



ADMISSIONS POLICY

1. RATIONALE

St Helen's aims to provide an excellent, well balanced, academic education and the admissions process is designed to select pupils who will thrive and flourish in the learning environment.

2. OBJECTIVES

To provide parents and girls with as much information about St Helen's and the education it provides.

To help every individual girl starting at St Helen's settle in as quickly and as happily as possible.

To begin a partnership with parents

To assess all children who register regardless of race, colour, nationality, sexual orientation, religion or disability.

To assess children in a fair and consistent way to ensure that girls are offered places who are suited to the environment and programme that St Helen's offers.

3. SUCCESS CRITERIA

The policy will be deemed successful if the girls and parents receive appropriate information about the school and when joining the school both the girls and parents settle well and thrive in the environment.

4. METHODOLOGY

4.1 Initial Enquiry

Details of the child's name, address and date of birth are taken and a prospectus is sent by the Registrar. The parents are offered an opportunity to be shown around the school individually where they meet the Head. They are also invited to visit the school on an Open Day.

4.2 Registration

To register a girl formally, the registration form, which is enclosed with the prospectus, must be filled out and signed by those with parental responsibility. This should be returned to the school together with a cheque and the non-returnable registration fee.

4.3 Little St Helen's

Entry is selective as a result of observations made during group play situations for 3+ and 4+. There is also an individual interview for 4+ shortlisted candidates with the Head of Little St Helen's. These assessments take place early in the Spring Term.

4.4 Junior School

Main entry is at 7+ through the Junior School Entrance Examination which consists of written papers in English, Mathematics, and Non-Verbal Reasoning. Following the written papers a shortlist of candidates will be called for further activities and an interview with the Head of Junior School. These assessments take place early in the Spring Term.

4.5 Senior School

Main entry is at the age of 11+. St Helen's is part of The North London Independent Girls' Schools' Consortium and the entrance examination takes place early in the Spring Term when the girls spend the day in school. Papers are set in English, Mathematics and Verbal Reasoning. A shortlist of candidates is called for interview and from these the final selection is made. No past papers are published. However, The Consortium's English and Mathematics sample paper is available on the website or on request to the Registrar.

Girls wishing to join the 6th Form and follow the 2-year course leading into either the International Baccalaureate or A Level require A*, A, B, grades in at least 7 GCSE subjects, including English, Mathematics (A* = 8, A = 7). An A grade in most subjects to be studied at the International Baccalaureate higher level, A or AS Level or in appropriate alternative subjects. A total of 42 points is needed in 7 subjects. All candidates must meet the minimum requirements. For entry external candidates take papers in 4 subjects they wish to study in the 6th Form. The entrance examination takes place in the second half of the Autumn Term. Shortlisted candidates are called for interview and a current Head's reference will be requested.

4.5 Occasional places

Occasional places in other age groups may sometimes be available throughout the school. For such vacancies written entrance examinations and interviews are individually arranged with the Registrar.

5. EVALUATION

The SLT and Registrar are responsible for evaluating the effectiveness of this policy by:

- 5.1 Reviewing the Admissions procedures for all parts of the school.
- 5.2 Reviewing the progress of how the new girls and their parents settle into the school.
- 5.3 Reviewing the material that parents receive before joining the school.

7. REVIEW

This policy is to be reviewed annually by the SLT.

Date reviewed Spring 2010
To be reviewed: Spring 2011