



Culford

# Admissions Policy



# Culford

Culford School has three separate but inter-linked schools: the Pre-Preparatory, the Preparatory and the Senior Schools. A school that seeks to educate children from such a young age must have careful regard to their educational development and whether it can fully meet their needs at all stages. This policy sets out the basis on which pupils enter any stage of the School and may be expected to transfer to the next.

No part of Culford will admit a pupil if it believes it cannot properly meet his or her educational needs. To do so would be to fail the child and we put their educational interests at the forefront of our selection process.

No part of Culford School will admit a pupil in the belief that they will not qualify for the next stage of their education within the School. It is, however, recognised that, especially at younger ages, making such judgements may be difficult and there may, on occasion, be pupils within the School who do not qualify for transfer to the next part of the School. Any decision to refuse such progress, however, will be made:

- with timely, documented and open discussions with the parents
- with regard to the best educational interests of the child concerned

It is also recognised that it may be in the best educational interest of a child to admit them to one part of the School, whilst, nonetheless, having severe reservations about their ability to make sufficient progress to access the next part. The decision to admit such a pupil will be made:

- with full, open and formally documented expression of all reservations
- with expression of specific areas of concern and the strategies to be used to tackle them
- with regard to the best educational interests of the child concerned

Parents whose children are admitted with such reservations will be informed regularly of the likelihood of progression. Any parent whose child is deemed likely to fail to progress to the next stage at Culford will receive a formal letter outlining concerns at least one year prior to the year of transfer.

Culford reserves the right not to offer places to those whom it considers would not benefit from the School's education, or whose presence might have a detrimental effect on other pupils.

In all cases the Head of the relevant school is responsible for deciding to admit or refuse entry to a pupil. Where such a decision is to be challenged the normal complaints procedure of the School should be followed. The point of first appeal with regard to entry to the Pre-Preparatory and Preparatory Schools is to the Headmaster of the Senior School and in the last resort beyond him to a panel of the Governors. An appeal against the refusal to admit a pupil to the Senior School may be made to a panel of Governors in the first instance and, beyond that, to a panel consisting of the Chairman of Governors and someone unconnected to the School.

Procedures for admission to Culford and transfer from one section of the School to the next vary in relation to the age of the child concerned.

## **Admission to Pre-Preparatory School**

Admission to the Pre-Preparatory School is on the basis of informal assessment in the Early Years



classes, Nursery and Reception. The child will spend a morning in the classroom with pupils of the same age. Socialising and interaction will be observed. In Years 1 and 2, the child will spend a morning in the appropriate class and potential will be ascertained. Reading, writing and number skills will be assessed. Transfer to the Preparatory School is on the basis of satisfactory performance in assessments along with a satisfactory school reference.

### **Transfer to the Preparatory School**

Transfer to the Preparatory School from the Pre-Preparatory School is on the basis of satisfactory performance in assessments along with a satisfactory school reference. Literacy and mathematics will be assessed.

### **Admission to the Preparatory School**

Admissions between 7+ and 12+ will consist of either online or paper assessments in: English, mathematics, and reasoning, plus a satisfactory school reference and recent school reports. Academic scholarships and exhibitions are also available at 11+. Details are available from the Admissions Department

### **Transfer to the Senior School**

Transfer to the Senior School will be on the basis of CAT4 assessments sat in Upper Second which will lead to the offer of a place being made conditional upon the pupil making good progress in all academic subjects during the Third Form. Pupils in the Preparatory School who hold 11+ academic scholarships will take Academic Scholarship Examinations in January of Upper Third.

### **Admission to the Senior School**

Applicants for admission to the Senior School at 13+ will be required to sit: ISEB Pre-Tests if in Year Six; CEM MidYIS tests if in Year Seven, Eight or Nine. Entrance at 14+ will involve CEM YELLIS tests. Applicants who wish to be considered for 13+ academic scholarships should provide a supporting reference from the Head of their current school.

Where a candidate's performance in the tests gives rise to concern, the offer of a place may be made subject to academic progress being made. Although the absence of such communication is no guarantee of a place at Culford, the School will undertake to communicate promptly and in detail to parents where it believes there is reason for concern. Culford will give whatever specific advice is needful to the candidate's school in order to enable the candidate to make the required progress.

Whilst Culford is an academic institution it is also a boarding community and, as such, values the other talents its pupils bring. There are, therefore, other strands to the selection process which may include any or all of the following: a pupil interview with a member of the SMT; a parental interview with the Headmaster; and a reference from the Head of the candidate's school. These are designed to ensure that a full understanding of a child's talents and needs is reached before any final decision is taken. International applicants will sit Oxford Placement tests and a maths and writing test, designed to evaluate general intelligence and the ability to cope with academic study in a language not their own; they will also be required to produce relevant reports and testimonials from their current school. There will be a Skype interview with the Head of EAL.



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## **Entrance to the Sixth Form**

Pupils wishing to enter the Sixth Form to study A levels, should have seven GCSEs, including English and mathematics, at levels 4 and 5 or above and at least three, usually in the subjects to be studied, at level 6 or above. Individual subjects may set higher hurdles in agreement with the Headmaster and Deputy Head, if they are a reasonable benchmark of ability to succeed at A Level. Pupils with lower grades may be offered a place in the Sixth Form to study alternatives to A levels such as Business Technology or Digital Media, or a mixture of these alternatives and A levels, dependent upon individual need and aptitude. Applicants from overseas will sit Oxford Placement tests, and a maths and writing test, designed to test general intelligence and the ability to cope with academic study in a language not their own; they will also be required to produce relevant reports and testimonials from their current school. There will be a Skype interview with the Head of EAL.