

<b>Sponsor</b>	DoComms
<b>Issue Date</b>	June 2019
<b>Next Review Date</b>	June 2020
<b>Governor</b>	EdWelf
<b>Committee</b>	EdWelf



## **ADMISSIONS POLICY**

### **OBJECTIVE**

To identify students who will benefit from the education that is offered at Woldingham and contribute to the school community.

Woldingham is an academically selective school with a broad intake range. The school is looking for intellectually curious, well-rounded pupils with interests that stretch beyond the confines of the academic curriculum.

### **DATA PROTECTION**

Woldingham School takes its responsibilities for personal data very seriously and has policy and procedure in place to ensure compliance with the Data Protection Act 2018 incorporating the General Data Protection Regulations [GDPR].

Full detail of how your data is used can be found on the Woldingham School website in the Privacy Notice section (<https://www.woldinghamschool.co.uk/about-us/school-policies/privacy-introduction>).

### **THE ENTRY PROCEDURE**

Application begins with registration details and a non-refundable registration fee. Families are requested to register their daughters at least one year in advance, although it is understood that this is not always feasible. Prospective families are emailed with details about assessments at the appropriate time in the admissions calendar.

The usual points of entry are at 11+, 13+ and 16+. Academic and co-curricular scholarships are available, as are bursaries (refer Bursaries, Scholarships and Fee Discounts Policy). Candidates for 13+ may apply for either standard or deferred entry. Occasional places at 12+ and 14+ may be available.

The Assessment Days are held in the Autumn Term and decisions are posted in December. Once the formal acceptance of a place is received, this completes a legally binding agreement and a Security Deposit is required (refer to Schedule of Fees).

All applicants are expected to attend the Assessment Day at Woldingham, although where

circumstances do not permit this, the school can help to arrange alternative testing dates and/or locations.

References are sought for all applicants from their current Head Teacher in line with GSA guidelines.

### **11+ AND 13+ ASSESSMENT**

The 11+ assessment process requires applicants to take the online 11+ ISEB Pre Test either at her school or at Woldingham. All applicants will attend Woldingham on the set assessment day and take a short Creative Writing Paper and have an interview.

The English and Mathematics 13+ assessments are broadly in line with the National Curriculum KS3. Sample papers are available from the school website. All candidates are interviewed by a senior member of staff.

13+ deferred entry offers are conditional upon the student continuing to make satisfactory progress at their current school. Students who accept a 13+ deferred place are required to sit the standard 13+ assessments in the Autumn prior to entry; this is solely to enable setting and consideration for academic scholarship awards. They may also apply for co-curricular scholarships in the Autumn prior to entry and will be considered alongside the standard 13+ entry and internal candidates.

### **SIXTH FORM ASSESSMENT**

Candidates are examined in two of their chosen A Level subjects and a General Paper. They are interviewed by a senior member of staff and a report from the candidate's current school is requested.

Successful candidates are expected to achieve at least 8 GCSEs, at an average of grade 5.5. Grade 7 or better is normally required to take Mathematics, Sciences or Languages to A Level. Grade 6 or better is expected for all other subjects chosen for A Level.

### **INTERNATIONAL PUPILS**

Applications from those permanently resident outside the United Kingdom are welcomed provided that the student has a relative or legal guardian living in the UK, within an hour travelling distance to Woldingham, and is able to stay with the relative or guardian for some weekends. Please see the Guardian policy for more details.

Candidates are required to undergo the same entry tests as UK-based applicants. Exam papers can be sent to a student's current school, the British Council or an accredited agent's office if attendance at the Assessment Day is impossible, but it is recommended that prospective families visit Woldingham at some point prior to entry.

The school assesses all non-native English speakers, alternatively, students can provide one of the following certifications of English language ability: UKiset, IELTS or a Certificate in Advanced English (Cambridge University).

## **EQUAL TREATMENT**

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. Woldingham School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### **SPECIAL EDUCATIONAL NEEDS & DISABILITY**

We do not discriminate in any way regarding entry. We welcome pupils with physical disabilities provided that our site can cater for them. We welcome pupils with mild learning difficulties, provided that our Learning Enhancement Department and our teaching and residential staff can offer them the support that they require. Woldingham School is, in general, set up to provide 'light touch' provision, such as is suitable for students with a range of needs such as dyslexia or slow cognitive processing.

Woldingham follows the SEND Code of Practice. The welfare and educational needs of a pupil will be identified before she enters the school and the adjustments that can reasonably be made to meet them will be agreed with parents and, if appropriate, their medical advisers. A pupil's needs will be regularly reviewed.

Parents are required to complete the Individual Needs section of the Registration Form and, if their daughter has such requirements, we ask that copies of any relevant report be submitted along with the initial application. Parents should ensure that any report submitted is dated no earlier than 26 months from the date of the exam. We encourage prospective parents and pupils with individual needs to meet with the School's Head of Learning Enhancement before taking our entrance assessment.

### **SIBLING POLICY**

Many siblings join us at Woldingham School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### **SERVICE FAMILIES**

A generous fee discount is available for those members of the Armed Forces and the British Foreign & Commonwealth Office who qualify for the Continuity of Education Allowance (refer to Schedule of Fees).

### **RELIGIOUS BELIEFS**

Woldingham School is a Catholic school welcoming girls of all faiths or none. Parents should be aware that girls are expected to participate in assemblies, attend Mass and to take GCSE Theology in Year 11.

### **OVER-SUBSCRIPTION OF PLACES**

In the event of over-subscription of places, the following entrance criteria will apply and in this order:

- Results of admissions tests, interviews, report from current school and ability to integrate into the school community as evidenced on assessment days.
- Preference given to those girls whose sisters are at the school or have been at the school or who are daughters/granddaughters of Old Girls.
- Preference given to those who are applying for a boarding place.

- Preference given to girls whose families are practising Roman Catholics.
- Preference will be given on compassionate grounds if the individual or family situation means that the girl would benefit from the outstanding pastoral care at Woldingham.

#### **CONTRACTUAL TERMS AND CONDITIONS**

These are available on request from the Registrar.