



Lichfield Cathedral School

ADMISSIONS POLICY

Academic Year 2015/16

Policy Statement

Lichfield Cathedral School (LCS) is a coeducational day and boarding school for pupils aged 3– 18 years. Its mission is to provide a high quality education founded in Christian values. We welcome pupils of all faiths and none and we seek to conduct all admissions in a fair and non-discriminatory way so that prospective pupils are not discriminated against on the grounds of race, colour, religion, nationality, ethnic or national origins, or on the grounds of any form of special educational need or disability.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Lichfield Cathedral School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document. The decision to admit, or otherwise, is the responsibility of the Governing Body, but it is delegated on a day to day basis to the Head.

Lichfield Cathedral School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

Lichfield Cathedral School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available on the school website and to all interested parties on request from the school offices and should be read in conjunction with the school's Behaviour and Discipline policy and Exclusion policy.

The information given below is correct for the current academic school year, but it could be altered for future years. Parents should check with the school that no changes have occurred. All applications are made by parents for their child / children.

Ethos

As a Christian school, affiliated to one of this country's great Cathedrals, it is the Governors' wish that the pupil body should represent a broad cross-section of society, that families of all faiths should feel welcome, that the school will attract children of a broad range of talents and abilities, and that those with more modest means will seek one of the limited number of places available with financial support if their child would benefit from the unique education on offer at this School. It is the richness of diversity which enables this school to continue to hold a unique affection in the hearts of its alumni.

It is important that prospective parents acquaint themselves with, and be supportive of, the school's Christian ethos, and its policies and procedures, particularly those that expand further on the school's purpose.

Admissions Procedure

The main admissions ages to the School are as follows:

- EYFS (Pre-School and Reception Years)
- Year 7 (start of secondary education)
- Sixth Form (Years 12-13, Key Stage 5)

Pupils may be admitted to other year groups, if places are available. Parents may register their son/daughter at any time during the academic year but it is common to register for entry at the beginning of a school term. Pupils may be, and frequently are, admitted at other stages, but particular care is taken to ensure that such admissions give the pupil a good opportunity to settle and to progress adequately towards the next targets.



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For children who join the school in the Pre-School, there is a requirement to attend at least five sessions each week. This provides the opportunity for a structured and stable environment on which to build a solid foundation. As children gain in confidence, further sessions may be taken up. Attendance on a full-time basis will be dependent on the child's readiness, agreed between the Head of EYFS and parents. Parents should note that the school is not a part of the Early Years Entitlement funding scheme.

The registration form asks parents to disclose whether their son/daughter has a disability, special educational need or medical condition. If this is the case, the school will then request additional information about the prospective pupil. Parents of a child with Special Educational Needs are expected to provide full details on visiting the school, including copies of any documentation relating to Individual Education Plans, Statements and reports by Educational Psychologists. In assessing any prospective pupil, the school may take advice and request assessments as it deems appropriate; subject to this, the school will be sensitive to any issues of confidentiality.

Based on the information given and advice received, Lichfield Cathedral School is committed to making reasonable adjustments that will enable a prospective pupil to take up a place at the school (subject to satisfying the academic admissions requirements as outlined above) and to complying with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001. Lichfield Cathedral School strives to meet the needs of all members of its community. This has to be achieved within the constraints imposed on its physical environment by legislation relating to listed buildings and Scheduled Ancient Monuments, and by the lack of suitable space for new buildings or the availability of appropriate buildings for adaptation within a city centre.

Entry requirements

Admission is by assessment, interview and school report. Although Lichfield Cathedral School is not academically selective, academic assessments are completed (usually during taster days) to ensure that:

- a) the Head Teacher considers the school capable of supporting the applicant so that he/she will thrive in this environment; and
- b) the School is able to provide the specific support required a pupil with special educational needs.

From Pre-School to Year 4, admission follows a meeting with the parents/guardians and a member of the leadership team. Pupils will be invited to attend a taster day/session (dependent on age) in school and an informal assessment will be made at this time.

In the Middle and Senior Years, students are tested to ascertain their cognitive potential ability at Key Stage 3 and 4, using a variety of appropriate tests. Entry to Key Stage 5 is dependent on school reports and examination results. The School expects that students joining at Sixth Form level will have attained five or more GCSEs at grade C or above. In addition, some A Level subjects require the achievement of specific grades at GCSE level. Detailed information can be found in the Sixth Form prospectus. Experience has shown that this level of prior attainment indicates a student who is able to cope with the demands of the Sixth Form curriculum. However, each case will be considered on its own merits.

If all places are filled, a place is offered on the waiting list. When a place becomes available, priority is given to parents on the waiting list who already have a child in the School; otherwise, places are offered in the chronological order of application.

When a place is offered, an acceptance form is submitted with a request for payment of a registration fee and a deposit, currently £150 and £350 respectively. The place is not confirmed until the Bursar has received the deposit. A period of usually no more than a month is allowed before the allocated place is forfeited. If at any stage the place is not taken up, the deposit cannot be refunded. Registrations will not be confirmed for children over the compulsory school age (i.e. over 5 years) for any more than one year in advance of their entry. Fees are payable in advance of the first day of term.



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Entrance Examinations & Scholarships

All new entrants from Year 5 to 13 take an examination to enable the school to have the appropriate data to ensure the educational provision meets the need of the child.

Each year a limited number of scholarships are awarded to pupils who are capable of extremely high levels of achievement and who will make a significant contribution to the life of the School. Scholarships are available for academic, music, art, drama and sporting excellence up to 10% of tuition (day) fees. It is possible to hold more than one scholarship, but the total remission of tuition fees will not exceed 20%. Normally scholarships apply to pupils at 11+ (for entry into Year 7), 13+ (for entry into Year 9) and 16+ (for entry into the Sixth Form).

Choral scholarships are available for boy and girl choristers. The Cathedral Chapter provides a 50% tuition (boarding) fee scholarship for boy choristers. The school provides a 25% tuition (day) fee scholarship for girl choristers. For more information about choral scholarships, please contact the Registrar on 01543 306168.

Academic scholarships

The awards are made on the basis of performance in a competitive exam, assessment of recent academic achievement (via current school report) and an interview with the Head Teacher. All three elements are taken into account and are given equal weighting. The continuation of an academic scholarship is dependent upon sustained effort and attainment.

Choral scholarships

Choral scholarships are available to both boys and girls for training to become a chorister. This is an opportunity for young people to make a full commitment to the music of the Cathedral and, in return, receive an excellent all round education at Lichfield Cathedral School.

For boy choristers, the preferred entry is aged 7 or 8 (Year 3 or 4) as a probationer, although entry as late as 10 years old (Year 6) is allowed, if there are places available. The choral scholarship is normally for 50% of full fees – both boarding and tuition – and continues until the boy leaves the Cathedral Choir, usually at the end of Year 8.

For girl choristers, the preferred entry is aged 10 or 11 (Year 6), although entry as late as 12 years (Year 8) is allowed if there are places available. The choral scholarship is normally 25% of tuition fees and continues until the girl leaves the choir at the end of Year 10.

Cantorum is the school youth choir established for former boy and girl choristers, as well as talented, trained singers in the Senior Years. Cantorum members benefit from a scholarship equivalent to 10% of tuition fees. Cantorum is an SATB choir and continues the excellent training choristers receive. This choir provides the training and preparation needed for those intending to apply to be a choral scholar at university. Entry is by audition with the Director of Music and the Director of Cantorum.

Music scholarships

Award of these scholarships is by audition and interview with the Director of Music. References will also be required. Minimum standards usually required are:

Age	Main study	Theory	Secondary study
11+	Grade 4 ABRSM	Grade 3	Open standard
13+	Grade 6 ABRSM	Grade 5	Open standard
16+	Grade 8 ABRSM	Grade 7	Open standard

Examination fees, the purchase of music for lessons, transport costs, and the hire or purchase and insurance of musical instruments remain the responsibility of the scholar.



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Art scholarships

Art scholarships are awarded on the basis of outstanding artistic ability and commitment to the subject. The applicant must provide a portfolio of artwork showing his/her artistic development over a period of years, which will be discussed at interview with the Head of Art & Design. References will be requested from the current Art teacher and/or Headteacher.

Drama scholarships

Drama scholarships are awarded on the basis of outstanding performance skills and commitment to the subject. The applicant must provide a portfolio of work showing his/her development over a period of years, which will be discussed at interview. Candidates will also be expected to spend a period of time with the Head of Drama and they will be asked to complete a variety of exercises. References will be requested from the current Drama teacher and/or Headteacher, and any relevant external coaches.

Sports scholarships

Sports scholarships are awarded on the basis of outstanding sporting ability. The applicant must be able to demonstrate proficiency in both traditional team games as well as individual activities. The pupil must provide a portfolio of evidence showing his/her sporting development over a period of years, which will be discussed at interview with the Director of Sport. References will also be required from the applicant's current school and any external coaches. The minimum entry requirement would be to have played sport at either District or County level. However, exceptional performance at either Preparatory or Primary school may be sufficient to qualify. On receipt of a sports scholarship, there will be an expectation to take part in fixtures, attend extra-curricular activities and to play a leading role in the development of sport in school.

In a situation in which the son or daughter of a member of staff at the school, or of the school's governing body, is competing for an award, an independent adjudicator will be brought in to ensure that the school is being fair to all parties concerned.

In some cases, where a scholarship has not been awarded, a Head's Award may be offered. These amount to reduced fees and are at the discretion of the Head Teacher.

Bursaries and Sibling Reductions

Bursaries

A limited number of means-tested bursaries are available each year. In circumstances of exceptional need, a 100% bursary can be awarded. A prospective pupil must have been offered a place at the school before an application for a bursary can be made. Applications for bursaries need to be submitted by the end of February in the year before entry. More information is available from the Registrar and the Bursar.

Clergy and Armed Forces Bursaries

Sons and daughters of clergy may be eligible for a 10% remission of school fees. Children of members of the British Armed Forces and children of British civilian personnel employed by the Armed Forces may be eligible for a 50% bursary. Please contact the Registrar for details.

Reduction for siblings

A 5% reduction on tuition fees is given for the second child in a family to attend the school, rising to 7.5% for the third child and 10% for the fourth and subsequent children. This reduction applies when all children are in attendance as fee-paying pupils at the same time.



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Procedure for Withdrawal

A full term's notice in writing must be given by parents before a pupil leaves the school. If such notice is not received, a term's fees in lieu of notice will be charged. Fees are payable in advance on or before the first day of each term. If fees for the current term are not paid before the half term holiday, the Governing Body reserves the right to refuse to take the child back at the recommencement of the term. They will still pursue the payment of fees and reserve the right to charge for fees in lieu of notice if the child doesn't regain a place.

The Head Teacher may require parents to remove a pupil from the school at any time if, in his/her opinion, such removal is in the interests of the child or the School. Please refer to the school's full policy on Exclusion for more detailed information.

Appeals

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal in writing to Mr Colin Hopkins, Chair of the Governing Body (c/o Lichfield Cathedral School, The Palace, The Close, Lichfield WS13 7LH). He will review the evidence, make a considered judgement and notify parents or guardians within two weeks. The decision of the Chair of Governors is final.

Review

This policy will be reviewed annually. Parents should ensure that they have the most up to date version as details may change substantially from year to year.

Publication

This policy will be made available to all members of the school community through the website and to parents of prospective pupils in paper form. It is also provided for the DCSF and ISI on request.

Doc name	Admissions Policy
Authors	Director of Marketing, Development & Admissions Head of Junior School
Version	1
Circulation	Public document
Last updated	September 2015