



## SELECTION AND ADMISSIONS POLICY

Hereford Cathedral School is an academically selective school with high standards. We are also deeply committed to providing an all-round education for pupils who would embrace the opportunities available to them. Pupils who are not already members of Hereford Cathedral Junior School are admitted on the basis both of ability, character, and a willingness to make the most of the opportunities available to them as determined by written assessment, interview, and at the School's discretion.

### Aims of this Policy

The aims of the policy are to ensure that the selection criteria and admission procedures are consistent with the School's charitable purpose and fair to the applicants. Hereford Cathedral School's charitable purpose is to provide a structured and stable environment in which pupils may flourish and develop their full potential in academic, aesthetic, physical and personal terms.

We are committed to ensuring that admission decisions will be made by a process that is free from any unlawful discrimination, including the Equalities Act 2010.

### Selection

Selection at Hereford Cathedral School seeks to identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered.

The academic criteria for selection at 11+ into the Senior School are:

- The applicant achieves good marks in the competitive entrance exam;
- The applicant performs well at interview demonstrating engagement, intellectual curiosity, and a willingness to positively contribute to the School;
- The applicant's existing head teacher is able to provide a positive reference; and
- The automatic entry from Hereford Cathedral Junior School (HCJS) has the full endorsement of the Head of HCJS. (A place in the Junior School does not necessarily guarantee a place in the Senior School. In selecting for the Pre-Prep and Junior School the Headmaster of the Junior School will seek to only select applicants capable of entering the Senior School).

Selection at 13+ and other stages prior to Sixth Form entry requires satisfactory performance in the School's own entrance examination papers, a good performance at interview and a positive reference from the applicant's existing head teacher.

At 16+ applicants must also be supported by a good reference, perform well at interview, and should have at least six GCSE Grade 6\* passes with at least a 5 Grade in English and Mathematics.

In addition, the following criteria will be considered for applications to the Senior School:

- Whether the applicant is of the appropriate age and sufficient maturity;
- Whether the School can reasonably meet the needs of the applicant with reference to special educational needs and disabilities (see below);
- Whether the present school reports satisfactory attitudes and conduct on the part of parents and applicant;
- Whether fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Bursar that they are in a position to pay the fees for Hereford Cathedral School.

#### Admission from Hereford Cathedral Junior School (HCJS)

Automatic transfer occurs for those pupils recommended by the Junior School. All Junior School pupils will attend interviews with the Headmaster or a member of the Senior Leadership Team, unless their parents have advised the School that they will not be joining the Senior School. Recommendations from the Junior School will be made on the basis of academic attainment, progress and their potential to flourish within the Senior School. The academic standards required for automatic transfer will relate directly to each pupil's potential to meet the minimum standards required for entry to the Sixth Form (currently six GCSEs at Grade 6).

Pupils who are judged not to be suitable for the educational opportunities available in the Senior School, or who are borderline, will be informed by the Headmaster of the Junior School no later than the end of the Autumn Term in Year 5. It is expected that there will be dialogue between parents and the Junior School in earlier years if it is felt that automatic transfer to the Senior School is unlikely. Such early notice provides parents of such pupils the opportunity to look for alternative schools.

Pupils who have not been judged to be suitable for automatic transfer to the Senior School still have the right to sit the entrance exam if they wish. All pupils who join the Junior School after the Autumn Term of Year 5 will automatically be expected to sit the entrance exam unless the Headmaster of the Junior School makes a firm recommendation that this is not necessary.

*\* The Headmaster may admit pupils with lower grades if he deems there are particular circumstances that warrant such exemption from the normal entry requirements.*

#### Admission of pupils not at HCJS at 11+

At 11+, pupils not currently at HCJS sit the Senior School Entrance Exam in English, Mathematics and Non-Verbal Reasoning. Either the Headmaster or a senior member of staff interviews pupils prior to the day of the entrance exam. In adopting this assessment pattern the School aims to put pupils at ease and, in doing so, increase the prospect that an applicant's true potential is reflected in their written assessment. Pupils requiring additional time or other access arrangements are treated in accordance with the School's policy on special educational needs and disabilities. In addition to considering pupils' interview and assessment performance, the admissions selection panel will take notice of all references provided in support of a pupil's application.

At 13+ pupils sit the School's own tests in English, Maths, and Non-Verbal Reasoning. All pupils are interviewed by the Headmaster. Pupils requiring additional time or other access arrangements are treated in accordance with the School's policy on special educational needs and disabilities.

At 16+ pupils are made conditional offers based on GCSEs following interviews by the Headmaster and Head of Sixth Form. Pupils requiring additional time or other access arrangements are treated in accordance with the School's policy on special educational needs and disabilities.

At intermediate points of entry, a selection of the above methods is used in accordance with individual circumstances.

The School operates a deferred entry programme for 13+ pupils. Candidates for entry at 13 are able to sit the Senior School Entrance Exam at 11 and, subject to performance, may be offered a place at 13+. This enables such pupils to complete their education at their prep schools, safe in the knowledge that they have a guaranteed place in Year 9. The deferred entry programme at HCS conforms to HMC guidelines on Admissions.

*Details of scholarships and bursaries are published separately and made available to all applicants.*

### Communication

In the interest of the applicant, it is imperative that the School is informed of any factors (social, medical, emotional or academic) that might affect their learning and other school activities before accepting an offer of a place. All information will be treated with confidence and will only be disclosed if that information has a direct bearing on safety or the provision of an appropriate education. We welcome any information and discussion that will help us to ensure that pupils settle quickly, and make the most of their potential and the opportunities available.

### Special Educational Needs

We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. Wherever possible, we aim to make reasonable adjustments. However, we advise parents of children with special educational needs or disabilities to discuss the requirements of their son or daughter with Hereford Cathedral School before applying. Parents are asked to provide

a copy of any Educational Psychologist's report or relevant medical report. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made should their son or daughter become a pupil at the School.

### Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

The School is aware of its duties and commitments under equality legislation; each applicant will be treated equally in any of the admissions processes irrespective of race or parent's race, sexual orientation, gender reassignment, disability, religion or belief.

The School will make any reasonable additional or alternative arrangements to ensure that the School's admissions procedures are accessible to disabled applicants.

The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.

Parents of a child who has a disability or special educational need should provide the School with full details on registration. Parents of prospective pupils are always welcome to speak to our Special Educational Needs and Disability Co-ordinator (SENDCo) about their child's specific needs at any point of the admissions process.

### School's Contractual Terms & Conditions

Copies are on the School's website and will be made available to parents as part of the admissions process.

### Admissions Register

On taking up a place at the School, and in line with the Education (Pupil Registration) (England) Regulations 2006, an entry for each pupil is made in the School's Admissions Register. The entry which is stored in electronic format, but backed up on a monthly basis, contains for each pupil: name in full; sex; name and address of all parents; details of where the pupil lives; emergency contact detail for each parent or carer (a minimum of two emergency contact numbers); date of birth; admission date; name and address of previous school; whether day or boarding; name of any destination school and date of attendance. Copies of the Admissions Register are held at the School for a minimum of 3 years.

### Communications with the Local Authority

The School informs the LA of all pupils who join or leave the school in Years 7 to 11, as agreed with Herefordshire Local Authority. This includes when a pupil's name is deleted from the admissions register if: the pupil is removed to be home educated; the family has moved away; the pupil is certified as medically unfit to attend; if the child has been

permanently excluded. Where a child who leaves the school is not a resident of Herefordshire LA, the School informs the LA where the child is normally resident. The School is obliged to notify the LA when a pupil fails to attend school regularly or has more than 10 days unauthorised absence.

#### Complaints

Parents have the right to appeal against an unsuccessful application using the School's Complaints Procedure.

Reviewed by MEPG & LHE  
October 2022