



CHANNING SCHOOL

ADMISSIONS POLICY

**This policy applies to the whole School
including the EYFS**

Updated	Review Date	Version
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Approved by: Lindsey Hughes (Headmistress) and Roy Hill (Bursar)

Signed by: Board of Governors

ADMISSIONS POLICY

Most pupils are admitted to Channing School following assessments at 4+, 11+ and 16+, but chance vacancies in other year groups occur from time to time. The School has a Unitarian tradition and welcomes staff and pupils from many different ethnic groups, backgrounds and creeds.

Entry is selective and we look at assessment or examination results, interview feedback and reports from previous schools/nurseries to gauge a pupil's potential.

Aims

- To welcome pupils from all backgrounds who have met the academic criteria.
- To admit pupils who will benefit from an academic education and contribute to and benefit from the ethos and activities of this School community.
- To treat all candidates on merit.
- To treat all candidates in a sensitive manner.

I. Admissions Procedures

There are Open Mornings at the Junior School in the Autumn and Summer Terms and Open Mornings and Evenings in the Autumn and Summer Term at the Senior School when prospective pupils and their parents are most welcome to come and see the School.

The closing dates for 4+, 11+ and 16+ applications are published on the School website. Offers of places and acceptances are made to a published timescale, which is agreed with other local schools. The results of assessments are not discussed with the parents or made public, (although feedback for chance vacancies may be given if requested by parents). Places are offered in line with the number of pupils the School can accommodate.

All applicants are treated with care and consideration, including those with special educational needs and disabilities.

a. Admission to the Junior School

Entry to the Junior School is usually at age 4+ and pupils selected will join one of the Reception classes. Applications should be registered in advance of the year of entry and by the published closing date. The closing date is published well in advance on our website. The first stage of the assessment usually takes place in January of the year of entry. These assessments are conducted informally, in Early Years/Key Stage 1 classrooms. The pupils work in small groups of children of a similar age, with a teacher/teaching assistant on a

variety of activities in a friendly, relaxed atmosphere.

After the first assessment, candidates whom we wish to see for a further assessment will be called back for a second round. This usually takes place around the middle of January. At this stage, pupils are assessed again, in small groups, and work with a member of staff for approximately one hour. Age is a consideration and allowances are made for younger candidates. We also seek a written reference from the candidate's pre-school/nursery setting, where they attend one.

Parents of a pupil who has any disability or special educational needs should provide the School with full written details at registration, prior to assessment such that suitable adjustments can be made if necessary. If special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the pupil to continue at the School.

As a member of the London Consortium, the offer and acceptance dates coincide with the other schools in the consortium.

b. Transfer from the Junior School to the Senior School

Junior School pupils are automatically guaranteed places in Year 7 and are not required to take the 11+ entrance examination, with the exception of pupils who join the School from January of Year 5 onwards. The Headmistress may waive this requirement at her discretion.

Where a Junior School pupil has not made the expected progress since their arrival in the Junior School and we are concerned they will not thrive in the Senior School, the Head of the Junior School will discuss these concerns with parents no later than the Autumn Term of Year 5. Guidance and advice will be offered to the families of pupils for whom transfer to the Senior School is not appropriate.

Pupils who are suitable for academic scholarship to the Senior School are put forward to the Headmistress by the Head of the Junior School after liaison with Year 6 Form Teachers, the Deputy Head, Academic and Head of KS2. Potential music scholars must apply if they wish to be considered for a music scholarship.

c. Senior School Admissions

Channing is a member of The London 11+ Consortium and follows its agreed Code of Practice for entry at 11+. Detailed procedures with regard to the entrance examination timetable and interviews will be provided each year.

The agreed Code of Practice for entry into Year 7 is published on the Consortium website.

In the case of special needs or any disability, parents may request extra time or special consideration in the examinations if the need is supported by a recommendation from a professional body and meets the JCQ access arrangements guidelines for public examinations.

The entrance examination is a series of cognitive ability tests which usually takes place in December. All candidates applying to Channing School are invited to attend an interview, which usually takes place in January or February of the year of entry. A request for a reference is sent to the candidates' current school after the closing date for applications has passed and before the interviews take place.

d. Sixth Form Admissions

Internal applicants

Most pupils progress from Year 11 at Channing into our Sixth Form. Guidance and advice is offered to those for whom progression might not be appropriate. We expect our students to achieve at least a 7 in each of the A level subjects they wish to study or a grade 8 if they wish to study Mathematics. It is also an essential requirement to achieve grade 9 in GCSE Mathematics to study Further Mathematics. If the student has opted for a subject that is not offered at GCSE, she will need a Grade 7 in a related subject. For Economics, for example, a Grade 7 in Mathematics; for Computer Science, a Grade 7 in Computing or Maths; for History of Art, a Grade 7 in a humanity subject; for Politics, a Grade 7 in History or English Language; for Psychology a Grade 7 in at least two sciences, or a Grade 6 in Maths. Once GCSE grades are published in the summer, acceptance on all courses is at the Headmistress' discretion.

External applicants

A typical Sixth Form student at Channing will have gained 10 GCSEs with the majority at Grades 7 - 9. Achievement at GCSE Grade 7 or above is required in the subjects to be pursued at A level, a grade 8 is required for Mathematics, and a Grade 9 in Mathematics is essential to study A level Further Mathematics. If the subject is not offered at GCSE, a minimum of a Grade 7 in a supporting subject is required, for example, History or English for A level Politics, Science or Mathematics for Psychology.

External applicants are invited to attend interviews with the Deputy Head (Academic), Head of Careers and HE, Head of Sixth Form and the Headmistress and a request is sent to candidates' current schools for a reference and GCSE predictions. Places are offered conditionally on the candidate achieving the predicted GCSEs, which must include English and Mathematics at Grade 6 or above.

Scholarships

Scholarships are available to both current Year 11 students and external candidates.

- Academic scholarships are assessed by sitting the Scholarship examination which takes place in early November
- Music scholarships are awarded as a result of a music audition and interview
- Art Scholarships are awarded based on the submission of a portfolio of work and interview

Information about the scholarships and specific deadlines are published each year on the School website.

e. Chance Vacancies in the Junior and Senior School

Should a place become available in a particular year group, candidates who have registered for the appropriate year and are on our waiting list, will be contacted and offered an assessment on a specified date. Parents may inform the Admissions Office that they are declining the invitation to the assessment and ask for their child to remain on our waiting list for a future place. When we do not receive any response to an invitation for a chance vacancy assessment, we assume the family is no longer considering Channing as an option for their child, and the child's application is withdrawn from the waiting list. We will advise you of this.

For the Junior School, where vacancies may arise, admission is by an age appropriate assessment consisting of literacy, numeracy, social tasks and a group interview with the Head of the Junior School. For the Senior School, admission is a two-stage process. Stage one involves an exam in English and Mathematics and, where appropriate, a Modern Foreign Language. Once these assessments have been reviewed, successful candidates are invited back for an interview with the Headmistress. Candidates who are not successful in progressing to Stage Two will be notified and will also be withdrawn from our waiting list. The next opportunity for these candidates to be considered for Channing, will be via a new application for the next formal entry point, e.g. Year 12 (Sixth Form). Candidates who successfully progress to Stage Two, and who are interviewed but not offered a place at that time, will remain on our waiting list for a future vacancy should one arise. A reference is requested for all Chance Vacancy applicants from the candidate's current school.

The Admissions Office may contact chance vacancy waiting list families at the end of each academic year to request a response regarding their child staying on the waiting list.

2. Disclosures

Parents must, as soon as possible, disclose any particular known or suspected special circumstances relating to their daughter's health, allergies, disabilities or learning difficulties, if English is not their first language, or other circumstances that may affect their daughter's performance.

3. Special Circumstances

We recognise that a candidate's performance may be affected by particular circumstances, for example if:

- She is unwell when taking tests or has had a lengthy absence from her school
- There are particular family circumstances, such as a recent bereavement
- There is relevant educational history, for example education outside the British system
- The candidate has a disability or specific learning difficulties
- English is not the candidate's first language

4. Additional Factors

The School is heavily oversubscribed. If we have to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to (in no particular order):

- A pupil who already has a sister in the School or whose parent is a former pupil
- A pupil whose parent is a current member of staff
- A pupil with a particular skill, talent or aptitude
- A pupil with a connection with the School e.g. daughter of a current or former Governor or a former member of staff.

5. Scholarships and Bursaries

Channing School is committed to providing opportunity, regardless of financial means, as far as the School bursary funds will allow. Means-tested bursaries are available for Year 7 and Year 12 entry to both current and external families. We are unable to offer bursaries for Chance Vacancy admissions. Application forms for bursaries are available on request and can be downloaded from the School website. Pupils holding bursaries may also be given help with expenses such as uniform and School trips.

Details about Academic Scholarships and how to apply are published on the School website. See above for information on Sixth Form scholarships.

Academic scholarships are available at 11+ on the strength of performance in the entrance examination and interview and are awarded at the discretion of the Headmistress. Junior School pupils will be considered for an award based on their academic record and potential, as well as their commitment to the Channing experience. Consequently, Junior School pupils are not required to sit the academic scholarship examination.

Music Scholarships are offered at 11+ on the result of an audition to pupils who have

qualified in the academic entrance examination and have already achieved Grade 5 with merit, or reached the equivalent standard, at the time of their music audition. Junior School pupils who wish to be considered must submit a Music Scholarship application and attend an audition.

6. Registers

In accordance with the statutory guidance published by the Department for Education (DfE), namely Keeping Children Safe in Education (2 September 2024) (KCSIE), Children Missing Education (2024) and [Working together to improve school attendance \(August 2024\)](#), the School maintains an Admission and Attendance Registers. This policy should also be read in conjunction with the School's Safeguarding and Child Protection policy and procedures.

7. Monitoring and Review

The Headmistress and Bursar monitor this policy regularly. It is reviewed annually.