City Junior School

ADMISSIONS POLICY

Policy last reviewed by:	Matthew Foster (Head), Samantha Robson (Head of Admissions, Communications & Operations)
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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 (CJS), 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+ and pupils selected will join one of the Year 3 classes. The assessments are held between November and January prior to entry in September of the following academic year. Occasional places may be available at other ages. Admission is through an appropriate two-part assessment process including assessment papers, some practical group tasks and individual conversations with each child. These are held at the school.

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 provides 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. CLSG and CLS have a long tradition of religious, ethnic, neurodiversity and socio-economic diversity within their pupil bodies, which City Junior School seeks 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, admissions fees and closing dates for applications are published and updated annually on our website.

3.2 All families applying are encouraged to visit the school for an open event, held in the summer and autumn term prior to entry in September the following academic year. The school welcomes applicants with special needs and/or disabilities (SEND), provided 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.

3.3 At 7+, the assessment consists of reading comprehension, creative writing and mathematics papers. Following the written assessment, selected candidates are invited back to the school for the second stage of the assessments, when they will take part in practical activities. At this stage, we seek a reference from the candidate's current school.

3.4 All candidates are required to sit the entrance assessments in person at City Junior School, and overseas assessments are not offered.

3.5 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.

3.7 Parents/guardians wishing to apply for Access Arrangements should submit evidence when they register their child. Provision will be made in the entrance assessments for pupils who have SEND if they provide the school with an up-to-date assessment of need, substantiated by evidence from their current school:

- If pupils have a physical disability or a medical condition, a letter or report from a relevant medical practitioner is required.

- In the case of Specific Learning Difficulties, the school requires a written report from a Specialist Teacher, Educational Assessor or an Educational Psychologist showing the pupil has a SEND and demonstrating the impact of the barrier on assessment performance. This report should ideally have been undertaken less than two years before the entrance assessment date; if the report is older than two years, you should contact us for guidance prior to commissioning a new report.

- In both cases, a letter from the SENDCo of the pupil's current school must be obtained to ensure arrangements proposed in the report(s) above are currently in place for the candidate and are their regular way of working.

Access arrangements in the entrance assessments cannot be considered without up-to-date documentation.

3.8 In line with the school's duties under equality legislation, and in accordance with Joint Council for Qualifications (JCQ) guidance where relevant:

- the admissions team works closely with the SENDCo to consider requests for access arrangements for the entrance assessments, applying JCQ regulations when determining eligibility;

- the school will make reasonable adjustments, where appropriate, to the admissions process to enable candidates with SEND to participate fully and to the best of their abilities, avoiding substantial disadvantage wherever it is reasonable to do so; and

- the school will consult with parents/guardians about the adjustments that can reasonably be made to meet a pupil's needs during the admissions process and, where applicable, following an offer of a place.

3.9 At 7+, the school will set every year a pass mark above which every candidate will be invited to attend the second round of assessments 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 the second round 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, they will be considered under the highest ranking. Candidates within each category will be ranked by assessment outcome.

The school will identify from this pool no less than 10% and no more than 15% of the total number of candidates invited to the second round.

3.10 As a fully co-educational school, City Junior 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.

3.11 The school may admit a child outside their chronological year group if they have consistently been educated in a different year group. Such decisions will be made at the discretion of the school and in the best interests of the child.

3.12 Offers of places and acceptances are made to a published timescale which is agreed with other independent primary schools.

3.13 A waiting list is maintained following the assessment period. If a place becomes available prior to the start of the autumn term following the assessment period, it will be offered to a candidate on the waiting list. After the start of that autumn term, the waiting list is closed.

After the waiting list has closed, parents may register their interest in an occasional place for a future year. Children applying for an occasional place will be required to sit an assessment for entry into that year group. Boys applying for a 10+ place at City of London School are not eligible to apply for a Year 6 occasional place at City Junior School. Families must choose one route only, as these two options are mutually exclusive.

3.14 The results of the assessments are not discussed with the parents or made public. Feedback is not provided.