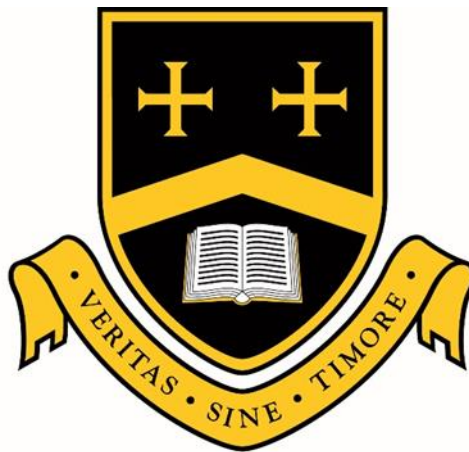


Admissions Policy



CATERHAM
SCHOOL

Policy Author:	Matthew Wood, Deputy Head Admissions
Date Reviewed by Author:	September 2024
Next Review:	September 2025

Policy Statement

Caterham School is a co-educational, through-school for pupils aged 4 to 18, offering both boarding and day options. Located on the edge of the Surrey Hills, the school comprises Caterham Prep School (ages 4-11) and Caterham Senior School (ages 11-18). This policy applies to the Senior School. For information on admissions to the Prep School, please refer to the Prep School's website.

Caterham School is committed to fostering a supportive, inclusive, and enriching environment that welcomes day and boarding pupils from diverse faiths, cultures, races, and family backgrounds. Our admissions process aims to enrol pupils who will benefit from our educational provision, contribute to school life, and grow as intellectually curious and emotionally intelligent individuals. We strive to admit pupils who will thrive in our nurturing environment, in line with the School's values of personal growth, achievement, and enjoyment.

Caterham ensures all prospective pupils are treated equitably, regardless of their or their parents' sex or gender, religion or belief, race or ethnicity, disability, sexual orientation, family status, or background. Our commitment to diversity and inclusion enriches our community and prepares young people for today's dynamic world. We actively encourage applications from children of all backgrounds, believing that a diverse pupil body enhances the educational experience and equips pupils for an interconnected world.

This policy outlines the admissions procedures for Caterham Senior School, ensuring compliance with the Equality Act 2010 and the School's charitable objectives. It applies equally to prospective pupils and current pupils seeking progression through the School. For Prep School admissions, please refer to the separate policy.

We are committed to transparent communication with all parents with parental responsibility throughout the admissions process. We ensure that parents are kept informed of key stages, including receipt of application and decision outcomes. The written consent of all parents with parental responsibility is required for admission.

Entry Procedure

Caterham School admissions is selective, and based on academic merit, availability of places, and references from the pupil's current school. Our selection process aims to identify pupils who will thrive in Caterham's environment, making the most of both academic and extracurricular opportunities.

Main Entry Points

- Day Places: Year 7 (11+), Year 9 (13+) via deferred entry, and Year 12 (16+). Occasionally, Day places in Year 9 may be available for pupils applying when in Year 8.
- Boarding Places: Year 9 (13+), Year 10 (14+), and Year 12 (16+).

Details on application deadlines, assessments, and preparation are available on our website. Parents of applicants will be contacted regarding the relevant entrance processes and assessments.

Application Process

To be considered for admission, prospective pupils must submit an online application form along with the non-refundable Application Fee. Parents can schedule an appointment to meet with the Headmaster and tour the School or attend one of our regular Visitor Events (virtual or in-person). The annual Open Morning is held in September. Event dates are listed on [our website](#).

Admissions Criteria

- **Academic Merit and Potential:** Performance in entry assessments must be sufficient for the School to be confident that the pupil will thrive in our learning environment.
- **Positive Contribution to School Life:** Potential to contribute positively to the wider life of the School, assessed through school references, interviews, and meetings. Please note that we request school references from all applicants' current schools.
- **School Reports and References:** A satisfactory report and/or reference from the pupil's current school is required. For 16+ entry from UK schools, this includes predicted GCSE/IGCSE grades where applicable.
- **Special Educational Needs and Disabilities:** The application form must disclose any known disability, long-term medical condition or special educational need to ensure we can meet the pupil's requirements. Refer to the Special Educational Needs and Disability Section for details.
- **English Proficiency (for Non-Native Speakers):** Pupils must demonstrate proficiency in English through written assessments and interviews, either in person or electronically, appropriate to their course of study.
- **Legal Requirements:** All pupils must have the legal right to live and study in the UK. The School is licensed by UKVI to sponsor pupils, and can sponsor Full and Weekly Boarding pupils for a Child Student visa if required.

The School also takes the following factors into account when considering priority in the offer of places: siblings currently attending the School; exceptional talent; parents employed by the School; the School's ability to provide necessary support for the welfare of the child; extenuating circumstances affecting the child or family. We maintain Reserve Lists for all entry points and keep families updated on their application status.

Progression

It is assumed that pupils will automatically progress through the School, provided they meet the required standards of behaviour and academic progress, and the School can continue to meet their needs. The criteria for progression are detailed in this policy.

Financial Support and Scholarships

Caterham School offers a range of financial assistance to support families who are applying for Day places. This includes means-tested bursaries, which provide significant help with fees and other costs for eligible pupils. For more information on applying for financial assistance, please contact the Registrar.

Additionally, the School offers scholarships in various fields. Further details can be found on the School's website, or by contacting the Assistant Registrar (Day).

An automatic sibling fee discount is also available: a 10% discount is applied to the fees for a third and any subsequent child attending the School, provided all three children remain enrolled.

We offer funded boarding places to candidates who meet the criteria of the [Royal National Children's Springboard Foundation](#) and who would thrive in our environment.

Special Educational Needs and Disability

Caterham School welcomes applications from children with disabilities, long-term medical conditions, or special educational needs. We are committed to providing suitable reasonable adjustments during entrance assessments for pupils who meet the criteria outlined in the School's [Access Arrangements in Entrance Assessments Policy](#), available on our website.

As part of the application process, parents are asked to provide comprehensive details of their child's condition and needs. This information allows us to investigate and arrange any necessary access arrangements for the entrance assessments, in consultation with the SEND Coordinator at the child's current school and based on the criteria set out in the School's [Access Arrangements in Entrance Assessments Policy](#). This information also helps us evaluate any adjustments required within the School environment and assess our ability to support the pupil effectively, ensuring they can fully benefit from the education provided should an offer of admission be made.

Please note that if parents do not disclose this information at the time of application, we may be unable to accommodate necessary access arrangements for the entrance assessment. Additionally, this may impact our ability to offer adequate support if the pupil is admitted, which could, in some cases, result in the withdrawal of the offer. For further details, parents should refer to the [Terms & Conditions](#) (Parent Contract) and the [School's Learning Support \(SEND\) Policy](#).

Entrance to Year 7 (11+)

Each year, we admit 70 to 80 external pupils into Year 7, who join students progressing from our Prep School to form a five-form year group. Scholarships and financial support (bursaries) are available, and interested families can request application forms and details regarding the criteria and process. Selected scholarship applicants are invited to attend Caterham for an audition, assessment, or interview following the 11+ assessments. Please note that all pupils are automatically considered for Academic Scholarships and awards.

Applications close in early November of Year 6, after which families are contacted to arrange informal interviews by the end of the term. Applicants sit the ISEB Common Pre-Test (English, Maths, Verbal, and Non-Verbal Reasoning) during the autumn term, either at their current school or at Caterham in mid-November.

In January, applicants participate in our EDGE Day, which includes taster activities and two assessment papers (Maths and an EDGE Paper). The EDGE Paper involves creative writing, critical thinking, and an innovation task. Decision letters are sent out before spring half-term.

Entrance to Year 9 (via 13+ Deferred Entry)

We admit around 40 day and boarding pupils into Year 9, with most day pupils joining via deferred entry from local prep schools. The application process mirrors that of Year 7, and applicants follow the same stages alongside the 11+ cohort.

Scholarships for 13+ deferred entry can be applied for in Year 6, with performance in assessments considered for place allocation. Some applicants may receive guaranteed minimum scholarships for Year 9. These applicants, and others who choose not to apply in Year 6, can apply for scholarships again in Year 8.

Deferred entry applicants are expected to make satisfactory progress at their schools through Years 6, 7, and 8. In November of Year 8, they sit English, Maths, and Critical Thinking assessments at Caterham for setting purposes and further scholarship consideration. Co-curricular scholarships and financial support can also be applied for at this stage.

Applicants placed on the Reserve List may be invited for further assessment in the spring term of Year 7, with final decisions made thereafter.

Sixth Form (16+)

We welcome applications at 16+. While most current pupils remain at Caterham after GCSEs, additional places are available for external applicants. Applications can be submitted online, along with the non-refundable fee, a passport copy, and a recent school report. Applicants can also register for Sixth Form Visitor Events held in the autumn and spring terms.

Interviews take place in mid-November, with additional interviews held throughout the year for late applicants. Scholarship and bursary applications are also available at this time. All applicants are considered for academic scholarships based on interviews and predicted or actual grades, with other specific scholarships outlined on the School website.

Day offers are typically conditional upon a successful interview and satisfactory school references. Final confirmation is based on GCSE results.

External applicants need a minimum of 44 points from their best six IGCSE/GCSE subjects to qualify for entry. Each A Level subject may have specific requirements, which are communicated to families during the enquiry or application stage.

Occasional places

Places may be available in year groups beyond those specified in this policy, such as Year 8 or Year 10. We invite parents to contact the admissions office for further details. In the event that the 13+ deferred entry deadline is missed, we recommend contacting the Admissions Department at admissions@caterhamschool.co.uk to ascertain the availability of places in Year 9.

Additionally, applications for scholarships and financial support can be submitted at this time; bursary application forms will be made available to interested families.

Boarding Admissions

Caterham School offers a thriving boarding community with full, weekly, and half-weekly boarding options. Full and weekly boarding entry points are 13+, 14+, and 16+, with applications submitted in the autumn prior to the entry year.

The School is an approved UKVI Child Student Visa sponsor and welcomes international pupils. Sponsored students are required to have an appointed guardian over the age of 25, who resides in the UK within two hours' travel from the school and has the legal right to live in the UK. Guardians are responsible for the pupil's welfare during school holidays, exeat weekends, and any other periods when the school is closed. They must also be able to act on behalf of parents in case of emergencies. Families are encouraged to use accredited guardian agencies if they do not already have a trusted contact in the UK. The school can provide further guidance on selecting a suitable guardian agency if needed.

Half-weekly boarding is available at 11+ and 13+ deferred entry. These pupils choose between Weekly Boarding or Day status after Year 9. The normal notice period as per the Parent Contract applies. Note that the School does not sponsor visas for half-weekly boarders.

Boarding applications must be requested from the Admissions Team (boardingadmissions@caterhamschool.co.uk) and are not available online. UK-based applicants should contact the team for guidance on the process. International applicants apply through registered agents by submitting the form along with a non-refundable fee,

passport copy, and recent school report. Families who have not yet engaged with a registered or non-registered agent are encouraged to contact the Assistant Registrar (Boarding); private applications are accepted in exceptional circumstances.

Boarding applicants for Year 9 and Year 10 sit Critical Thinking, English and Maths assessments (non-calculator). International applicants for Year 12 sit subject-specific assessments. Assessments can be taken at a registered agent's office or the nearest British Council location. Successful applicants will be invited for interviews. UK-based applicants follow the assessment schedule published for day pupils and are interviewed, with references requested for 16+ applicants.

Additional procedures apply for applicants requiring visa sponsorship, and an additional fee is payable. For further details, contact the Assistant Registrar (Boarding).

Offer of a Place and Deposits

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).

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 acknowledging receipt of the Acceptance Form and deposit payment and confirming the place.

Deposit payments are £1,000 for standard admissions. For 13+ deferred entry, the deposit is £2,000. Families residing outside the UK are required to pay an Additional Deposit equivalent to one term's fees upon acceptance.

An offer is subject to the Cross Association Code of Practice for Schools agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing School.

Transition through the School (for Existing Pupils)

Year 7 Entry Criteria

Caterham School proudly has a 'through school' approach. The outstanding provision at Caterham Prep School, in academics, wellbeing, co-curricular, digital & innovation, has produced consistently strong outcomes. As such, the standard 11+ entry assessment is not undertaken by Caterham Prep pupils.

In place of sitting the 11+ assessment, an offer will be made to Caterham Prep pupils in the Summer Term of Year 5. Pupils will also have an individual interview with the Head in the Summer Term in readiness for their transition.

Scholarships can be applied for in Year 5, and offers of scholarship are made at the same time as offers.

As always, our priority is to ensure that children thrive and are comfortable as part of the Caterham School community. To that end, we advise and guide families where we believe the Senior School's fast paced academic environment would not be a right or comfortable one for their child. A very small number of Senior School offers made to some Year 6 pupils may be for Year 7 and 8 only in the first instance, with close monitoring of their progression in those years of the Senior School.

Sixth Form Entry Criteria (for Existing Pupils)

It is anticipated that the vast majority of pupils will pass through to our Sixth Form, though the School will apply a range of academic and behavioural criteria to ensure that pupils are able to thrive in our Sixth Form. Performance at GCSE, previous academic performance, and previous behaviour will inform this decision. Experience tells us that pupils who achieve around or below 36 to 39 points from their best six subjects at GCSE find the pace of study in our Sixth Form extremely challenging with potential consequences for their wellbeing. Consequently, pupils need to achieve a minimum of 40 points from their best six GCSEs to qualify for the Sixth Form (this is subject to modification, but any changes would be notified before the commencement of a GCSE course). In addition, individual A Level subjects have their own GCSE qualification requirements which pupils must also achieve. The School will consult parents before the end of the Spring Term in the Fifth Year if there appears to be any reason why the pupil may be refused a place at the next stage of the School, although it is likely that these conversations will start at the beginning of the Fifth Year or earlier. Parents must in every case give a term's notice if it is not the pupil's and their intention to continue from Fifth to Sixth Form.

Staff Training and Record Keeping

The school ensures that all staff and volunteers receive regular guidance and training, both during induction and at appropriate intervals thereafter, to ensure they understand their roles and responsibilities. The level and frequency of training depend on the individual's role. Records of all staff training are maintained.

Data Protection and Confidentiality

All records created under this policy are managed in accordance with the School's record retention and destruction policies. A confidential admissions record is kept for each prospective pupil. The school's use of personal data complies with data protection laws, and further details on how personal data is used can be found in the privacy notices on the School's website.

Complaints

The School's complaints procedure is on the School's website and can be sent to parents on request.