Godolphin & Latymer

Admissions Policy

Reviewed by: FR May 2026
Approved by: Education Committee May 2026

Next review by: June 2027

FRANCHA LEALE TOGE

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:

- to set out the particulars of the School's policy on and arrangements for admission to the School;
- 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 the ethos and activities of our School community;
- to ensure compliance with the School's charitable purposes;
- 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 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:

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- Children Act 1989;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

3.2 This policy has regard to the following guidance and advice:

- Children missing education (DfE, November 2013, updated September 2025);
- Working together to improve school attendance (DfE, August 2024);
- Keeping children safe in education (DfE, September 2025);
- Technical guidance for schools in England (Equality and Human Rights Commission, July 2024); and
- 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:

- Attendance Policy;
- Individual Learning Policy;
- Disability Policy;
- Equal Opportunities Policy; and

- 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 any other appropriate 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. This will enable the School to consider what reasonable adjustments may be required and whether, with such adjustments, the School is able to meet the child's needs.

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 admissions procedure has three elements:

- entrance assessments;
- interviews (for those selected); and
- references.

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

6.5.1 **11+/Year 7**

- 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. Candidates 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.

- 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):**

- Applicants can choose to be considered for A Level courses or the IB Diploma Programme.
- Candidates will take a Cognitive Ability Test. Candidates applying to study Mathematics in the Sixth Form will also sit a Maths assessment.
- 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:

- Candidates are required to sit a Cognitive Ability Test and those who are successful are invited for a further written assessment in appropriate subjects.
- 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.
- 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 interests, and any other relevant circumstances, including any special educational needs or disability.

6.8 **Offers:** Offers of a place are conditional upon satisfactory completion of the admissions process, including receipt of a satisfactory reference and (where applicable) achievement of required academic standards.

6.9 **16+/Year 12 (Lower Sixth) entry**: In addition to the above, candidates must achieve satisfactory grades in their GCSE examinations, and they are expected to achieve grades 8 or 9 at GCSE in the subjects that they intend to study at either A Level or IB Higher Level. Candidates will be informed of the applicable grade requirements in advance.

6.10 Parents and carers are required to provide the School with information that is accurate and complete. They must disclose any information that is relevant to their child's application and notify the School promptly of any material changes to information previously provided, including any new information that becomes known after registration and at any stage of the admissions process.

6.11 Failure to disclose relevant information, or providing information that is inaccurate, incomplete or misleading, may result in the withdrawal of an offer of a place, including after an offer has been made or accepted. Where a child has already entered the School, the School reserves the right, in appropriate circumstances, to require the child to withdraw from the School in accordance with the School's Terms and Conditions.

7 Admissions Criteria

7.1 Parents will enter into a contract with the School on acceptance of a place, and the School's assessment of the likely levels of compliance with its terms forms part of the 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 expected that pupils will progress through the School, subject to 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 appropriate guidance and training are provided so that staff and volunteers understand what is expected of them under this policy and have the 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 Information created in connection with this policy may contain personal data. The School's will process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Further information about how personal data is used is set out in the School's privacy notices on its website.

13 Admissions Register

13.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the School will:

- maintain an Admission Register of all pupils (of both compulsory and non-compulsory school age) admitted to the School;
- notify the local authority of any pupil who is to be added to or deleted from the School's admission register at non-standard transition points, in accordance with the Regulations;
- keep the Admission Register electronically and ensure that a back-up copy is made at least once a month (either electronic or in printed form);
- ensure that every entry in the Admission Register is preserved for six years beginning with the day on which the entry was made; and that every back-up copy of the register is preserved for six years after the end of the school year that it relates;
- ensure that the Admission Register contains the prescribed information required by the Regulations, including (but not limited to):
    - the pupil's legal name and the name by which the pupil is known in school;
    - the pupil's address;
    - the pupil's start date at the School;
    - details of parents and carers; and
    - details of the school the pupil last attended.
    - ensure that a pupil's name is only 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.[1]

[1] 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.