



## **Admissions Policy**

Cheltenham College is an established co-educational HMC school educating pupils from the age of 3 to 18. The two schools that form Cheltenham College operate a common, widely inclusive Admissions Policy. The College's principle concern is to act in each child's best interest and this forms the basis of its Admissions Policy.

Across the entire school the overriding aim is to ensure that every pupil who joins is intellectually and linguistically capable of accessing the full breadth and depth of the curriculum, both academic and extra-curricular. The College aims to get the very best from its pupils, and to stretch and challenge them intellectually as well as physically.

While the primary focus is academic, overall the aim is to be certain that every child who is educated at Cheltenham College has a happy and successful time. The College aims to unlock their talents whether previously discovered or not, and in so doing allow every child to achieve his or her full potential.

The policy is equal opportunity in all matters of gender, race, social background, disability and religion.

Admission to Cheltenham College will only be denied in cases where the entry criteria are not actually met, where space is not available, or where fundamentally the school will not serve the best interests of a specific pupil.

All enquiries, visits, registrations and admissions to Cheltenham College are communicated and managed via the Admissions Office.

Unless specifically stated, all policy within this document applies to both the Junior and the Senior School.

### **Registration**

Parents may register their child for entry to the school at any time by completing the Registration Form. This can be downloaded from the website. Registration Forms should be returned, together with the non-refundable registration fee (currently £75) to the Admissions Office. The completion of a Registration Form does not guarantee admission and neither does it in any way bind parents.

### **Dates**

Details are published annually of Open Days, application deadlines, assessment and examination dates, as well as the dates by which offers of places and awards will be made. All letters offering places and awards also include an acceptance deadline for parents.

### **Junior School (CCJS) Entrance - Age 3 to 13**

Pupils may join the Junior School in any year group from the age of 3 onwards. Entrance is usually in September, but entry at any point during the year is possible subject to space availability.

Entry into CCJS, up to and including Year 6, is essentially non selective. Entry into Years 7 & 8 is selective and based upon our assessment of a child's ability to thrive within a 10 GCSE curriculum.

### **Entry Prior to Year 7**

Entrance procedure consists of a Taster Day where the prospective pupil spends a normal school day within his or her year group such that they can get to know the school and vice versa. Taster Days can take place at any time during the school year and, although they are not compulsory, it is

invariably the preferred method of entry from the perspective of both parents and the school. During the day class teachers unobtrusively assess visiting children. In addition, pupils from Year 4 to Year 6 also complete informal written tests in Maths and English, which will be used as the basis for setting on entry.

### **Year 7 & 8 Entry**

Entry at 11+ is normally subject to passing via the ISEB 11+ Common Entrance examination. These papers are taken by pupils in the January of Year 6.

11+ overseas pupils, 11+ pupils applying to CCJS after this date, or pupils applying to join Year 8 sit CCJS's own entrance papers at any time subject to space availability. Most pupils also choose to visit the school on a Taster Day.

Entry into Year 7 & 8, other than in exceptional cases, also guarantees entry into the Senior School.

### **Junior School Boarding Entry**

CCJS offers boarding to all pupils from Year 3 upwards in a single boarding house, located in the main building of the Junior School. The boarding house has separate, self-contained, accommodation for boys and for girls. Pupils wishing to enter the school as boarders may have an overnight Boarding Taster prior to accepting the offer of a boarding place if they so wish.

### **Senior School (College) Entrance - Age 13 to 18**

Pupils enter the Senior School at 13+ (Year 9), 14+ (Year 10) and 16+ (Year 12).

Whilst the school is proud to operate a very broad and inclusive entry policy, it is nevertheless selective. Entry criteria are set to ensure that all pupils joining us are able to access and thrive whilst studying a syllabus that will usually include 10 GCSE subjects or at 16+, a minimum of 4 AS Levels and subsequently 3 A Levels.

Entry into Fifth Form or Upper Sixth is unusual, and only considered if the curriculum fit is strong enough to be in the best interests of the pupil.

### **Year 9 Admissions (13+)**

Entry into Year 9 is either via the ISEB 13+ Common Entrance examinations or via College Entrance or Scholarship papers. Overseas pupils, whose native language is not English, sit College Overseas Entrance papers. Overseas pupils may, by agreement, sit entrance papers at approved agent's offices. Further details are available on the school website and in our Information and Admissions Booklet, which is revised annually.

The College offers early assessment to pupils wishing to join College in Year 9. This usually enables the College to give parents a guide as to whether a pupil is likely to be successful at Common Entrance. These assessments take place in Year 7, following which provisional places are offered together with a House Allocation.

### **Year 10 and Lower Sixth Admissions (14+ & 16+)**

College Entrance papers are sat either at College or at the pupil's current school. The procedure for Overseas applicants is the same as at 13+. Further details are available on the school website and in our Information and Admissions Booklet.

### **Senior School Boarding House Allocation**

When parents register their children for a place at College, or any time thereafter, they are invited to state their preference for a boarding house. It is recommended that parents state a first and a second choice of house. The College uses its best endeavours to allocate places according to these preferences but cannot always meet all stated preferences.

The College reserves the right to place a pupil in a house, which may not have been the initial choice, if space is not available or if it is in the interests of a good community balance. Siblings are

usually placed in the same house but only provided that the Registration Form and fee are received, and the preference stated in writing, a minimum of 2 full years prior to entry.

A very limited number of Day Boarding places are available each year – normally 2 per house per year group. Registration for these places is recommended at least 4 years prior to entry. Sibling priority cannot be guaranteed for these places.

### **References**

At all entry points the College liaises closely with a pupil's current school. It always seeks a confidential written reference from the Head Teacher in support of any pupil's application. It also asks parents, and the pupil's current school, for any details to help it to cater properly for the needs of all prospective entrants: this includes, where relevant, any existing assessment of the need for learning support.

Parents considering transferring their children to the College are advised to inform their current school of their plans, and to ensure that they fulfill all financial obligations to that school prior to joining.

### **Offer & Acceptance of a Place**

The decision to admit a pupil is taken by the Headmaster and every application is carefully considered. Letters offering places are sent from the Admissions Office following a Taster Day (in the case of pupils entering the school in Year 6 or below), or following the relevant entrance assessment for all other applicants. Letters are usually sent within 2 weeks of the assessment or Taster Day (often sooner) and always include an acceptance deadline for parents.

In the event of a pupil not being offered a place, or being offered a conditional place, the reasons will always be given and any conditions clearly articulated. The College does not publish details of results other than to announce those awarded and accepting scholarships or exhibitions.

Upon accepting the offer of a place at Cheltenham College parents are required to complete a Final Acceptance Form agreeing to the terms and conditions as laid down by the school. The Acceptance Form is to be signed by both parents and returned, together with the relevant Acceptance Fee, to the Admissions Office. Details of the Acceptance Fees are published in the Information and Admissions Booklet. Acceptance fees are non-refundable in the event that a pupil's application is subsequently withdrawn.

All pupils residing overseas, regardless of nationality, are required to appoint a guardian in the UK and to have addressed all issues relating to visa requirements.

### **Appeals**

Parents whose child is not offered a place may appeal against this decision by writing to the Headmaster, who will consider the matter carefully. He may invite the parents to attend a meeting, or communicate with them via some other means.

### **Scholarships, Exhibitions and Bursaries**

Scholarships are offered on entry at 11+, 13+ and 16+. These are available for Academic, Art, Design & Technology, Music and Sport. At 13+ an All-round Potential Award is also offered. These awards are competitive. Scholarships are offered to internal candidates at the same ages.

Full details of each award, and its criteria, are available on the school's website or in the Information and Admissions booklet. Unless otherwise specified all awards are made for the duration of a pupil's education at the school, and it is expected that all award holders will complete their education in the Sixth Form at College.

Bursaries, based on proven financial need, are offered at all entry levels to those pupils not otherwise able to afford to access Cheltenham College. These are not dependent on the award of any type of Scholarship; they are made subject only to the pupil in question meeting the appropriate entry requirement. During a pupil's time at the school parents, whose financial

circumstance has changed adversely, may also apply for bursary consideration. Further details of bursary assistance can be obtained via the school website.

### **Fees & Charges**

The annual fees for each year group, and schedule of extra charges, are set by the Board of Governors and are not negotiable. Full details of the current fees are published on the website and within the Information and Admissions booklet.

### **Withdrawal**

A full term's notice is required by 12 noon on the first day of the prior term if a pupil is to be withdrawn from any part of the school, with the exception of departures from Year 13 (Upper Sixth). A full term's fees become payable in the absence of the notice period given above.

**September 2010**

**Review September 2011**