



Lichfield Cathedral School

ADMISSIONS POLICY

Academic Year 2010/11

Aim

The aim of this policy is to detail the guidelines and procedure for admission to Lichfield Cathedral School.

Background

This policy has been made in accordance with the Sex Discrimination Act, The Race Relations Act, The Human Rights Act, the Disability Discrimination Acts 1995 and 2005 and The Equality Act 2006. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of the Governing Body, but it is delegated on a day to day basis to the Headmaster.

The information given below is correct for the current school year, but it could be altered for future years. Parents are to check with the School that no changes have occurred. All applications are made by parents for their child / children.

Ethos

As a Christian school, affiliated to one of this country's great Cathedrals, it is the Governors' wish that the pupil body should represent a broad cross-section of society, that families of all faiths should feel welcome, that the school will attract children of a broad range of talents and abilities, and that those with more modest means will seek one of the limited number of places available with financial support if their child would benefit from the unique education on offer at this School. It is the richness of diversity which will enable this school to continue to hold a unique affection in the hearts of its alumni.

It is important that prospective parents acquaint themselves with the school's ethos, and its policies and procedures, particularly those that expand further on the School's purpose. The main sources of information are the suite of prospectuses and the extensive information on the website.

Junior School Admissions: Nursery, Reception and Years 1 - 3

Children are admitted into the Nursery Class at the beginning of any term following their third birthday if they are ready to begin a structured education. They will attend on five mornings per week, plus lunch and afternoon sessions as confidence grows. Attendance on a full-time basis will be dependent on the child's readiness, agreed between the Coordinator of Early Years and parents.

Children are admitted into Reception from the September following their fourth birthday and will continue full-time if they come from the School's Nursery class, or start by attending only for the morning for the first two weeks if this is their first experience of school. When it is considered advisable, the child will stay for lunch and a short play before going home. The progression to full time attendance usually follows quite quickly after this.

Children are accepted into Years 1-3 in strict chronological order of application. The Headmaster gives current parents early warning of the filling of all places so that they have the opportunity to register siblings.

Middle School Admissions: Years 4 - 8

Places in the Middle School are not allocated by academic selection. Care is taken through the admissions process to ensure that Lichfield Cathedral School can provide adequately for the needs of those who apply, including those with learning or behavioural difficulties. Children wishing to join the School in Year 4 or above are assessed in NFER VR and Maths, and where appropriate in Non-VR and English, within a day spent with their peer group. A place will be offered if the following criteria are met:



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- There is space in the relevant year group;
- The NFER VR score is above 95 (SS) and the NFER Maths is above 90 (SS);
- There are no apparent unmanageable behavioural problems;
- The child shows a desire to work hard and make the best of the opportunity afforded by the School;
- The report from the child's present school is satisfactory; and
- The Headmaster is confident that the family wish to commit themselves to the School.

If any of these criteria are not met, the Headmaster and members of the Leadership Group and/or the Learning Support Team will discuss whether the School is able to accept the child. The child will not be accepted if his/her VR score is below 90 and the English and Maths are below 85, unless there are exceptional circumstances, and if there is spare capacity within the Learning Support Department.

11+ Entry

Children wishing to enter Year 7 for Secondary Education take an Entrance Examination in the February prior to entry in September. Full details may be obtained from the Admissions Secretary. Parents are encouraged to make contact with the school at an early stage for preliminary interview and an indication of the availability of places.

Senior School Admissions: Years 9-13

Lichfield Cathedral School admits pupils with a range of abilities. Places will be offered following entrance examinations and an interview with the Headmaster. We are looking for boys and girls who are keen to learn and to become valued members of the School community.

Age of Entry

Officially we accept applications for 11+, 13+ and the Sixth Form, but in certain circumstances pupils will be accepted in other years, when places are available.

We encourage prospective pupils to visit the School for a 'taster' day. The Headmaster will meet prospective parents to show them the School and talk with them about their child(ren).

13+ Entry

Candidates are invited to spend a day in the School to assess suitability for entry. The School is registered for Common Entrance and will accept candidates who wish to submit CE papers.

Sixth Form Entry (Years 12-13)

A minimum of six GCSEs at Grades A*-C, or an average of five Grade Bs, is required to join the Sixth Form, with A or B Grades required in the subjects to be followed at AS Level. For pupils progressing from Year 11 at Lichfield Cathedral School into the Sixth Form, a minimum of five GCSEs at Grades A*-C are required.

For both internal and external applicants, exceptions will only be made on a case-by-case basis entirely at the School's discretion, based on aptitude and satisfactory effort grades, or on the basis of an outstanding report from the pupil's previous school.



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Entry to Other Years

We encourage boys and girls and parents to visit the Headmaster and see the School. If a child is to be considered for admission, we like him/her to spend a day in School with the Year Group he/she may be joining so he/she can see if the School is going to be 'right' for him/her and we can assess his/her suitability for entry.

Procedure for Admissions

Following parents' first enquiry, a prospectus is sent with an invitation to visit the School. Appointments may be made by telephone to the Admissions Secretary, 01543 306168, and will be confirmed in writing.

Open Mornings take place each term: the dates may be found on the School's website, or by telephoning the School. On the day of a visit, parents are given a guided tour by two pupils, followed by a meeting with the senior staff and Headmaster.

On receipt of an application form, a School report is requested from the pupil's present Head Teacher (with permission from parents).

Once the criteria above are met, a provisional place is offered. [If all places are filled, a place is offered on the waiting list. When a place becomes available, priority is given to parents on the waiting list who already have a child in the School.]

When a place is offered, an acceptance form is submitted with a request for payment of a registration fee and a deposit, currently £150 and £350 respectively; a period of usually no more than a month is allowed before the promised place is forfeited. Some children need more opportunity to discover whether this environment will be right for them. We are very flexible, and wish to give all families every opportunity to discover more about the school before making their decision.

On receipt of the acceptance form and cheque, acknowledgement is made confirming the place. The pupil's name is added to the forward list. If at any stage the place is not taken up, the deposit cannot be refunded.

Once registered for the School, children are invited, if they wish, to spend some time in School. These visits normally take place in the term prior to entry. Pupils entering in Years 3-13 are allocated to Forms and Houses.

Registrations will not be confirmed for children over the compulsory school age (i.e. over 5 years) for any more than one year in advance of their entry.

Fees are payable in advance of the first day of term. (Parents may wish to insure against their child's absence through illness. Particulars of such a scheme are sent out to parents in advance.)

Class size

The School considers that small classes are helpful in maximising children's learning. Wherever possible there will be a maximum of 20 children in any one class. If this number is ever exceeded for unavoidable reasons, the class will return to 20 as soon as possible.



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Scholarships and Bursaries

Scholarships are awarded for merit and Bursaries for families who require financial support. They are offered each year to internal and external candidates. Further information is available on request. (These can be withdrawn at any time, at the discretion of the Headmaster, if the pupil's conduct or progress is unsatisfactory.) Full details about scholarships and bursaries can be obtained separately.

Procedure for Withdrawal

A full term's notice in writing must be given by parents before a pupil leaves the School. If such notice is not received, a term's fees in lieu of notice will be charged. If fees for the current term are not paid by the end of term, then the Governing Body reserves the right to refuse to take the child back at the beginning of the next term. They will still pursue the payment of fees and reserve the right to charge for fees in lieu of notice if the child doesn't regain a place.

The Headmaster may require parents to remove a pupil from the School at any time if, in his opinion, such removal is in the interests of the child or the School. Exclusion may be for a short fixed term (suspension) or permanent. Permanent exclusion is always a matter for consultation between the Headmaster and the Chairman of Governors. Parents may appeal to the Governors. A copy of our full policy on exclusion is available on request.

Review

This policy will be reviewed annually in the Summer Term, giving 12 months notice of changes in the Admissions criteria for the September after next. Parents should ensure that they have the most up to date version as details may change substantially from year to year.

Publication

This policy will be made available to all members of the school community through the website and to parents of prospective pupils in paper form. It is also provided for the DCSF and ISI on request.

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