

# **Admissions Policy**

**Policy Author: Matthew Wood, Deputy Head Admissions**

**Date Reviewed by Author: September 2023**

**Next Review: September 2024**



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The School will make any reasonable additional or alternative arrangements to ensure that the School's admissions procedures are accessible to disabled children.

The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them during the admissions procedure and if an offer of a place was made for the child to join as a pupil at the School. Parents of a child who has a disability, long term medical conditions or special educational needs should therefore provide the School with full details on registration.

Parents are referred in particular to clause 5.10 of the parent terms and conditions and the School's SEND Policy.

#### Access Arrangements

The School seeks to ensure that prospective pupils who are disabled or who have a special educational need are not treated less favourably or unfairly during the admissions process. Access arrangements in the entrance examinations allow candidates with special educational needs, disabilities or long-term medical conditions to access the examination and show what they know and can do. Parents are advised to consult the document Entrance Examination Access Arrangements for specific details. This can be found on our website.

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On taking up a place at the School an entry is made in the Admissions Register.

Parents are advised to register their child on the Admissions database, OpenApply.

The persons responsible for the administration of the Admissions Register are the Registrar, Assistant Registrar (Day), Assistant Registrar (Boarding), Admissions Administrator and School Secretary.

The following core items are recorded in the Admissions Register:

**Full Name**

**Sex**

**Name and address of all parents/guardians and an indication of the parent/guardian with whom the pupil normally resides and which parent(s) hold parental responsibility**

**Where a parent notifies the School that a pupil will live at another address,**

At least one telephone number at which the parent/guardian with whom the pupil normally resides can be contacted in an emergency (the School also requires a second emergency contact number although this may not be kept on the register).

Date of Birth

Date of Admission / Re-admission

Name and address of previous school

Whether the pupil is a day pupil or boarding pupil

Name of Year Group on entry (e.g Year 7)

The Admissions Register allows for the inclusion and deletion of pupils from the register in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended). The School will inform the local authority of any pupil who is going to be added to or deleted from the School's Admission Register at non-standard transition points. Where known or applicable, the School will also record the name of the destination school and first date of attendance for a pupil who leaves the School.

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Admission and entry to the School is subject to the availability of a place and the prospective pupil satisfying the academic admissions requirements necessary for entry to the School. With regard to admission for pupils with a disability, reference should be made to the School's SEND Policy and Accessibility Plan, and the section above entitled Special Educational Needs and Disability. The School also operates an Equal Opportunities Policy.

Prospective pupils will be considered as candidates for admission and entry 2.92.646 r

**Children who demonstrate exceptional talent**  
**Children whose parents work at the School**  
**Ability to provide suitable support for the welfare of the child**  
**Extenuating circumstances affecting the child's welfare or his/her family**

**For all our entry points, we operate reserve lists. We keep families updated as to the progress of their application.**

**Year 7 has a five form entry. Day applications can be made online along with payment of a non-refundable Application Fee and submission of a passport copy and recent school report.**

**Scholarships and financial support (bursaries) can also be applied for at this time and scholarship and bursary application forms will be available for families who express an interest along with further details regarding the criteria and process. Candidates selected for consideration for scholarships will normally be invited to attend Caterham after the 11+ Entrance Exams for an audition, assessment and/or interview.**

**After the application closing date (early November when a pupil is in Year 6), we will contact families to arrange an informal interview which will take place before the end of that term.**

**Candidates sit the ISEB Common Pre-Test exams (English, Maths, Verbal and Non-Verbal Reasoning) at their current school in the Autumn Term of Year 6. Those pupils who are unable to take these at their current school are invited to Caterham School on a Saturday in mid-November as an alternative.**

**During the second Saturday in January, we invite all candidates to attend our EDGE Day which involves taster activities as well as two assessment papers (Maths, and an EDGE Paper).**

**Decision letters are emailed to families before the Spring Half Term. Letters offering a place at the School include the acceptance closing date. 11+ candidates are offered places for entry to the School into Year 7 on the basis of their interview, their performance in the Entrance Exams, a report from the Headteacher of their current School and the above additional factors where applicable.**

**Pupils educated abroad but who are applying for day places should contact the Admissions Department for further information ([admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk)). The School does not sponsor the visas of day pupils or half-weekly boarders..**

**For further information about our Admissions dates, please refer to the website.**

**We admit between 30 and 40 day and boarding pupils into the school in Year 9.  
Only 5% of those seeking to board at the School.**

**Day applications can be made online when pupils are in Year 6 for deferred entry along with payment of a non-refundable Application Fee and submission of a passport copy and recent school report.**

**Scholarships can also be applied for at this time and forms will be available for families who express an interest along with further details regarding the criteria and process. Candidates selected for consideration for scholarships will normally be invited to attend Caterham after the EDGE Day in January for an audition, assessment and/or interview. Co-curricular scholarships are not finalised at this time, but the information gathered is used when making decisions about awarding places, and some candidates may be offered minimum guaranteed scholarships for Year 9.**

**After the application closing date (early November when the pupil is in Year 6), we**

**([admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk)). The School does not sponsor the visas of day pupils or half weekly.**

**For further information about our Admissions dates, please refer to the website.**

**Most of our 13+ day places are given through our Deferred Entry route and so parents wishing to apply for a 13+ place are strongly encouraged to apply through this route. Occasionally, a place does become available, and hence parents who have missed the 13+ Deferred Entry application timeline are encouraged to contact the Admissions Department for further information ([admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk)) regarding the availability of places and where places are available, whether the candidate is eligible to apply for a scholarship. Financial support (bursaries) can be applied for at this time and bursary application forms will be sent to families who express an interest along with further details regarding the criteria and process.**

**Letters offering a place at the School include the acceptance closing date. 13+ standard entry candidates are offered places for entry to Caterham School at 13 on the basis of their interview, their performance in the Entrance Exams, a report from**

**actual grades, though other specific Scholarships are available as outlined on the**



Boarding applications can be made via one of our registered agents, a non-registered agent, or privately, by completing the boarding application form along with payment of a non-refundable Boarding Application Fee and submission of a passport copy and recent school report.

Boarding candidates who are applying for Year 9 and Year 10 sit exams in English and Maths (non-calculator). International candidates who are applying for Year 12 sit papers in appropriate subjects based on their A Level options. Exams are taken at either UfYUjYFYXUjYUjY office or the nearest British Council office. Candidates who perform to the required standard in the Entrance Exams will be invited for interview.

UK-based boarding candidates applying for 13+, 14+ or 16+ (Standard and Deferred Entries) attend the exam date published for day pupils. Candidates are interviewed, and references (with predicted GCSE/IGCSE grades for 16+ candidates) are requested

Additional admissions procedures and criteria may apply to candidates who require the School to sponsor their application for a visa to study in the UK and an additional fee is payable. Parents should contact the Registrar for further details.

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Successful applicants are formally offered a place by the Headmaster for the Year of Entry (which may be subject to such conditions as specified in the letter).

Accompanying the offer letter will be a copy of the Acceptance Form together with the current edition of the Caterham School Terms and Conditions (Parent Contract). In order to accept the place, the Acceptance Form must be completed and signed (two signatures are required unless some other arrangement has been made with the School). The Acceptance Form must be returned to the Admissions Department together with an on-line deposit payment. The Terms and Conditions are to be retained by the prospective parents for their information.

An email will be sent from the Admissions Department to the prospective parent

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