

St Helen's School

# Admissions Policy

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July 2022



## 1. Admissions Policy

- 1.1 St Helen's School is an academically selective School which seeks to provide an excellent, well-balanced education to pupils who will thrive and flourish in this learning environment. The School enjoys a strong reputation and is generally oversubscribed at all admissions points.
- 1.2 The School has an admissions process to enable it to select those pupils that will get the maximum benefit from the education offered at the School.
- 1.3 The School welcomes applications from all regardless of race, colour, nationality, sexual orientation, religion, disability or special educational needs.

## 2. Aims

- 2.1 The purpose of the Admissions Policy is to ensure that:
  - potential pupils are assessed in a fair and consistent manner and without regard to race, colour, nationality, sexual orientation, religion, disability or special educational needs.
  - girls who are offered places are those most suited to the environment and programme offered by St Helen's School.

## 3. Pre-Registration Procedure

- 3.1 On an initial enquiry to the School, a potential parent will be placed in contact with the Admissions Department. As well as answering any queries, they will request details of the child's name, contact details and date of birth. Admissions will share relevant marketing information and direct parents to the website as a valuable source of information about the school.
- 3.2 **School Visits.** The School runs a series of Open Events throughout the year to enable parents and their daughters to visit the School and see what it has to offer. Details of the Open Days and Open Events are posted on the website. If they prefer, parents will also be offered an opportunity to be shown around the School individually.

## 4. Registration

- 4.1 To register a girl formally, the registration form, which is available online, must be filled out and signed by those with parental responsibility. A child is registered once this form has been submitted together with the payment of the non-returnable Registration Fee.
- 4.2 In line with the School's obligations under the Equality Act 2010, the School will request information on any disability or special educational need which may affect the child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. This is so that the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the candidate and that the School can cater adequately for the child should an offer of a place be made. Information of this nature disclosed by parents is used for no other purpose than those specified here.

## 5. Entrance Criteria

5.1 **Prep School: EYFS.** Entry is selective as a result of observations made during play situations for consideration at 3+ and 4+. There is also an individual meeting for 4+ shortlisted candidates with the Head of Prep School or a Deputy. These assessments take place early in the Spring Term. All prospective parents are given the opportunity to meet with the Headmistress or a member of the Senior Leadership team.

5.2. **Senior School.** There are two main entry points in the Senior School:

5.2.1 **11+ Entry (Year 7).** Main entry is at the age of 11+. St Helen's is part of The London 11+ Consortium, which operates a bespoke entrance assessment process. The assessment is an online test comprising areas to test cognitive ability, creative and critical thinking, analysis, synthesis and problem-solving. Information regarding the Consortium's bespoke assessment and a familiarisation test is available on the Consortium website ([www.london11plus.co.uk](http://www.london11plus.co.uk)). Candidates are called for interview and a reference and/or report is requested from their current school. Prospective parents are given the opportunity to meet with the Headmistress or a member of the Senior Leadership team.

5.2.2 **Sixth Form Entry.** Girls wishing to join the Sixth Form and follow the two-year A Level course require at least 7 GCSEs or IGCSEs, graded 9-6 including English Language and Mathematics. All candidates must meet these minimum requirements (and also meet any additional subject-specific entry requirements). For external entry, candidates are examined in the subjects they wish to study in the Sixth Form and the entrance examination can be taken in either the Autumn or Spring Terms. Shortlisted candidates are called for interview and a reference will be requested from the pupils' current Head Teacher.

## 6. Progression through the school

Parents will be contacted in good time in cases where we do not consider it to be in a girl's best interests to continue through the School. The School will provide guidance as to the most appropriate options available to their daughter in such circumstances.

## 7. Occasional places

Occasional places in other age groups may sometimes be available throughout the School. For such vacancies, applicants will be invited to take an assessment according to their age group and a reference and/or a report is requested from the pupil's current school.

<b>Authorised by</b>	Executive Committee
<b>Date</b>	June 2022
<b>Effective date of the policy</b>	1 <sup>st</sup> September 2022
<b>Date of Next Review</b>	July 2023