



# Admissions Policy & Entry Requirements

## **ADMISSIONS POLICY**

At Clifton we assess each pupil by considering their academic potential along with their educational background and profile, including conduct and attitude. The current school's recommendation is an important part of this process.

For an applicant resident overseas the entry requirements will be appropriate to previous educational experience. Such pupils for entry into Block II (Years 9, 10 and 11) will normally be asked to sit UKiset entry tests, focusing on aptitude.

Admission to the College will depend on the College's ability to feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of their potential so that there is every chance that they will benefit from the education provided.

This policy reflects the College's responsibilities under the Equality Act 2010. At Clifton College we will ensure that, at every level, in all our work and throughout all aspects of the College community and its life, everyone will be treated equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (known collectively as *protected characteristics*). For further information on this, please consult the College's Equal Opportunities Policy.

## **SAFEGUARDING AND ADMISSIONS**

In line with *Keeping Children Safe in Education* (September 2019) and *Children missing education: statutory guidance for local authorities* (November 2016), the Admissions departments have the following responsibilities:

1. Maintain an accurate admissions register – pupils leaving at non-standard transition points are to be reported to the Local Authority. The admissions register will contain the personal details of every pupil in the College, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.
2. The College will enter pupils on the admissions register and attendance register from the beginning of the first day on which the College has agreed, or been notified, that the pupil will attend the College. The College will notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. If a pupil fails to attend on the agreed or notified date, the College will establish the reason for the absence and mark the attendance register accordingly. The College will notify the Local Authority within 5 days of adding a pupil's name to the admission register and will provide the Local Authority with all the information held within the admission register about the pupil.
3. Where the parent of a pupil notifies the College that the pupil will live at another address, the College will record in the admissions register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.



4. Where a parent notifies the College that the pupil is registered at another school or will be attending a different school, the College will record in the admissions register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.
5. Contact schools of pupils joining Clifton for safeguarding information (NB. Clifton's Safeguarding Team contact schools of our leavers with any safeguarding information). Refer to Clifton College Transfer of Safeguarding Records 2016.

## **ENTRY REQUIREMENTS**

### **Entry to Clifton College Nursery and Pre-Preparatory School: ages 2 to 7 (Nursery to Year 3)**

2 year old children joining the Nursery will need to commit to two full days a week, or three mornings (including lunch), as a minimum. 3 year old children joining the Nursery would be expected to attend for a minimum of three full days or five mornings each week.

Pupils wishing to join into Year 1, Year 2 or Year 3 would be asked to visit Clifton for an informal assessment based upon a half-day visit. This half day visit would include an assessment of Literacy and Mathematics and time in the class room with their current peer group. The normal minimum standard required is the average standard level of attainment for the age group.

### **Entry to Clifton College Preparatory School: ages 8 to 12 (Year 4 to 8)**

Pupils wishing to join into Years 4, 5, 6 and 7 will be assessed in English, Mathematics and General Ability preceding entry. The normal minimum standard normally required is the average national Standard Attainment Test level for the age group, based on National Curriculum stages of attainment. Pupils who do not attain this level cannot be guaranteed a place.

11+ Scholarships are available for entry into Year 7. Academic, Music and Sports Scholarships are offered. The tenure of the 11+ Academic and Music Scholarships will be until the end of Year 13, subject to satisfactory academic performance. The tenure of the 11+ Sports Scholarship will be until the end of Year 11, this may be extended to the end of Year 13 based on performance at the 13+ Sport Scholarship assessments.

Pupils applying for a place in Years 6, 7 and 8 who are resident overseas will be asked to sit the online UKSET aptitude tests. This replaces the written papers in Maths and English. All other aspects of the admissions process remain the same.

A reference from the current school is required at all stages of the admissions process to the Prep School.

### **Entry to the Upper School: ages 13 to 18 (Years 9 to 13)**

Pupils joining the Upper School at age 13 (Year 9) from the Preparatory School will sit either the Year 8 Transfer or Scholarship examinations in the Summer term preceding entry. Pupils



who missed out or were unsuccessful at 11+ for Academic, Sport or Music Scholarships may enter for the 13+ scholarships. At 13+ there are, additionally, scholarships awarded for Drama and Art.

Pupils wishing to join The Upper School at age 13 (Year 9) from other prep schools will normally attend welcome visits in Year 5 and 6 and register at this point. They will then attend a pre-assessment day during Lent Term in Year 7. The pre-assessment will be based on an interview and school references. Places will be offered at this stage.

Pupils from other prep schools may also apply in Year 8. They may sit Common Entrance in the Summer Term, offer their own prep school Baccalaureate, or sit the Common Academic Scholarship examination in early May preceding entry.

Pupils applying for a place in Years 9, 10 and 11 who are resident overseas will be asked to sit the online UKiset aptitude tests. This replaces the written papers in Maths, English and Science. All other aspects of the admissions process remain the same.

Pupils wishing to join the Upper School in Year 10 will be assessed by means of the School's own testing procedures. This will include entry tests in English, Maths and Science. In exceptional circumstances places may be available in Y11.

Entry to the Sixth Form (Year 12) for pupils both from within the school and from other schools is usually conditional upon achieving 3 A grades (or grade 7 in the new grading system) and 3 B grades (or grade 6 in the new system) at GCSE. General places for Sixth Form entry are assessed by entry tests and interviews in two potential A Level subjects, and for overseas students there is also an English Language paper. Scholarships are available in Academic, Sport, Drama, Art and Music (as well as a separate Organ Scholarship).

A reference from the current school is required at all stages of the admissions process to the Upper School. An interview is conducted between the prospective pupil and the Director of Admissions: this forms an important part of the admissions process. This will usually take place at Clifton, but can take the form of an online interview when travelling to Bristol is impractical.

### **MONITOR AND REVIEW**

This policy is regularly monitored to ensure that it is working as effectively as possible. It will be reviewed annually and at other times in the intervening period as necessary.