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This policy should be read in conjunction with:

- School's Terms and Conditions
- City of London Corporation Equal Opportunities Policy
- The Equality Act (2010)
- The SEN Code of Practice (2015)
- The Children Act (1989)

### 1. Statement

City Junior School, the junior school of City of London School (CLS) and City of London School for Girls (CLSG), is a non-denominational, academically selective, independent day school for girls and boys aged 7–11. Most children are admitted to the school following annual assessments at 7+. The assessments are held in December and January prior to entry in September the following academic year. Occasional places may be available at other ages. Admission is through an appropriate assessment exam and other assessment processes including an interview or team exercises at the school or another suitable location.

We welcome staff and pupils from all cultures, faiths and backgrounds and it is the intention of the school to make its selection procedure equally accessible to all candidates regardless of religion, ethnicity, disability or background. The school aims to provide a stretching, challenging academic education for pupils at the top end of the ability range. The school also aims to provide a full and rounded education which helps to develop pupils morally, spiritually, socially and culturally, as well as intellectually. City of London School for Girls and City of London School have a long tradition of religious, ethnic, neuro and social diversity within their pupil bodies, which City Junior School will seek to continue and preserve.

## **2. Aims**

- 2.1 To identify and admit pupils from all backgrounds who have met our academic standards and will benefit from an academic education.
- 2.2 To admit pupils who will contribute to and benefit from the ethos and opportunities available at the school.
- 2.3 To treat all candidates fairly and sensitively.
- 2.4 Our policy is to apply these criteria to all applicants regardless of additional needs or disability. We recognise the importance of ensuring that the school's culture, policies and procedures are accessible to children who have SEND. We are committed to complying with our legal and moral responsibilities outlined in the SEN Code of Practice (2015) and the Equality Act (2010).

## **3. Procedures**

- 3.1 Full details of entry procedures are published and updated annually on our website.
- 3.2 The closing dates for applications are published on the school website.
- 3.3 All families applying are encouraged to visit the school on an Open Day. The school welcomes applicants with special needs and/or disabilities (SEND), providing that it is able to meet their educational needs. We also welcome applicants with other disabilities provided that our school site can safely accommodate them. Where an applicant has an additional need or disability,

pre-application contact with the SENDCo is encouraged. Parents must provide a copy of an educational psychologist's report or a medical report if they have one. All admissions are by competitive assessment and interview.

- 3.4 At 7+ the assessment consists of reading comprehension, story writing and mathematics. Following the written tests selected potential entrants are also invited to take part in practical activities. We aim to recognise the child's potential for a successful academic career at the junior school and later at CLSG or CLS. Except in a few instances in which there may be concerns about the progress of a pupil, pupils are admitted to the relevant Senior School without the need to sit the 11+ exam.
- 3.5 Parents/guardians wishing to apply for Access Arrangements should submit evidence when they register their child. The school follows JCQ guidelines. Access Arrangements will be offered where a history of need is supplied by the child's current school, supported by appropriate professional guidance. Access Arrangements will not be offered based solely on a professional report. The school reserves the right to offer alternative arrangements to those that the child receives in their current setting.
- 3.6. At 7+, the school will set every year a pass mark above which every candidate will be interviewed and a mark below which no candidates will be interviewed. The marks will vary from year to year depending on the outcomes of the assessments. Between those two marks, there will be a pool of candidates out of which the school will select pupils for interview based on the following criteria in order of preference:
  1. Candidates who have been or are Looked After (definition as per section 22 of The Children Act 1989)
  2. Candidates currently enrolled in a state school and in receipt of Pupil Premium
  3. Candidates currently enrolled in a state school
  4. Candidates who have siblings currently at CJS, CLSG or CLS.

If a candidate falls under several of these categories, he/she will be considered under the highest ranking. Candidates within each category will be ranked by exam outcome.

The school will identify no less than 10 % and no more than 15% of the total

number of candidates for interview from this pool.

- 3.7 As a fully co-educational school, the school will seek to recruit equal numbers of girls and boys whilst acknowledging that equal numbers will not always be possible and suitability for the school and its academic education will take precedence.
- 3.8 Offers of places and acceptances are made to a published timescale.
- 3.9 A waiting list is compiled.
- 3.10 The results of the assessments are not discussed with the parents or made public.
- 3.11 The school is a fee-paying independent school, but seeks to be as accessible as possible to all able children, regardless of their parents' ability to pay.