



ST PAUL'S SCHOOL  
Est. 1509

# Admissions Policy

Author/reviewer responsible:	DoA	ISI DOC CODE:	<b>15a</b>
Reviewed by:	Educ Exec	Date of last review:	04/18
Authorised by resolution of:	Governing Body	Date of authorisation:	12/18
Applicable	SPJ & SPS	Date of next review:	08/19

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. Entry Points

## 2.1 St Paul's Juniors

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

2.1.2 Occasional vacancies 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.

2.1.3 If a pupil 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+.

2.1.4 **Transfer from St Paul's Juniors at 13+** Pupils at St Paul's Juniors hold a place at St Paul's School and transfer automatically 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.

2.1.5 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 8+ if, in the calendar year of entry, they are 8 years old on 31 August.

2.1.6 Pupils 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 Head who will consider the case and exercise her discretion.

## 2.2 St Paul's School

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

**2.2.2** Occasionally, places do become available during Year 9 for the start of Year 10. Parents interested in such a place should contact the Registrar. Any place will be subject to availability, the academic suitability of the applicant and references from his present school.

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

**2.2.4** 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.

**2.2.5** Pupils 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 his discretion.

### **3. Registration**

**3.1** Registration/application for all year groups is online via the website [www.stpaulsschool.org.uk/admissions](http://www.stpaulsschool.org.uk/admissions)

**3.2** 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.

**3.3** Families of boys 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.

**3.4** 13+ applicants who move to the UK after the registration deadline or for whom there are exceptional circumstances 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 his discretion.

**3.5** 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 application/registration form has been completed and submitted, together with a scanned copy of the pupil's birth certificate or passport and, where required, a non-returnable Registration Fee paid.

**3.6** Both parents are required to confirm their agreement to the registration.

**3.7** We strongly recommend that pupils who wish to be considered for 13+ entry attend a UK Prep School in Years 7 and 8 to ensure they are suitably prepared for the ISEB 13+ Common Entrance Examinations (our Qualifying Examinations - see below 5.4.5). Pupils who are not attending a UK Prep School may be considered for admittance if there are exceptional circumstances and providing that we are assured, by his current school, of his continued good progress and conduct. We may require pupils to sit a selection of Common Entrance papers to ensure a seamless transition to SPS. The Director of Admissions will consider each case and exercise his discretion.

### **4. References**

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

**4.2** Upon registration of their son, parents are requested that they inform his present school of their application to St Paul's School and we will request a reference shortly after the registration closing date.

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

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

**4.5** For 16+ applicants we will also request a prediction of his likely performance in the GCSE or equivalent Year 11 examinations.

## **5. Assessment**

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

**5.1.1** Candidates sit written assessment in English, Mathematics and Reasoning at St Paul's Juniors in early December of (NC) Year 2 (the year before entry). The Reasoning test results are weighted according to age.

**5.1.2** Pupils who perform well in the written tests are invited back for a short interview and 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.

**5.1.3** Places are offered to candidates who, throughout all aspects of the Admissions process have demonstrated 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 must 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.

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

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

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

**5.2.2** Pupils who perform well in the written tests are invited back for a short interview and 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.

**5.2.3** Places are offered to candidates who, throughout all aspects of the Admissions process have demonstrated 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 must

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.

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

**5.3.1** All candidates are required to take the [ISEB online pre-test](#) in the Autumn term of Year 6. They will be entered for this test by us and sit the test at St Paul's School. The application fee is £50 and this is paid when completing the online application process.

**5.3.2** Candidates who are successful in the ISEB tests are invited back to sit written examinations in English and Mathematics in the January the year of entry.

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

**5.3.4** Places are offered to candidates who, throughout all aspects of the Admissions process have demonstrated 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 must 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.

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

**5.4.1** All candidates are required to take the [ISEB online pre-test](#) in the Autumn term of Year 6. The test must be taken between the start of October and the end of November, either at a pupil's current school or at St Paul's School.

**5.4.2** Following review of the test results and school reference candidates may be invited to interview at St Paul's School. Parents are advised of the decision by the end of December. Those who are not invited to interview will not be offered a place at 13+.

**5.4.3** Applicants who are called for interview will be assessed between January and June of Year 6. Parents are also invited to attend and have the opportunity to talk to a senior member of staff whilst their son is being assessed.

The assessment at interview consists of two parts. The candidate will initially complete a short Mathematics paper and a short English written comprehension task. This will be followed by a 20 to 30 minute interview with a senior member of staff. The pupil will be asked questions on his interests and a wide range of academic topics.

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

**5.4.5** After reviewing, against the academic standards of the School, the candidate's reference, ISEB pre-test results, responses to the written questions and interview and together with his potential to thrive at the School, we will either:

1. Make an **Unconditional Offer** and place the candidate on our **Main List**. Offers made for 2019 and 2020 are **conditional** on the candidate achieving our stipulated requirement in their offer letter (a minimum of 70% in each subject in the Common Entrance Examinations or an equivalent standard in our Scholarship Examinations).
2. Make a **conditional** offer if the candidate is not at a school following a curriculum appropriate to the knowledge and skills required to enter St Paul's at 13+ (see 5.5.7 below)
3. Offer the candidate a place on our **Reserve List**
4. Be unable to offer the candidate a place

### **Main List**

**5.4.6** An offer of a place, following interview, is not conditional on a set standard at Common Entrance or in our Scholarship examinations. However, in order to ensure that boys make a smooth transition to the School, in Year 8 we will request an unreserved assurance, from the Head teacher that a boy has continued to make strong academic progress and maintained good conduct.

**5.4.7** It is important that all boys 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 Common Entrance Level 3) and Latin (equivalent to Level 3).

**5.4.8** 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 who will make a decision as to what alternative entry requirements will be acceptable. He will need to be assured that the 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.

**5.4.9** 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**

**5.4.10** Candidates will be considered for places on the Main List after reviewing, against the academic standards of the School, their reference and examination performance, together with their potential to thrive at the School.

**5.4.11** In the Autumn term of Year 8 we review the progress of those pupils on the Reserve List who still wish to be considered for admission. An updated report is requested from their current school and pupils are required to sit the Reserve List Examinations in English and Maths at St Paul's School in early October. Promotion to the Main List will be subject to available places on the Main List.

**5.4.12** Pupils 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 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 pupil may be invited to interview. After which, subject to availability

and the pupil's performance relative to all other pupils sitting the Reserve List examinations, a Main List place may be offered.

## **5.5 Assessment Process for entry at 16+**

**5.5.1** 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 stated deadline. References must be received before the examination day.

**5.5.2** Candidates will be examined in each of the subjects they have chosen to study in the Eighth Form. They will also sit verbal and numerical reasoning papers.

**5.5.3** 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.

**5.5.4** 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.

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

**5.5.6** 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.

**5.5.7** Offers are conditional on candidates achieving specified grades in their GCSE or similar Year 11 examinations. In the case of a limited number of places, they will be offered in order of merit. 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.

**5.5.8** Once final exam marks or reports which the conditional offer depends upon are published they should be forwarded to St Paul's School so that the place can be confirmed.

## **5.6 Entrance Examinations**

The school does not disclose entrance examinations or scripts, other than the Scholarship papers, which are shared with Prep Schools

# **6. Scholarships**

## **6.1 Academic Scholarships**

**6.1.1** All Academic Scholarships at St Paul's are honorary and worth £60

**6.1.2 St Paul's Juniors:** Academic Scholarships are awarded to a few exceptional internal and external candidates at age 11+.

**6.1.3 St Paul's School:** About 30 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.

**6.1.4** For pupils joining at 13+ to be considered for a Scholarship, they must have completed the 13+ Admissions Process, hold a Conditional Place on the Main List and sit the St Paul's Scholarship Examinations which are held in May proceeding the term of entry. This exam is taken instead of Common Entrance. 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.

**6.1.5** 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.

**6.1.6** A small number of additional Scholarships are awarded at the end of Year 9 in the Senior School on the basis of work throughout the year and internal exams at the end of the year.

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

## **6.2 Senior Scholarships**

**6.2.1** No Academic Scholarships are awarded at 16+ entry.

**6.2.2** Senior Scholarships worth £60 per annum are awarded for the final year, Year 13, of St Paul's School on the basis of work throughout the Year 12 and performance in the end of year examinations. All pupils are automatically considered for these awards.

## **6.3 Music Awards**

**6.3.1** Music Scholarships and Exhibitions are available at 11+, 13+ and 16+.

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

## **6.4 Art Scholarships**

**6.4.1** Art Scholarships are available at 16+.

# **7. Overseas candidates**

## **7.1 Admission at 13+**

**7.1.1** 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 for interview, this will take place at St Paul's School and we will endeavour to arrange this early in the year.



## **7.2 Admission at 16+**

**7.2.1** Candidates for whom English is not their first language will be required to:

- a. 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. The UKiset result will be reviewed alongside the pupil's application to determine whether he will be invited to take the entrance examinations. UKiset results must be received by the application deadline or the candidate's application will be rejected.
- b. as a condition of their offer we may also request that they achieve a minimum of level 7.5 in the ILETS examination.

**7.2.2** Candidates invited to take the entrance examinations, may sit them at their local British Council Office. They need to 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.

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

**7.2.4** St Paul's School is a UK Visas and Immigration sponsor. When making an application, it is the responsibility of parents to advise the School, if their son requires the School's sponsorship to obtain a study Visa.

**7.2.5** If the pupil is offered a conditional place and accepts it, a CAS (Confirmation of Acceptance for Studies) will be assigned on the basis of his predicted grades so that they may apply for a visa. If the conditions of the offer are not met, St Paul's School may cancel the CAS.

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

**8.1** 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.

**8.2** It is the responsibility of parents to make the School aware, at registration, or subsequently before accepting the offer of a conditional place, of any known disability or special educational need which may affect a pupil's ability to participate in the admissions procedure 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 application 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.

**8.3** Once pupils join the School we cannot guarantee that any exam concessions awarded by us at Common Entrance will continue in and beyond the 4<sup>th</sup> Form (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 student is founded on school-based evidence of on-going need which St Paul's must gather from Year 9 onwards and which must be in place **prior** to a further reassessment of the student's special education needs taking place.

**8.4** 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, they should contact the Admissions department.

## **9. Financial Assistance**

**9.1** 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.

**9.2** For entry at 7+, 8+, 11+ deferred, 11+ and 16+ applications for financial assistance are considered after the examinations if a candidate has been successful in being selected to come for interview. Should the School go on to offer the pupil a place, at that time parents will be informed of any financial assistance the school is able to provide.

**9.3** For entry at 13+ confirmation of Bursarial assistance will be made in the spring of the year preceding entry, once a full disclosure of parental financial background has been received.

## **10. Boarding**

**10.1** St Paul's School has a small boarding community which plays an important and active role in the life of the school.

**10.2** We recommend that pupils joining at 13+ who require boarding, do so on a weekly basis, returning to a family member or approved guardian at the weekend. Full boarding is available for pupils applying for 16+ entry.

**10.3** 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.

**10.4** Where international students need to apply for a 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 pupils has satisfied the conditions of his offer.

## **11. Siblings and relatives**

**11.1** 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. However, candidates will be expected to comply with all aspects of the admissions process including deadlines and meeting the stringent academic criteria.

## 12. Admission criteria

**12.1** 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 pupils 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
- Be supported by a strong recommendation from the Head of their current school in terms of academic achievement, motivation and extracurricular involvement
- Perform strongly in the entrance examinations and interviews relative to other applicants
- If English is not their first language, pupils must demonstrate a satisfactory level of spoken and written English in order that they can 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 needs
- All fees due at the pupil's present school have been paid
- If the child is not a British citizen, a Swiss citizen or a national of a country within the EEA and the School is not sponsoring the child under a Tier 4, the the parents must be able to provide evidence of the child's right to live in the United Kingdom and study at this school
- Where a pupil's family is not resident in the UK, an appropriate 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)