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St Paul's Cathedral School

**Admissions Policy
(September 2020)**

Aims and Principles

St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.

The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.

Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.

With high academic aspirations, St Paul's Cathedral School is looking for pupils who are able to take full advantage of the unique educational, musical and other opportunities which the school can provide. There is no such thing as a typical St Paul's Cathedral School pupil, except that attributes of cooperation, teamwork, kindness and good social skills are highly valued.

Day pupils

The main ages for entry into the school for day pupils are 4+ (Reception), 7+ (Year 3) and 11+ (Year 7). There are sometimes spaces in other year groups and parents are asked to contact the Registrar, Clare Morgan, (details below) if they are interested.

Assessment at 4+:

Children are assessed informally for entry to the Reception form in the Pre-Prep department when rising four. This assessment takes place in the November before the year of entry. There will be two form entry from September 2021 at this level. Subject to their attaining the appropriate academic standard, they progress at the age of seven to the Prep School.

In line with DfE guidance, the parents of a summer-born child may choose not to send their child to school until the September *following* their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Please discuss with the Registrar if your child is summer-born.

The assessments take place on a Saturday in November and children are invited with their parents to a group play session in the Reception classroom a few days beforehand to familiarise themselves with the surroundings. On the day of the assessment, parents will be asked to leave their children with the Pre-Prep staff who will assess the children in the Reception classroom. There will be 10 – 12 children assessed together at any one time and the emphasis is on a group play session. Staff will be watching how the children interact socially and they will also ask each child to undertake a few tasks separately such as drawing a picture or building a tower from blocks. An important aspect of the assessment is that no preparation is required. The School will request a report from a child's nursery, if applicable.

The first 80 children who are registered on the 1st September, 12 months before entry to the school, will be assessed. 80 children will be assessed for 34 places. An initial 34 children will be offered places. The school will hold a waiting list of up to 20 children and they will be offered a place if one becomes available. Parents will be informed of the school's decision of whether their child has been offered a place, is on the waiting list or has not been offered a place, within three weeks of the assessment.

Parents of children who are placed on a waiting list or who are unsuccessful will be asked if they wish their children to be considered for a place at 7+ (Year 3).

7+ Entry

The Prep School has a two-form entry at 7+ and places are available for boys and girls who have not attended the Pre-Prep department.

The school is looking for pupils who display sound academic ability (or above) combined with the imagination, determination and approach that we judge will allow them to thrive in the St Paul's Cathedral School environment.

Assessment at this level takes place in the January before their entry into the school in September. **The closing date for entries is December 31st.**

1. All candidates will be invited to attend a day at the School during the first weeks of the spring term. Pupils will become the Year 3 classes for the day and will take part in a wide range of activities; typically including: music, art, drama, P.E., problem solving and group work. During their lessons with our Year 3 teachers, they will complete verbal and non-verbal reasoning papers and a short written exercise. No preparation is required for these tests, and pupils will have an opportunity to complete practice exercises before each paper.
2. Pupils will be assessed in part using their scores on the written papers but with great weight also given to their behaviour, co-operative group work, attitude, application and perseverance.
3. Additional staff members including Heads of Department and the Senior Leadership Team will also observe lessons and activities.

The School will request a completed transfer form and the pupil's most recent report from the pupil's current school.

All staff who have worked with the pupils will contribute towards the final decisions and pupils will receive either an offer, a waiting list place or a rejection. Offers are conditional until transfer forms and reports are received. The number of places available may vary from year to year. Places are offered on merit. The waiting list will also be in order of merit. If a place becomes available, the next pupil on the waiting list will be offered a place, taking into account the school's sibling policy (see below under 'Other information').

11+ Entry

We have places for children wishing to join us at 11+. Applications and assessments can take place at any time in the school year. Parents will be invited for an interview with the Headmaster, and the child will spend a day in the school during which time an assessment is made in English and Maths.

The School will request a completed transfer form and the pupil's most recent report from the pupil's current school.

All staff who have worked with the pupils will contribute towards the final decisions and pupils will receive either an offer, a waiting list place or a rejection. Offers are conditional until transfer forms and reports are received.

Scholarships

Application for scholarships for pupils staying to 13+, or joining the school at 11+ are welcomed and are awarded on merit. Please see Scholarship section on the School's website.

Bursaries

The governors of St Paul's Cathedral School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a bursary and bursaries may be awarded in the form of a discount of up to 100 per cent on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. Existing pupils may also apply. Even where families meet means tested criteria, bursaries are not guaranteed as the School has a finite bursary fund. All bursary awards are reviewed annually.

Please contact the bursar, Mr Martin Kiddle (tel: 020 7248 5156; email bursar@spcs.london.sch.uk) for details.

Choristers (boarders)

Choristers (boys only) are admitted from the age of seven. They may have attended the Pre-Prep department of St Paul's Cathedral School or come from another school. Parents are asked to contact the Director of Music, Mr Andrew Carwood, through his secretary Mrs Angela Palotai (tel: 0207 236 6883; email: apalotai@stpaulscathedral.org.uk), to arrange an informal audition in the first instance. If asked to progress to a formal audition, the candidate will be asked to

undergo the same academic testing as day pupils. Formal voice trials are held throughout the year.

There are places for choristers at 7+, 8+ and sometimes 9+.

Voice trials for chorister (boarding) places for boys of 7-9 years old are designed to compare quality of voice and potential musical ability rather than to seek evidence of formal voice training.

If successful, a chorister's tuition fee and music lessons are paid for by the Chapter of St Paul's Cathedral. Parents are asked to pay the boarding fee, but assistance with this is available in cases of financial hardship and are means-tested. Please contact the bursar, Mr Martin Kiddle (tel: 020 7248 5156; email bursar@spcs.london.sch.uk) for details.

Step-Up Day

The School holds a 'Step-up' Day in June to which new pupils are invited to attend and meet their peers and teachers. A lunch for all new parents and pupils is also held in June, usually the following day to 'Step-up' Day. Entrants to Year 7 are invited for a separate full day's team building. New choristers are also invited to spend a night in the boarding house.

Equal Treatment

St Paul's Cathedral School does not discriminate against applicants on the grounds of race, ethnicity, special educational needs, disabilities, gender, social background or religion (see below under Religious Beliefs). Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible.

Special needs

We do not discriminate in any way regarding entry, other than in terms of merit based on academic suitability. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome applications from pupils with physical disabilities, provided that our site is suitable for their particular needs. We advise parents of children with physical disabilities to discuss their child's requirements with us before s/he undergoes the entrance process so that we can make adequate provision for him/her. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Identifying and assessing Special Educational Needs (SEN) for young children whose first language is not English requires particular care. Early years' practitioners look carefully at all aspects of a child's learning and development to establish whether any delay is related to learning English as an additional language or if it arises from SEN or

disability. Difficulties related solely to learning English as an additional language are not SEN

If special education needs have been identified, admission is at the discretion of the Headmaster. See *the School's SEN Policy*.

Fluency in English

The language of instruction at the School is English. Children for whom English is an additional language will not be disadvantaged as our aim is to deliver a broad, balanced curriculum which reflects the needs of all children at the School.

Religious Beliefs

Although St Paul's Cathedral School is a Christian foundation, we do not select for entry on the basis of religious belief. However, parents should be aware that there are regular assemblies in School and in St Paul's Cathedral which have a Christian theme and there are several services throughout the year which all pupils, particularly from Years 3 – 8, are expected to attend.

Sibling Policy

Part of the School's ambition is to support families by keeping siblings together, and so priority is given to siblings of existing pupils. However, a place is not guaranteed to siblings as they must also reach an appropriate standard to be able to access and take advantage of the curriculum. Borderline cases will be discussed carefully with parents or guardians so that the best interests of each child are taken into account, and reasonable expectations are properly explored.

Offer of a Place

Offers are made in good faith that pupils will stay on at least until 11+.

Other information

For any further information or enquiries, please contact Clare Morgan at the school on 020 7248 5156 or email admissions@spcs.london.sch.uk

September 2015
Reviewed September 2016
Updated October 2016
Updated February 2017
Updated September 2018
Reviewed September 2019
Reviewed September 2020