



THE PERSE
SCHOOL
CAMBRIDGE

Admissions Policy & Procedures

The Perse School

April 2020

This policy can be made available in large print or other accessible format if required.

Introduction

1. The Perse School (“the School”) is an independent day school in Cambridge for pupils aged between 3 and 18. It comprises the Relevant Schools (the Perse Pelican Nursery and Pre Preparatory School including the EYFS setting (**the Pelican School**), the Perse Preparatory School (**the Prep School**) and the Perse Upper School (**the Upper School**).
2. The Head of the Relevant School (the Head) is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
 - (i) To ensure compliance with the School's charitable purposes.
 - (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
 - (iii) To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.
4. This policy has regard to the following guidance and advice:
 - (i) To ensure compliance with the School's charitable purposes.
 - (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
5. The selection criteria, admissions process and interview procedure are determined and reviewed from time to time by the Governors of the School.
6. Please refer to Appendices 1-3 below for specific information relating to each individual school.

Special Education Needs and Disability

7. The School is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled people and those with special educational needs and it will not treat an applicant less favourably on these grounds. However, at present, its facilities, physical and otherwise, for the disabled and those with special educational needs are limited but it will do all that is reasonable to comply with its legal and moral and responsibilities under the *Equality Act 2010* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
8. The School must be made aware of any known disability or special educational need which may affect a child’s ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents or guardians of an applicant who has any

disability or special educational needs must provide the Head with full written details as specified on the Confidential Information section of the Registration Form when applying for admission and any additional relevant information at least two weeks before attending an interview or External Entrance Test at the School. The Upper School's Exam Entrance Concessions document is available in the [Upper School Admissions area](#) on the School's website.

9. The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

Bursaries and Scholarships

10. The School has a separate Bursary Policy which is available in the policy section of the School's website.
11. A number of scholarships and bursaries are available to pupils on entry to the Upper School.
12. The School does not offer scholarships or bursary awards for pupils on entry to the Prep School or the Pelican School.
13. Emergency bursaries are available for parents of Upper School and Prep School pupils who experience a significant change in their financial circumstances which could not reasonably have been foreseen at the time of their child's admission to the School.
14. The School does not offer emergency bursary awards for parents of Pelican School pupils.
15. Please see the School's website for further information or contact the Admissions Department for details.

Entry Points

16. The usual entry points to the School are:
 - Pelican School - Nursery. In addition, some extra places are available in Reception.
 - Prep School - Year 3
 - Upper School - Years 7, 9 and 12 (Lower Sixth)
17. Pupils may be accepted at other entry points if places are available.
18. For the purposes of entry, applicants' ages are calculated according to UK custom. The School does not rigidly apply the 1 September birthday watershed for determining the applicant's eligibility for entry, but an applicant whose birthday falls after 1 September in the year of entry will need to demonstrate that they are of sufficient maturity to cope with the academic and social demands of the School.
19. Occasionally, an applicant may have fallen behind in their education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's

age would normally imply. Occasionally, the School may also offer an outstanding applicant a place in the Prep School or Upper School a year ahead of their chronological age group. The Pelican School does not offer applicants a place in a year ahead of their chronological age. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

Entrance Testing

20. References to the Entrance Test in this policy mean the Assessment Process (Pelican School), External Entrance Test (Prep School and Upper School) or Sixth Form Interview and Tests (Upper School) as appropriate.

Admissions Timetable

21. Open events are held during the year. Parents or guardians of prospective applicants are strongly encouraged to attend, or to arrange a visit to the School, including a tour and meeting with a member of staff, with the prospective applicant prior to applying for admission in order to assess the suitability of the School for the prospective applicant.
22. Parents or guardians of external applicants for all years must complete a Registration Form and pay the appropriate Registration Fee. The Registration Fee is waived in the case of families in receipt of free school meals. The Registration Fee reflects the costs incurred by the School in administering the admissions process before the offer of a place has been made and is non-refundable irrespective of whether or not the registered child actually attends the Entrance Test.
23. The School requires consent to testing from at least one parent/guardian and confirmation that all parties with parental responsibility (i.e. legal responsibility) have been made aware of the application and consent to testing. However, consent given by one parent will be overridden if the other parent/guardian objects in writing. All parents/persons with legal parental responsibility for the child must sign the acceptance form to accept the offer of a place.
24. The Registration Form and Registration Fee must be received by the School by the closing date for the intended year of entry. The closing date for each school is published in the individual admissions areas of the School's website and can be accessed using the following links - [Pelican School](#), [Prep School](#), [Upper School](#) or [Sixth Form](#). See also Appendices 1 – 3 below.
25. Applicants will be considered as candidates for Admission and Entry to the School when the registration form has been completed and returned to the School and the non-returnable Registration fee paid. Admission will be subject to the availability of a place and the prospective pupil and the Parents satisfying the admission requirements at the relevant time.
26. The information provided on the registration form will be used by the School during the admissions process in order to manage and assess the application and the prospective pupil's suitability for a place at the School. The information requested on this form is needed because the School has contractual and statutory duties towards your child. If the prospective pupil is not offered a place, or if the parents do not accept the offer of a place, the School will only

retain this information for as long as it needs to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

27. If the applicant has any special educational needs or disability, parents or guardians must notify the School as set out in paragraph 8 of the Special Education Needs and Disability section above. See also paragraph 9 in relation to any reasonable adjustments required.
28. It is the Parent's responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at this School.
29. Failure to provide required documents (i.e reports, passport etc.) may result in registration being rejected and the applicant may not be able to attend for Entrance testing.
30. The School will seek a confidential written reference from the applicant's current school where applicable and no offer of a place will be made before receipt of this written reference. Where the applicant has been at their current school for less than two years, The School reserves the right to contact the previous school for a reference. However, where a reference has been delayed for any reason, the School may agree to make an offer conditional upon a satisfactory reference being received in due course.
31. After the closing date, parents or guardians who have completed a Registration Form and paid the appropriate Registration Fee will be sent details of the date and times of the Entrance Test, together with any relevant additional information relating to the tests. All tests, including for overseas candidates, take place at the School. Parents or guardians who have not heard from the School one week before the published date of the Entrance Test are requested to contact the School urgently. The School cannot accept responsibility for administrative errors or post going astray or for the prospective pupil being unavailable to attend the Entrance Test on the dates or times offered.
32. Failure to attend the entrance testing day (unless the school receives notification of illness or other exceptional circumstance) will be deemed by the School as confirmation of the parents' intention to withdraw their child from the admissions process.
33. Results of the Entrance Test are confidential to the School and are not released.
34. Letters offering places and scholarships or other awards will normally be sent within one month of the Entrance Test. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the securing and induction fee within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer letter, the School will assume that the offer has been declined and the place may be offered to an applicant from the waiting list. If parents or guardians wish to amend the agreed start date and defer the place this would need to be discussed with the Head on a case by case basis. This would only be agreed in exceptional circumstances (i.e. temporary secondment of parent overseas) and for a limited period of time during which school fees would be payable. The decision would take into account all relevant circumstances however the Head's decision would be final.
35. Letters will also be sent to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list. Details of how the of the waiting list operates in each school can be found in Appendices 1-3 below.

Selection

36. The preconditions for admission are that:
- The applicant is of the appropriate age and sufficient maturity.
 - The family/child have made reasonable attempts to get to know the school e.g. have attended a tour, open day or taster morning,
 - Parents and applicants (in an age appropriate manner) will be expected to engage and support the Perse values which are published on our website.
 - The School is able to provide adequately for any disability or special educational needs (if any) the applicant may have, making reasonable adjustments where necessary.
 - The School, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
 - Any reference provided by the present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant.
 - Fees (if applicable) at the present school have been paid.
 - The applicant has the legal right to live and study in the UK, or for those aged 16-18 will be sponsored by the School to do so.
 - Following entry to the School, the applicant will reside during term time within a reasonable daily travelling distance (usually considered to be one hour's travelling time for the Prep and Upper Schools and 45 minutes travelling time for the Pelican School) from the School with their parents or legal guardian (or in the case of those aged 16-18 where the Parents are resident outside the United Kingdom, in accommodation arranged by an education guardian acceptable to the School).
37. The academic criteria for selection for each Relevant School are set out in Appendices 1 – 3 below.
38. Subject to paragraph 36 above, preference will be afforded to candidates who demonstrate special aptitudes or gifts (with the exception of applicants to the Pelican School). The School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.
39. All applicants will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Applicants will also be treated equally in respect of their parents' age, gender or marital or civil partnership.
40. Admissions Record: A confidential form of Admissions Record will be completed for each applicant. The School has an obligation under the Education (Pupil Registration) (England) Regulations 2006 (as amended) to maintain an admissions register and inform the local authority of any pupil who is going to be added or deleted from the School's admissions register at non-standard transition points. All records created for the purposes of the procedures set out in this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

41. Data Protection: The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website.
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Authorised by	Jonathan Scott On behalf of the Board of Governors
Date	15 th April 2020

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The Perse School, Hills Road, Cambridge, CB2 8QF
+44 (0) 1223 403800 | perse.co.uk

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Appendix 1 – Upper School

Application Deadlines

1. For external applicants for entry into all years other than Year 12 (Lower Sixth), the Registration Form, and Registration Fee must be received by the School by the closing date which is published in the [Upper School admissions area](#) of the School's website. The closing date is typically 1st December in the year prior to entry.
2. For external applicants for entry into Year 12 (Lower Sixth), the Registration Form and Registration Fee must be received by the School by the Lower Sixth closing date which is published in the [Sixth Form admissions area](#) of the School's website. The closing date is typically in early-November in the year prior to entry.

Register of Interest

3. The Upper School operates a Register of Interest List for prospective pupils who:
 - Are seeking entry into the School at the usual entry points i.e. the start of the Michaelmas term for Years 7, 9 and 12 but were not registered for entry prior to the closing dates referred to in Appendix 1 paragraphs 1 or 2 above; or
 - Are seeking entry into the School for any other stage either at the start of the next academic year or during the current academic year.

Should a place subsequently become available, all prospective pupils on the Register of Interest for that school year of entry will be invited to complete a Registration Form, pay the Registration fee and attend for testing.

Entrance Tests

4. External applicants for entry points other than Year 12 (Lower Sixth) are required to sit the External Entrance Tests on the date set by the School which is usually in January in the academic year prior to entry (or at other times in the year when vacancies have arisen). The School will also conduct an interview, usually on the same day.
5. External applicants for Year 12 (Lower Sixth) are required to attend the Sixth Form Interview and Tests and any offer of a place will be conditional on GCSE or IGCSE results (subject to Appendix 1 paragraph 6 below).
6. External applicants for Year 12 (Lower Sixth) who are not taking GCSE or IGCSE examinations must undergo additional testing appropriate to each individual applicant. Any offer of a place made to these candidates will be unconditional subject to Appendix 1 paragraph 7 below.
7. External applicants for entry into Year 12 (Lower Sixth) for whom English is an additional language and all those seeking Tier 4 sponsorship must provide proof that they have achieved an International English Language Testing System (IELTS) score of at least 6.5 with a minimum of 6.5 in each of the listening, reading, writing and speaking sections.

Interview

8. The interview performance is only one of a number of the selection criteria.
9. The aim of the interview will be to explore the academic capabilities of the applicant, their motivation and interests and their maturity and comprehension. The style of the interview is intended to be informal and natural.
10. The interview will not include questions that imply bias in any respect identified in paragraph 39 of the admissions policy and interview procedures will be regularly reviewed by the Senior Management Team to ensure their objectivity.

Selection Criteria

11. The academic criteria for selection for the Upper School are:
 - For external applicants, success in the relevant interviews and entrance tests; and
 - For external applicants, a positive input in any confidential reference received from the applicant's present school; and
 - For external applicants a satisfactory interview at the School; and
 - For Prep School pupils, being judged suitable for progression to the School by continuous assessment of their Prep School work, or by success in the External Entrance Test if required by the Prep School Head; and
 - Year 12 (Lower Sixth) entry - students are normally set an offer based on achieving a minimum number of points at GCSE. The minimum number is published in the [admissions area](#) of the School's website. In normal circumstances the School will expect candidates to have at least a 7 or 8 grade in subjects to be taken at A' level, an 8 grade is required for biology, chemistry, physics and maths and a 9 grade for further maths study; and

Commitment to the School's values as set out in our values statement.

Operation of the Waiting List

12. If, after the acceptance deadline, places remain unfilled, applicants on the waiting list may be offered a place in waiting list rank order.
13. The waiting list will operate for a period of time after the standard acceptance deadline has passed. Thereafter the waiting list will close, and any remaining waiting list applicants will be advised that the School is unable to offer them a place.
14. Parents of unsuccessful waiting list applicants may request that their child be included on the Register of Interest List (see Appendix 1 paragraph 3 above). Should a place subsequently become available, the Parents will be invited to make a separate and new application, requiring completion of a new registration form, payment of the registration fee, and attendance for further testing.

Pupils Transferring from the Prep School

15. Pupils at the Perse Preparatory School do not sit the External Entrance Test. Instead their suitability for the Upper School is judged by continuous assessment of their Prep School work. Prep School pupils whose performance under continuous assessment is giving cause for concern, will be set specific targets by Prep School staff. If these targets are not met, the Prep School Head will consult Parents before the end of the Michaelmas term in Year 6 and may not recommend the Pupil for automatic transfer to the Upper School. If parents would like the Pupil seek entry to the Upper School against the advice of the Prep School Head, they may register the Pupil for entry to the Upper School as described in paragraph 22 of the admissions policy and Appendix 1 paragraph 1, although they will not be required to pay the Registration Fee. Under these circumstances, the Pupil will sit the External Entrance test and be assessed as if they are an external (ie non Perse Prep School) applicant.
16. Pupils who enter the Prep School in Year 6 may also be required to sit the Year 7 External Entrance Test.

Appendix 2 – Prep School

Pre-Test Service (Prep Year 3 entry)

1. The Prep School offers a pre-test service for prospective applicants for entry into Year 3. The purpose of the service is to enable parents to gain an idea of their child's current level of achievement and potential, and to be advised as to whether an application to the School would be appropriate for them at that stage.
2. The pre-test service is entirely optional and voluntary. The pre-test is not part of the official admissions procedure or a requirement prior to registration, but simply a source of guidance and advice.
3. Further details of the pre-test service, including the fee and how to register interest, are available on the [Prep Admissions area](#) of the School website.

Application Deadline

4. The Registration Form and Registration Fee should be received by the School by the closing date which is published in the [Prep admissions area](#) of the School website. Typically this will be in the first week of December in the calendar year preceding intended entry.

Register of Interest

5. The Prep School operates a Register of Interest List for prospective pupils who are seeking entry into the School during the current year or at the start of the next year but were not registered for entry prior to the closing dates referred to in Appendix 2 paragraph 4 above.
6. Should a place subsequently become available, all prospective pupils on the Register of Interest for that school year of entry will be invited to complete a Registration Form, pay the Registration fee and attend for testing.

Entrance Tests

7. External applicants are required to sit the External Entrance Test on the date set by the School which is usually in the January prior to the academic year of entry (or at other times in the year when vacancies have arisen).

Selection Criteria

8. The academic criteria for selection for the School are:
 - For external applicants, success in the School's External Entrance Test; and
 - For external applicants, a positive confidential reference from the applicant's present school; and
 - For Pelican School pupils, being judged suitable for progression to the Prep School by continuous assessment of their Pelican School work, or by success in the External Entrance Test if required by the Pelican School Head; and

- Commitment to the School's values as set out in our values statement.

Operation of the Waiting List

9. If, after the acceptance deadline, places remain unfilled, applicants on the waiting list may be offered a place in waiting list rank order. The waiting list will remain open until the start of the summer term prior to the intended year of entry.
10. Waiting list places are not carried over to the following academic year. Parents of unsuccessful waiting list applicants may request that their child be included on the Register of Interest (see Appendix 2 paragraph 5). Should a place subsequently become available, the parents will be invited to make a separate and new application, requiring completion of a new registration form, payment of the registration fee, and attendance for further testing.

Pupils Transferring from the Pelican School

11. Pupils at the Perse Pelican School do not sit the External Entrance Test. Instead their suitability for the School is judged by continuous assessment of their Pelican School work. The Pelican School Head will consult with Parents before the end of the Michaelmas Term in Year 2 if there appears to be any reason why their child may be refused a place at the Prep School. If, as a result of continuous assessment and teacher assessment, the Prep School is unable to offer the child a place, the staff at the Pelican School will work with the parents to find a suitable school for their child. If parents would like their child to seek entry to the Prep School against the advice of the Pelican School, they may register their child for entry to the Prep School as described in paragraphs 22 of the admissions policy and Appendix 2 paragraph 4, although they will not be required to pay the Registration Fee. Under these circumstances the child will sit the External Entrance test and be assessed as if they are an external (ie non-Perse Pelican School) applicant.

Appendix 3 – Pelican School

Application Deadlines

1. For applicants for entry to the Pelican School, the Registration Form and Registration Fee must be received by the School by the closing date which is published in the [Pelican School admissions area](#) of the School's website. The closing date is typically in mid October in the year prior to entry for Reception and in the first week of December in the year prior to entry for Nursery.
2. Late applications received after the registration deadline referred to in Appendix 3 paragraph 1 above will be registered for entry in the following academic year. However if a place in the original intended year of entry becomes available after the waiting list has closed, they will be invited for testing along with unsuccessful waiting list applicants who have re-registered
3. If a place is available at any other point in the year, the School may accept a Registration Form along with the appropriate Registration Fee for a prospective pupil after the published closing date. An assessment time will be arranged with the parents of the registered child.

Assessment Process

4. Children registered for entry into Nursery or Reception will be invited with a parent or carer to attend at least one play session during the week before the assessment. This is designed to help the children to become familiar and comfortable with the Perse Pelican and the staff. Children registered for entry into Years 1 or 2 will be invited to spend a day in an appropriate class as part of the Assessment Process.
5. Parents of Nursery applicants will be provided with a form to request their preferences for sessions in the nursery at the time of the play session. This form must be returned to the School when the applicant attends the selection playgroups. This form does not form part of the admissions process and the number of sessions indicated does not have any bearing on the offer of a place.
6. With the exception of Reception, assessments for entry to the School in the following September take place during the preceding January. Assessments for entry to Reception in the following September take place during the preceding Michaelmas term, one year ahead of the child's proposed date of entry to the School. Once registered, parents or guardians who have completed a Registration Form and paid the Registration Fee will be sent details of the date and times of the play or class sessions and Assessment Process. Parents or guardians of registered children who have not heard from the School by the beginning of the Michaelmas Term (for entry into Reception) or the beginning of the Lent Term (for entry into all other years) should contact the School urgently. The School cannot accept responsibility for administrative errors or post going astray or for the prospective pupil being unavailable to attend the Assessment Process on the dates or times offered.
7. Letters offering places at the Pelican School will normally be sent within one month of the Assessment Process. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the securing and induction fee within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer letter, the School will assume that the offer has been declined and the place may be offered to an applicant from the waiting list. If parents or guardians wish to amend the agreed

start date and defer the place this would need to be discussed with the Head on a case by case basis. This would only be agreed in exceptional circumstances (i.e. temporary secondment of parent overseas) and for a limited period of time during which school fees would be payable. The decision would take into account all relevant circumstances however the Head's decision would be final

Selection Criteria

8. The criteria for selection in the Pelican Pre-Preparatory School are:
 - Success in the Pelican Assessment Process; and
 - Commitment to the School's values as set out in our values statement.

Waiting List

9. If after the acceptance deadline, places remain unfilled, applicants on the waiting list may be offered a place.
10. The waiting list will remain open for a set period of time, typically one month after the acceptance deadline.
11. Upon closure of the waiting list, parents of any remaining applicants will be advised that the School is unable to offer a place. The parents may re-register their child for the following academic year by completing a new registration form and paying the appropriate registration fee. If a place in the original year of entry subsequently becomes available, registered applicants will be invited for further testing.

Toilet Training

12. Whilst recognising that it is inevitable that children have accidents, all children are expected to be toilet trained and out of nappies / pull ups prior to entering the Pelican School. Parents should establish a toilet routine, including their child knowing when they need to go to the toilet, at least two months prior to the start of the term of entry.