



Policy
Approved
Approved by
Date for revision
Reviewed by

Admissions for Entry in September 2024 - July 2025
Spring 2023
School Committee
Spring 2024
Head

Contents

| | |
|---|----|
| Admissions Authority | 2 |
| General Policy | 2 |
| Finding out about Old Palace..... | 2 |
| Applying to Old Palace..... | 2 |
| Deadlines for Admissions | 3 |
| Personal Information and Validity..... | 3 |
| Entry into Pre School | 3 |
| Entry into Reception | 3 |
| Assessment for entry to Years 1-6 (residual places) | 4 |
| Assessment for to the Senior School Year 7-10 | 4 |
| Interviews | 4 |
| Transferring Between Year Groups | 5 |
| Entry into the Sixth Form | 5 |
| Notification of Offers | 7 |
| Scholarships and Awards | 7 |
| John Whitgift Foundation Bursaries | 9 |
| Specific Educational Needs and Disability..... | 10 |
| Security Deposits..... | 10 |
| Waiting Lists for Reception and above | 11 |
| Terms and Conditions of Entry | 11 |
| Contacts | 11 |

1. Admissions Authority

The Governing Body (known as the Old Palace School Committee) is the Admissions Authority for Old Palace of John Whitgift School. The Old Palace School Committee undertakes to maintain fair and objective rules for entry into the School.

2. General Policy

Old Palace of John Whitgift School (hereafter referred to as Old Palace) is an academically selective school which provides for students of above average academic ability.

There are two sites; the Prep School is located in Melville Avenue, South Croydon (Pre School to Year 6) and the Senior School is located in Old Palace Road, Central Croydon (Year 7 to Year 13).

General points of entry to Old Palace are Pre School, Reception, Year 7, and Year 12. The school does admit students into other year groups if residual places become available. Please note that no financial awards (bursary or scholarships) are available for residual places.

Girls are admitted to the Pre School from age three onwards.

Girls are admitted into Reception in the September following their fourth birthday. Applications are invited from external candidates from the previous September onwards for entry into Reception.

Selection to fill any residual places is by interview and an assessment of ability (where appropriate) as and when vacancies become available. Selection for vacancies will be on merit with the highest ranked being admitted. Only in highly exceptional circumstances will we consider applications for residual places in Years 11 and 13.

Exceptionally, candidates may be considered for places in an academic year other than that of their chronological age. This will only be considered if there is written professional evidence that this will be in the best interest of the student or where there have been exceptional circumstances where a student is applying for Year 10 and above. Old Palace reserves the right to request students to complete specialist tests through the School's Named Assessors to verify academically advanced displacement. There is a charge for this assessment.

3. Finding out about Old Palace

Information about Old Palace can be found on the school website, www.oldpalace.croydon.sch.uk Information about the John Whitgift Foundation can be found at www.johnwhitgiftfoundation.org

All potential candidates and their families for Pre School, Prep, Seniors and Sixth Form should take the opportunity to attend one of the Open Events to meet the students and staff and to look around the School. These are publicised on the school website.

4. Applying to Old Palace

Information about the application process is available on the school website, along with the online application form. This should be completed in full by the specified deadlines. To complete the online form, you will be asked to upload a copy of the photo page of your child's passport. The Admissions team will require sight of your child's original passport, proof of visa status (if applicable), full birth certificate, a proof of home address (for example, a utility or

council tax bill), together with a copy of your daughter's most recent school report at a later date during the Admissions process. Where applicable, your daughter's current school will also be contacted for a reference.

The administration fee is £100, and is non-refundable.

Overseas Applications

Where applicants are unable to attend the School in order to take our entrance test, you will need to provide the school with current assessment results from UKiset or an equivalent body. These will need to be undertaken at the applicant's expense.

The UKiset assessment will also be required for entry to Sixth Form where an overseas applicant has not taken a GCSE based curriculum. We reserve the right to arrange for applicants to be interviewed by Subject Leaders as appropriate, using remote technology if needed.

5. Deadlines for Admissions

The School provides a summary of all deadlines on the School website:

<https://www.oldpalace.croydon.sch.uk/admissions/key-dates-for-admissions/> All published deadlines must be met for an application to be considered, unless you are applying for a residual place.

6. Personal Information and Validity

Old Palace respects the privacy rights of parents/carers and is committed to ensuring that it protects personal details and other information made available to the School in line with UK Data protection law.

It will be assumed that the information provided by the parent/carer is true to the best of the individual's knowledge and belief.

If a parent/carer submits false or deliberately misleading information or deliberately withholds any relevant information, the application becomes invalid and the place withdrawn.

For further information on how we process your data and our terms and conditions, please read our Privacy Notices and Data Protection Policy (available on our website) and the John Whitgift Foundation Parent Contract (provided by the School with all offers of places and available on the John Whitgift Foundation website).

7. Entry into Pre School

For entry into Pre School, all applicants will be asked to attend a trial session prior to joining us. During this time, we will informally assess the child's social capabilities and readiness to learn.

8. Entry into Reception

For external applications to Reception, all students are informally assessed. Upon receiving the completed application form, the potential candidate will be asked to attend an assessment session. The informal assessment

for Reception will be held in the Reception classroom within a child friendly environment. Play based activities will be set up for the students to engage with and staff will make observations.

It is expected that all students in Pre School at Old Palace will have automatic transfer to Reception. If there are reasons why this may not be in the best interest of the child or the school then the Head of Prep will have made the parents aware of this early in the Spring term of Cherry class.

9. Assessment for entry to Years 1-6 (residual places)

Assessment for entry to Years 1 and 2

Candidates will be offered a trial day in their prospective class. During the day, the class teacher will carry out informal observations and assessments.

Assessment for entry to Years 3-6

For entry to Year 3 through to Year 6, the following areas are assessed via formal tests:

- Maths
- Writing
- Reasoning and reading

In addition, a written report is requested from the candidate's current school prior to an offer being made.

10. Assessment for to the Senior School Year 7-10

For entry to Year 7 through to Year 10, the following areas are assessed via formal tests:

- Maths
- Writing
- English & Reasoning

In addition, a written report is requested from the candidate's current school prior to an offer being made.

11. Interviews

Parental support and alignment with the ethos and values of Old Palace are crucial for academic success. All applicants along with their parents/carers will be interviewed unless they have not met the Bursary threshold for Year 7 entry (see section 15 of this document). Interviews will be scheduled for parents/carers and students throughout the autumn term and early spring term for Years 7 and 12, and at other relevant times for Reception and residual places. These interviews may be held in person or via an online platform eg Zoom, as appropriate. These interviews allow the applicants to be assessed on their wider skills and interests and their alignment (along with parents) with the ethos and values of the School.

Candidates are interviewed by the Head, Head of Prep or a member of the Senior Leadership Team as appropriate.

No student will be admitted into the School until all formalities have been completed and all required documentation has been provided and verified.

12. Transferring Between Year Groups

It is expected that all students in Year 6 at Old Palace will have automatic transfer to Year 7. If there are reasons why this may not be in the best interest of the child or the school then the Head/Head of Prep will have made the parents aware of this by the end of the autumn term in Year 5.

For students in Year 6 at Old Palace who are automatically transferring to Year 7 there is no need for them to sit the written tests unless they wish to be considered for an academic scholarship or a bursary place. No administration fee is required for this.

Where fees are outstanding either at Old Palace or at any other school in the Foundation, and no payment plan has been agreed with the Fees and Bursaries team at the John Whitgift Foundation, students will not gain automatic transfer to any of the year groups.

13. Entry into the Sixth Form

Students in Year 11 at Old Palace will need to meet the entrance criteria for Sixth Form along with external applicants to progress to Year 12. It is anticipated that the vast majority of Old Palace students will achieve this.

For external applications to Year 12, all candidates will be interviewed by a member of the Senior Leadership Team along with their parents/carers. If subsequently offered a place, the entry criteria for Sixth Form will still need to be met.

Entry to Old Palace Sixth Form is dependent upon GCSE results. To be admitted to Year 12 a student must have:

- an **average score** of 6 or more⁽¹⁾
- a grade **6** or above in English and Mathematics
- a viable programme of Sixth Form study⁽²⁾

*⁽¹⁾ The average score is calculated using the GCSE 9 point scale and using the best 8 GCSE or IGCSE results of the applicant. **Only GCSEs taken in the summer of Year 11 will be included.***

*⁽²⁾ A viable programme of study consists of **at least** three A level courses.*

The following table gives the minimum criteria that must be met for automatic acceptance onto a course in Year 12.

| A-level | Minimum Requirements |
|---|--|
| Art & Design | A or 7 in Art or a portfolio that shows creative flair |
| Biology | OP entry point score of 7.0 or more A or 7 in Biology and B or 6 in Chemistry or AA (7,7) in double award Science B or 6 in Mathematics |
| Chemistry | OP entry point score of 7.0 or more A or 7 in Chemistry or AA (7,7) in double award Science B or 6 in Mathematics |
| Classical Civilisation | B or 6 in Classical Civilisation if studied, or B or 6 in English |
| Computer Science | OP entry point score of 7.0 or more B or 6 in Computer Science |
| Design & Technology (DT): Product Design | B or 6 in DT: Product Design, or evidence of creative flair at KS3 |
| Drama & Theatre Studies | B or 6 in Drama Experience in school productions and/or outside of school is required |
| Economics | OP entry point score of 7.0 or more B or 6 in Mathematics |
| English Language | B or 6 in English and B or 6 in English Literature |
| English Literature | B or 6 in English and B or 6 in English Literature |
| French | A or 7 in French |
| Further Mathematics | A* or 8 in Mathematics |
| Geography | A or 7 in Geography |
| German | A or 7 in German |
| Government & Politics | B or 6 in an essay-based subject (English, History, RS, Classics) |
| History | B or 6 in History |
| Latin | A or 7 in Latin |
| Mathematics | A or 7 in Mathematics |
| Music | A or 7 in Music or evidence of creative flair at KS3 Grade 6 ABRSM or equivalent standard on an instrument or voice membership of an ensemble or choir |
| Photography | Portfolio of evidence of grade B or 6 or above in Art or another creative subject |
| Physics | OP entry score of at least 7.0 A or 7 in Physics or AA (7,7) in double award Science B or 6 in Mathematics |
| Psychology | B or 6 in English, B or 6 in Mathematics B or 6 in a science |
| Religious Studies | A or 7 if studied at GCSE otherwise A or 7 in English |
| Spanish | A or 7 in Spanish |

Where an overseas Sixth Form applicant has not taken a GCSE based curriculum, the UKiset assessment will be required for entry. We also reserve the right to arrange for overseas applicants to be interviewed by the appropriate Subject Leaders (via an on-line platform if necessary, i.e. Zoom) to determine their suitability for a subject.

14. Notification of Offers

For all points of entry and year groups, places for students who meet the minimum requirements for entry will be offered places based on performance in the entrance examinations and assessments. All candidates will be informed, in writing, as to whether they have been successful in gaining a place.

Old Palace does not share the written test results with parents or students.

15. Scholarships and Awards

Academic Scholarships and Awards

There are a number of financial awards carrying fee remission which are offered to candidates of outstanding merit and potential, regardless of parental means. These include:

- **The Emily Ayckbowm Scholarship**, the highest ranking Academic Scholarship, worth 50% of the School fees
- **The John Whitgift Scholarship**, the second highest ranking Academic Scholarship, worth 50% of the School fees
- **Academic Scholarships**, worth 25% of the School fees for Year 7 and **up to 50%** for Year 12
- **The Music Scholarship**, worth 25% of the School fees
- **The Mathematics Award**, worth 18.5% of the School fees
- **The English Award**, worth 18.5% of the School fees
- **The Reasoning Award**, worth 18.5% of the School fees
- **Head's Awards**, worth 12.5% of the School fees
- **Exhibitions**, worth up to 50% of the School fees (available for Year 12 entry)
- **Choral Scholarships**, worth 10% of School fees (available for Year 3 entry and valid until the end of Year 6)
- **Music Awards**, worth the equivalent of instrumental lessons taken at School

The Emily Ayckbowm Scholarship, John Whitgift Scholarship, Music Scholarship, Mathematics, English, Reasoning and Head's Awards and Music Awards are awarded for entry into Year 7 only.

Scholarships are awarded until a student leaves Old Palace at the end of Year 13, on the condition that they continue to strive for excellence in their academic work, demonstrate positive behaviour and they contribute as fully as possible to the life of the school.

All external students applying for entry into Year 7 will automatically be considered for an Academic Scholarship and all awards except for Music.

Sixth Form candidates may apply for Sixth Form Scholarships during Year 11. Candidates will be required to complete an application form, a written examination and shortlisted candidates will be asked to present for a formal interview. The application form for a scholarship or exhibition is available on the school website.

Candidates who were awarded a Scholarship at entry in Year 7 will carry this forward into the Sixth Form unless expected standards for GCSE have not been maintained. Candidates may apply for an Academic Scholarship and an Exhibition but can be awarded only one of these. Sixth Form Scholarship and Exhibition offers are conditional upon GCSE results and students meeting subject specific entrance criteria.

A small number of Sixth Form Scholarships are awarded to candidates post-GCSE results.

The total value of scholarships awarded to a student must not exceed 50% of the annual fees.

Overseas candidates via the UKiset route cannot be considered for bursaries or scholarships unless they are able to attend the relevant exams at the school.

Exhibitions (Year 12)

Exhibitions are awarded for students demonstrating outstanding talents combined with an above average academic record. Exhibitions are awarded in Art, Dance, Drama, DT: Product Design, Music, PE and Photography. Candidates will be required to complete an application form, a written examination, an audition or subject specific interview and short-listed candidates will be asked to present for a formal interview. Candidates who wish to be considered for an Exhibition must submit an Exhibition application form which can be downloaded from the School website. Candidates are required to achieve a secure standard in the academic scholarship paper and demonstrate significant talent in an audition or portfolio of work. Offers are conditional upon GCSE results and students meeting the Old Palace Sixth Form entrance criteria. Students receiving an Exhibition are required to make a significant contribution to their chosen department throughout the Sixth Form.

Music Scholarships and Instrumental Music Awards

At the point of application for entry into Year 7, candidates who wish to be considered for a Music Scholarship or Music Award submit an additional application form which can be downloaded from the School website. The application form for music scholarships must be returned to the Admissions Registrar by the specified date.

Music Awards are offered to musicians who demonstrate outstanding musical potential on at least one instrument. Music Awards take the form of a financial award to cover the cost of instrumental tuition on one instrument to the value of the cost of lessons taken in School. The lessons may be taken within school or with a private tutor.

The Music Scholarship is available to an exceptionally gifted musician and is worth 25% of the school fees.

The same audition process is undertaken for both Music Awards and Music Scholarship. Auditions for the Music Scholarship and Music Awards occur early in the spring term. A good pass at ABRSM Grade 4 level or equivalent may be taken as a guide to the standard expected when applying for an audition. The candidate must also demonstrate a strong commitment to and enthusiasm for music in general. The ability to play a second instrument is desirable but not essential. Please note that electronic keyboards should not be offered as either the principal or second instrument. A brief supporting statement from the candidate's instrumental teacher(s) will also be requested.

Auditions will consist of:

1. Performance of one prepared piece for main instrument (an accompanist can be provided if required). The School does not need to be notified of the piece or the composer
2. Sight reading test
3. Aural tests
4. Performance of prepared piece on second instrument or voice (if applicable)
5. General interview

Auditions will be held by the Director of Music and one other member of the Music Team.

Those holding Music Awards or the Music Scholarship will be expected to make a strong contribution to the musical life of the School, involving themselves in choral and orchestral activities as appropriate. An individual termly programme for all Music Award/Scholarship holders is devised, bearing in mind examination commitments, national and/or regional orchestras and the School's music calendar. It is expected that the Music Scholar will take Music to at least GCSE level.

The School reserves the right not to make awards should a suitable candidate not be forthcoming.

Choral Scholarships from Year 3 to 6

In Year 3, we accept applications from students who wish to be considered for a Choral Scholarship. Application is through an additional application form which can be downloaded from the School website and submitted to the Admissions Registrar. The application form for Choral Scholarships must be returned to the Admissions Registrar by the specified date. The choral scholarships cease at the end of Year 6.

16. John Whitgift Foundation Bursaries

A bursary is an income related fee reduction. The John Whitgift Foundation makes available a bursary fund to support students from low income families as part of its charitable commitment to the community and the education of girls. There is a limited annual budget for bursaries, and bursaries are awarded on the basis of the performance in the entrance examinations and interviews for those who qualify in terms of their income. Scholarships may be combined with bursaries where appropriate.

A bursary award may be worth up to 100% of the school fee dependent upon income. A Bursary application can only be made at the point of application for entry into Year 7 and Year 12. A bursary application must be made in advance of the Entrance Examination via the John Whitgift Foundation website. Further details on this can be found on the school website.

Bursary application to Year 7

It is expected that the demand for bursary places to Year 7 will exceed the number of places available. As a result, the school operates the following system:

- Following the entrance examination for Year 7, a Bursary Long List will be created. This is not a guarantee of a bursary place, but an indication that candidates have done well enough in the examination to be considered for a bursary
- Families will be informed in writing whether or not their daughter has been successful in being added to the Bursary Long List. This will be within 14 days of sitting the examination. The Head's decision on who has been successful in reaching the long list is final.

- Those applicants who have been successful in reaching the Bursary Long List will then proceed to interview (see section 10 of this document).
- Candidates who have not been successful in reaching the Bursary Long List will be offered the opportunity to be considered for a full fees place if they are able to afford that option.

17. Specific Educational Needs and Disability

Old Palace makes all viable adjustments to the admissions procedure to enable candidates with specific educational needs and disability to compete for a place at the School. Parents/carers are asked to contact the Admissions Registrar in the first instance to discuss adjustments that may be required to meet specific needs throughout the admissions process. Candidates may be allowed additional time in the entrance examinations provided that documentary evidence, such as a current Educational Psychologist's report or Specialist Teacher's report, be submitted to the School at the time of application. The provision of extra time is at the discretion of Old Palace.

Should the application be successful, a meeting with the SEND Coordinator along with the Head, or Head of Preparatory, will be arranged to discuss provision. The School can provide a variety of specialist support/services and will ensure that parents/carers are aware of what is available before they accept a place. Whilst the School attempts to meet the costs of reasonable adjustments and provision, it reserves the right to charge parents/carers for additional services. In the interests of the individual child the School commits to being open about what provision it can and cannot make so that parents/carers can make informed decisions.

18. Security Deposits

To secure the place, written acceptance is required by the specified deadline along with a security deposit.

For entry into Pre School, Reception and Prep the security deposit is £400.

For entry to the Senior School and Sixth Form the security deposit is £800. The deposit for a bursary place is £200.

For current Old Palace students transferring into Year 7 Seniors from Year 6 Prep the security deposit must be topped up to £800.

If an external candidate applies to join the Sixth Form and the entry requirements are not met then the security deposit will be returned.

This deposit will be returned once the student has left the School, all fees have been paid, all School property has been returned in good condition and no money is owed to the Foundation or the School. In the event of any loss or damage to school property, parents will be billed accordingly.

Should a candidate secure a place and then not join the School the deposit will not be refunded and one full term's fees will be charged if less than one full term's notice is given.

If written acceptance is not received by the specified deadline the place will be offered to the next person on the waiting list.

19. Waiting Lists for Reception and above

Waiting lists will be maintained for those students who meet the minimum criteria but for whom no place was available at the time of application. Students will only be added to this list if parents/carers have made a formal application to the School.

20. Terms and Conditions of Entry

By accepting a place at the School, the parent agrees to the terms and conditions of entry as specified by the John Whitgift Foundation Parent Contract and the Terms and Conditions of Entry, as agreed to when signing the Admissions Form.

21. Contacts

Admissions Registrar

Telephone: 020 8688 3863

Email: admissions@oldpalace.croydon.sch.uk