ADMISSIONS POLICY

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Aims of this policy

- To ensure compliance with the School's charitable purposes. The School is an academically-and-musically-selective, mainstream, Catholic school, for day boys aged 4-13 and for choristers aged 8-13 years.
- To identify and admit choristers who will contribute to and benefit from membership of our boarding community and who are able to perform to the high musical standards required by the Head Master and the Master of Music. Choristers, who board during the week, are supported by a well-resourced team of staff, responsible for their pastoral welfare and wellbeing, led by the Head of Boarding.
- To identify and admit day boys who will benefit from an academic education and who will contribute to and benefit from the Catholic ethos and practice of the School.

Boarders (Years 4-8)

Due to the particular nature of the duties attached to a choristership at Westminster Cathedral, and in accordance with the School's designated status, all probationers and choristers must be baptised, practising Roman Catholics.

Day boys

The School welcomes applications from families whose boys will benefit from the Catholic ethos, practice and academic life of the School.

Principles of selection

If competition for places is such that a choice has to be made between two or more boys who meet our admission requirements, after all appropriate allowances and special consideration has been given, the School will give preference to:

- a boy who is a baptised and practising Roman Catholic (in the case of day boys);
- a boy with a sibling in the School;
- a boy whose parent is a current member of staff;
- a boy with a particular skill, talent or aptitude.

Disability and special educational needs

The school will take reasonable steps to avoid putting disabled pupils at substantial disadvantage in matters of admission.

The School will seek to admit boys who meet the entrance criteria and who would flourish in the School. Where a boy has a disability or special educational need, the School will make reasonable adjustments to comply with its legal and moral responsibilities under the Equality Act 2010, Special

Educational Needs and Disability Act 2001 and the SEND Code 2014. Currently, accessibility in the School is limited by the nature of its premises.

Parents should inform the School, in writing, of their son's disability or special educational need when they register their son, explaining its potential impact on his participation in the admissions process and subsequently on his taking up a place, if offered. Prior to accepting an offer, parents should again provide full and up-to-date written details of their son's disability or special educational need. This enables the School to consult with professionals about the adjustments that would be needed and whether these can reasonably and practically be met. If a disability or special educational need emerges after admission, the School will consult with professionals and parents about what reasonable adjustments can be made to enable the child to continue to access his education at the School. Some necessary adjustments may, however, be beyond the School's scope for provision.

The School reserves the right to withdraw a place at the School if parents deliberately withhold information relating to their son's health, allergies, disabilities or learning difficulties. For further details, the School's Accessibility Plan is available upon request.

Open mornings

Open mornings are the means by which parents and boys can visit the School, see teaching in action, and meet the Head Master, or Head of Pre-Prep, and staff.

The School advertises the dates of open mornings on its website throughout the year.

Registration in the School

Boys may be registered for the School at any time prior to the autumn of the year preceding their proposed entry into the School. Registration does not constitute an obligation on either the School or the parents to offer or accept a place at the School. The registration fee is £200. The method of registering and contact details are available on the School website: http://www.choirschool.com/admissions.html

Standard entry points

Admission to the School is usually at 4+, 7+ and 8+, but applications will be considered into other year groups if places are available and the applicant meets the School's entry criteria.

Date of birth criteria

Admission at 4+	Fourth birthday must fall on or before 31st August in his year of entry.
Admission at 7+	Seventh birthday must fall on or before 31st August in his year of entry.
Admission at 8+	Eighth birthday must fall on or before 31st August in his year of entry.
Admission at 9+	Ninth birthday must fall on or before 31st August in his year of entry.
Admission at 10+	Tenth birthday must fall on or before 31st August in his year of entry.
Admission at 11+	Eleventh birthday must fall on or before 31st August in his year of entry.
Admission at 12+	Twelfth birthday must fall on or before 31st August in his year of entry.

Entry into adjacent year groups
In exceptional circumstances, the School will consider the offer of a place to a boy one year ahead or behind their standard year group if the School considers, as a matter of professional judgment, that this would be in the best interests of the boy and the School. Parents must write to the Head Master at least four weeks before the application deadline to present their case for his consideration.

Admissions procedure
Our admission procedure has five elements:

- academic and, in the case of chorister applications, musical assessment tests;
- boarding assessments for all chorister applicants;
- interviews/age-appropriate activities for boys;
- academic, character and, where applicable, musical references;
- disability assessments (if applicable).

These procedures apply at the main points of entry: 4+, 7+ or 8+, and also to boys for available places in other year groups.

Entry tests
At 7+ / 8+ boys sit tests in English and Mathematics. Sample papers can be downloaded from the School website.

Interviews
In addition to sitting an assessment, boys will receive a brief interview / age-appropriate activity to ascertain their interests, attitude to learning and character.

Character reference
The Head of the boy's current School will be asked to provide a written reference as to the boy's academic ability (and musical ability where appropriate), attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances, such as special educational needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs).

Special circumstances
A boy's performance may be affected by particular circumstances, for example:

- illness during, or preceding, the tests;
- family circumstances, such as a recent bereavement;
- educational history, such as education outside the English system;
- disability or special educational need;
- english as an additional language (EAL).

In any of these cases, we may request further information such as: a medical certificate or educational psychologist's report; any associated correspondence or details from the boy's current school (including samples of work); any family history of dyslexia; or any further information needed to form a fair view.

Terms and conditions

The admission of any boy is at the discretion of the Head Master and is conditional on written acceptance of acceptance of the School's Terms and Conditions, which are supplied with the Acceptance Form and detailed in the Parents' Handbook.

Data Protection

Any data provided to the School in the course of the admissions process will be processed in accordance with the School's Privacy Notice.