

# Admissions Policy

Reviewer: FR May 2018  
Approved by Governors May 2018  
Next review date May 2019



## **1. General**

- 1.1. The Godolphin and Latymer School is an independent school for girls from ages 11 to 18. The School has 780 pupils.
- 1.2. 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 website.
- 1.3. Prospective parents from overseas who are unable to attend open events are welcome at other times by arrangement with our Registrar. Please contact her on 020 8741 1936 or email to [registrar@godolphinandlatymer.com](mailto:registrar@godolphinandlatymer.com) to arrange a visit.

## **2. The Entry Procedure**

- 2.1. The Godolphin and Latymer School is an academically selective school. Selection is based primarily upon academic merit but also on our assessment of whether a pupil will benefit from our balanced and well rounded education and make a positive contribution towards the life of the School. This is assessed principally through an entry examination, interviews at the School and references from the candidate's previous school, but may also take account of other relevant factors or circumstances.
- 2.2. The usual points of entry are at 11+/Year 7, and 16+/Year 12. All applicants for Year 12 (LVI) can choose to be considered for A level courses or the IB Diploma Programme.
- 2.3. Applicants for admission at 11+ should register by late November of the year preceding the desired year of admission. Sixth form applicants should register by mid October of the year preceding the desired year of admission. Please see our annual information booklet for registration deadlines for the next academic year. The information booklet and registration form are available on our website.
- 2.4. For the purposes of 11+ entry procedures, the School is a member of the London 11+ Consortium. Within this consortium certain schools have grouped together to ease administration by holding their entrance examination on the same day. Schools in the Consortium set a single common paper and candidates who have applied to more than one school in the group are asked to state at which school they would like to take the entrance examination. If the number of candidates requesting to sit the examination at a school is particularly high, a candidate may be asked to sit the examination at another school to which she has applied. For further details, including a copy of the Consortium Code of Practice, please see the annual information booklet available on our website.

## **3. Equal Treatment**

- 3.1. 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.
- 3.2. 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. Our provision for bursaries is described below.

## **4. Special Educational Needs or Disabilities**

- 4.1. 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 accommodate them.
- 4.2. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us before she sits the entrance exam so that we can make adequate provision for her. Parents should provide, with the examination entry form, a copy of an Educational Psychologist or other medical professional's report or a recommendation from the Head and Special Educational Needs Coordinator of the candidate's current school to support their request, for example for extra time or other special arrangements.
- 4.3. If the School is in a position to offer a place, 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.
- 4.4. We also ask that parents inform us as soon as possible if a candidate develops a temporary disability or medical need that may require special arrangements for the period covering the entrance exam (e.g. an injury requiring the use of crutches).

## **5. The Assessment Process**

- 5.1. The principal aim of the process is to identify potential and for this reason excessive tutoring in preparation for the examination is actively discouraged. 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.
- 5.2. For full details of the assessment process, please see our annual information booklet. We interview all candidates for entry at 11+. For entry into Year 12 (LVI), candidates are tested in those subjects that they would like to study in the Sixth Form. If a candidate does well enough in the tests she will be invited to return for interview.
- 5.3. The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. Parents are asked to make a careful note of all relevant dates.
- 5.4. Please note that unfortunately, due to the number of applications we receive, we are unable to provide individual feedback to candidates regarding the assessment process. Letters of recommendation from anyone other than a pupil's current Head Teacher or Special Educational Needs Coordinator are not encouraged and will not be taken into consideration.

## **6. Sibling Policy**

- 6.1. 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.

## **7. Scholarships**

7.1. The Godolphin and Latymer School offers scholarships for excellence in:

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

7.2. Please see Appendix 1 to this policy for further information about scholarships.

## **8. Fee Assistance (Bursaries)**

8.1. 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.

8.2. 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.

8.3. Requests for financial support usually fall into two categories:

8.3.1. Assistance on entry to the School into Year 7 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.

8.3.2. Assistance for current 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.

8.4. Further information about fee assistance is available on our website, or can be obtained from the Bursar.

## **9. Overseas Applicants**

9.1. We welcome overseas pupils, who can study at The Godolphin and Latymer School provided that they have a parent, an education guardian or a legal guardian living within a reasonable distance of the School with whom they can reside. Parents of overseas applicants will be asked to confirm the pupil's immigration status. The School will comply with UK Visas and Immigration requirements for pupils that do not hold a UK, EEA or Swiss passport or who do not have UK right of residence.

9.2. In order to fully access the academic curriculum and enjoy the social interaction between girls and with staff at The Godolphin and Latymer School, pupils must be fluent in both written and spoken English. In circumstances where fluency is not evidenced at interview, the School may ask candidates to sit an additional English test.

## **10. Religious Beliefs**

10.1. The Godolphin and Latymer School is not faith aligned. We welcome applications from pupils of all faiths and none.

## **11. School's Contractual Terms and Conditions**

11.1. These are available on the School's web site and a paper copy will be provided to the parents of successful candidates.

## Appendix 1

### 1. Purpose of Scholarships

- 1.1. Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the Scholar is offered a 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 examination entry form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.
- 1.2. We encourage parents of potential 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.

### 2. 11+ Music Scholarship

- 2.1. Each academic year a Scholarship worth up to 30% of fees, plus free tuition on one or two instruments, is available at 11+ to a candidate of outstanding musical ability. In addition, bursary assistance may also be available.
- 2.2. The Scholarship will be awarded by competitive audition. A Music Scholar must fulfil the normal academic requirements for entry to the School.
- 2.3. As a rough guide, it will be expected that a standard equivalent to approximately Grade V, preferably in two instruments, will have been achieved by the time of the audition.
- 2.4. 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.
- 2.5. One or two instruments may be offered and the School will also consider singing.
- 2.6. 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.
- 2.7. 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.
- 2.8. THE FOLLOWING WILL BE EXPECTED FOR THE AUDITION:
  - (1) Prepared performance on the main instrument (say two short contrasting pieces of no more than six minutes each or one longer piece of no more than 12 minutes).
  - (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).
- 2.9. The School may request private and confidential reports from a candidate's music teacher(s), private or school, in support of any application.
  - 2.10. 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.
  - 2.11. 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.
  - 2.12. 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.
  - 2.13. The Scholarship would be subject to review on entering the Sixth Form.

### **3. Sixth Form Music Scholarship**

- 3.1. A Sixth Form Music Scholarship of up to 30% of fees, plus free tuition on one or more instruments may be available on entry to the Sixth Form and may be topped up by a Bursary where there is financial need.
- 3.2. For the audition, candidates should be prepared to perform one or two contrasting pieces on their main instrument or voice and should also be prepared to offer at least one piece on a second instrument. Sight reading will be expected for first studies and the audition will include an aural test and a short personal interview. For the audition there is no need to provide an accompanist but if a candidate requires an accompanist they should let the Director of Music know in advance. Candidates are welcome to use their own accompanist.
- 3.3. The School asks candidates to arrange for private and confidential reports from music teacher(s), in support of any application, to be sent to the Director of Music. Please note that reports are required for both internal and external candidates.
- 3.4. Candidates applying for the Sixth Form Music Scholarship should be of approximately Grade VII standard or higher on their main instrument of study. As part of the Scholarship, free instrumental lessons may be offered to a girl studying her instrument(s) at school.
- 3.5. It is a condition of the award that the Scholar will play a full part in the musical life of the School, contributing to orchestras, ensembles and the choral programme as appropriate. It is anticipated that a Scholar would wish to study music for A-Level or as part of the International Baccalaureate Diploma in the Sixth Form.
- 3.6. The School will reserve the right not to award the Scholarship should no candidate of the required calibre present herself.

#### **4. Sixth Form Art Scholarship**

- 4.1. A Sixth Form Art Scholarship, worth up to 30% of fees may be available on entry to the Sixth Form and may be topped up by a Bursary where there is financial need.
- 4.2. 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 at the interview.
- 4.3. 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.
- 4.4. Candidates applying for the Sixth Form Art Scholarship will be expected to play a full part of the artistic life of the School. It is anticipated a Scholar would wish to continue to study Art for A-Level or as part of the International Baccalaureate Diploma in the Sixth Form.
- 4.5. The School will reserve the right not to award the Scholarship should no candidate of the required calibre present herself.