

Admissions Policy



Policy Author: Matthew Wood, Deputy Head Admissions
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Details on application deadlines, assessments, and preparation are available on our website. Parents of applicants will be contacted regarding the relevant entrance processes and assessments.

To be considered for admission, prospective pupils must submit an online application form along with the non-refundable Application Fee. Parents can schedule an appointment to meet with the Headmaster and tour the School or attend one of our regular Visitor Events (virtual or in-person). The annual Open Morning is held in September. Event dates are listed on [our website](#).

- Academic Merit and Potential: Performance in entry assessments must be sufficient for the School to be confident that the pupil will thrive in our learning environment.
- Positive Contribution to School Life: Potential to contribute positively to the wider life of the School, assessed through school references, interviews, and meetings. Please note that we request school references from all applicants' current schools.
- School Reports and References: A satisfactory report and/or reference from the pupil's current school is required. For 16+ entry from UK schools, this includes predicted GCSE/IGCSE grades where applicable.
- Special Educational Needs and Disabilities: The application form must disclose any known disability, long-term medical condition or special educational need to ensure we can meet the pupil's requirements. Refer to the Special Educational Needs and Disability Section for details.
- English Proficiency (for Non-Native Speakers): Pupils must demonstrate proficiency in English through written assessments and interviews, either in person or electronically, appropriate to their course of study.
- Legal Requirements: All pupils must have the legal right to live and study in the UK. The School is licensed by UKVI to sponsor pupils, and can sponsor Full and Weekly Boarding pupils for a Child Student visa if required.

The School also takes the following factors into account when considering priority in the offer of places: siblings currently attending the School; exceptional talent; parents employed by the School; the School's ability to provide necessary support for the welfare of the child; extenuating circumstances affecting the child or family. We maintain Reserve Lists for all entry points and keep families updated on their application status.

It is assumed that pupils will automatically progress through the School, provided they meet the required standards of behaviour and academic progress, and the School can continue to meet their needs. The criteria for progression are detailed in this policy.

Caterham School offers a range of financial assistance to support families who are applying for Day places. This includes means-tested bursaries, which provide significant help with fees and other costs for eligible pupils. For more information on applying for financial assistance, please contact the Registrar.

Additionally, the School offers scholarships in various fields. Further details can be found on the School's website, or by contacting the Assistant Registrar (Day).

An automatic sibling fee discount is also available: a 10% discount is applied to the fees for a third and any subsequent child attending the School, provided all three children remain enrolled.

We offer funded boarding places to candidates who meet the criteria of the [Royal National Children's Springboard Foundation](#) and who would thrive in our environment.

Caterham School welcomes applications from children with disabilities, long-term medical conditions, or special educational needs. We are committed to providing suitable reasonable adjustments during entrance assessments for pupils who meet the criteria outlined in the School's [Access Arrangements in Entrance Assessments Policy](#), available on our website.

As part of the application process, parents are asked to provide comprehensive details of their child's condition and needs. This information allows us to investigate and arrange any necessary access arrangements for the entrance assessments, in consultation with the SEND Coordinator at the child's current school and based on the criteria set out in the School's [Access Arrangements in Entrance Assessments Policy](#). This information also helps us evaluate any adjustments required within the School environment and assess our ability to support the pupil effectively, ensuring they can fully benefit from the education provided should an offer of admission be made.

Please note that if parents do not disclose this information at the time of application, we may be unable to accommodate necessary access arrangements for the entrance assessment. Additionally, this may impact our ability to offer adequate support if the pupil is admitted, which could, in some cases, result in the withdrawal of the offer. For further details, parents should refer to the [Terms & Conditions](#) (Parent Contract) and the [School's Learning Support \(SEND\) Policy](#).

Each year, we admit 70 to 80 external pupils into Year 7, who join students progressing from our Prep School to form a five-form year group. Scholarships and financial support (bursaries) are available, and interested families can request application forms and details regarding the criteria and process. Selected scholarship applicants are invited to attend Caterham for an audition, assessment, or interview following the 11+ assessments. Please note that all pupils are automatically considered for Academic Scholarships and awards.

Applications close in early November of Year 6, after which families are contacted to arrange informal interviews by the end of the term. Applicants sit the ISEB Common Pre-Test (English, Maths, Verbal, and Non-Verbal Reasoning) during the autumn term, either at their current school or at Caterham in mid-November.

In January, applicants participate in our EDGE Day, which includes taster activities and two assessment papers (Maths and an EDGE Paper). The EDGE Paper involves creative writing, critical thinking, and an innovation task. Decision letters are sent out before spring half-term.

We admit around 40 day and boarding pupils into Year 9, with most day pupils joining via deferred entry from local prep schools. The application process mirrors that of Year 7, and applicants follow the same stages alongside the 11+ cohort.

Scholarships for 13+ deferred entry can be applied for in Year 6, with performance in assessments considered for place allocation. Some applicants may receive guaranteed minimum scholarships for Year 9. These applicants, and others who choose not to apply in Year 6, can apply for scholarships again in Year 8.

Deferred entry applicants are expected to make satisfactory progress at their schools through Years 6, 7, and 8. In November of Year 8, they sit English, Maths, and Critical Thinking assessments at Caterham for setting purposes and further scholarship consideration. Co-curricular scholarships and financial support can also be applied for at this stage.

Applicants placed on the Reserve List may be invited for further assessment in the spring term of Year 7, with final decisions made thereafter.

We welcome applications at 16+. While most current pupils remain at Caterham after GCSEs, additional places are available for external applicants. Applications can be submitted online, along with the non-refundable fee, a passport copy, and a recent school report. Applicants can also register for Sixth Form Visitor Events held in the autumn and spring terms.

Interviews take place in mid-November, with additional interviews held throughout the

passport copy, and recent school report.

The School's complaints procedure is on the School's website and can be sent to parents on request.