North London Collegiate School

Founded 1850

ADMISSIONS POLICY

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Contents

1. Introduction 2
2. Aims and objectives 2
3. Statutory and regulatory framework 3
4. Scope and responsibilities 3
5. Special Educational Needs and Disabilities 3
6. Admissions procedures 4
7. Admission criteria 4
8. First School Admissions 5
9. Lower School Admissions 5
10. Senior School Admissions 6
11. Sixth Form Admissions 6
12. Admissions to occasional places 6

13. Overseas applications 6
14. Progression through the School 7
15. Disclosures 8
16. Special circumstances 8
17. Additional factors 8
18. Bursaries and Music scholarships 8
19. Exclusions 9
20. Monitoring and review 9

1. Introduction

1.1 North London Collegiate School (the School) is a single-sex school for girls aged 4-18.

1.2 Girls are admitted to the School following annual assessments at 4+, 7+, 11+ or 16+. See Sections 8-11 below for more information.

1.3 The School has a Christian ethos but welcomes girls from different ethnic groups and religions. We seek to admit children from all backgrounds and to facilitate this we operate an extensive coach system.

1.4 In addition to academic ability and potential we look for a range of qualities and skills which pupils might contribute to School life.

1.5 This policy should be read in conjunction with the following which are available on the School website:

- Behaviour Policy
- Equal Opportunities Policy
- Terms and Conditions

1.6 This policy applies to the whole school from Early Years Foundation Stage (EYFS) to Sixth Form.

1.7 This policy is available on the School website.

1.8 Copies of the above are held at the Senior School Office for consultation by parents. You may also email the School at Office@nlcs.org.uk to request hard copies which can be made available in large print or other accessible format if required.

2. Aims and objectives

2.1 The School aims to:

- welcome girls from all backgrounds who have met the academic criteria

- admit girls who will benefit from an academic education and contribute to and benefit from the ethos and activities of this School community

- treat all candidates on merit and in a sensitive manner

3. Statutory and regulatory framework

3.1 The School complies with the Equality Act 2010.

4. Scope and responsibilities

4.1 The Senior Deputy Head and the Head of Admissions are responsible for the Senior School admissions process.

4.2 The Head of Junior School is responsible for the Junior School admissions process.

4.3 The Head of Admissions will liaise with the appropriate Special Educational Needs and Disabilities advisor during the admissions process if required.

5. Special Educational Needs and Disabilities

5.1 The School will undertake to do all that is reasonable to ensure the School's culture, policies and procedures are made accessible to applicants who have disabilities, and to comply with our legal and moral responsibilities under the Equality Act 2010, in order to accommodate the needs of applicants.

5.2 Parents/guardians must notify the Head in writing if they are aware or suspect that their child has special educational needs. The registration form enables parents to give details of their child's special educational needs and/or a disability when applying for a place at the School. Parents must provide copies of all written reports carried out by doctors, specialists such as a Chartered Educational Psychologist etc. and other relevant information upon request. Providing the School with such information will enable the School to support the applicant as much as possible. Confidential information of this kind will only be communicated on a "need to know" basis. The School will have due regard to any request made by a parent or applicant (who has sufficient understanding of the nature and effect of the request) to treat the nature or existence of the disability as confidential.

5.3 Applications for a place at the School will be considered on the basis that reasonable adjustments have been made by the School in order to cater for the child's special educational needs and/or a disability. The School will not offer a place if, after all reasonable adjustments have been made, the School will not be able to provide adequately for the child's physical and educational needs. The School shall inform the parents of the decision and provide details of the reasonable adjustments they are going to make or reasons why an offer of a place has not been made.

5.4 Where the School becomes aware of special educational needs and/or a disability after admission, the School will do all that is reasonable to assist the pupil whilst at the School, which may include making reasonable adjustments. If in the professional judgement of the Head, and after consultation with the parents and the pupil (where appropriate), the

School cannot provide adequately for the pupil's physical and educational needs after all reasonable adjustments have been made, parents will be asked to withdraw the pupil, without being charged fees in lieu of notice and with the acceptance deposit returned. The School will do what is reasonable to help parents to find an alternative placement which will provide their child with the necessary environment and level of teaching and support.

6. Admissions procedures

6.1 The closing dates for applications are published on the School website and in School literature.

6.2 All families applying are encouraged to visit the School on an Open Event or make an appointment to visit the School during a working day. Please see the School website for details.

6.3 Offers of places and acceptances are made to a published timescale which is agreed with other local schools.

6.4 A waiting list is compiled, and parents are offered the opportunity to be considered for future vacancies a year after the initial assessment through the non-standard entry procedure.

6.5 The results of assessments are not discussed with the parents or made public and the School will not provide any feedback on assessments.

6.6 Places are offered in line with the number of pupils the School can accommodate. To date there are:

- Approximately 40 places in Reception at 4+
- Approximately 8 to 10 places at 7+
- Approximately 75 places at 11+
- Approximately 20 places at 16+

6.7 Final decisions regarding entry are made at the discretion of the Head. All siblings follow the assessment procedure and must reach a required standard before a place is offered.

6.8 Our admissions procedure has the following elements:

- Competitive entrance tests
- Interviews
- References

7. Admission criteria

7.1 The School will only make the offer of a place if there is a place available. In order to be

considered for admission to the School candidates must meet the following criteria:

- Be able to attend School on a regular basis
- Be supported by a strong recommendation from the Head of their current school in terms of academic achievement, motivation and extracurricular involvement
- Perform strongly in the entrance examinations and interviews relative to other applicants
- If English is not their first language, candidates must demonstrate a satisfactory level of spoken and written English in order to engage and participate fully in all aspects of School life
- Where English is not the first language of parents, the School will correspond with parents via a representative selected by the family, provided prior written authorisation is received
- Any special educational needs and/or disabilities have been identified to the School by the parents and the School can meet the needs
- All fees due at the candidate's present school have been paid
- Have the appropriate immigration permission to live in the United Kingdom and to study at this School. Parents must be able to provide evidence if applicable.
- Where a candidate's family is not resident in the UK, an appropriate guardian has been arranged.

8. First School Admissions

8.1 Entry to the First School is at age 4. Applications are registered between May and November of the calendar year before entry is required. The first stage of the assessment takes place in early January. Candidates are initially seen in small groups according to their age and engage in a variety of play activities which assesses learning readiness.

8.2 Short listed candidates are selected for a further interview which involves a group activity and individual work with a member of staff. Age is a consideration and allowances are made for candidates who are younger. References from playgroups and nursery schools are requested.

9. Lower School Admissions

9.1 Entry to Year 3 is at age 7. Applications are registered between May and November of the calendar year before entry is required. Entrance tests take place in November. The first stage consists of written tests in Mathematics, English and reading.

9.2 Short listed candidates are then called back for a small group interview and a lesson. From this short list a final selection is made. References from schools are requested. Each candidate's work is scrutinised, and credit is given for what they can do, rather

than what they cannot do. Age is a consideration and allowances are made for candidates who are younger.

10. Senior School Admissions

10.1 Entry to Year 7 is at age 11. Applications are registered between May and November of the year before entry is required. The entrance examination takes place in December. Candidates sit papers set by the School in Mathematics and English; on the basis of the results of these papers selected candidates are invited for interview.

10.2 The candidate's present school is asked for a reference. In the case of special educational needs, parents may request extra time or special consideration in the examinations if the need is supported by a recommendation from a professional body.

11. Sixth Form Admissions

11.1 Applications are accepted between May and the end of October preceding admission. Candidates are invited for one day of entrance tests in November in subjects which they are planning to study at A level or IB. Shortlisted candidates are subsequently called for interviews with the appropriate senior members of departments. The candidate's present school is asked for a reference and GCSE predictions. When a candidate is offered a place, it is conditional upon attaining an average grade 7 at GCSE and at least grade 8 in GCSEs corresponding to the candidate's proposed A level or IB Higher Level subjects (grade 7 for IB Standard Level). Conditions will be detailed in the offer letter and further information can be found in the Sixth Form Course Guide. Occasionally applications for the Sixth Form may be considered post GCSE if places are available.

12. Admissions to occasional places

12.1 Should a place become available in a particular year group all candidates who have registered for the appropriate year will be contacted and offered an assessment on a specified date. Places will only be offered subject to satisfactory academic standard, interview and reference.

13. Overseas applications

13.1 If travel to the UK is not possible, the School can arrange for 7+, 11+ or 16+ examination papers to be sent to the applicant's current school, where the applicant must sit the exams under supervised exam conditions.

13.2 If the applicant's current school is unable to accommodate this an alternative and impartial facility such as a British Consulate can be used as a test centre. This must be arranged by the candidate's parents at their own expense and confirmed in writing with the School.

13.3 Applicants for 4+ entry will be required to attend School for the initial assessment and 7+ applicants will be required to attend for the second stage of the assessment if the papers have been completed under supervision abroad.

14. Progression through the School

14.1 *Transfer from First to Lower School*

14.1.1 A pupil who has progressed through the First School will normally transfer to the Lower School but if there is any cause for concern the parents will be notified in writing and progress through the Lower School closely monitored.

14.2 *Transfer from Junior to Senior School*

14.2.1 All pupils will transfer to the Senior School unless, on rare occasions, the School does not think this is in a pupil's best interests. In most cases, therefore, pupils in Year 6 do not sit the 11+ entrance examination.

14.2.2 Where concerns have been expressed about a pupil's ability to thrive in the Senior School, parents will be notified in writing by the end of Year 5. Where required, the pupil will sit the 11+ examination and be interviewed alongside the external candidates to assess their ability to keep up with the pace of learning in the Senior School. An offer of a place in the Senior School may then follow. The Head has the right to decline to offer a place.

14.2.3 Parents must give a term's notice in writing (i.e. before the start of the Summer Term) if they do not intend to proceed to the next stage of the School, or a term's fees in lieu of notice will be payable.

14.3 *Transfer from Senior School to Sixth Form*

14.3.1 The majority of pupils from Year 11 will progress to the Sixth Form. In most cases, pupils will normally be expected to achieve grade 8 in GCSEs linked to subjects they wish to study at A Level or IB Higher Level and grade 7 in GCSEs linked to subjects they wish to study at IB Standard Level. Further details are given in the Sixth Form Course Guide.

14.3.2 Pupils in Year 11 will receive information and guidance from form tutors and other suitable members of staff to assist them in their choice between the available IB and A level pathways.

14.3.3 On the IB pathway, it is expected that all pupils will attempt to complete the full Diploma.

14.3.4 All pupils and their parents will be invited to attend an information evening and receive appropriate literature to aid them in their choice of academic pathway. Information on both the IB and-A level academic pathways can be found on the School website.

14.4 Departures from the School with intention to return

14.4.1 Where a pupil leaves the School with the intention of returning, parents/guardians may request that the pupil's place be kept open for a maximum period of one academic year. In order to retain the place, School fees must continue to be paid in full during this period. The pupil must return to the School at the end of the agreed period; the School cannot hold a place open beyond one academic year.

14.4.2 Where a pupil returns to the School within one academic year and fees have been paid to retain the place, the pupil will not be required to undergo reassessment prior to re-entry. Where a pupil returns after a period of more than one academic year, the pupil will be required to undergo reassessment.

14.4.3 Where a pupil leaves the School and subsequently seeks to return, and fees have not been paid to retain the place, the application will be treated as an application for an occasional place. In such cases, the pupil will be required to go through the School's occasional places admissions process, and no preferential treatment will be given to pupils who have previously attended the School.

15. Disclosures

15.1 Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's physical health, mental health, allergies, special educational needs, disabilities or other circumstances which may affect their child's performance.

16. Special circumstances

16.1 We recognise that a candidate's performance may be affected by particular circumstances, for example if:

- the candidate is unwell when taking tests or has had a lengthy absence from their current 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 special educational needs and/or a disability
- English is not the candidate's first language

17. Additional factors

17.1 The School is oversubscribed. If we have to decide between two or more candidates who meet our admissions requirements after all appropriate allowances and special consideration have been given, the School may give preference to:

- A candidate who already has a sister in the School or whose parent is a former pupil here
- A candidate whose parent is a current member of staff
- A candidate with a particular skill, talent or aptitude

18. Bursaries and Scholarships

18.1 The School is committed to providing opportunity regardless of financial means as far as the School bursary funds will allow.

18.2 Bursaries, with the maximum value of 100% School fees, are available for successful 11+ and 16+ candidates in the case of financial need. Bursaries are means tested and subject to annual review. Pupils holding bursaries may also be given assistance with expenses such as School field trips.

18.3 Music and sports scholarships are available at 11+ and 16+. Candidates must pass the entrance examination and interview and, respectively, excel in a music audition or demonstrate exceptional ability and potential in one or more of the school's main sports.

18.4 The NLCS Handel Music Scholarship is awarded as a fee remission of 10–20% of school fees. An increased award may be offered to exceptional candidates at the discretion of the Headmistress.

18.5 Music scholarships are subject to review at the discretion of the Director of Music and the Head. Sports scholarships are solely managed by the School internally, and subject to review at the discretion of the Director of Sport.

18.6 The Sophie Bryant scholarship is offered to a small number of girls entering in Year 7 and Year 12 who exhibit a deep love of learning combined with enthusiasm for wider achievement beyond the classroom. There is no separate application process for this scholarship and assessment will be through the usual entrance examination, interview and reference process.

18.7 Pupils may hold multiple scholarships.

18.8 Pupils may hold a scholarship(s) and also be in receipt of a bursary.

18.9 Information about bursaries and scholarships is available on the School website.

19. Exclusions

19.1 Please see the Behaviour Policy for further information on exclusions.

20. Monitoring and review

20.1 The Head and Senior Team will regularly monitor and evaluate the effectiveness of this policy, and associated procedures.

20.2 This policy will be reviewed every year (or more frequently if changes to School procedure, legislation, regulation or statutory guidance so require) by the Senior Deputy Head and the Head of Admissions and authorised by the Full Governing Body.

20.3 The date of the next review is seen on the front page.