

# Admissions Policy

Reviewer: FR May 2025

Education Committee: May 2025

Next review by: July 2026



## **1. Aims**

- 1.1 This is the admissions policy of Godolphin and Latymer (the **School**).
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;
  - 1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
  - 1.2.3 to ensure compliance with the School's charitable purposes;
  - 1.2.4 to ensure compliance with the School's responsibilities under the Equality Act 2010.

## **2. Scope and application**

- 2.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year-group.
- 2.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

## **3. Regulatory framework**

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 Education and Skills Act 2008;
  - 3.1.3 Children Act 1989;
  - 3.1.4 The School Attendance (Pupil Registration) (England) Regulations 2024;
  - 3.1.5 Equality Act 2010; and
  - 3.1.6 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 Children missing education (DfE, August 2024);
  - 3.2.2 Working together to improve school attendance (DfE, August 2024);
  - 3.2.3 Keeping children safe in education (DfE, September 2024);
  - 3.2.4 Technical guidance for schools in England (Equality and Human Rights Commission, July 2024); and
  - 3.2.5 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Attendance Policy;

3.3.2 Individual Learning Policy;

3.3.3 Disability Policy;

3.3.4 Equal opportunities Policy;

3.3.5 Safeguarding Policy.

#### **4. Publication and availability**

4.1 This policy is published on the School's website.

4.2 This policy is available in hard copy on request.

4.3 This policy can be made available in large print or other accessible format if required.

#### **5. Equality, diversity and disability**

5.1 The School is a single sex school for girls. Candidates for admission will be treated equally, irrespective of their or their parents' protected characteristics including race, sexual orientation, religion or belief, pregnancy or maternity, or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.

5.2 The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.

5.3 The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which the School would be required to meet if an offer of a place was made.

5.4 Parents of a child who has a disability or special educational needs should provide the School with full details on registration.

#### **6. Procedures**

6.1 To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable registration fee.

6.2 Parents are encouraged to attend one of the School's open days. Parents should consult the School's website or contact the Registrar on 020 8741 1936 or by email at registrar@godolphinandlatymer.com for further details.

6.3 **Entry points:** The following procedures apply at each of the main points of entry at 11 + / Year 7 and 16 + / Year 12 (or Lower Sixth) and also to candidates for occasional vacancies in Years 8, 9 and 10.

6.4 **Admissions procedure:** The School's admission procedure has three elements:

6.4.1 entrance assessments;

6.4.2 interviews (for those selected); and

6.4.3 references.

6.5 **Entrance assessments:** These are as follows:

6.5.1 **11+/Year 7:**

- (a) Candidates will be required to complete the London 11+ Consortium entrance test. Details of the assessment and familiarisation materials are available on the Consortium's website: [www.london11plus.co.uk](http://www.london11plus.co.uk). Girls should sit the test in their own junior schools wherever possible. Candidates whose schools do not offer the London 11+ Consortium entrance test will be invited to sit the assessment at any Consortium school to which they have applied.
- (b) Applicants for admission at 11+/Year 7 should register by November of the year preceding the desired year of admission. Please see the School's website for registration deadlines for the next academic year. The registration form is also available on the website.

6.5.2 **16 + / Year 12 (Lower Sixth):**

- (a) Candidates will take a Cognitive Ability Test. Applicants can choose to be considered for A level courses or the IB Diploma Programme; and
- (b) Applicants should register by mid-October during the year preceding the desired year of admission. Please see the School's website for registration deadlines for the next academic year. The registration form is also available on the website.

6.5.3 From time to time **occasional places** become available in Years 8, 9 and 10:

- (a) Candidates are required to sit a Cognitive Ability Test and those who are successful are invited for a further written assessment in appropriate subjects.
- (b) Waiting lists for places open in September each year (for entry for the following September). Should places become available, entrance assessments usually take place in the Spring Term preceding entry. Waiting lists usually close in December each year.
- (c) Waiting lists will not be carried over from year to year and it is necessary to re-register each September for entry to the following year. The registration fee will not be charged unless assessments proceed as occasional vacancies are not always available.

6.6 **Interviews:** candidates who are successful in the entrance assessment will be invited to an interview to explore their abilities, attitudes to learning, and interests.

6.7 **Reference:** The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs or disability.

6.8 **16+/Year 12 (Lower Sixth) entry:** In addition to the above, candidates must achieve satisfactory grades in their GCSE examinations. Candidates will be informed of the applicable grade requirements.

## **7. Admissions criteria**

7.1 Parents will enter into a contract with the School on acceptance of a place and our assessment of likely levels of compliance with its terms forms part of our overall assessment.

7.2 The Godolphin and Latymer School is an academically selective school. Selection is based primarily upon academic merit but also on an assessment of whether a pupil will benefit from the balanced, well-rounded education offered and will make a positive contribution towards the life of the School. This is assessed principally through an entry examination, interviews for those who do well in the examination, and references from the candidate's previous school; but may also take account of other relevant factors or circumstances.

7.3 All candidates must have the legal right to live and study in the UK.

7.4 It is assumed that pupils will automatically progress through the School, subject to their meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

## **8. International pupils**

8.1 International candidates applying for entry to 11 +/Year 7 or 16 +/Year 12 (Lower Sixth) can usually (by prior agreement) make arrangements with their current school or the British Council to administer the entrance assessment and to ensure appropriate exam conditions, which will include the use of an exam-ready laptop or other institutional device. Candidates may not sit the entrance assessment at home. Parents are liable for any additional costs associated with this. All entrance assessments must be taken at a time agreed with the Registrar.

8.2 Parents should contact the Registrar if they would like further details on the admissions procedure for international candidates.

## **9. Siblings**

9.1 Siblings of existing or former pupils of the School are required to qualify for their place on their own merit; there is no automatic right of entry.

## **10. Scholarships and bursaries**

10.1 A number of scholarships and bursaries are available at the main points of entry of the 11+ and 16+. Please see the School's website for further information or contact the Registrar for details.

## **11. Training**

- 11.1 The School ensures that regular guidance and training is arranged so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

## **12. Record keeping and confidentiality**

- 12.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 12.2 A confidential admissions record will be kept for each candidate.
- 12.3 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

## **13. Admission Register**

- 13.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the School will:
- 13.1.1 maintain an Admission Register of all pupils (of both compulsory and non-compulsory school age) admitted to the School; and
  - 13.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
  - 13.1.3 The Admissions Register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
  - 13.1.4 The School must ensure that every entry in the School's Admission Register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
  - 13.1.5 The Admissions Register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.
  - 13.1.6 A pupil's name can only be deleted from the Admission Register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations in regulation 9 occurs the pupil's name must be deleted.<sup>1</sup>

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<sup>1</sup> Full details of the legal grounds for deleting a pupil from the registers can be found in regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024. See also chapter 7 of the Working together to improve school attendance guidance 2024.