

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

The closing dates for 4+ and 11+ applications are published on the school website and in the prospectuses. 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.

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 the 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 in advance of the year of entry and by the published closing date. The closing date is published well in advance on our website and in publications. The first stage of the assessment takes place in January of the year of entry. These assessments are conducted informally, in Early Years/Key Stage 1 classrooms. The girls work in small groups of children of a similar age, with a teacher/teaching assistant 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 around the middle 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 Consortium, the offer and acceptance dates coincide with the other schools in the consortium.

Sisters of current Junior School pupils will be offered a place unless it is not in the applicant's interests. This is at the discretion of the Headmistress and the Head of the Junior 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 future academic potential and are currently 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.

Senior School Admissions

Channing is a member of The London 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 into Year 7 is published in 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.

The entrance examination is a series of cognitive ability tests which usually takes place on the second Friday in January. All candidates applying to Channing School are invited to attend an interview, which take place between November and February of the year of entry. A request for a reference is sent to the candidates' current school after the closing date for applications has passed and before the interviews take place.

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 6 or above, including English and Mathematics. Achievement at Grade 7 is expected in the subjects to be pursued at A Level and a Grade 8 is a requirement for those wishing to study Further Mathematics. If the subject is not offered at GCSE, a minimum of a Grade 7 in a supporting subject is required, for example, History or English for A level Politics, Science or Mathematics for Psychology)

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 Grade 7 or above is required in the subjects to be pursued at A level and a Grade 8 is essential to study A level Further Mathematics. If the subject is not offered at GCSE, a minimum of a Grade 7 in a supporting subject is required, for example, History or English for A level Politics, Science or Mathematics for Psychology)

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 which takes place in early November. Music Scholarships are awarded to current pupils by the Headmistress and the Director of Music. Music Scholarships for external applicants are awarded as a result of a music audition and interview. Art Scholarships are available based on the submission of a portfolio of work on the published date.

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 an exam in English and Mathematics and, where appropriate, a Modern Foreign Language plus an interview with the Headmistress. A request for a reference is requested for all Chance Vacancy applicants from the candidate's current school.

Disclosures

Parents must, as soon as possible, disclose any particular known or suspected special circumstances relating to their daughter'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
- A girl whose parent is a current member of staff
- A girl with a particular skill, talent or aptitude
- A girl with a connection with the school e.g. daughter of a current or former Governor or Member

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 published on the school website. Academic scholarships are available at 11+ on the strength of performance in the entrance examination and interview and are awarded at the discretion of the Headmistress. Junior School pupils will be considered for an award on their academic record and potential. No additional scholarship examinations are held at 11+ for Junior School pupils. Academic scholarships are available at 16+ on the strength of the Sixth Form Scholarship examination and, for external applicants only, their Sixth Form 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 must submit a Music Scholarship application and attend an audition. Music Scholarships at 16+ are available for current pupils on the recommendation of the Director of Music and the Headmistress. Music Scholarships are available for external candidates who have qualified for a place in the Sixth Form and as a result of a music audition.

Art Scholarships are available for Sixth Form entry only based on the submission of a portfolio of work that meets the published criteria.

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.

(September 2020)