

**Charitable Objects of St. Catherine's School-** The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

## **WHOLE SCHOOL ADMISSIONS PROCEDURE**

**The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).**



This procedure replaces the Senior School Admissions Policy first devised in 1996 and updated in 1998 and 1999 before becoming part of a new prospectus publication in 2001 and also a separate Prep. School Admissions Policy of 2006. All policies were then superceded by an Admissions Procedure Statement in the first Annual Information Booklet that was devised to accompany the prospectuses for both School which was first published in 2005. Updated in 2009.

**SENIOR SCHOOL** - Admission is by assessment, usually held in January, for entry the following September. This includes entry into the Senior School by members of the Prep. School. Most girls enter the Senior School at eleven, although a few places may be available at later stages including the Sixth Form. Means-tested bursaries, up to full fee awards, are available at all entry levels. See the School website : Admissions/Bursaries & Scholarships for the bursaries policy.

An 11<sup>+</sup> Taster Day and Taster Sleepovers are provided in the Autumn Term prior to entry and are very valuable opportunities for girls to see whether St Catherine's is the right school for them.

11<sup>+</sup> entrance examinations are in Mathematics, English, Science and Verbal Reasoning, and are devised by St Catherine's, based on the Key Stage 2 National Curriculum content. At 12<sup>+</sup>, 13<sup>+</sup>, 14<sup>+</sup>, tests are taken in Verbal Reasoning, English and Mathematics at the appropriate level. Sixth Form papers include an adult IQ test and a General Paper. Wherever possible, applicants at 12<sup>+</sup> and above should visit the school and be interviewed by the Director of Studies. Papers can be sent to centres abroad if this is not possible. However, interviews will be conducted by SKYPE/Facetime.

**PREP. SCHOOL** - Admissions is by assessment, usually held in January, for entry the following September for 4<sup>+</sup> (32 places), and 5<sup>+</sup> or 7<sup>+</sup> (approx. 4 places each). Examinations and interviews may be arranged for admission to other age groups if places become vacant.

At 4<sup>+</sup> girls visit the school for a morning in groups no greater than 8. Through play, teacher observation and teacher/pupil interaction, girls' literacy, numeracy, physical and social skills are assessed.

At all other ages, assessment consists of tests in English, Mathematics and Verbal Reasoning. The papers are written by members of St Catherine's Prep. staff. Each girl will also have an informal interview where she will talk about herself and her interests.

**BOTH SCHOOLS** - A confidential report from the girl's previous Head will always be requested, except at 4<sup>+</sup>, and used as part of the selection procedure. The report for each girl requests information about her academic performance and potential, any specific learning difficulties, how best to manage any disability, and curricular and extra-curricular interests.

Applicants with a disability will be assessed on their academic performance as outlined above. Parents of applicants with a disability should make this clear on the application form so that the School can make every reasonable effort to adapt its admissions procedures to accommodate the applicant on the entrance test day. Any parent of an applicant who has a disability is also asked to let the School know so that proper access can be arranged for pre-admission school visits/information mailings, and subsequently for school events, should the applicant be successful in the entrance tests.

**REGULATIONS**

Parents are advised to refer to the School website for sight of the Rewards and Sanctions Policy (Senior School) and the Discipline, Awards and Rewards Policy (Prep. School).

The School rules are designed to aid the smooth and orderly running of the community. Parents are advised that for serious or persistent breaches of the rules, punishments include loss of privileges, gating and suspension. The Headmistress reserves the right to expel any girl for a serious breach of school discipline or to require her to leave if her general progress and conduct are unsatisfactory.

The acceptance of a pupil is on the understanding that she and her parents accept and will conform to the policies of the Governors and the School Rules which may from time to time be amended. The signature of both parents or guardian(s) on the Acceptance Form is an undertaking to conform to the conditions on which a place is offered and to the School's Standard Terms and Conditions. Where this is not possible a written explanation must be provided at the time of signing.

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Mrs A M Phillips  
Headmistress of Senior School

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Miss N Bartholomew  
Headmistress of Preparatory School

Date: .....