

# ST MARGARET'S

## SCHOOL

# Admissions Policy and Procedures

## **Admissions Policy and Procedures**

### **Principles**

St Margaret's School ("the School") is an Independent Day and Boarding School, for pupils aged 3 – 18 years, located in Bushey, Hertfordshire. The Head is responsible for admissions and the operation of this policy.

The aims of this policy are:

- (i) To ensure compliance with the School's charitable purposes.
- (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- (iii) To identify applicants who will thrive in and contribute to the St Margaret's community due to their academic abilities, extra-curricular interests and personal characteristics.

The selection criteria and interview procedure is determined and reviewed from time to time by the Governors of the School. Those involved in selection and interviewing have received appropriate training.

### **Entry procedures**

Enquiries about entry to St Margaret's are made to the Admissions Department who will answer questions and supply information including a prospectus, a current information booklet and curricular information specific to the relevant section of the school.

Entry points are 3+, 4+, 7+, 11+ or 16+; although a pupil may be accepted at other points if places are available. For entry in September pupils should be registered by 30th November in the preceding year by the submission of a completed registration form and a non-refundable registration fee.

Prior to registration parents are encouraged to visit the School on one of the regular Open Days publicised on the School's website. They will be shown around the School by a current pupil and will have the opportunity to meet the Head and the Senior Management Team. If attendance at an Open Day is not possible a visit during the working school day can be arranged through the Admissions Department.

Occasionally, an applicants may have fallen behind in their education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Occasionally, the School may also offer outstanding applicants a place in a year ahead of their chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head.

### **Junior School**

Main points of entry are 3+, 4+ and 7+. However, we regularly accept pupils into other year groups. Parents are able to register their child's name expressing an interest in a place at any stage. Offers of a place are based on a report from the child's nurse or school and a practical assessment followed by an informal meeting between the Head of the Junior School

Last amended: October 2019  
Next review: October 2021

or EYFS Co-Ordinator, the parents and their child.

For all other year groups, offers of places are made on the basis of an entrance test in English and Mathematics, an informal chat with the Head of Junior School and a report from the Head of the child's current school.

Out Year 6 pupils automatically have a place in the Senior School, if they have been in attendance at the Junior School since Year 5. All pupils at the Junior School sit the Senior School entrance exam.

## **Senior School**

The main entry to the Senior School is at 11+. Applicants sit entrance examinations in January of the year of entry in English and Mathematics. Decisions are made on the basis of the results in these examinations, an individual interview and a report from the Head of the applicant's current school.

## **Sixth Form**

Entry to the Sixth Form is dependent on at least six GCSE Level 5 grades or above, with 6 grades in the subjects they wish to study at Advanced level, excepting Sciences and Mathematics which require level 7s, as set out in the current Sixth Form booklet. In exceptional circumstances girls may be admitted with lower grades.

For internal and external domestic students, conditional offers of places are made on the basis of an application from the student and then interview with the Head or Director of Sixth Form.

For external overseas students, conditional offers of places are made on the basis of an application, interview [face to face or Skype] with the Head or Director of Sixth Form, a report from the Head of the applicant's current school and entrance tests in English and Mathematics, additional papers set by Heads of Department of key subject areas such as Science, and UKISET external assessments. In most cases a minimum IELTS level of 5.0 will be required as proof of academic English competency.

A Sixth Form Open Evening for parents and prospective Sixth Form pupils is held in the Summer term of Year 10 and the Autumn term of Year 11 each year. This is then followed by a Sixth Form Taster day in the Autumn Term of Year 11 where both internal and external prospective students are able to enjoy a 'day in the life' of a Sixth Former, undertaking A-Level taster lessons and spending time in the Sixth Form Centre with staff and Prefects. These are the main opportunities in the School year to find out about A Level choices, extra-curricular activities and life in the Sixth Form, however there is also an additional 'taster morning' in June of Year 11 where formal taster lessons are timetabled primarily for the dissemination of information and summer bridging work, but this is a chance for additional external applicants to experience the school prior to making an application.

## **Offers**

Letters offering or refusing places, or indicating that an applicant has been placed on a waiting list, are sent out within 10 working days of the assessment for 11+ applicants, and normally within 7 days of assessment for all other applicants. Acceptances must be received by a specified date, accompanied by a deposit as indicated in the letter in order to secure a place.

## **International pupils**

Applicants from abroad must be registered in the usual way but arrangements can be made for tests to be administered by educational agents or the applicant's current school at a time and date which is mutually convenient.

In most cases overseas applicants will have a Skype interview with the Head.

Tests in English and Mathematics, specific subject related papers and a UKISET score may be required along with a report request from the applicant's current school. In most cases a minimum IELTS level of 5.0 will be required as proof of academic English competency, and form part of a conditional offer.

In some exceptional cases, the Head may decide to award unconditional offers to an overseas student.

## **Bursaries and Scholarships**

A limited number of means-tested bursaries, up to 100%, are available in accordance with the School's Policy. Scholarships are awarded each year at 11+ and Sixth Form level to both internal and external candidates. Further details can be found in the Bursaries and Scholarships Policy.

A fee remission is given for siblings and the daughters of Anglican clergy, forces children (including F&CO) and children of former pupils. Further details are available from the Bursary.

## **Special Education Needs and Disability**

Due to the nature of some of the School buildings, the School has limited facilities for the disabled in some areas. However the School does and will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents or guardians of an applicant who has any disability or Special Educational Needs should provide the Head with full written details when applying for admission and any additional information at least one week before attending an interview, open morning or entrance examination at the School.

The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the Entrance Examination, as appropriate).

Last amended: October 2019

Next review: October 2021

The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

## **Selection**

The preconditions for admission are that:

- The applicant is of an appropriate age.
- The School is able to provide adequately for any Special Educational Needs the applicant may have.
- The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
- Fees (if applicable) at the present school have been paid.

The academic criteria for selection in St Margaret's School are:

- A satisfactory performance in the assessment at the School
- A positive recommendation from the applicant's present school (if applicable)

The preference factors subject to the preconditions and criteria above are that the applicant is judged to be a girl who:

- will thrive at the School
- will behave in accordance with the ethos of the School
- will take full advantage of the educational and extra-curricular provision the School offers
- will contribute fully to School life
- will offer an exceptional contribution in a particular area such as music, sport or the arts
- has a sibling at the School

Factors which will not be taken into account in the assessment of a pupil for admission are: the applicant's nationality or ethnic origin, religious faith or socio-economic group.