



**CRANLEIGH**  
EX CULTU ROBUR

## ADMISSIONS POLICY

This policy sets out the criteria for admission to Cranleigh School and Cranleigh Preparatory School. Prospective parents are advised to read this policy in conjunction with the prospectus and the following School policies: *Safeguarding (Child Protection)*, *Equality*, *Special Educational Needs and Disability* and the *Accessibility Plan*.

### 1. Aim

Cranleigh School and Cranleigh Preparatory School are operated by Cranleigh School which is a charitable trust and which seeks to benefit the public through the provision of an all-round boarding and day education for young people with students from diverse backgrounds, parents whose families live overseas and some international students. It is supported in its aim to facilitate access to those who through financial or other means would be excluded by the level of fees, by the School's bursary programme.

### 2. Responsibility

- The Headmasters are responsible for setting and reviewing the *Admissions Policy* and for all decisions on admissions, advised by the Director of Admissions, Head of Admissions CPS, and where appropriate the Director of Operations;
- The Director of Admissions and Head of Admissions CPS are responsible to the Headmaster for administrative matters pertaining to admission;
- The Director of Finance, in conjunction with the Director of Admissions, is responsible to the Headmaster for the administration of bursaries.

### 3. Entry points

Cranleigh School and Cranleigh Preparatory School are selective schools and are oversubscribed.

The standard entry points are at 7+, 11+, 13+ and 16+.

Cranleigh School may occasionally have places available at 14+. Cranleigh Preparatory School may occasionally have places available at 8+, 9+ and 10+.

Provided there are places available, pupils may enter in any year in so far as the School is able to meet the needs of a prospective pupil without impairing the education of other pupils and there are sufficient vacancies in the appropriate year group or boarding house.

Pupils who apply after the Holistic Review days or for entry to other year groups will be assessed individually or in groups. Standardised tests and written tests appropriate to their entry point will be set.

#### 4. Admissions process

- **Enquiry and Visits:** parents are most welcome to contact the Admissions Office to request a prospectus or to arrange a visit. At Cranleigh School, Welcome Mornings are available on most Saturday mornings each term and Open Mornings take place once a term at Cranleigh Preparatory School. Families can meet the Headmaster, tour the school and meet teaching and boarding house staff and students. Individual visits are also available each week. It is expected that all families should visit Cranleigh prior to registration;
- **Registration:** registration must take place before the admissions process begins and parents are required to sign up to the admissions portal and complete the on-line registration form and pay a non-refundable registration fee. Completion of the registration form does not constitute the offer of a place. Pupils of Cranleigh Preparatory School do not need to re-register for entry to Cranleigh School.
- **Holistic Review:** registered prospective pupils will undertake a Holistic Review comprising an academic assessment, a Holistic Review day at Cranleigh and character references.
- **Character references:** the Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school.
- **ISEB Pre-test:** 11+ and 13+ candidates will take this on-line test during the Michaelmas Term
- **Holistic Review Day:** all registered prospective pupils who have completed the ISEB pre-test will be invited to a Holistic Review Day.
- **Offer of a Place:** an offer will be made following the Holistic Review if the prospective pupil meets the School's admissions criteria.
- **Acceptance of Offer:** parents are required to return the acceptance form and pay a deposit within the specified dates set out in the offer letter.
- **Waiting List:** there will normally be a waiting list for most years of entry. Priority on the waiting list is given to siblings of current pupils and to prospective boarders, providing they reach the required admissions criteria. Places will be allocated after the final acceptance date as they become available.

#### 5. The Holistic Review

Admission to Cranleigh School and Cranleigh Preparatory School is based on a Holistic Review of each applicant to ensure that he or she is able to contribute to and benefit from the Cranleigh ethos and maintain and develop the standards of the School in its academic and various activities.

The Cranleigh ethos is characterised by excellence in learning and breadth of opportunity within a boarding community. Those who flourish at Cranleigh will have sufficient academic ability to rise to the challenge of high expectations in the classroom and in private study; they will willingly take part in a range of activities and support their fellows in their pursuits and interests. Cranleigh does not expect every candidate to be an extrovert or to follow a type or to be excellent in all areas; it values strongly those candidates who try their hardest, participate, take a risk and contribute to a friendly atmosphere in the houses and around School. The Holistic Review is designed to ensure that those who are admitted to Cranleigh will benefit from and contribute to the School's holistic ethos.

#### 7+, 8+, 9+, 10+ Entry

Children spend half a day at Cranleigh Preparatory School. They are assessed (not examined) to ensure they are able to cope with a mainstream curriculum. The school assesses each child's English and Mathematics ability and potential. Importantly the school looks to see if it is able to serve the child responsibly and that the child will become involved in many of the opportunities on offer.

### **11+ Entry**

Candidates will take the ISEB pre-test during the Michaelmas Term prior to the year of entry. The ISEB assessment will act as an initial indicator of whether a child might flourish with us at Cranleigh, but it will not stand in isolation and is not a screening process. All candidates will then be required to undertake the Holistic Review during the Michaelmas Term, prior to the year of entry, for the 13+ Deferred Entry at Cranleigh School.

Only candidates who are successful in the Holistic Review for 13+ Deferred Entry will be offered a place for 11+ Entry.

### **Cranleigh School**

There are two modes of entry to Cranleigh School: Advance Placement and Cranleigh Entrance. Up to 90% of places will be available on Advance Placement and 10% retained for Cranleigh Entrance.

Pupils of Cranleigh Preparatory School will be required to undertake the Advance Placement procedure. Progression from Cranleigh Preparatory School to Cranleigh is subject to the successful completion of the Advance Placement.

### **13+ Deferred Entry (Year 6) - Advance Placement**

Advance Placement is for applicants who, after parental discussion with the pupil's current Head, are advised to apply (in Year 6) for a 13+ deferred entry place. Applicants will be invited to take the ISEB Pre-test during the Michaelmas Term and to attend a Holistic Review Day in January of Year 6.

The Holistic Review will consist of:

- a report from the Head of the applicant's current school; given in confidence
- interview and activities at Cranleigh School, which will draw out an appreciation of the applicant's interests, aptitudes, achievements, hobbies and ambitions, and what they will hope to contribute to and gain from Cranleigh. Interviews and activities will be with a member of the Admissions department or a senior member of staff, each of whom is experienced in knowing the type of pupil who is most likely to fit in and flourish at Cranleigh;
- a short English (free writing) assessment (taken at Feeder School);
- group discussion;
- team building activities or sports assessments;
- undertaking end of year 8 examinations or Scholarship Examination and pupils not being prepared for year 8 examinations will sit Cranleigh Papers.

Candidates who have been offered places for 13+ entry will be expected to continue to follow their current school's curriculum (Common Entrance, Prep School Baccalaureate, etc.) and to sit examinations as appropriate. Parents accepting an offer of a place for 13+ entry are required to declare that Cranleigh is their first choice of school prior to 1 March deadline. Cranleigh reserves the right to re-evaluate an advance placement in the event of below expected performance in end of year 8 examinations. All parents are strongly advised to consult with their current Head or person responsible for Senior School placements before applying for Cranleigh.

### **13+ Cranleigh Entrance (Year 7 & 8)**

Cranleigh Entrance is for candidates who by their current Head's recommendation are thought suitable for Cranleigh at 13+ and are likely to better a 60% average at Common Entrance or school examinations, but who are perhaps not ready for an Advance Placement assessment in January of Year 6.

Those candidates applying for the Cranleigh Entrance mode will be invited for Holistic Review Days during Years 7 & 8.

Candidates who are unsuccessful at the Deferred Entry stage may reapply to undertake the Cranleigh Entrance.

The Holistic Review will consist of:

- a report from the Head of the applicant's current school, given in confidence;
- interview and activities at Cranleigh that will aim to draw out an appreciation of the applicant's interests, achievements, hobbies and ambitions, and what they will hope to contribute to and gain from Cranleigh; these interviews and activities will be with a member of the Admissions department or a senior member of staff, each of whom is experienced in knowing the type of pupil who is most likely to fit in and flourish at Cranleigh;
- undertaking end of year 8 examinations or Scholarship Examination and pupils not being prepared for year 8 examinations will sit Cranleigh Papers.

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### **14+ Entry**

There are occasionally places available at 14+ for the first year of GCSEs. Places are offered according to availability throughout the year in advance of entry with no fixed assessment day. Applications for a waiting-list place at 14+ are welcome at any point.

The Holistic Review will consist of:

- a report from the Head of the applicant's current school, given in confidence;
- CAT 4 tests or equivalent;
- interview at Cranleigh which will draw out an appreciation of the applicant's interests, aptitudes, achievements, hobbies and ambitions, and what they will hope to contribute to and gain from Cranleigh. Interviews and activities will be with a member of the Admissions department or a senior member of staff, each of whom is experienced in knowing the type of pupil who is most likely to fit in and flourish at Cranleigh.

### **16+ Entry**

The number of places available for entry at 16+ is limited and competitive. Although Cranleigh welcomes applications throughout the year preceding Lower Sixth entry, the dates set for assessments and scholarship examination are in the November of Year 11. It is likely that places will be filled by the following January.

The Holistic Review will consist of:

- a report from the Head of the applicant's current school, given in confidence;
- interview at Cranleigh, which will be about the applicant's interests, achievements, hobbies and ambitions, and what they will hope to contribute to and gain from Cranleigh; these interviews will be with a member of the Admissions team or a senior member of staff;
- a non-verbal and verbal assessment and a piece of written work;
- Achieving satisfactory grades in his / her GCSE examinations. Candidates will be informed of the applicable grade requirements.

There is no automatic entry to Cranleigh School Sixth Form for pupils progressing from the Upper Fifth into the Lower Sixth year. Entry into the Lower Sixth year will be subject to the Pupil and the Parents satisfying the admissions requirements at the time.

## **6. Criteria**

The admissions criteria are:

- satisfactory interview and performance in discussion groups and activities (as appropriate);
- a positive reference from the candidate's current school; (all references are treated as being given in confidence);
- success in the relevant entrance assessments and, where appropriate, achieving the required GCSE grades; and
- commitment to the School's ethos as described in the School's aims.

For 13+ Deferred Entry, most weight is given to the interview, discussion group, activities and to the report from the Head of the candidate's current school. The academic assessments form a guide to a candidate's academic and scholarship potential and are viewed in conjunction with the Holistic Review.

We reserve the right to offer places only to children whom we feel can benefit from the broad and varied curriculum offered and will make a positive contribution to the School community.

All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so as detailed in the School's Right To Study Policy

Unless otherwise stated in this policy, it is assumed that pupils will automatically progress through the School, subject to him/her meeting the required standards of behaviour and progress.

### **Oversubscription**

To reinforce its family ethos, Cranleigh believes it is good for siblings to be at the same school if it judges following assessment, and in consultation with the parents, that each pupil will benefit from a Cranleigh education. If so, priority will be given to siblings of pupils at the School.

If a decision is required between two or more candidates who meet our admission criteria after all appropriate allowances and special consideration has been given, we may give preference to:

- applicant who already has a brother/sister in the school or whose parent is a former pupil here;
- applicant with a particular skill, talent or aptitude;
- applicant whose parent is a current member of our staff.

## **7. Equality, diversity and disability**

The School accepts applications from and admits pupils irrespective of any protected characteristic as set out in the *Equality Act 2010*. The School will treat every application in a fair, open-minded way.

The School is inclusive and welcomes applications from any prospective pupil with a physical and/or mental impairment. The School's policy is to apply its admissions criteria to all candidates regardless of any disability of which it is aware, and not to put any disabled candidate at a substantial disadvantage compared to any candidate who is not disabled by fulfilling its reasonable adjustments duty. All applications will be judged fairly and the School will consider any reasonable adjustments that may need to be made to cater for the candidate's disabilities both during the admissions process and later should the offer of a place be made and accepted.

When applying for a place, parents are asked to write to the Headmaster setting out the nature and extent of any special educational need or disability and confirmation that they wish the School to take any disability into account during the admissions process. The School shall determine the reasonable adjustments that are required for the candidate based on the information provided in consultation with the parents. The Headmaster may request copies of any assessments or relevant medical reports. Subject to this, the School will be sensitive to any requests for confidentiality.

Cranleigh School offers learning support in the form of small group support lessons, or, occasionally, 1:1 support lessons. Parents should provide details of any learning difficulty, disability, or special educational need of the candidate, as well as any behavioural, emotional and/or social difficulty, if applicable, in order to assist Cranleigh with making any special arrangements which are required for School visits and/or The Holistic Review.

Please also see the School's Special Educational Needs and Disability Policy.

## **8. Special Circumstances**

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- If there are particular family circumstances such as a recent bereavement;
- If there is a relevant educational history, for example education outside the British system;
- If English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work).

## **9. Pupils applying from overseas schools**

It may not always be possible to assess pupils who are living overseas prior to entry with the same criteria as above. In these circumstances

- The Headmaster will request a confidential reference from the current school and ask for copies of previous school reports and standardised scores.
- A Skype interview will be arranged
- CAT 4 tests or equivalent. Where possible, entrance papers will be sent to the applicant's school.
- A place may/ may not be offered on the strength of the above and Cranleigh reserves the right to call the applicant in for testing.

## **10. Scholarships and bursaries**

A number of scholarships and bursaries are available. Please see the School's Scholarship Policy and Bursary Policy for further information.

## **11. Records and review**

A confidential admissions record will be kept for each candidate.

This policy will be reviewed annually or according to statutory change or following a decision by the Governing Body to change the admissions procedure.