

# Admissions Policy



**Policy Author:** Matthew Wood, Deputy Head Admissions  
**Date Reviewed by Author:** September 2024  
**Next Review:** September 2025

---

Caterham School (the ) welcomes pupils of all faiths, cultures, races and family backgrounds.

This policy aims to set out the particulars of the Senior School's policy in and arrangements for admission of prospective pupils to the School and ensure compliance with the School's responsibilities under the Equality Act 2010 as well as its charitable purposes. The policy also sets out the internal criteria for progression of current pupils at the School. See also the School's admissions policy for the Prep School.

All prospective pupils will be treated equally, irrespective of their or their parents' sex; religion or belief; disability (including HIV status); race (including colour, nationality or ethnic or national origins); sexual orientation; gender reassignment; pregnancy or maternity. Prospective pupils will also be treated equally in respect of their parents' age or marital or civil partnership status.

A satisfactory report and/or reference from the prospective pupil's previous school, with predicted grades for 16+ entry from UK schools.

The successful completion of entry assessments for all pupils entering Year 3 to Year 13.

The completion of a signed Application Form which informs the school of all known special educational needs of the prospective pupil concerned. Please see Special Educational Needs and Disability Section below.

Where applicable, overseas students are required to undertake a language proficiency assessment before a place is offered. This includes assessment of written assessments and interviews in person or via electronic media.

Completion of the entrance procedure, as set out below, for each year group of entry.

All prospective pupils must have the legal right to live and study in the UK, or where appropriate pupils will be sponsored by the School to do so.

The School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006 (as amended). From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the School, the School will comply with the Education (Pupil Registration) (England) Regulations 2006. For most pupils the expected first day of attendance is the first day of the school year, on the induction day.

It is assumed that pupils will automatically progress through the School, subject to him/her meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs. The relevant criteria for progression through the School are set out in this Admissions Policy.

---

**The School will make any reasonable additional or alternative arrangements to ensure that the School's admissions procedures are accessible to disabled children.**

**At least one telephone number at which the parent/guardian with whom the pupil normally resides can be contacted in an emergency (the School also requires a second emergency contact number although this may not be kept on the register).**

**Date of Birth**

**Date of Admission / Re-admission**

**Name and address of previous school**

**Whether the pupil is a day pupil or boarding pupil**

**Name of Year Group on entry (e.g Year 7)**

**The Admissions Register allows for the inclusion and deletion of pupils from the register in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended). The School will inform the local authority of any pupil who is going to be added to or deleted from the School's Admission Register at non-**

**Children who demonstrate exceptional talent**  
**Children whose parents work at the School**  
**NYCC Ability to provide suitable support for the welfare of the child**  
**Extenuating circumstances affecting the child's welfare or his/her family**

**For all our entry points, we operate reserve lists. We keep families updated as to the progress of their application.**

**Year 7 has a five form entry. Day applications can be made online along with payment of a non-refundable Application Fee and submission of a passport copy and recent school report.**

**Scholarships and financial support (bursaries) can also be applied for at this time and scholarship and bursary application forms will be available for families who express an interest along with further details regarding the criteria and process. Candidates selected for consideration for scholarships will normally be invited to attend Caterham after the 11+ Entrance Exams for an audition, assessment and/or interview.**

**After the application closing date (early November when a pupil is in Year 6), we will contact families to arrange an informal interview which will take place before the end of that term.**

**Candidates sit the ISEB Common Pre-Test exams (English, Maths, Verbal and Non-Verbal Reasoning) at their current school in the Autumn Term of Year 6. Those pupils who are unable to take these at their current school are invited to Caterham School on a Saturday in mid-November as an alternative.**

**During the second Saturday in January, we invite all candidates to attend our EDGE Day which involves taster activities as well as two assessment papers (Maths, and an EDGE Paper).**

**We admit between 30 and 40 day and boarding pupils into the school in Year 9.  
DUUgW'bcUXb[ '5Xa lgcgVf those seeking to board at the School.**

**Day applications can be made online when pupils are in Year 6 for deferred entry  
along with payment of a non-refundable Application Fee and submission of a passport  
copy and recent school report.**

**Scholarships can also be applied for at this time and forms will be available for**

[admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk)). The School does not sponsor the visas of day pupils or half weekly.

For further information about our Admissions dates, please refer to the website.

Most of our 13+ day places are given through our Deferred Entry route and so parents wishing to apply for a 13+ place are strongly encouraged to apply through this route. Occasionally, a place does become available, and hence parents who have missed the 13+ Deferred Entry application timeline are encouraged to contact the Admissions Department for further information ([admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk)) regarding the availability of places and where places are available, whether the candidate is eligible to apply for a scholarship. Financial support (bursaries) can be applied for at this time and bursary application forms will be sent to families who express an interest along with further details regarding the criteria and process.

Letters offering a place at the School include the acceptance closing date. 13+ standard entry candidates are offered places for entry to Caterham School at 13 on the basis of their interview, their performance in the Entrance Exams, a report from the Headteacher of their current School and the above additional factors where applicable.

For those seeking to board at the School.

We welcome applications at 16+. The vast majority of pupils stay on following GCSEs, but additional places are available for external candidates wishing to join a vibrant, active and friendly Sixth Form. Day applications can be made online along with payment of a non-refundable Application Fee and submission of a passport copy and recent school report.

For those seeking to board at the School.

the applicable.

actual grades, though other specific Scholarships are available as outlined on the school website.

The qualification for Sixth Form entry for external candidates is 44 points (or equivalent) from the best 6 IGCSE/GCSE subjects. Additionally, there are specific entry requirements for each A Level Subject and this information is forwarded to prospective families at enquiry or application stage.

Sixth Form offers for day places are made to candidates subject to a satisfactory [admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk). Day offers are conditional upon satisfactory GCSE grades (see above) and the offer is confirmed on receipt of IGCSE/GCSE results certificates.

Pupils educated abroad but who are applying for day places should contact the Admissions Department for further information ([admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk)). The School does not sponsor day pupils on a Child Student Visa.

For further information about our Admissions dates, please refer to the website.

Caterham School has a thriving boarding community and an experienced and dedicated team of boarding staff ensures a warm and caring atmosphere across all of our boarding houses. Family-friendly weekly boarding secures time at home each weekend with an action packed week at School. Full boarding also remains a very popular option.

**Full and Weekly Boarding:** our entry points are 13+, 14+ and 16+. Candidates apply in the Autumn prior to the year of entry. We are pleased to sponsor student visas for Weekly and Full Boarding pupils.

**Half Weekly Boarding** is available at 11+ and 13+ deferred entry. Please note that we do not sponsor child student visas for these places.

Our boarding application form is not available online and therefore families will need to request this from the Admissions team ([boardingadmissions@caterhamschool.co.uk](mailto:boardingadmissions@caterhamschool.co.uk)).

Boarding candidates who are UK-based should contact the Admissions team for guidance on this process. If your child currently attends a school in the UK, we are happy to consider a private application.

International candidates may apply using one of our registered Agents. Further guidance is available from the Admissions team ([boardingadmissions@caterhamschool.co.uk](mailto:boardingadmissions@caterhamschool.co.uk)).



**Boarding applications can be made via one of our registered agents, a non-registered agent, or privately, by completing the boarding application form along with payment of a non-refundable Boarding Application Fee and submission of a passport copy and recent school report.**

**Boarding candidates who are applying for Year 9 and Year 10 sit exams in English and Maths (non-calculator). International candidates who are applying for Year 12 sit papers in appropriate subjects based on their A Level options. Exams are taken at York University or the nearest British Council office. Candidates who perform to the required standard in the Entrance Exams will be invited for interview.**

**UK-based boarding candidates applying for 13+, 14+ or 16+ (Standard and Deferred Entries) attend the exam date published for day pupils. Candidates are interviewed, and references (with predicted GCSE/IGCSE grades for 16+ candidates) are requested**



**applying for financial assistance for a place for your child please contact the Registrar for details.**

---

**A number of scholarships are available. Please see the School's website for further information or contact the Registrar for details.**

---

**There is one automatic fee discount available: a 10% sibling discount is available on the fees for a third and any subsequent child attending the School and is claimable as long as three children remain at the School.**

---

**The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.**

**The level and frequency of training depends on role of the individual member of staff.**

**The School maintains written records of all staff training.**

---

**All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.**

**A confidential admissions record will be kept for each prospective pupil.**

**The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.**