



## **THE GODOLPHIN SCHOOL**

### **Admissions Policy (Regulatory)**

Last reviewed: September 2018  
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Reviewed by: Head, Head of Prep, Head of Admissions





## **Contents**

Admissions Policy Statement	3
Admissions Procedure for Godolphin Prep (including EYFS)	4
Admissions Procedure for Godolphin School (years 7 – 13)	5
Entrance Assessments	6
11+ Assessment Day	6
13+ Assessment Day	6
12+ and 14+ Entry (national students)	6
Entry into the Sixth Form (Year 12)	7
Scholarships	7
International Students	7
Admissions procedure	7
Guardians	8



## **Godolphin School Admissions Policy Statement**

All prospective students must fulfil the School's entrance criteria: i.e. they must show that they are likely to achieve success within the formal academic curriculum; while also finding time to develop other skills and interests. A candidate is therefore accepted on the understanding that the School is reasonably confident in its ability to educate and develop her to the best of her potential in line with the general standards achieved by her peers. The expectation is that she will then have every chance of a complete, happy and successful career at the School, and emerge as a confident, responsible and well educated adult, with a good prospect of a fulfilling life. Students are regularly assessed throughout their time at Godolphin to ensure that they continue to meet these criteria.

The School's policy is to apply these criteria to all students and potential students regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments so that no disabled student or potential student is substantially disadvantaged compared to any student who is not disadvantaged.



## **Admissions Procedure for Godolphin Prep (including EYFS)**

Parents interested in selecting Godolphin Prep for their daughter's education would normally request a prospectus, follow up with a visit to the School and, finally, their daughter would visit for a day.

During her visit day, depending on her age, a girl's skills in reading, spelling, writing and mathematics will be assessed through some testing, observation and discussion.

The Admissions Department requests a written report from their current school for girls entering Year 1 or above.

### **EYFS**

Parents of girls interested in joining the Nursery or Reception classes are encouraged to liaise with staff to decide the optimum programme of induction for their daughter. This would normally include at least one morning spent at the School.

When allocating places in the Nursery class, priority will be given to any girl who has registered for the Reception class at Godolphin Prep.

Godolphin is registered with Wiltshire County Council for Nursery Fees Entitlement Funding. The universal fee entitlement is 15 hours. From September 2017 some parents of nursery children may qualify for additional funding (up to 30 hours) based on government legislation.

### **Registration**

Parents who are considering the entry of their daughter to Godolphin Prep are asked to complete a Registration Form and return it to the Admissions Department, together with a copy of their daughter's birth certificate. A non-refundable registration fee of £50 is payable when a girl's name is registered with the School. This places a girl's name on the registration list, but does not commit the parent to the School. An offer of a place is dependent upon the outcome of her visit to the School.

### **Offer of a Place**

Once an offer of a place at the School has been made, parents are asked to complete and return a form of acceptance, together with a non-refundable acceptance fee of £100.

### **International Students**

It is preferable for international students to visit the School prior to placement, but if this is not possible an electronic interview (Skype/Facetime) with the Head, Miss Julia Miller, is required.



## **Admissions Procedure for Godolphin School (Years 7 - 13)**

### **Visiting Godolphin**

Most prospective students and parents visit initially through a Snapshot Morning. Many then return for an individual visit when they meet the Head and are taken round the School by students. The admissions team and house staff also meets visiting families.

### **Registration**

Parents are encouraged to register their daughter as early as possible. Registration forms are available from the Admissions Department and should be completed and returned together with the appropriate, non-refundable, registration fee (£100 for UK and EU nationals and £200 for non-EU nationals) as well as a copy of their daughter's birth certificate.

For late registrations, no placing papers or entrance exams can be written until the registration process has been completed.

### **Formal Offer and Acceptance of a Place (UK and EU Countries)**

Provided the candidate reaches the required standard in her Assessment her parents will receive a formal offer of a place at Godolphin. At this time parents are asked to complete and return a form of acceptance with a non-refundable acceptance fee of £500 together with a £1000 refundable deposit which will be refunded against first term's fees.

### **Formal Offer and Acceptance of a Place (Non EU Countries)**

Provided the candidate's results fall within the School's qualifying criteria, a formal offer of a place will be made. At this time parents are asked to complete and return a form of acceptance, together with one term's fees in advance from which a non-refundable acceptance fee of £500 will be deducted.



## **ENTRANCE ASSESSMENTS**

### **Students resident in the UK**

For students resident in the UK, Godolphin admits candidates for Year 7 and Year 9 entry through a bespoke Godolphin Assessment Day. Sixth Form (16+) entry is based on GCSE results and entrance papers. As a member of the HMC, Godolphin administers the admissions process in accordance with the HMC guidelines. Girls entering at Year 9 are still required to complete the 13+ Common Entrance exam and these results are used for setting purposes.

Godolphin also admits candidates through its own papers in special circumstances (for example, if the applicants have missed the assessment day) and offers places at 12+, 14+ and 16+ where spaces are available.

Scholarship examinations can be taken at 11+, 13+ and for the Sixth Form. Details are available from the Admissions Department.

### **Godolphin 11+ Assessment Day**

Candidates registered to join the School at 11+ will be invited to a Godolphin 11+ Assessment Day in the autumn term prior to the year of entry. During the day they will complete assessments in Maths and English. They will also be interviewed by the Head or a member of the senior team and participate in some team building exercises. The rationale behind the Godolphin 11+ Assessment is to establish the potential of the prospective student and it is therefore not necessary to prepare specifically for the assessments.

### **Godolphin 13+ Assessment Day**

Candidates registered for 13+ entry in September will be invited to complete a 13+ assessment approximately 18 months prior to entry. A Head's reference will be requested prior to assessment and, during the course of the assessment day, the candidate will complete entrance papers in Mathematics and English. Candidates will also be interviewed by the Head or a member of the senior team and participate in some team building exercises. The School will write to parents following the 13+ assessment with the results and an offer of a place, providing the candidate's results fall within the School's qualifying criteria. 13+ CE results will be used for setting purposes.

### **12+ and 14+ Entry (national students)**

The School offers places at 12 and 14 if space allows. Under these circumstances all 12+ and 14+ applicants will be expected to sit the School's own entrance exams in Mathematics and English. In addition, 14+ applicants will also be expected to sit the School's own entrance exams in a modern language and Science.



## **Entry into the Sixth Form (Year 12)**

Entry to our Sixth Form (Year 12) is based on an interview and on written papers, usually in a minimum of two and a maximum of four of a candidate's proposed A-level subjects. Godolphin also asks her existing Head for a reference. If taking (I)GCSE examinations, the successful applicant will be expected to gain a minimum of five GCSE at grades B/5 or above, with an understanding that she will gain at least A/7 grades in subjects she intends to study at A-level.

## **Scholarships**

Scholarships are offered at 11+, 13+ and 16+. For those offered at 11+ and 13+, there is an expectation from the School that the girl in receipt of a scholarship will complete her education at Godolphin through to A-level. Details are available from the Admissions Department.

## **International Students**

### **Admissions Procedure for international students not sitting the 11+ Assessment (Year 7), 13+ Assessment (Year 9) or GCSE Examinations**

Following on from the initial enquiry, the registration form is to be completed and returned to the Admissions Department with a registration fee of £100 (EU countries) and £200 (non-EU countries) and a copy of the most recent school report. At this stage, Godolphin also requires a copy of the girl's birth certificate or a copy of the photo page from her passport. This will place the prospective candidate on the list for the proposed year, but does not constitute an offer.

Applicants in the age range 11+ (Year 7), 12+ (Year 8) and 13+ (Year 9) will be required to write entrance papers in English and Mathematics. 14+ (Year 10) will be required to write entrance papers in English, Mathematics and Science.

Entry to our Sixth Form (Year 12) is based on an interview and on written papers, usually in a minimum of two and a maximum of four of a candidate's proposed A-level subjects. The School also asks her existing Head for a reference. If taking (I)GCSE examinations, the successful applicant will be expected to gain a minimum of five GCSE at grades B/5 or above, with an understanding that she will gain at least A/7 grades in subjects she intends to study at A-level.

Candidates in all age groups will be required to have a Skype interview with one of the School's teachers and complete an English language test.

Completed entrance papers will be assessed and provided the results fall within the School's qualifying criteria, a formal offer of a place will be made.



### **Guardians (International Students)**

Parents of international students should be aware that their daughters must have a guardian in the UK for the whole period of her stay at Godolphin. Guardians must be available to look after students during fixed exeats and half terms and Godolphin therefore requires guardians to be easily accessible by road or rail and live no further than ninety minutes travel time to/from the School. Parents rather than the School are responsible for the welfare of their child whilst staying with the guardians concerned. It is expected that guardians take an active interest in a girl's progress at Godolphin and guardians are welcome to attend School functions on behalf of the parents.

Please note that Guardians must be 25 and over.