



LICHFIELD CATHEDRAL SCHOOL

Admissions Information for Prospective Parents

Introduction

Lichfield Cathedral School (LCS) is a co-educational independent school for pupils from ages 3 to 18. LCS currently has 420 pupils, 23 of whom are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit our school. We hold a number of Open Mornings throughout the year which provide a general introduction to LCS. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact our Admissions Secretary, Mrs Lesley Bannister, to arrange a visit.

Contact details

Admissions Secretary: Mrs Lesley Bannister

01543 306168 or email on lesley.bannister@lichfieldcathedralschool.com

Bursar: Mr J Moody

01543 306170 or email bursar@lichfieldcathedralschool.com

All correspondence to the **Headmaster and/or the Chair of Governors**, during term time and holidays, should be sent to the School:

Lichfield Cathedral School, The Palace, The Close, Lichfield WS13 7LH

Main Reception: +44 (0)1543 306170

Email: thepalace@lichfieldcathedralschool.com

Website: www.lichfieldcathedralschool.com

The entry procedure

LCS is not an academically selective school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at 3 years of age (Pre-Reception and Reception), 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12). We admit up to 40 pupils a year at age 3. We may also have places at other ages, up to a maximum of 20 pupils in any one class between Reception and Year 11. Please contact the Admissions Secretary for details.

Applicants for admission should register by the end of February of the year preceding the desired year of admission.

Equal treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

LCS is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

Special needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Team can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us



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before he or she sits the entrance exam so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

The assessment process

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

We do not assess candidates for entry who are below the age of 5. All other candidates for entry (below 16+) sit papers in English, Maths and Reasoning, or the Common Entrance examination, which are designed for their age group.

Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of 5 GCSEs grades A to C with an overall average of Grade B.

We interview all candidates of as part of our assessment process for each age group (apart from Reception).

The dates for the assessment process for the current year are published on our website. We will offer places to candidates from our waiting list after the closing date for acceptances.

Sibling policy

Most siblings join us at LCS. 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.

Scholarships

Scholarships are available for both internal and external candidates moving into Years 7 and 9 and will last until the end of Year 11 (subject to annual review). Their value varies according to merit. Awards are made only to those showing outstanding potential intellectually, exceptional musical talent (instrumental or choral), or an impressive range of other talents, such as in sport, drama or art. All successful candidates will possess a good record of academic achievement.

Scholarship assessments take place each year in early February. Candidates for Academic Scholarships are required to take a Verbal Reasoning Test, a Mathematics Assessment and an English Assessment which comprises an essay and a piece of comprehension. The assessments are set at a standard designed to discover intellectual potential. Details of auditions for music scholarships, trials for sport scholarships and academic assessments are available from the Admissions Secretary.

Inevitably there will be disappointments. The assessments are both of a qualifying and of a competitive nature, and the school is under no obligation to make awards. However, children who have not been successful in the past have not looked upon this as a wasted exercise and have gone on to contribute fully to the life of the Cathedral School. We make every effort to ensure that a child's confidence is increased by the experience, whether the result is positive or negative.



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Bursaries

Our bursary programme is designed to make it possible for as many as possible of those who meet the School's entry criteria to take up a place here. We offer means tested awards annually to entrants at the usual points of entry, where the parents have indicated that they require financial support. Bursaries are means-tested and will need to be approved by the Board of Governors. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income. Bursaries are only offered to families who are resident in the UK. For more information, please contact the Bursar.

Overseas applicants

We have the capacity to accommodate a maximum of 24 male boarders (LCS does not have the facility to accommodate female boarders). The majority of these will be choristers, so there may be one or two places available for non-chorister boarders. Therefore, where possible, we welcome overseas pupils who can study as a boarder provided that he has a relative or legal guardian living in the UK with whom he can stay for some weekends. However, parents of overseas pupils should appreciate that LCS does not run a short-term study programme, and expects overseas pupils to finish a complete course of study, such as Years 9-11, or Years 12 -13.

In order to cope with the academic and social demands of LCS, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for at least 2 years before coming to the School.

Religious Beliefs

Although LCS has Christian roots, we do not select for entry on the basis of religious belief, and we offer the opportunity for pupils of any or no faith to study at the School. However, parents should be aware that, as the School is a Charitable Trust registered as a Charity affiliated to the Church of England, worship is conducted in accordance with the School's Trust Deed of 1981 and according to the principles of the Anglican tradition. Such worship is always of a broadly Christian nature and generally reflects the Anglican tradition and Foundation of the School. Pupils and staff are actively encouraged to engage with such beliefs and practices, but respect for their personal views is always given.

School's contractual terms & conditions

The School's contractual terms and conditions will be made available to parents as part of the admissions process.

Data protection

Lichfield Cathedral School is committed to protecting the privacy and confidentiality of all prospective and current pupils and their parents. The information you provide will only be passed to third parties as part of regulatory compliance. All information will be anonymised and aggregated so that you will not be individually identifiable.

Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.



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The Mission of Lichfield Cathedral School

Lichfield Cathedral School is committed to creating and maintaining an educational environment which nurtures, nourishes and stimulates young minds and talents; where children may gain a thorough academic foundation; and where daily life is conducted according to Christian values and the experience of Christian worship. The School is determined to provide a secure and ordered framework within which children and young people may grow in self-esteem and confidence, discover the riches of successful participation and achievement, and develop a spirit of generosity and service to the wider community.

Main Considerations

In setting out to achieve this mission, certain considerations are paramount at this School:

- This is a Christian School, which espouses Christian values and beliefs, informing all decisions which are made; children of all denominations and faiths are welcomed, their beliefs respected and the spiritual and cultural breadth which they bring to the community appreciated.
- Children need to be stimulated, challenged, enthused and positively guided.
- Children develop at different rates, have different interests and expectations, possess different skills, adopt different learning techniques, come from different backgrounds and hold different standards and beliefs, yet have common needs.
- Children make most progress within an environment in which their strengths are recognised, valued and nourished and in which they feel confident, happy and secure.
- All children are entitled to an equal opportunity in life.
- A School community needs to function successfully and effectively as a whole to be of most benefit to each and every child.
- Good relationships and communication between School and parents are an integral part in the successful provision of a good education.
- The outcome of a good education will equip young people not only for work but also for leisure and pleasure. Whilst ensuring that the core of the curriculum is designed to raise all children's skills in literacy, numeracy and scientific enquiry, the vigorous promotion of a broad education, encompassing the creative, physical, moral, spiritual, cultural, as well as intellectual, will be of benefit to all children both now and in adult life.
- Efficient management and wise governance is essential to the creation of an environment in which children can learn effectively.

Summary Objectives

- To create an environment in which Christian values are at the heart.
- To create a stimulating, challenging and rewarding environment.
- To provide educational opportunities for children from all walks of life.
- To provide for academic excellence both within and outside the curriculum.
- To provide opportunities for children to discover and develop their creative, physical and cultural interests and talents.
- To provide for the pastoral and extra-curricular needs of the choristers and other boarders.
- To create an atmosphere of trust in, and care for, each other.



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- To engage children in the benefit of good relationships and understanding between all members of the School and wider community.
- To develop every pupil's confidence and self-esteem.
- To provide for the pastoral and welfare needs of pupils.
- To prepare young people for the next stage in their education.
- To leave pupils with a lifelong love of learning.
- To foster good relationships and communication with parents, and with the Cathedral and wider community.

The School's Commitment

In order to fulfil its aims and objectives, the School undertakes to:

- Regularly review and update the curriculum and schemes of work, adopting all that is good and appropriate from the National Curriculum, but retaining independence and flexibility.
- Provide for a wide range of subjects and activities both within and outside the curriculum.
- Regularly review and update all academic procedures such as assessing, reporting and recording, in order to support the children's learning.
- Maintain small class sizes.
- Provide for special needs, whether for the gifted or for those with learning difficulties.
- Maintain a high staff to pupil ratio.
- Appoint qualified and talented teachers, striving for a good balance in age, gender, interests and specialisation.
- Keep facilities and resources in good repair and update or replace as appropriate.
- Provide pastoral continuity from one year to the next whilst encouraging a developing maturity and independence.
- Establish policies, procedures, routines and guidance as necessary to create a detailed framework for the welfare and development of all children.
- Make a good education accessible to all children and young people within the School's Admissions Policy.
- Communicate effectively with parents to establish an educational partnership between home and school.
- Maintain good relationships with the Cathedral and a high standard of boarding provision to support the activities of the choristers of the Cathedral Choir.
- Maintain a strong structure of management and governance.



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FEES

The following scale of fees (payable on the first day of term) will apply from the beginning of the Christmas (September) Term 2009 to the end of the Summer Term in July 2010:

	Fees per Term
Nursery and Pre-Reception Half day pupils	£1,135
Nursery & Reception Full day pupils	£2,160
Day pupils Years 1 and 2	£2,295
Day pupils Years 3 and 4	£2,655
Day pupils Years 5 and 6	£3,115
Day pupils Years 7 to 9	£3,185
Day pupils Years 10 to 11	£3,375
Weekly boarders Years 3 and 4	£4,180
Weekly boarders Years 5 and 6	£4,640
Weekly boarders Years 7 to 9	£4,710
Weekly boarders Years 10 to 11	£4,895
Full boarders Years 3 and 4	£4,785
Full boarders Years 5 and 6	£4,985
Full boarders Years 7 to 9	£5,050
Full boarders Years 10 to 11	£5,195

When two or more children from the same family attend the school the following reductions apply (subject to conditions as per the contract):

Second child	5.0%
Third child	7.5%
Fourth child	10.0%

Choral Scholarships

Choral scholarships provided by the Dean and Chapter of Lichfield Cathedral for choristers are 50% of the comprehensive fee. Girls' Choir scholarships awarded by the School are 10% in the first year and 20% thereafter of the comprehensive fee.



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The following are included in the comprehensive fee:

Day pupils - Lunches on all normal school days.

Boarders - Normal laundry and cleaning, full boarding terms (except for weekly boarders, who are expected to be away from Friday before tea until Monday after breakfast).

All Pupils - Class tuition, instruction in physical education, loan of books, supply of stationery and other educational materials, lunchtime clubs and activities, and additional occasional school activities.

EXTRAS

The fees are comprehensive and there are no additional charges except those listed below:

Medical Examination

A compulsory medical examination by the School Nurse on entry to the School £27.00.

Musical Instruments

A limited number of musical instruments are available for hire and the charge is £48.50 per term plus a deposit of £35, which is refunded when the instrument is returned, less any necessary repairs.

Trips, Clubs and Activities

Certain trips and activities which involve an external cost are charged on an actual in arrears basis. Parental consent is always sought prior to the event or when the child selects the activity.

Before School and After School Care

Per session daily	£3.50
Per session weekly	£15.90
Breakfast and tea each daily	£1.70
Breakfast and tea each weekly	£6.85
Nightly boarding daily	£13.80
Nightly boarding weekly	£57.00
Minibus service weekly each way (termly in advance)	£15.50
Minibus service daily each way (if available)	£4.25

Examination Charges

All external examination charges, including Common Entrance.

Other

Individual tuition in music per instrument per term	£190.00
Provision of Science Lab. Coats Years 7 and above per term	£1.75

Insurance

It should be noted that the responsibility for the insurance of pupils' clothing and effects, including musical instruments, whilst they are at the School, rests with parents. A householder's comprehensive policy can be suitably extended for this purpose. Alternatively an all risk policy should give adequate cover.



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Governors, Senior Management and Academic Staff

Governors

The Very Rev A Dorber BA MTh	Chairman (Dean of Lichfield Cathedral)
Mrs C Abbott	
The Revd Canon W Bell	Vice Chairman (Precentor of Lichfield Cathedral)
Mrs A Bowen	
Reverend P Holliday BCom MA FCA	
Professor A J Kilminster PhD FRSA	
The Ven C Liley B Ed	
Mrs L J Lockwood BA Dip Ed LLCM (TD)	
Mr P J Sharpe MBE FCII	
The Revd Canon P J Wilcox MA DPhil	

Leadership Group

Mr P Allwood MA	Headmaster
Miss J Brown BA MBA PhD	Director of Marketing, Development & Admissions
Mrs J M Churton BSc PGCE	Leader of Years 4 - 6/English Teacher
Mr P M Clayton B Ed M Ed	Staff Development Consultant
Mrs S E Hannam BA MA PGCE	Deputy Head (Head of Senior School)
Mr J C Moody	Bursar
Mrs C R O'Donnell B Ed	Head of Middle School/Mathematics Teacher
Mrs M Pearson Cert Ed	Head of Junior School/Year 1 Teacher
Mrs A M Stevens B Ed	Early Years Coordinator/Pre-Reception Teacher
Mrs V Turner	HR Manager

Middle & Senior School Teaching Staff

Mrs H Ablitt BA Cert Ed	Art/DT Teacher
Mrs E R Allin MA PGCE	French/Spanish Teacher
Mrs A L Carter BSc PGCE	Biology/Mathematics Teacher
Miss E Chambers BA PGCE	Mathematics Teacher/Latin Teacher Years 5-6
Mrs R Craig BSc PGCE	Head of Science
Mrs D I Davies B Ed	Year 4 Teacher
Mrs B A Dunne BA PGCE	Head of Drama
Mrs C I Farrell PGCE	Head of Modern Languages
Mrs H Ghazireh MSC BSc PGCE	Head of Mathematics
Mrs J M Hart BS QTS	Art/Design & Technology
Mr K J Healey BA PGCE	History Teacher/Sport
Mrs R E Hodgkiss BA QTS	Head of ICT/Business Studies
Mr T Hunt BSc	Physics/Science Teacher
Mrs J M Lewis BSc PGCE	Learning Support Leader/Biology Teacher
Mrs P Parrans-Smith Dip RCM ARCM PGCE	Academic Music/Woodwind
Mrs K B Parrott Dip Mus. ATCL Cert Ed	Year 4 Teacher/Music
Mrs J M Sedgley BA PGCE	Head of English
Mr B J Smith BA M PHIL GTP	Head of History
Mrs N H Smith BA PGCE	French/German Teacher
Mrs S Walker BA PGCE	German Teacher
Mr A K Wareham BSc PGCE	Head of Geography
Mrs S E Whatley BA PGCE	Head of Art/Design Technology
Fr T J Whitwell MA BTh	Chaplain/Head of RE



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Junior School Teaching Staff (Longdon Green)

Mrs R E Forbes BA	Year 1 Teacher
Mrs H Hammersley B Ed	Year 2 Teacher
Mrs C L Hennah BA QTS	Reception Teacher
Mrs D Hutchinson BSc PGCE	Pre-Reception Teacher
Mrs G L Partridge BA Ed MA Ed	Reception Teacher
Mrs A E Lomas B Ed	Year 3 Teacher
Mrs H L Norgrove BA PGCE	Year 2 Teacher
Miss K R Rudd BA PGCE	Year 2 Teacher
Mrs H Symington B Ed	Year 1 Teacher
Mrs J E Tibbott B Ed	Year 2 Teacher
Miss K A Tindall B Ed	Year 3 Teacher

Sports Department Teaching Staff

Mr S M Bratt B Ed	Director of Sport
Mr S Abrol	Tennis Coach/Boys Games Coach
Mr R Grove	Boys Games Coach/Boarding Teacher
Miss T L Robinson BA	Coordinator of Junior/Middle Games
Miss S West	Girls' Games Coach
Miss H E Young	Girls' Games Coach

Music Department Staff

Mr N J Parrans-Smith Dip TCL	Director of Music
Mr M Adlington BMUS	Brass
Mrs R Allwood Cert Ed	Class Music (Longdon)
Mrs M Barr BMus LRAM	Clarinet
Miss A Bolton ABRSM	Voice Co-ordinator
Mr R J Crinson PGCE MMus	Woodwind/Voice
Mr C R Hollingworth BA	Electric Guitar
Mrs J James LWCMD Cert ED	Piano
Miss S Jones	Percussion
Mr A G Laing MA	Violin/Viola
Mrs C Lamb BA ARCO	Director of Outreach/Director of the Girls' Choir
Mrs A E Lewin BA LGSM PGCE	Recorder
Mr C Lyras BA Mus	Classical Guitar
Mr M Nowland BMus	Cello
Mr I Otley Cert Ed	Woodwind
Mr R Paul LTCL ARCM	Percussion/Voice
Mrs P Parrans-Smith Dip RCM ARCM PGCE	Woodwind Co-ordinator
Miss H L Pritchard BMus	Violin/Piano
Mrs G Ryder GRSM ARMCM ALCM	Pre-Prep Recorder/Piano
Miss G Toy MA BA PG DIP	Piano
Miss I Toy BMus	Voice
Mrs R P Brangwin	Dance Teacher
Mrs K Zoefitg BMus	Piano

Cathedral Music Staff

Mr P Scriven MA MM FRCO LRAM	Organist/Master of the Choristers
Mr M Rawles BA FRCO ARCO	Sub Organist Cathedral/Accompanist Girls' Choir