

Gloria Filiorum Patres

Each day, discovery.



ELTHAM COLLEGE

15a Admissions Policy

Last reviewed: July 2018



Version Control Information

Reason For Amendment	Name	Date	Main changes
Annual Review	Headmaster	August 2016	
Annual Review	Registrar and HR Manager	August 2017	Checked for staffing changes, broken links removed, fees updated, detailed scholarship and bursary section removed, entrance procedure dates updated to generic timescales.
Interim Review	Headmaster	February 2018	Changes to reflect staff responsibilities
Annual update	Bursar	July 2018	Fees updated, date updated for 7+ offers, grades updated to reflect new GCSE grading, reference to A level options booklet



ADMISSIONS

1 Introduction

Admission to Eltham College depends on a prospective student meeting the criteria required to fulfil the educational and general standards for all its students, commensurate with the school's ethos and aims. As Eltham College is an academically selective school, the Headmaster must be satisfied that the all students will be able to flourish and that prospective student will be able to make the most of the broader education on offer.

Selection is based on entrance examination, interview, taster days and references. In line with our Equal Opportunities Policy, we will apply our admissions criteria fairly and without discrimination.

2 Age of Entry

Students are normally admitted at the ages of 7, 11, 13 or 16. Students come from a wide range of local schools and usually enter the school in September.

- The majority of our students enter our Junior School at Year 3 (aged 7) and transfer to the Senior School without the need to sit further examinations, or enter the school into Year 7 (aged 11). In a typical year, we will take around 50 boys into Year 3 who are joined by a further 50 at Year 7;
- Students also join the school at Year 9 (aged 13). Pre testing arrangements are available;
- Around 50 students join the school for the Sixth Form.

Occasionally, spaces become available for entry into other year groups and, as such, supplementary applications are welcome and are reviewed by the Registrar, subject to any waiting lists.

3 Transfer from Eltham College Junior School to Eltham College

Once at Eltham College Junior School, the normal path is for all students to progress seamlessly into the Senior School. Subject to satisfactory progress during their time at the Junior School students in Year 6 receive an early offer of a place at Eltham College *without* the need to sit the entrance examination.

The focus of transfer from the Junior School to Eltham College is therefore to ensure that boys are happy and able to adjust to life in a Senior School and not to prepare for entrance exams. Rather, as Year 6 progresses, there are more regular lessons and activities between the two schools so that boys can move seamlessly from Year 6 to Year 7.

4 Registration

Applications are welcome at any time. A registration form is included in the prospectus or available to download from the school website at www.elthamcollege.london. The registration fee is non-returnable and acceptance of registration does not constitute the offer of a place.

5 References

In advance of any entrance examination or interview, we will always ask each applicant's current school for a written reference. It is important therefore that parents inform their child's current school that they have made an application.



6 Entrance Deposit

A deposit of £2,500 (£1,500 for Sixth Form) is payable at the time of accepting a place at Eltham College. This is retained until the end of the student's final term at the school. This deposit is reduced for bursary recipients.

Where a student is withdrawn more than one term before admission, the entrance deposit will be forfeited. In the event of a withdrawal less than one term before admission, a full term's fees (less the entrance deposit) will be payable in lieu of notice. Full details are available in the Terms and Conditions (see below).

7 Terms and Conditions

All offers are made subject to the school's Terms and Conditions, which are made available to all successful candidates, or which can be obtained in advance from the Registrar. Students are admitted to the school at the discretion of the Headmaster, whose decision is final.

8 Disability and Special Needs

Eltham College welcomes applications from any prospective student with special educational needs providing that the learning support department can offer them the support that they require. We also welcome student with disabilities. For the purposes of this document, disability and/or special educational needs includes any student or prospective student whose mobility, hearing, sight or other physical functions are impaired, or who exhibits other special educational needs, such as dyslexia, dyspraxia, or significant behavioural or emotional problems.

All applications are judged fairly and the school will make reasonable adjustments to the examination procedures to ensure that no student is put at a substantial disadvantage because of a disability.

Prospective parents are asked to identify their child's disability or learning difficulty on the registration form and to provide evidence (in the form of a specialist assessor's report or medical report) to qualify for an adjustment to the examination procedures. The adjustment usually takes the form of extra time for the Mathematics and English papers, but not the Verbal Reasoning Test as this would compromise its objectivity and meaning. It is also possible to use a laptop for the English paper.

9 Old Elthamians and Sibling Policy

Applications from the children of Old Elthamians are welcomed, as are those from the siblings of children attending the school. Selection is nonetheless based on merit. But while applicants must meet the criteria for entry, the Headmaster will be sympathetic to families wishing to educate siblings together or at their former school.

10 Scholarships and Bursaries

Details of our Scholarship and Bursary schemes are found on the website and are also available on request from the Registrar.



SCHOOL FEES

1 Tuition Fees

From September 2018, tuition fees are £5,686 per term for Eltham College and £5,230 per term for Eltham College Junior School.

All fees bills are payable by Direct Debit. Payment of tuition fees may be made either termly on 1 September, 2 January and 1 April, or by ten consecutive monthly instalments commencing on 1 August.

The school also operates a fees in advance scheme for those parents who wish to reduce the cost of their child's education by making an advance lump-sum payment. Details of this scheme can be obtained from the Bursar.

Other Fees

- Lunch: £278 per term
- School Coaches: £227 per term for a single fare/£451 per term return
- Public Examinations: These will reflect the exact cost from the examination boards
- Music Lessons: £20.00 per lesson for an individual instrumental, singing or theory lesson of 30 minutes

The level of fees is reviewed in March each year. The Governors reserve the right to vary tuition and other charges from time to time. Outstanding debts will be recovered by the school, including interest and legal fees where necessary.



ENTRANCE PROCEDURE

Details of the key dates and deadlines for the coming year are available on the Admissions page of our website.

1 7+ Entrance Procedure

Entrance Examinations and Interviews

Boys who will be 7 years old on 1 September of the year of proposed entry are invited for an academic assessment in mid-January of the same year.

All boys are invited for an assessment during January. They are assessed in English (including an element of Verbal Reasoning), Mathematics and Reading.

Also in January, the boys attend an activity morning when they also enjoy a carousel of fun activities which are designed to familiarise them with the school and allow them to meet other candidates in order to ease any anxieties ahead of their assessment day.

All candidates must register with the school prior to their assessments. A reference will be requested from the candidate's current school.

Offers of places

Offers of places are sent to parents by post in early February. Parents are asked to respond by mid-February.

There may also be an opportunity for boys to enter the Junior School at 8+, 9+ and 10+ if places become available. Please contact the Registrar for more details. For 8+, 9+ and 10+ entry candidates sit examinations in English, Reading, Mathematics and Verbal Reasoning.

2 11+ Entrance Procedure

Entrance Examinations and Interviews

Boys who will be 11 years old on 1 September of the year of proposed entry sit an entrance examination early in January of the same year.

All external candidates take entrance papers in English and Mathematics as well as sitting a computer adaptive Verbal and Non-Verbal Reasoning assessment. They are also interviewed by members of staff on the same day. All candidates are automatically considered for academic scholarships but there are further assessments for boys who pass the academic threshold and who wish to be considered for Music, Sport and Art Scholarships.

All candidates must register with the school prior to sitting the examinations. A reference is also requested from the candidate's current school.

Taster Days

Towards the end of the Michaelmas Term and in the early part of Lent Term a significant number of registered candidates are invited to attend an afternoon of lessons.

Offers of places

Offers of places are sent to parents by post in early February in line with other independent schools. Parents are asked to respond by the beginning of March.



Sample papers

Sample English and Mathematics papers can be downloaded from the website:

www.elthamcollege.london/Year-7-Entry

3 13+ Entrance Procedure

Entrance Examinations and Interviews

Boys who will be 13 years old on 1 September of the year of proposed entry sit an entrance examination early in January of the same year.

Candidates sit papers in English, Mathematics and a Modern Foreign Language (French, German, Spanish) or Latin. They also sit a computer adaptive Verbal and Non-Verbal Reasoning assessment. All candidates are interviewed by members of staff on the same day.

The examination date is usually in late January. All candidates are automatically considered for academic scholarships but there are further assessments for boys who pass the academic threshold and who wish to be considered for Music, Sport and Art Scholarships.

All candidates must register with the school prior to sitting the examinations. A reference is also requested from the candidate's current school.

Offers of places

Offers of places are sent to parents by post in early February in line with other independent schools. Parents are asked to respond by the end of February.

Sample papers

Sample English, Mathematics, French German, Spanish and Latin papers can be downloaded from the website: <http://www.elthamcollege.london/Year-9-Entry>

4 16+ Entrance Procedure

Entrance Examinations and Interviews

Applications for entry into the Sixth Form should be made in the academic year before entry is proposed.

All external candidates for the Sixth Form have an Entrance Examination, sitting papers in two subjects of their choice and a computer adaptive Verbal and Non-Verbal Reasoning assessment. The examination day is usually in mid-November.

Soon after the written examination, candidates for whom a place is being considered are invited to interview. All candidates are automatically considered for academic scholarships but there are further assessments for those who pass the academic threshold and who wish to be considered for Music, Sport, Drama and Art Scholarships.

All candidates must register with the school prior to sitting the examinations. A reference is also requested from the candidate's current school including a statement of predicted GCSE grades.

Offers of places

Offers of places are conditional on a candidate's performance at GCSE.

Academic standards are high and the minimum standard for entry to the Sixth Form is six A/A* or 7/8/9 grades at GCSE. Specific GCSE requirements to study A level courses are set out in our A Level Options



booklet, available from the Admissions Office and online <https://www.elthamcollege.london/sixth-form/curriculum/>.

Conditional offers are sent to parents by post by mid-December. Parents are asked to respond by early January.

Once candidates have accepted an offer we invite all Sixth Formers to an Options evening to meet Heads of Department for advice in making their selection of subjects to study at A level.

Confidentiality

Exam results and other records relating to applications for entry to Eltham College are confidential and will not be made available.