

CHELTENHAM
LADIES'
COLLEGE

ADMISSIONS POLICY

2023-24

Document Control

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Reviewed By	Richard Houchin, Director of Admissions
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Document Distribution

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Status Control

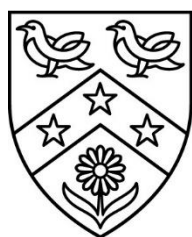
Version	Date	Status	Prepared by	Reason for Amendment
01	October 2013	Approved	Principal (delegated to Fiona Weldin)	ISI Requirement for pre-inspection and P/P.
02	October 2014	Approved	Hilary Laver	1. Tidy up plus, 2. Assessments now called Pre-Assessments 3. Conditional acceptance deposits to be refunded only in the event of not being successful in entrance exams. 4. Supportive report from Head teacher of current school required 5. Director of Admissions can give feedback when turning down SFC candidates. 6. Late submission of means testing forms means request cannot be considered. 7. Passing entrance exams does not guarantee a bursary funded place. 8. All house placements rest entirely with College, but parents can still request placing sisters together
03	August 2016	Approved	Hilary Laver	No changes
04	March 2017 and April 2017	Approved	Hilary Laver	ISI now changed to 15a. Footer changed
05	June 2018	Approved	Hilary Laver	Minor grammatical changes and addition of procedural changes
06	June 2019	Approved	Charlotte Coull	1. Removal of reference to "pregnancy or maternity" 2. "Girl" replaced by "pupil" throughout document 3. Addition of "academic year" in first paragraph and removal of final paragraph in "Early Entry for LC3 Applications" section.
07	August 2020	Approved	Charlotte Coull	1. Removal of Year 8/LC2 as a standard point of entry;

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				<ol style="list-style-type: none"> 2. emphasis that the acceptance fee is non-refundable. 3. change to LC1 admissions procedures to include information on Assessment Day which replaces Pre-Assessment; 4. removal of "Early Entry" description for LC3 applicants as there are no longer two different routes for entry into Year 9. All candidates must apply by Year 7 for standard entry; 5. Insertion of SFC Applicants information so that it follows directly on from the information on other entry points. 6. Clarification that all LC candidates must have taken part in an assessment day or interview process before being offered a place.
08	August 2021		Charlotte Coull	<ol style="list-style-type: none"> 1. LC1 Assessment Day replaced by Virtual Pre-Assessment in small group sessions taking place June-October 2. Reference to interviews as part of LC3 scholarship assessment process. 3. Change to SFC admissions process to include the requirement for all candidates to submit an admissions essay before being invited to interview and for non-native English speakers to submit a UKiset profile as well. Candidates will only be able to enter for the exam after a successful interview. 4. 4 Inclusion of Virtual Pre-Assessment as an alternative for LC Assessment Day
09	August 2022		Charlotte Coull	<ol style="list-style-type: none"> 1. LC1 Assessment Day/s to take place in October of Year 6, for all candidates, to include entrance exams alongside group tasks/activities (instead of having the exams in January) 2. Firm LC1 offers made in November of Year 6 3. LC3 Assessment Day/s to include entrance exams alongside group tasks/activities (instead of having the exams in January) 4. Firm LC3 offers made in December 5. The deadline to submit an exam form for SFC entry is 1st August.
10	March 2023		Richard Houchin	To align with IB requirements.

Version	Date	Status	Prepared by	Reason for Amendment
11	August 2023		Richard Houchin	<ol style="list-style-type: none"> 1. Section: Admissions Procedures. Additional statement to say that all candidates and parents must visit College prior to any offer of a place. 2. Additional statement to say that LC1 candidate need to attend an assessment day in person either at College or at one of their international testing centres and to be able to do so must have visited College prior to the testing day. 3. Section: LC3 Applicants. Explanation of the two routes of entry available. 4. Section: Sixth Form Applicants. Additional statement outlining application essay submission. 5. Section: Entrance Examinations. Update to entrance exams. 6. Section: Admissions Requirements for Sixth Form – statement outlining written exam papers in chosen A level or HL IB subject to be taken. 7. Section: Additional Required Information. Information regarding the need for satisfactory reference from school/Headteacher and on the CLC form only. 8. Clarification around deadline for acceptance and payment of an acceptance fee.

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



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 candidates' 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 feeder 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 disabled pupils 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 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 non-refundable Registration Fee by the relevant deadline.

Each year pupils are admitted for entry to:

- LC1 (Lower College 1 / National Curriculum Year 7)
 - LC3 (Lower College 3 / Year 9),
 - SFC1 (Sixth Form College / Year 12)
- and on occasion (subject to available space/boarding capacity, in addition to meeting entrance criteria) to LC2 (Lower College 2 / Year 8), ~~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

All candidates and parents (regardless of entry point) **MUST** visit College prior to any offer of a place to study being made. College will not offer a place to study, regardless of entrance test outcomes, if the candidate and parents have not visited CLC. Exceptions under extenuating circumstances only will be at the discretion of the Principal.

LC1 Applicants

Candidates who are registered for LC1 (Year 7) will be required to participate in an Assessment Day in person, either at College or, where available, with CLC staff at one of their international testing centres in the Autumn Term a year before entry. To attend an international testing day/centre, candidates and their parents should have visited CLC prior to the testing day.

Assessments will involve small group challenges and activities designed to familiarise the candidates with the school, and to elicit the qualities that underpin a CLC education: curiosity, enthusiasm, open-mindedness, creativity, problem solving and collaboration. Candidates will also take entrance exams consisting of a written English paper, an online Maths assessment, and an adaptive Verbal Reasoning Test.

Successful candidates will be offered a place in November and those with the strongest examination performance will then be invited to College to take part in academic scholarship assessments in January/February.

LC3 Applicants

There are two routes of entry for candidates wishing to join College in LC3 (Year 9):

For those candidates who attend a Prep school that finishes at the end of Year Eight, early entry assessment is available to be taken when in Year Six. Assessment for this entry point would take place at the same time as the assessment for candidates sitting the LC1 (Year 7) tests.

Candidates being assessed at this point will be judged in line with candidates sitting for LC1 entry and ONLY those candidates who achieve a very strong outcome will be offered an early LC3 place. Please do note that this early assessment point for LC3 entry is ONLY for those who attend a Prep-school that finishes at Year 8. For all other candidates or for those who are unsuccessful in early entry, they will need to sit for assessment as below.

All other candidates who are registered for LC3 (Year 9) will be required to attend an Assessment Day (in person, at either College or an International testing centre as noted above) in the Autumn Term of Year 7, two years ahead of entry.

Regardless of assessment entry point, candidates will sit an online Maths test, an adaptive Verbal Reasoning test, a written English paper as well as group activities and team challenges.

Successful candidates will be offered a firm place in December and given the opportunity to take additional examinations for scholarship consideration in January/February of the following academic year. The payment of an Acceptance Fee is required to secure the place following the offer being made, and this is non-refundable if parents subsequently withdraw their daughter from joining College. The deadline for acceptance of a place and payment of the acceptance fee will be stated in the offer letter.

Sixth Form Applicants

Registered candidates will receive application essay titles. The essay, which must be handwritten, will be reviewed and where appropriate, candidates may be asked to attend an initial (virtual) interview to discuss their essay. If a registered candidate does not submit an essay, their application will not be taken any further by College.

Applicants who are not native English speakers are also required to submit their UKiset profile before being entered for the exams.

Following the submission of the essay, and following interviews (where appropriate), candidates will be contacted by 30th August at the latest, to inform them of the next steps (entrance examination or cessation of application). Successful candidates will be asked to submit a completed exam form by 30th September. Students applying for a Scholarship must submit the relevant Scholarship Application form by 30th September.

Firm places will be given based on successful performance in interview and in the examination papers taken in the November prior to September entry the following year. Sixth form results will be released on 1st December. An offer of a place is 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.

ENTRANCE EXAMINATIONS

Entrance examinations are taken at College or, if meeting the criteria laid out earlier in this document, at an international test centre. 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. 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.

ADMISSIONS REQUIREMENTS AT SIXTH FORM

Sixth Form Applicants (A Level and IB)

Sixth Form Applicants are asked to give a preference as to their curriculum route (A Level or International Baccalaureate) when applying, and guidance is given in accordance with an applicant's personal needs. Applicants for both routes undertake similar entrance procedures, and will be required to show a breadth of academic ability and/or potential across all the areas of their proposed study, including their enthusiasm to become active, compassionate and lifelong learners.

This ability and potential will be judged by both reviewing entrance examinations, interviews and the applicant's GCSE (or similar) predicted and final grades.

Candidates will sit written examination papers in some of their chosen A Level or HL IB subjects (these papers being determined by College), along with taking an adaptive VRQ test and of two fixed online tests either:

- A) A maths/science pathway test or,
- B) A humanities/arts pathway test

Where it is felt that an applicant does not possess the breadth of ability and/or potential to be successful in a particular subject, particularly at A Level or at IB Higher Level, appropriate guidance and support will be given with regards to exploring an appropriate alternative. In the case of IB, it is recognised that the breadth of the programme is such that an applicant may not show an equal level of ability in all Groups, and this will not preclude entry for the International Baccalaureate route.

Sixth Form Applicants (Modern Languages)

A Level Modern Language courses and IB Language B and ab initio programmes are acquisition courses, designed to provide students with the opportunity to develop their skills in a language in **addition** to their native or heritage language.

In line with IB guidance regarding Language B and ab initio Language courses, CLC recognises that the placing of a student into a Language Acquisition course that does not provide an appropriate degree of challenge for the student may be considered school maladministration as noted in the IB Academic integrity policy.

For entry to the Sixth Form (and UC4) 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 scholarship interviews a candidate's academic ability in a particular subject will be explored through group or individual assessment interviews and / or practical sessions.

Additional required information

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 contingent upon the receipt of a satisfactory reference from the candidate's present school/Head teacher. References must be completed using the CLC standard reference form. All other forms of reference will not be accepted or deemed suitable for the offering of a place to study at College.

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.

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.

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.

The payment of an Acceptance Fee will be requested following the offer of a place for any point of entry and this is non-refundable if parents subsequently withdraw their daughter from joining College. The deadline for acceptance of a place and payment of the acceptance fee will be stated in the offer letter.

RECORDS

A confidential admissions record will be kept for each candidate in accordance with College's Privacy Policy.