



# 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 applicant's current school's recommendation is an important part of this process.

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 2021) 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).



## ENTRY REQUIREMENTS

### **Entry to Clifton College Nursery and Pre-Preparatory School: ages 0 to 7 (Nursery to Year 3)**

The minimum amount of sessions for the 0-2 provision will be 2 full days or 3 half days. 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. Children joining the Nursery in their pre-school year would be expected to attend for a minimum of three full days or five mornings (including lunch) each week.

Pupils wishing to join Nursery are not formally assessed. As part of the admissions process the College works closely with any prospective parents to understand the needs of each child. This is primarily established through conversations with parents and a report from another setting if available. The College would expect parents to indicate if a prospective child could need 1-to-1 support, either due to their current stage of development or any specific need the parents are aware of.

Pupils wishing to join Reception, 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. A report will also be requested from their previous setting.

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

Pupils wishing to join Years 4 to 8 will be invited to Clifton for a taster day, where they will spend the day in lessons and activities with their current peer group. We require a copy of a pupil's most recent school report from their current school and, in addition, pupils will be required to complete a CAT4 assessment, which looks at a child's individual, underlying ability in English and Maths. The minimum standard normally required is the average national 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 when 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, but this may be extended to the end of Year 13 based on performance at the 13+ Sport Scholarship assessments.

We require a copy of a child's most recent school report at all stages of the admissions process to the Prep School, and for UK pupils, we will also seek a reference from their current school.

Pupils applying for a place in Years 4 to 8, who are resident overseas and unable to attend a taster day, will be required to undergo a virtual meeting with our Deputy Head on a mutually convenient date. All other aspects of the admissions process remain the same.



## **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 the Year 8 Transfer Examinations in the Summer term preceding entry.

We require a copy of a pupil's most recent school report for all external pupils (both UK and international) wishing to join the Upper School in Year 9 and 10. In addition, all pupils will need to complete an online CAT4 assessment, which looks at a child's individual, underlying ability in English and Maths. The minimum standard normally required is the average national level for the age group, based on National Curriculum stages of attainment. Pupils who do not attain this level cannot be guaranteed a place. In exceptional circumstances, places may be available in Year 11 and the entry requirements remain the same as for entry into Year 9 and 10.

Pupils who missed out, or were unsuccessful, at 11+ for Academic, Music or Sport Scholarships may apply for the 13+ Scholarships. At 13+ entry, there are Scholarships awarded for Art, DT and Drama, in addition to Academic, Music and Sport.

Entry to the Sixth Form (Year 12) for pupils both from within the school and from other schools is dependent upon there being a viable and mutually agreeable academic pathway through the Sixth Form. In general, this means students are capable of achieving 3 grade 7s (or A grades) and 3 grade 6s (or B grades) 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, Art, Drama, Sport and Music (as well as a separate Organ Scholarship).

A reference from a pupil's current school, along with a copy of their most recent school report are required at all stages of the admissions process into the Upper School. An interview is conducted between the prospective pupil and the Director of Admissions, which is 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.

## **EQUAL OPPORTUNITIES STATEMENT**

Clifton College maintains an equal opportunities policy in all areas of school life. The aim of this policy is to ensure that no pupil receives less favourable treatment than any other on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The College is committed to making this policy fully effective for all who study and work in the institution.

## **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.