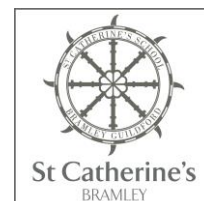


**Charitable Objects of St. Catherine's School-** *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*



## **WHOLE SCHOOL ADMISSIONS PROCEDURE**

**The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).**

### **Policy History:**

This procedure replaces the Senior School Admissions Policy first devised in 1996 and updated in 1998 and 1999 before becoming part of a new prospectus publication in 2001 and also a separate Prep. School Admissions Policy of 2006. All admissions policies were then superseded by an Admissions Procedure Statement which was published in the first Annual Information Booklet (AIB) that was devised to accompany the prospectuses for both Schools which was first published in 2005. The AIB has been updated annually since then and is published in September. It contains the current version of this policy. This free-standing procedure document was updated in 2009, 2012, 2015 and 2018 and 2022.

**SENIOR SCHOOL** - Admission is by assessment, held in the Autumn Term prior to the year of entry the following September. The procedure complies with the agreed protocol between independent schools in membership of the Independent Schools Council's constituent associations – in our case the Girls' Schools Association and the Independent Association of Preparatory Schools – for the admission of pupils. This procedure includes entry into the Senior School by members of the Prep. School.

Most girls enter the Senior School at 11+/Year 7 as day girls or boarders, or at 13+/Year 9 as boarders, or for the Sixth Form, although a few places may be available from time to time at other stages. There is no formal entry point at 14+. Means-tested bursaries, up to full fee awards, are available at 11+ and Sixth Form entry. See the School website: Admissions/Bursaries & Scholarships for the bursaries policy. Those seeking support with fees in the form of a Bursary should read this policy carefully and note the requirement to attend a Prospective Parents Morning in the relevant school as part of that process.

An 11+ Taster Morning is held in the Autumn Term prior to entry and Boarding Taster events take place for potential boarders. Both are very valuable opportunities for girls to see whether St Catherine's is the right school for them.

11+ entrance examinations are in Mathematics, English, Science and Verbal Reasoning, and are devised by St Catherine's, based on the Key Stage 2 National Curriculum content. At 12+ and 13+, tests are taken in English and Mathematics at the appropriate level and include an online IQ test. Sixth Form papers include an online adult IQ test and short subject specific tests in subjects selected by the applicant as potential areas of study at A Level. Wherever possible, applicants at 12+ and above should visit the school and be interviewed in person by the Director of Studies.

However, examination Papers can be sent to centres abroad if this is not possible and interviews will be conducted by Zoom/ Facetime.

**PREP. SCHOOL** – Admission is by assessment. For 4+ entry the assessments are usually held at the end of October/early November for entry the following September. For 5+, 7+ and 9+ entry (approx. 4 places each), the assessments are held in the Autumn Term for entry the following September. Girls wishing to apply to join other year groups need to register ahead of the assessment in the Autumn Term. If places are available, they will be allocated accordingly. Girls may be given a waiting list offer should there be no immediate space available.

At 4+, girls visit the school for a morning in small groups. The informal assessment will take place through play, teacher observation and teacher/pupil interaction. Once parents have accepted a 4+ offer, our teachers will visit girls during their final term in their Nursery or Pre-School, to help with the transition process.

At all other ages, assessment consists of tests in English, Mathematics and Verbal Reasoning. The papers are written by members of St Catherine's Prep. Staff and are in line with National Curriculum expectations.

**BOTH SCHOOLS** - A confidential report from the Head of the girl's current school will always be requested, except at 4+ and used as part of the selection procedure. The report for each girl requests information about her academic performance and potential, any specific learning difficulties, how best to manage any disability, and curricular and extra-curricular interests. At 4+, nurseries which are connected to independent schools will be informed of the girl's visit. We warmly recommend that parents applying for places at St Catherine's speak with the current school Head before registering with us to ensure that a supportive reference is prepared in good time for the application process.

The Independent Schools Council's agreed protocol for Associations in Membership of ISC, of which the GSA and IAPS are two, makes clear that there should be clarity between schools when parents seek to move a pupil other than at normal transfer points between schools. The protocol includes an insistence that a reference must be requested from the current school by the receiving school. There is also, by law, a communication between the receiving school and the last school to ask if there are any safeguarding concerns about the pupil.

Applicants with a disability will be assessed on their academic performance as outlined above. Parents of applicants with a disability should make this clear on the application form so that the School can make every reasonable effort to adapt its admissions procedures to accommodate the applicant on the entrance test day. Any parent of an applicant who has a disability is also asked to let the School know so that proper access can be arranged for pre-admission school visits/information mailings, and subsequently for school events, should the applicant be successful in the entrance tests.

## **REGULATIONS**

Parents are advised to refer to the School website for sight of the Rewards and Sanctions Policy (Senior School) and the Discipline, Awards and Rewards Policy (Prep. School).

The School rules are designed to aid the smooth and orderly running of the community. Parents are advised that for serious or persistent breaches of the rules, punishments include loss of privileges, detentions, gating and suspension. The Headmistress reserves the right to expel any girl

for a serious breach of school discipline or to require her to leave if her general progress and conduct are unsatisfactory.

The acceptance of a pupil is on the understanding that she and both her parents accept and will conform to the policies of the Governors and the School Rules which may from time to time be amended. The signature of both parents or guardian(s) is required on the Registration Form when an application is made – the first stage of our admissions procedure - and on the Acceptance Form once a place is offered and is accepted. This is to ensure that there is parental agreement to the application and then an undertaking to conform to the conditions on which a place is offered and to the School’s Standard Terms and Conditions. Where this is not possible a written explanation must be provided at the time of signing with any supporting legal documents/court orders etc.

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Mrs A M Phillips  
Headmistress

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Miss N Bartholomew  
Headmistress of Preparatory School

Date: .....