

Admissions Policy

July 2009

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The Godolphin and Latymer School



Admissions Policy

GENERAL

The Godolphin and Latymer School is an independent school for girls from ages 11 to 18. The school has 728 pupils. 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 The Godolphin and Latymer School. We hold a number of Open Events in the autumn term, which give a general introduction to the school. Details are published on our web-site. We are also very happy to welcome prospective parents and their children at other times. Please contact our Registrar on 02087411936 or email on registrar@godolphinandlatymer.com to arrange a visit.

THE ENTRY PROCEDURE

The Godolphin and Latymer School is an academically selective school. Selection is based upon academic merit which is assessed through an entry examination, an interview at the school and references from the candidate's previous 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 11+/Year 7, and 16+/Year 12.

We may also have occasional places at other ages. Please contact the Registrar for details.

Applicants for admission at 11+ should register by 30 November of the year preceding the desired year of admission. Sixth form applicants should register by 31 October of the year preceding the desired year of admission. (The registration form is at the end of this document).

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. 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.

The Godolphin and Latymer School 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 Individual Learning Coordinator 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 The Godolphin and Latymer School before she sits the entrance exam so that we can make adequate provision for her. Parents should provide a copy of an Educational Psychologist's report or a recommendation from the Head and Special Needs Coordinator of the candidate's current school 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 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.

For full details of the assessment process, please see our annual information booklet, pages 8-11 incl.

We interview all candidates of as part of our assessment process for each age group.

The dates for the assessment process for the current year are published on our web-site, together with the dates that results are posted to families and the closing date for acceptances.

SIBLING POLICY

Many siblings do join us. 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

The Godolphin and Latymer School offers scholarships for excellence in:

- Music, 11+ and 16+
- Art 16+

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a 15 -30% reduction in the fees throughout her time at The Godolphin and Latymer School. In addition, Music Scholars are offered free tuition in two musical instruments. Parents are asked to indicate on the

application form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

Music Scholarships

Each academic year a Scholarship worth up to 30% of fees, plus free tuition on one or two instruments, is available at First Year entry to a candidate of outstanding musical ability. In addition, bursary assistance may also be available.

The Scholarship will be awarded by competitive audition. A Music Scholar must fulfil the normal academic requirements for entry to the school.

As a rough guide, it will be expected that a standard equivalent to approximately Grade IV /V will have been achieved by the time of the audition.

The standard stated is simply for guidance to parents and teachers. There is no necessity for candidates to have taken Associated Board examinations before entering; this is entirely a matter for the candidate's instrumental teacher and her parents. In past years many candidates have been at a higher level than the grades indicated, and evidence of a real aptitude and passion for music may be more important than the actual standard achieved technically. However, it is unlikely that a candidate who has not achieved a very good result in a practical music examination would be successful.

One or two instruments may be offered and the school will also consider singing.

It is expected that any girl who took up the Scholarship would commence the study of a second instrument if she had not already done so. In the case of a non-pianist, this would normally be the piano.

The piano and all orchestral instruments may be offered. The audition will be conducted as informally as possible. No accompanist need be provided for orchestral instruments and singing, but candidates should bring their piano parts with them and will be expected to play with accompaniment if the chosen music requires this. Candidates may, of course, bring their own accompanist.

THE FOLLOWING WILL BE EXPECTED FOR THE AUDITION:

1. Prepared performance on the main instrument (say two short contrasting pieces or one longer piece).
2. Performance of a piece on a second instrument, if offered.
3. Singing - a simple folk song or similar, but only for a girl who enjoys singing and uses her voice naturally. It may be unaccompanied.
4. Informal interview during the audition.
5. Candidates may be asked to sight read and complete some aural tests (test of memory for pitch and rhythm).

The School will expect private and confidential reports from a candidate's music teacher(s), private or school, in support of any application.

It is a condition of the award that the Scholar will play a full part in the musical life of the school, contributing to the orchestras, ensembles and the choral programme.

The school may be able to help with the loan of an orchestral instrument for a Scholar beginning a second instrument at The Godolphin and Latymer School.

The school will reserve the right not to award the Scholarship should no candidate of the required calibre present herself, but a Music Exhibition may be awarded to promising candidates. The same conditions would apply to the Exhibition as to the Scholarship but the value of the award would be less.

The Scholarship would be subject to review on entering the Sixth Form.

Art Scholarship

A Sixth Form Art Scholarship, worth up to 30% of fees will be available from September 2009.

Candidates will be expected to take a practical test. The test will be an observational study and candidates will also be interviewed. Candidates will be expected to provide a portfolio of their work.

For the interview candidates should bring a selection of work to show the range and quality of their submission. Three-dimensional work or very large pieces should be photographed and the dimensions of the pieces should be shown with the photographs. Work journals (sketchbooks) are particularly important. Candidates will be expected to be able to discuss their work explaining how it came about and how any art historical influences were used.

Candidates applying for the Sixth Form Art Scholarship will be expected to play a full part of the artistic life of the school. Although it is not a condition of the award it is anticipated a scholar would wish to continue to study Art for AS/A2 or as part of the International Baccalaureate Diploma in the Sixth Form.

The school will reserve the right not to award the Scholarship should no candidate of the required calibre present herself.

BURSARIES

The Governors of The Godolphin and Latymer School are committed to broadening access to the School by offering parents means-tested financial assistance with school fees.

Bursary awards are subject to review annually and the value of the award may vary from term to term, depending on parental circumstances. Awards are made on the basis of the family's financial circumstances, taking into account income and realisable assets as well as any other pertinent circumstances.

Requests for financial support usually fall into two categories:

- Assistance on entry to the school into Year 7 (U11) where a place has been offered but parents are unable to afford all or part of the school fees. A limited number of on-entry bursaries into Year 12 (LVI) may be available.

- Assistance for existing girls where a change in parents' circumstances has resulted in difficulty in meeting school fees and may otherwise result in the girl being withdrawn from the school.

Our Bursary Policy can be viewed on our web site, or can be obtained from the Bursar.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at The Godolphin and Latymer School provided that she has a relative or legal guardian living in the UK.

Fluency in English

In order to cope with the high academic and social demands of The Godolphin and Latymer School, pupils must be fluent English speakers.

Religious Beliefs

The Godolphin and Latymer School is a non denominational school.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's web site and will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; the School's Complaints Procedure is available on our website or copies can be sent to you on request to the School Office.