

ADMISSIONS POLICY

Most girls are admitted to Channing School following assessments at 4+, 11+ and 16+, but chance vacancies in other year groups occur from time to time. The school has a Unitarian tradition and welcomes staff and pupils from many different ethnic groups, backgrounds and creeds.

Entry is selective and we look at examination results, interview feedback and reports from previous schools to gauge a pupil's potential.

Aims

- To welcome girls from all backgrounds who have met the academic criteria.
- To admit girls who will benefit from an academic education and contribute to and benefit from the ethos and activities of this school community.
- To treat all candidates on merit.
- To treat all candidates in a sensitive manner.

Admissions Procedures

There are Open Mornings and Afternoons at the Junior School in the Autumn and Summer terms, by arrangement, and Open Mornings and Evenings in the Autumn Term at the Senior School when prospective girls and their parents are most welcome to come and see the school.

The closing dates for 11+ applications are published on the school website. Offers of places and acceptances are made to a published timescale, which is agreed with other local schools. The results of assessments are not discussed with the parents or made public. Places are offered in line with the number of girls the school can accommodate. The school reserves the right to withdraw offers made (prior to acceptance) for whatever reason, but specifically, offers may be withdrawn if the number of acceptances exceeds the school's planned capacity.

All applicants are treated with care and consideration, including those with special educational needs. Parents of a pupil who has any disability or special educational needs should provide the school with full written details at registration, prior to assessment. If special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow their pupil to continue at the school.

Admission to the Junior School

Entry to the Junior School is usually at age 4 and pupils selected will join one of two Reception classes. Applications should be registered at least one year before the year of entry. The closing date will be published well in advance. The first stage of the assessment takes place in January of the year of entry. These assessments are conducted informally, in the Reception classrooms. The girls work in small groups of children of a similar age, with a teacher, on a variety of games and puzzles in a friendly, relaxed atmosphere.

After the first assessment, candidates whom we wish to see for a further assessment will be called back for a second round. This takes place at the end of January and the dates for this are published well in advance. At this stage, girls are assessed again, in small groups, and work with a member of staff for approximately one hour. Age is a consideration and allowances are made for younger candidates.

As a member of The London 11+ Consortium the offer and acceptance dates coincide with the other schools in the consortium.

Senior School Admissions

Channing is a member of the London In 11+ Consortium and follows its agreed Code of Practice for entry at 11+. Detailed procedures with regard to the entrance examination timetable and interviews will be provided each year.

The agreed code of practice for entry at Year 7 is published with the school prospectus and on the

school website. . In the case of special needs or any disability, parents may request extra time or special consideration in the examinations if the need is supported by a recommendation from a professional body and meets the JCQ access guidelines for public examinations.

Sixth Form Admissions

Internal applicants

Most girls transfer successfully from Year 11 at Channing into our Sixth Form. Guidance and advice is offered to those for whom transfer is not appropriate

Places in the Sixth Form are offered on the basis of a pupil's record in the Senior School. Girls must pass at least 6 GCSEs at Grade or above, including English and Mathematics. Achievement at Grade is expected in the subjects to be pursued at AS and A Level and is a requirement for those wishing to study Mathematics.

External applicants

A typical Sixth Form student at Channing will have gained at least 10 GCSEs with the majority at Grade 7 - 9.. Achievement at GCSE (or equivalent) of Grade 7 or above is normally required in the subjects to be pursued at A level and is essential to study A level Mathematics.

External applicants are invited to attend an interview with the Director of Sixth Form and the Headmistress and a request is sent to candidates' current schools for a reference and GCSE predictions. Places are offered conditionally on the candidate passing the predicted GCSEs that must include English and Mathematics at Grade 6 or above.

All Sixth form applicants have the option of applying for an Academic Scholarship by sitting the Scholarship examination. Music Scholarships are available as a result of a music audition and interview and Art Scholarships are available based on the submission of a portfolio of work.

Chance Vacancies

Should a place become available in a particular year group, candidates who have registered for the appropriate year will be contacted and offered an assessment on a specified date. Admission, where vacancies may arise, is by an age appropriate assessment for the Junior School. For the Senior School, admission is by tests in English and Mathematics and, where appropriate, a Modern Foreign language and interview with the Headmistress. A request for a reference is requested for all Chance Vacancy applicants from the candidate's current school.

Transfer from the Junior School to the Senior School

Junior School girls are usually offered places in Year 7 on the basis of their record at the school and are not required to take the entrance examination. Guidance and advice will be offered to the families of pupils for whom transfer to the Senior School is not appropriate.

Disclosures

Parents must, as soon as possible, disclose any particular known or suspected special circumstances relating to their pupil's health, allergies, disabilities or learning difficulties, or other circumstances that may affect their daughter's performance.

Special Circumstances

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

- She is unwell when taking tests or has had a lengthy absence from her school
- There are particular family circumstances such as a recent bereavement
- There is relevant educational history, for example education outside the British system
- The candidate has a disability or specific learning difficulties
- English is not the candidate's first language

Additional Factors

The school is heavily oversubscribed. If we have to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

- A girl who already has a sister in the school or whose parent is a former pupil here

- A girl whose parent is a current member of our staff
- A girl with a particular skill, talent or aptitude

Scholarships and Bursaries

Channing School is committed to providing opportunity, regardless of financial means, as far as the school bursary funds will allow. Means- tested bursaries are available for Year 7 and Year 12 entry. We are unable to offer bursaries for Chance Vacancy Admissions. .

Application forms for bursaries are available on request and can be downloaded from the school website. Girls holding bursaries may also be given help with expenses such as uniform and school trips.

Details about academic scholarships and how to apply are included in the school prospectus and are on the website. Academic scholarships are available at 11+ on the strength of performance in the entrance examination and interview. Junior School pupils will be considered on their academic record and potential. No additional scholarship examinations are held at 11+. Academic scholarships are available at 16+ on the strength of the Sixth Form Scholarship examination and, for external applicants only, an interview.

Music Scholarships are offered at 11+ on the result of an audition to girls who have qualified in the academic entrance examination and have already achieved Grade 5 with merit, at the time of their music audition. Junior School pupils who wish to be considered need to apply for a Music audition. Music Scholarships at 16+ are available for current pupils on the recommendation of the Director of Music and for external candidates who have qualified for a place in the Sixth Form and as a result of an audition.

Monitoring and Review

The Headmistress and Head of the Junior School monitor this policy regularly. It is reviewed annually. This policy should be read in conjunction with the Child Protection and Safeguarding Policy.

(July 2018)