



ADMISSIONS POLICY

INTRODUCTION

This policy should be considered in conjunction with policies referred to in this document and the following additional documents:

- Means-tested Bursaries (Beale Awards) Policy
- Scholarships Policy

Cheltenham Ladies' College (**'College'**) is an independent girls' school for boarding and day pupils aged 11 – 18 years. The aims of this policy are:

- To identify and admit children who will benefit from an academic education and who will contribute to, and benefit from, the ethos and activities of our College community. We will only admit a child whom we believe has met the relevant admissions criteria as set out in this policy.

College is an academically selective school and seeks to admit pupils who have the level of ability and the personal attributes to flourish here. College offers a rich academic education and an extensive co-curricular programme. Our concern to always act in an applicant's best interests, to identify genuine potential and to foster good relations with parents and junior schools forms the basis for this policy, and our admissions procedures.

EQUALITY, DIVERSITY AND DISABILITY

College is inclusive and welcomes applicants with disabilities and special educational needs. College currently has limited facilities for the disabled but 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, College can cater adequately.

Parents of a child who has any disability or Learning Support needs should provide College with full details on application. College needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at College. Parents are asked, at both the registration and examination application stages, to inform College of any form of disability (including learning support needs, formal diagnosis or suspicions, however mild, of conditions such as dyslexia, dyscalculia or

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ADHD) that their child has. Copies of the College Accessibility Plan can be made available on request.

College shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with College's obligations under equality legislation.

College will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that College can cater adequately for the child should an offer of a place be made.

All candidates for admission will be treated equally, irrespective of their, or their parents' race, nationality, sexual orientation, religion or belief, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

Please also see College's Equal Opportunities Policy for Pupils and Transgender Guidance.

ENTRY POINTS AND KEY ADMISSIONS DATES

To register for a place, parents are required to complete a Registration Form which is available on the College website or by contacting the Admissions Department and to pay the applicable Registration Fee by the relevant deadline.

Each year pupils are admitted for entry to:

- LC1 (Lower College 1 / National Curriculum Year 7)
- LC2 (Lower College 2 / Year 8),
- LC3 (Lower College 3 / Year 9),
- SFC1 (Sixth Form College / Year 12); and
- on occasion, to UC4 (Upper College 4 / Year 10) or, very rarely, to UC5 / 11 or SFC2 / 13)

We publish details of our Open Days, deadlines for applications, for means-tested bursary (Beale Award) consideration, for entrance examinations and scholarship consideration and the dates by which offers of places are normally made to parents. Letters offering places include deadlines for formal acceptance by parents and notification of any conditions of acceptance associated with the offer.

ADMISSIONS PROCEDURES

Pre-assessment (LC1 / 2 Applications Only)

We offer an optional academic pre-assessment of pupils, up to 18 months in advance of entry, who are registered to apply for a place in LC1 (Year 7) or LC2 (Year 8). This usually enables us to give parents feedback as to whether a pupil is on course to be successful in the entrance examinations or to advise on any weaknesses that need particular attention for her to be successful. A positive pre-assessment is indicative only and does not constitute an offer of a place. Offers are made following a satisfactory entry examination performance in the January of the year of entry. On occasion, we are also able to offer individual pre-assessments for pupils wishing to enter College at Year 9. This would be wholly at the discretion of the Director of Admissions.

Early Entry For LC3 Applicants

College offers candidates for LC3 entry the opportunity to take entrance examinations and attend an Assessment Day a year early ('Early Entry'). Parents, whose daughters are registered by the deadline, will be contacted by the Admissions Department with the relevant information relating to Early Entry and this process, which incorporates an Assessment Day during an applicant's Year 7, is also explained on the website. Successful Early Entry candidates will be offered either a firm or conditional place and given the opportunity to try for scholarships via examination in January / February of the following academic year. An Acceptance Fee will be requested following the offer of an Early Entry place which is non-refundable if parents subsequently withdraw their daughter from joining College. A Conditional Place Acceptance Fee will be refunded only in the event that a pupil is unsuccessful in the follow up examinations that will take place in January of the year of entry.

ENTRANCE EXAMINATIONS

Entrance examinations are taken at College, in a pupil's own school or with an approved invigilator in accordance with our guidelines about supervision procedures. All scholarship examinations and interviews are held at College. We do not release the completed scripts of College examination papers at any level. We do not currently publish past papers but advice is provided, on suitable preparation work, in the form of Briefing Papers for the examinations for LC / UC entry and for individual subjects at SFC entry.

ADMISSIONS CRITERIA

Candidates for all entry points are offered places in College on the basis of successful performance in our own entrance examinations or, in a very few cases of LC entry, the Common Entrance examinations organised by the ISEB or for SFC entry via (I)GCSE results obtained. As we are assessing performance across a range of subjects, it is not appropriate to rank pupils purely on the basis of raw scores and we make every effort to assess pupils fairly and consistently. We do not operate any quota systems.

For entry to LC3 / UC4 and SFC an interview is an absolute requirement and will inform the decision to offer a place or not. While general in nature the interview will seek to explore a candidate's academic and co-curricular interests, attitude to school, personal qualities, and their ability to contribute to College community. For pupils applying to LC1 / 2 it is a requirement that College admissions staff have met them either via pre-assessment or taster event, private or Open Day visit or, on occasion, via a general interview process (by Skype where necessary).

For scholarship interviews a candidate's academic ability in a particular subject will be explored via group or individual assessment interview and / or practical sessions.

The Head of the candidate's current school will be asked to provide a written report as to the candidate's academic ability, attitude and behaviour, talents and interest, and any other special circumstances such as Learning Support needs or a disability. An offer of a place is not confirmed until such a report is received and is deemed satisfactory.

We ask parents to provide any information which will help us to make our decisions regarding entry and to cater well for each pupil who is accepted to College. This includes any existing assessment of need for individual learning or medical support.

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Parents considering transferring their daughter from another school to College are advised to inform the current school of their plans to enter their daughter for our examinations in good time and are required to fulfil all financial obligations to that school before any departure. In the case of a pupil who has been home-schooled a re-assessment may be required in the absence of the current school report, at the discretion of the Director of Admissions

OFFER OF A PLACE

We reserve the right to restrict the offer of places to children whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to College community.

A decision to admit each pupil is taken by the Principal who considers each pupil's application carefully and on the advice of the Director of Admissions, the Vice Principal Academic and the Heads of Division.

In the case of entrants to the Sixth Form College (Year 12), firm places will be given on the basis of successful performance in interview examination papers taken in November prior to September entry the following year.

Sixth form offers are not conditional on attainment of specified GCSE grades or equivalent (where these are being taken) unless specifically stated in the offer letter, although such results will be requested prior to enrolment. We do not publish details of results except to announce those awarded and who accept scholarships and / or Beale Awards.

Although the number of places available each year is fairly constant, we may be constrained by the amount of available boarding and / or classroom accommodation. In this event, a waiting list is drawn up, based on our assessment of each pupil in the entrance process, and parents are asked to accept a reserve place offer. Those placed on reserve status are contacted in the event of a place subsequently becoming available for their daughter, at any stage up to enrolment day.

All candidates accepting places must have the legal right to live and study in the UK and, where appropriate, will be sponsored by College to do so.

RECORDS

A confidential admissions record will be kept for each candidate.