

Aims

- To set selection criteria and procedures which are fair to applicants.
- To identify applicants whose academic and other abilities and attitudes appear to match the ethos and standards of the school.

Entry Points

The most common entry points are:

- Year 7
- Year 9
- Year 12

Pupils are also accepted in Year 8, Year 10 and very occasionally into Years 11 and 13.

Cobham Hall does not use the 1st September birthday watershed for determining the applicant's eligibility for entry into a particular year. This date is used as a guide when determining which year group an applicant should enter.

Admissions Timetable

The parents or Guardians of all applicants (including applicants from countries other than Great Britain) are encouraged to make an appointment to tour the school and meet the Head in the year preceding their entry to the school. The information and discussion provided at this individual meeting can be helpful when reaching a final decision.

Students interested in Years 7, 8 and 9 entry for the following September will be invited to the **Entrance Assessment Day** which is held in the Autumn Term. (Students applying for other entry points can be examined at the end of January or at any time that is mutually convenient.)

This Assessment Day is designed to give prospective students an experience of the academic and community environment of Cobham Hall. Candidates will sit academic tests in English and Mathematics, have a personal interview with a member of the Leadership Team, and may take part in a group activity. Following the results of these:

- If a candidate wishes to apply for a Bursary then parents should make this known to the Director of Admissions who will inform the Head.
- Parents will be advised of the outcome of their daughter's entrance assessment. Successful candidates will be made a firm offer of a full fee-paying place.
- Outstanding candidates will be invited to sit Academic Scholarship Papers. All candidates may apply for scholarships in Art, Drama, Music or Sport.
- Borderline candidates may be invited to re-sit their tests in English and/or Mathematics where appropriate.

Parents will be asked to confirm their acceptance of a firm offer of a place.

Familiarisation Day (May-June): Parents and their daughters are invited to visit the school to meet the Head and other new parents in an informal setting.

September: Start of academic year

Scholarships and Bursaries

There are a number of Scholarships and Bursaries awarded each year. Further details can be obtained from the Director of Admissions.

Responsibility for Admissions

The Head is finally responsible for admissions, and the Director of Admissions for the operation of this policy.

The admissions process is managed by the Director of Admissions. The appropriate Heads of School and Heads of Faculty oversee the assessment of the academic suitability of candidates in accordance with these criteria and procedures. The selection criteria and interview procedure are determined and reviewed from time to time by the Leadership Team.

Documents supporting each application for admission, together with selection and interview notes will be kept as follows: Enquiries which do not reach registration stage – three years; Enquiries which reach the registration stage – seven years.

Selection

Admission pre-conditions are that:

- The applicant is of appropriate age and has sufficient maturity to be able to benefit from the education offered.
- The applicant enjoys satisfactory general health and will be able to attend lessons and participate fully in the life of the school. In addition, the school should be notified of any change in health occurring between the acceptance of a place and the entry date.
- The applicant's learning differences (if any) are within the school's capacity to effectively manage.
- The applicant's physical differences (if any) are within the school's capacity to effectively manage.
- The present school reports indicate satisfactory attitudes, conduct and ability on the part of the applicant and the parents.

The academic criteria for selection are:

- Success in the Cobham Hall Entrance examinations.
- A positive recommendation from the Head of the applicant's present school, when a recommendation has been requested.
- A satisfactory interview.

HIV/AIDS/Hepatitis: The Governors have not established a policy in relation to children with these conditions. Applications which disclose one of these conditions will be considered and each case judged on its merits.

The Head reserves the right to refuse admission at their discretion.

Admissions Record: A confidential copy of the Admissions Record will be completed for each applicant. This contains

- name in full; sex; day, month and year of birth;
- name and address of every person known to be a parent of the student (and an indication of which parent the student normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989)
- where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information;
- at least one telephone number at which the parent can be contacted in an emergency;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if known;
- an indication of boarding or day attendance;
- for students being removed from the admissions register; the name of the destination notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

The school will notify the local authority (Kent) if a student normally resident in the UK is either added to or removed from the admissions register at non-standard transitions ie where a student who is of compulsory school age leaves before completing the school's final year or joins after the beginning of the first year. The notification forms will be completed as soon as a student is removed from the admissions register and within five days of entry to the admissions register.

The school will also notify the local authority (Kent) if a student fails to attend school regularly or is absent without leave for a period of more than ten consecutive school days.

Related Policies and Documents

- Policy Statement on Scholarships, Bursaries, Awards and Grants.