group for which they are applying e.g. children will be considered for admissions at 8+ if, in the calendar year of entry, they are 8 years old on 31 August.

**3.1.6** Children whose ages do 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 Head who will consider the case and exercise their discretion.

## **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 during Year 9 for the start of Year 10. Parents interested in a year 10 place for their child should contact the Registrar. Any place will be subject to availability, the academic suitability of the applicant and references from their present school.

**3.2.3** Pupils at St Paul's School progress from Year 11 to Year 12 subject to good work and conduct.

**3.2.4** Pupils will be considered for admission if, on 31 August of their proposed year of entry, their age matches the year group for which they are applying. E.g. Pupils will be considered for admissions at 13+ if, in the calendar year of entry, they are 13 years old on 31 August.

**3.2.5** Children 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 Director of Admissions who will consider the case and exercise their discretion.

## **4. Registration**

**4.1** Registration for all entry points is online via the website [www.stpaulsschool.org.uk/admissions](http://www.stpaulsschool.org.uk/admissions)

**4.2** Registration opening and closing dates for different entry points are given online and are strictly adhered to. The school will not accept late registrations. We acknowledge receipt of registrations and applications by email.

**4.3** Parents of children applying for assessment in Year 6 must choose whether to register for 11+ entry (Year 7) to SPJ or 13+ entry (Year 9) to SPS. They may not register for both.

**4.4** Potential 13+ candidates who move to the UK after the registration deadline, or for whom there are exceptional circumstances as to why they could not be assessed in Year 6, may still be considered for admission during Year 8. Parents should write, before the 1<sup>st</sup> July in the year preceding admission (Year 7), to the Director of Admissions who will consider their case and exercise their discretion.

**4.5** Registration does not give rise to a commitment by the School or the Parents. Applicants will be considered as candidates for admission to the School when the online registration form has been completed and submitted, together with a scanned copy of the pupil's passport and a non-returnable Registration Fee paid.

**4.6** Both Parents (all those with legal responsibility for the child) are required to confirm their agreement to the registration.

**4.7** We strongly recommend that children who wish to be considered for 13+ entry attend a UK Prep School, which is familiar with our prescribed syllabus for Years 7 and 8 to ensure that they are

academically prepared for entry in Year 9. Children not attending such a school, may be considered for admittance if there are exceptional circumstances and providing that we are assured, by their current school, of their continued good progress and conduct. We may require a child to sit a selection of ISEB 13+ Common Entrance papers to ensure a seamless academic transition to SPS. The Director of Admissions will consider each case and exercise their discretion.

## **5. References**

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

**5.2** Upon registration of their child, Parents are requested to inform their child's present school of their application to St Paul's School. We will request a reference shortly after the registration closing date.

**5.3** For 11+ candidates a reference will only be requested if the candidate is successful in the ISEB Pre-test and invited to sit the written examinations.

**5.4** For 13+ candidates we will also request a prediction of their likely performance in his end of Year 8 exams, which may be ISEB Common Entrance papers.

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

## **6. Assessment**

### **6.1 Assessment Process for entry at 7+**

**6.1.1** Candidates sit written assessment in English, Mathematics and Reasoning at St Paul's Juniors towards the end of the Autumn term of Year 2 (the year before entry). The Reasoning test results are weighted according to age.

**6.1.2** Candidates who perform well in the written tests are invited back for group assessment tasks. At the same time, Parents have the opportunity to meet with the Head. The interviews take place in December following the tests.

**6.1.3** Places are offered to candidates who, throughout all aspects of the Admissions process demonstrate that they can comfortably meet the academic standards of the School and will thrive here. In the case of a limited number of places, they will be offered in order of merit. Parents accept the offer by returning the completed and signed Acceptance Form and pay the Acceptance Deposit on or before the date stipulated in the offer letter, after which the offer will be withdrawn.

**6.1.4** Candidates who are unsuccessful at 7+ can re-sit at 8+. Applications are not carried forward. Candidates must be re-registered for 8+ entry.

## **6.2 Assessment Process for entry at 8+**

**6.2.1** Candidates sit written assessment in English, Mathematics and Reasoning at St Paul's Juniors in January of Year 3 (the year before entry). The Reasoning test results are weighted according to age.

**6.2.2** Candidates who perform well in the written tests are invited back for group assessment tasks. At the same time, Parents have the opportunity to meet with the Head. The interviews take place during the two weeks following the tests.

**6.2.3** Places are offered to candidates who, throughout all aspects of the Admissions process demonstrate they can comfortably meet the academic standards of the School and will thrive here. In the case of a limited number of places, they will be offered in order of merit. Parents accept the offer by returning the completed and signed Acceptance Form and pay the Acceptance Deposit on or before the date stipulated in the offer letter, after which the offer will be withdrawn.

## **6.3 Assessment Process for 11+ entry**

**6.3.1** All candidates are required to take the [ISEB Common pre-test](#) in the Autumn term of Year 6. 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. The tests are only taken once.

The St Paul's Junior's examination fee is £75 and this is paid when completing the School's online application process.

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

**6.3.3** Candidates who perform well in the written tests are invited back for an interview and group assessment. At the same time, parents have the opportunity to meet with the Head. The interviews take place during the week following the written tests.

**6.3.4** Places are offered to candidates who, throughout all aspects of the Admissions process demonstrate that they can comfortably meet the academic standards of the School and will thrive here. In the case of a limited number of places, they will be offered in order of merit. Parents accept the offer by returning the completed and signed Acceptance Form and pay the Acceptance Deposit on or before the date stipulated in the offer letter, after which the offer will be withdrawn.

## **6.4 Assessment Process for entry at 13+**

**6.4.1** All candidates are required to take the [ISEB Common pre-test](#) in the Autumn term of Year 6. 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. The tests are only taken once.

The tests must be taken between the start of October and the end of November, either at the candidate's current school or at St Paul's School. References from candidates' current school will be requested and assessed at this time.

**6.4.2** Following a review of their pre-test results and school reference successful candidates will be invited to sit a written examination in English and Mathematics at St Paul's School in January. Parents are advised of the decision by the end of December. Those who are not invited to the written examination are not offered a place at 13+.

**6.4.3** Those candidates that perform well in the written examinations will be called for an individual interview between January and June of Year 6. Each candidate will have two 25-minute interviews with senior members of staff during which the candidate will be asked questions on their interests and a range of academic subjects. Parents will have the opportunity to meet with a senior member of staff at this time. Those not called for interview are not offered a place at 13+.

**6.4.4** After reviewing the candidate's reference, ISEB pre-test results, marks in the written assessments and responses at interview against the academic standards of the School, we will either:

1. make an **Unconditional Offer** of a place and add the candidate to our **Main List** if the candidate's current school is following our prescribed curriculum for years 7 and 8; or
2. make a **conditional** offer of a place if the candidate's current school is not following a curriculum that is comparable with the knowledge and skills required to enter St Paul's at 13+ (see 6.4.8 below); or
3. Offer the candidate a place on our **Reserve List**; or
4. not offer the candidate a place.

**6.4.5** Parents are notified of our decision in writing within 21 days of the interview.

### **Main List**

**6.4.6** An offer of a place, following interview, is not conditional on a set standard at Common Entrance or in our Scholarship examinations, but remains conditional upon continued strong academic progress and good conduct over the following two years. In Year 8 we will request an unreserved assurance from the Head teacher of the pupil's current school that a child remains on the right trajectory for St Paul's.

**6.4.7** It is important that all children joining St Paul's at 13+ do so with the subject knowledge, academic skills, attitude and work habits that are essential to benefiting from the type of education we provide at this age. To ensure this, St Paul's has produced outline subject specifications for Years 7 and 8, based on the Common Entrance syllabus. This curriculum covers English, History, Geography, Religious Studies, French, Science, Mathematics (equivalent to the Core and Additional paper) and Latin (equivalent to Level 3).

**6.4.8** Offers to boys who are not attending schools following the St Paul's curriculum will be made at the discretion of the Director of Admissions. They will need to be assured that the candidate's current school curriculum and level of teaching is appropriate and that the candidate will be able to join the school having covered a broadly similar curriculum to the same level as his peers. They may decide that additional preparation and assessment is required, for example a requirement to prepare for, sit and achieve at least 70% in a small selection of Common Entrance papers.

**6.4.9** To accept the offer parents must return the completed and signed Acceptance Form and pay the Acceptance Deposit on or before the stated date in the offer letter, after which the offer will be withdrawn.

### **Reserve List**

**6.4.10** In the Summer term of Year 7 we contact all candidates on the Reserve List and ask if they still wish to be 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. .

**6.4.11** Candidates sit written examinations in Mathematics and English at St Paul's in late September. Following these, some candidates will be invited for interview post examination.

**6.4.12** Candidates will be considered for places on the Main List after reviewing, against the academic standards of the School, their reference, examination performance and possible interview, together with their potential to thrive at the School. In the case of a limited number of available Main List places, they will be offered in order of merit.

**6.4.13** Candidates who have recently moved to the UK or for whom there are exceptional circumstances why they could not be assessed in Year 6 may still be considered for 13+ admission during the Reserve List process at the start of Year 8. Following registration, a detailed reference from the Head of their current school will be requested and they will be required to sit the Reserve List examinations. Post review of the examination results and Head Teacher's reference, a candidate may be invited to interview. After which, subject to availability and the candidate's performance relative to all other candidates sitting the Reserve List examinations, a Main List place may be offered.

### **6.5 Assessment Process for entry at 16+ (Eighth Form)**

**6.5.1** Candidates will be invited to an examination day 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 examination day.

**6.5.2** Candidates will be examined in each of the subjects they have chosen for A-Level. Candidates sitting any STEM A-Level subjects will also sit a numerical reasoning paper. Candidates sitting Language or Humanities A-Level subjects will also sit a verbal reasoning paper. All will complete a short personal statement.

**6.5.3** Following review of the examination results and references, candidates who match the academic profile of the School are invited for interview. Candidates not invited for interview will not be offered a 16+ place at St Paul's.

**6.5.4** Interviews take place at St Paul's two weeks after the examinations. 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 then be an opportunity to tour the boarding house and meet with the boarding House Master.

**6.5.5** Letters are sent on 1 December to all interviewed candidates, advising on the outcome of their application.

**6.5.6** 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 the case of a limited number of places, they will be offered in order of merit

**6.5.7** Offers are conditional on candidates achieving specified grades in their GCSE or similar Year 11 examinations. To accept the offer Parents must return the completed and signed Acceptance Form and pay the Acceptance Deposit on or before the date stated in the offer letter after which, the offer will be withdrawn.

**6.5.8** When the final examination grades or reports, upon which the conditional offer depends, are published they must be forwarded to St Paul's School so that the place can be confirmed.

## **6.6 Entrance Examinations**

The School does not disclose entrance examination papers or candidate scripts. The annual 13+ Scholarship examination papers are shared with Prep Schools after the examination 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 Year 9 entry to St Paul's School:** Around 35 Academic Scholarships are awarded each year to pupils at the start of Year 9. Approximately half of these Scholarships are awarded to pupils joining from external schools and half to pupils from St Paul's Juniors.

**7.1.3** For pupils joining at 13+ to be considered for an Academic Scholarship, they must have completed the 13+ Admissions Process, have been offered and accepted a Main List place and sit the St Paul's Scholarship Examinations which are held in May proceeding the term of entry. Compulsory papers are set in English, History, Geography, Latin, French, Theology & Philosophy, Mathematics and Science. There is an optional paper in Greek and candidates are encouraged to sit it if they have reached a reasonable standard.

**7.1.5** All pupils transferring from St Paul's Juniors 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 Junior School and performance in the end of year examinations.

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

**7.1.7 Year 12 entry to St Paul's School:** No Academic Scholarships are awarded to pupils joining the school in year 12. (Senior Scholarships are awarded at the start of Year 13 on the basis of work throughout the Year 12 and performance in the end of Year 12 examinations. 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/> and in our annual information booklet.

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

## 8. Overseas candidates

### 8.1 Admission at 13+

**8.1.1** 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 Mathematics may be taken at a local British Council Office. Our strong preference is for the interview to be conducted in person at St Paul's School and we will work with families to arrange a convenient date. However, virtual interviews may be possible, at the discretion of the Director of Admissions.

### 8.2 Admission at 16+

**8.2.1** Candidates for whom English is not their first language:

- a. will be required to take the UKiset tests in addition to submitting their application. Pupils should register on the UKiset website [www.ukiset.com](http://www.ukiset.com) and schedule a test at their nearest UKiset test centre. UKiset results must be received by the registration closing date.
- b. may, as an additional condition of their offer, be required to achieve a minimum of level 7.5 in the IELTS examination.

**8.2.2** If candidates invited to take the entrance examinations cannot attend the examinations day at St Paul's School they must sit the examinations at their local British Council Office. They will be taken on the same day as the examinations at St Paul's School. Candidates will be required to make the necessary arrangements and incur any costs associated with sitting the examinations at the British Council.

**8.2.3** 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 date or location of the interview.

## 9. Immigration

**9.1** The School currently holds a licence to sponsor international students under the Child Student Route of the points-based system of immigration. A requirement of a license holder is that we must identify the nationality of all pupils and receive evidence of their right to study in the UK. This will be requested at acceptance.

**9.2** Those candidates for 13+ and 16+ entry who are offered and accept a place at the School and do not have the requisite immigration status to study in the UK, may request that the School sponsor them for a Child Student visa. (From September 2024 sponsorship will not be available for children

joining St Paul's Juniors). The charge for the administration of the sponsorship process is £500. This is payable when submitting the completed forms for the School to use when obtaining a confirmation of acceptance for study (CAS number).

**9.3** The School has the right to terminate the place at any time if a pupil does not have the appropriate immigration permission to enter and live in the United Kingdom whilst studying at the School.

## **10. Disability and Special Educational Needs**

**10.1** The School currently has limited facilities for disabled people. 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. Further information is available in the School's [Accessibility Policy and Plan](#).

**10.2** 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. Copies of any reports carried out by specialists such as a Chartered Educational Psychologist should be provided to the School, in order that all reasonable adjustments can be taken to ensure that the admission procedure is accessible for the candidate and that the School can cater adequately for the candidate should an offer of a place be made. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

**10.3** Once pupils join the School, we cannot guarantee that any exam concessions awarded by us for Admissions assessments, Common Entrance or Scholarship Examinations will continue in and beyond Year 9. This is in accordance with current Joint Council for Qualifications [JCQ] regulation. The JCQ's decision whether to award public exam concessions to a pupil is founded on school-based evidence of on-going 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.

**10.4** If there are any aspects of the education or school life at St Paul's School which parents feel are particularly important to them and on which they require clarification before accepting a place at the School, they should contact the Admissions department.

## **11. Financial Assistance**

Pupils' who receive an offer of a place at the School, but whose attendance here is dependent upon receiving some form of financial assistance are welcome to apply for a Bursary. Interest in a possible Bursary should be made when registering.

## **12. Boarding**

**12.1** St Paul's School has a small boarding community whose pupil membership is predominantly Year 12 and Year 13 pupils, although there are a small number of boys in Year 9-11.

**12.2** A limited amount of Flexi-boarding is also available for pupils in Year 9 and above who wish to board for two or three nights a week. It is appropriate for those who have a very long commute, an after-school or early morning activity or for those whose parents are away for a period of time.

**12.3** Overseas boarders must have a UK based Guardian who is over the age of 25 and not in full time education. The designated Guardian should have a permanent or semi-permanent place of residence in the UK and ideally should reside within two hours travelling distance from the School, by either car or public transport. They should be English speaking and able to provide a point of contact for the School at all times. Please see our Educational Guardianship Policy <https://www.stpaulsschool.org.uk/about-st-pauls/school-policies/>

**12.4** Where international pupils need to apply for a Child Student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the School is satisfied that appropriate Guardian arrangements are in place and the pupil has satisfied the conditions of their offer.

### **13. 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.

### **14. Financial Checks**

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

### **15. Looked After or Previously Looked After Children**

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

### **16. 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.

## 17. Admission criteria

The school will only make the offer 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 extracurricular involvement.
- In the admission assessments process 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 their first language, candidates 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 are suitable arrangements in place to ensure that the School can communicate effectively with them.
- Any learning difficulties or special needs have been identified to the School by the Parents and the School can meet the child's needs.
- All fees due at the pupil's present school 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, the Parents must be able to provide evidence of the child's right to live in the United Kingdom and study at the School. The School has the right to terminate the contract at any time if your child does not have the appropriate immigration permission to live in the United Kingdom and to study at this School.
- Where a child's family is not resident in the UK, an appropriate Educational Guardian has been arranged.

***For more information regarding Admission to St Paul's School, please contact:***

Allison Chownsmith, Registrar

Telephone: 020 8748 9162

Email: [admissions@stpaulsschool.org.uk](mailto:admissions@stpaulsschool.org.uk)