



SURBITON

HIGH SCHOOL

Admissions

Contents

Surbiton High School: Ethos and Aims.....	3
1 Policy Statement.....	4
2 Admissions Procedure	5
2.1 Disabilities or Special Educational Needs.....	5
2.2 Entrance Examinations and Assessments	5
2.3 Offers of Places.....	7
2.4 Priority Applicants	7
2.5 Waiting Lists and Registers of Interest.....	7
2.6 Scholarships.....	8
2.6.1 Year 7 Scholarships and Awards A number of scholarships are available at Year 7 entry: Academic, Art, Drama/Performing Arts, Music and Sports (Gymnastics, Hockey, Netball, Skiing and Tennis). We also offer the Principal's Award. 2.6.2 Year 7 Academic Scholarships (up to 20% reduction in tuition fees).....	8
2.6.3 The Year 7 Principal's Award.....	8
2.6.4 Year 7 Art Scholarship (up to 20% reduction in tuition fees)	9
2.6.5 Year 7 Drama/Performing Arts Scholarship (up to 20% reduction in tuition fees)	9
2.6.7 Year 7 Sports Scholarship (up to 20% reduction in tuition fees).....	10
Staff will engage with pupils on a one-to-one basis but a formal interview will not be conducted.	
11	
Upon award of a scholarship, each sport will have specific requirements.....	11
2.7 Sixth Form Scholarships and Awards	11
2.7.1 Sixth Form Academic Scholarships (up to 20% of tuition fees)	11
2.7.2 The Principal's Award	12
2.7.3 Sixth Form Art Scholarship (up to 20% of tuition fees)	12
2.7.4 Sixth Form Drama/Performing Arts Scholarship (up to 20% of tuition fees)	12
2.7.5 Sixth Form Music Scholarship (up to 20% of tuition fees).....	13
2.7.6 Sixth Form Sport Scholarship (up to 20% of tuition fees).....	13
2.7.7 Sixth Form Photography Scholarship (up to 20% of tuition fees).....	14
2.7.8 The Dame Angela Rumbold Science Scholarship (up to 20% of tuition fees).....	14
2.8 Year 7 and Sixth Form Bursaries and other forms of Financial Assistance.....	14
2.8.1 Church Schools Foundation Assisted Places (CSFP).....	14



SURBITON

HIGH SCHOOL

2.8.2	Clergy Bursaries.....	15
2.8.4	Terms and Conditions	15
	Appendix A - Procedures for the Administration of the Admissions Register.....	16
	Document Information	18



SURBITON

HIGH SCHOOL

Surbiton High School: Ethos and Aims

Ethos

- We are a vibrant learning community, which **inspires** every child to discover and embrace their individuality, to grow in their intellectual curiosity, and to enjoy their independence
- We acknowledge that there is no such thing as a typical Surbiton High School pupil and that impressive academic results are just one aspect in our rich tapestry of educational provision; therefore, we **encourage** every child to grow in compassion, respect and an outward looking attitude, living out the School's motto: *Amor nos semper ducat (May love always lead us)*
- We **empower** every child to thrive, developing social and emotional intelligence to become rounded and grounded in their character, demonstrating kindness and service to others

Aims

- Surbiton High School aims to **inspire, encourage and empower** our young people to discover and liberate the very best of themselves, exceeding their potential in an intellectually rigorous and challenging academic environment, balanced with outstanding pastoral care and support

We achieve these aims through our *Charter for Happiness and Well-being*. Our children:

- are **inspired** to deploy their highest strengths to tackle all situations, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- are **encouraged** to find their niche, to be fully engaged in educational activities and to meet the highest challenges that come their way
- are coached and **encouraged** to develop strong relationships, to be empathetic and responsive to the needs of themselves and others
- are **empowered** to lead a meaningful life, to be able to understand what their goals are and to know what they are striving for
- are **empowered** to draw strength from celebrating their accomplishments, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- are **inspired** in their thinking, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- are **encouraged** to be emotionally invested in their learning, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- are **empowered** to be fully involved in their learning, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- are **inspired, encouraged and empowered** to be productive, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk



SURBITON

HIGH SCHOOL

1 Policy Statement

Surbiton High School is an independent school for girls aged 4-18 and boys aged 4-11 and, in line with its stated aims and ethos, the School aims to inspire, encourage and empower young people to be the best they can be.

Surbiton High School belongs to United Learning. We are proud to share the Group's core values of ambition, confidence, determination, creativity, respect and enthusiasm and the objective of 'bringing out the Best in Everyone'.

The School operates an academically selective admissions procedure and is committed to ensuring that it is accessible to all those who meet its entry requirements. We welcome pupils of all faiths and none, and Surbiton High School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunities Policy document. We seek to ensure that prospective disabled pupils are not treated less favourably and will take reasonable steps to ensure no individuals with any type of disability, medical or special educational need are put at a substantial disadvantage in matters of admission to the School. Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our school community, including those in our EYFS setting.

In line with our Provision of Information policy, this document is available to all interested parties on our [website](#), and on request from the main school office and should be read in conjunction with the following documents: Behaviour and Discipline policy and Exclusions, Expulsion, Removal and Review policy.

This document is reviewed annually by Mrs Sara Coleman, Head of Admissions, or as events or legislation requires, and in addition is subsequently checked and monitored by the School's Compliance Officer. Once checked by the Compliance Officer, this policy is sent to LGB Members so that they can familiarise themselves with it, discuss it- both with the Compliance Officer or Principal and at the LGB meeting under the standing agenda of Compliance- and monitor its implementation going forwards. The next scheduled date for review is June 2019.

On accepting a place parents are required to provide the following information:

- Emergency contact numbers;
- The child's special dietary requirements, preferences or any food allergies the child may have;
- The child's special health requirements;
- Information about who has legal contact with the child; and who has parental responsibility for the child;
- Written parental permission to seek any necessary emergency medical advice or treatment in the future.
- Written consent in relation to our use of photographs and video recordings of your child.

Surbiton High School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) [England] Regulation 2006.



SURBITON

HIGH SCHOOL

2 Admissions Procedure

The main entry points are Reception (4+), Year 7 (11+), and Sixth Form (16+). Sometimes occasional places are available in other year groups, and these may be available mid-way through the academic year. Parents may apply for a place at any time but, in order to take the Entrance Examination for one of the main entry points, applications should be received by 1 November the year before entry.

Pupils may be considered for entry into other year groups at any time, subject to assessment and dependent upon space being available in the appropriate year group.

On application, parents must indicate that their child has permission to study in the UK. Non-UK/EEA Nationals should provide a copy of the applicant's passport page to show their current status and the dates of study and expiry of study.

From the beginning of the first day on which the school has agreed or been informed that the student will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) [England] Regulations 2006. The inclusion /deletion from the register is done according to the Education (Pupil Registration) [England] Regulations 2006.

2.1 Disabilities or Special Educational Needs

The Application Form asks parents to disclose whether their child has a disability, special educational need or medical condition. If this is the case, the School will then request additional information about the prospective pupil. In assessing any pupil or prospective pupil the School may take such advice and require such assessments, as it deems appropriate; subject to this, the School will be sensitive to any issues of confidentiality. The School will take reasonable steps to avoid putting disabled students at a substantial disadvantage in matters of admissions.

Based on the information given and advice received, Surbiton High School is committed to making reasonable adjustments that will enable a prospective pupil to take up a place at Surbiton High School (subject to satisfying the academic admissions requirements detailed on the [Admissions](#) page of the website) and to complying with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001.

2.2 Entrance Examinations and Assessments

For entry into Reception, pupils should apply by 1 November the year before entry and they will then be invited to attend a 'Discovery Morning' assessment in mid-November. Each child is grouped together with others of a similar age and developmental stage, according to the term of their birth e.g. autumn, as we are aware of the difference in development that a few months can make at this age. This is an informal assessment, completed in a child-friendly manner using stories, toys and play equipment assessing the learning potential in language development, cognition, physical skills and socialisation. Reading ability is not assessed.

The entrance examination for Year 7 (11+) entry is held in January for entry in September of the same year. For Year 7 entry to the Senior School, registered candidates have the option of taking part in our 'Who am I?' Experience Morning in November or December of the year before entry. These interactive sessions do not form part of the assessment process but allow the girls to experience the ethos of the School, our approach to learning as well as lessen the stress on the Entrance Examination day and aid the transition into Senior School. For the entrance examination, candidates sit two papers, English and Mathematics, and answer a



SURBITON

HIGH SCHOOL

short questionnaire to provide a better understanding of their interests, opinions and experiences. A report will also be requested from the pupil's current school prior to the examination. All papers are designed to bring out the skills and potential of the pupil, whatever they may have covered in the past. For more information on the content of the Year 7 Entrance Examination, please see the [Admissions](#) pages of the school website. It is School policy not to issue past papers.

Pupils from our Girls' Prep School are not required to sit the entrance examination to the Senior School, unless they wish to apply for an Academic Scholarship or be considered for a Church Schools Foundation Assisted Place, but they will sit an equivalent paper at a similar time.

Sixth Form applications from external candidates are welcomed. Pupils are interviewed during the year preceding entry. A report will also be requested from the pupil's current school as part of the process and candidates will also take part in Morrisby Profiling, which allows the School to assess aptitudes, learning and personal working styles, to inspire and encourage our pupils to make informed decisions about their careers.

The following entry requirements are in place to support students to successfully complete their A-levels:

A minimum of eight GCSE passes at grade 9 - 7, including a 9 - 7 grade in Mathematics and in English Literature or Language. You must achieve a 9 - 7 grade for the subjects you wish to study at A-level.

For A-level subjects not previously studied at GCSE, there are individual subject requirements:

- Art History: Grade 9 - 7 in English Language, English Literature, or History
- Classical Civilisation: Grade 9 - 7 in Latin, English Literature or History
- Economics and Business: Grade 9 - 7 in English Language or English Literature and Mathematics
- Politics: Grade 9 - 7 in History
- Philosophy: Grade 9 - 7 in Religious Studies
- Photography: Grade 9 - 7 in Art
- Psychology: Grade 9 - 7 in Biology or Combined Science, Mathematics and either English Language or English Literature.

In order to access the Mathematics A-level course automatically, a 9 or 8 grade in GCSE Mathematics is required. A candidate who would like to follow the Mathematics A-level course with a grade 7 in GCSE Mathematics will be referred to an interview with the Head of Mathematics and a member of the Senior Leadership Team to assess her levels of suitability and confidence in the subject. There is significant well-founded statistical evidence to show that the step up in difficulty from Mathematics GCSE up to A-level is particularly high.

Students applying from outside the British education system who have not sat GCSE examinations can sit entrance examinations in subjects appropriate to their A-level subject choices.

Pupils already at the School also have to meet entry criteria in order to progress to the Sixth Form. These are the same as for external applicants above, with the exception that the requirement of a 9 - 7 grade in Mathematics and English Literature or Language is waived.



SURBITON

HIGH SCHOOL

2.3 Offers of Places

Offers of places and Scholarships are based upon performance in the entrance examinations, scholarship assessments, report from the Head Teacher of the applicant's current school and commitment to the School's ethos.

Parents or guardians will usually be notified of the result of the assessment within two weeks of the entrance examination/assessment taking place. Acceptances are appreciated as soon as possible and are required by early March for entry into Year 7. Pupils joining the School will receive detailed information in the spring and summer terms to aid transition into the School.

In order to secure a place a £1000 deposit is payable on acceptance. If the pupil's parents are resident overseas, the deposit is equal to one term's fees. The deposit is repaid by means of a credit without interest to the final payment of fees or other sums due to the School, after the pupil leaves the School. If a place is not taken up after acceptance, the deposit is retained by the School and one term's fees may be payable unless a full term's notice is given.

2.4 Priority Applicants

When allocating places, priority is given to siblings and the children of members of the School community or part of the United Learning group of schools, who have performed to the required standard in the entrance examinations. A sibling is defined as a child sharing at least one natural or adoptive parent with another child who is currently a pupil at the School, or who has accepted a place at the School.

2.5 Waiting Lists and Registers of Interest

If a candidate is successful in their entrance assessment, but a place cannot be offered because of over-subscription in the relevant year group, the child's name will be placed on a waiting list. Position on this waiting list will be determined by the performance of the child in the entrance assessment with priority applicants taking precedence.

Position on the waiting list is subject to change, no matter how long a child's name has been on the list. Priority will be given to a child whose name has been subsequently added to the list who has performed to a higher level in the entrance examinations and/or is a priority applicant who has performed to the required standard in the entrance examinations.

The waiting list will continue for the year-group until the end of the academic year in which the application was made. Should the applicant wish to be considered for entry the following year, he or she will need to be reassessed.

In year groups that are full, the Admissions Office shall maintain a 'Register of Interest'. Should a vacancy arise in that year group and there is no child on the waiting list, the School will offer to assess the children on the register of interest.

An assessment will be arranged in the first instance for all priority candidates on the register. If a suitable candidate is not identified following this assessment, an additional assessment of other applicants will take place. Priority applicants will be assessed in the first instance and, if the vacancy is not filled, the assessment opportunity will be opened up to other applicants.



SURBITON

HIGH SCHOOL

2.6 Scholarships

Scholarships are awarded on entry into Year 7 and Sixth Form in accordance with merit.

At entry into Year 7, the School offers Academic, Art, Drama/Performing Arts, Music and Sports (Gymnastics, Hockey, Netball, Tennis and Skiing) Scholarships. Scholarships are awarded irrespective of family income. The Principal's Award is allocated by the Principal to a candidate who has achieved an exceptional level in the Entrance Examination as well as one or more additional scholarship disciplines.

A number of Scholarships are available for Sixth Form entry; Academic, Art, Photography, Drama/Performing Arts, Music and Sports (Gymnastics, Hockey, Netball, Rowing, Skiing and Tennis). We also offer the Principal's Award which is allocated by the Principal to a candidate who has achieved an exceptional level in the Scholarship Examinations as well as one or more additional scholarship disciplines. Please note that candidates cannot apply for the Principal's Award.

Details of [Scholarships](#) awarded are available on our website and published as part of our prospectus. All Scholarships are awarded from Year 7 to Year 11. Pupils may apply for a Sixth Form Scholarship during Year 11.

The number and value of Scholarship awards may vary each year subject to a maximum reduction in fees, which is specified for each Scholarship type and dependent on the field of candidates and performance in the assessment. Scholarships are not means tested and are awarded irrespective of family income. In cases of proven need, Scholarships may be supplemented by a bursary. Pupils may hold multiple Scholarships plus a bursary award, if eligible, concurrently, up to a maximum remission of 85%. Scholarships will be reviewed on an annual basis.

All pupils who sit the Year 7 Entrance Examinations are automatically considered for the Academic Scholarships. Applications for other Year 7 scholarships, Sixth Form Scholarships and Church Schools Foundation Assisted Places should be submitted by the deadline published on the website.

2.6.1 Year 7 Scholarships and Awards

A number of scholarships are available at Year 7 entry: Academic, Art, Drama/Performing Arts, Music and Sports (Gymnastics, Hockey, Netball, Skiing and Tennis). We also offer the Principal's Award.

2.6.2 Year 7 Academic Scholarships (up to 20% reduction in tuition fees)

All candidates who sit the entrance examination on the published examination date will be considered for an Academic Scholarship. Academic Scholarships are awarded on the basis of performance across entrance examination papers, the questionnaire and the School report. Girls who are awarded a Scholarship will be expected to have full and active participation in the area of excellence during the duration of the Scholarship.

2.6.3 The Year 7 Principal's Award

The Principal's Award is allocated by the Principal to a candidate who has achieved an exceptional level in the Entrance Examination as well as one or more additional Scholarship disciplines. Shortlisted candidates



SURBITON

HIGH SCHOOL

will be invited for an interview with the Principal and Head of Senior School. Please note that candidates cannot apply for the Principal's Award.

2.6.4 Year 7 Art Scholarship (up to 20% reduction in tuition fees)

The Art Scholarship is awarded to candidate(s) who demonstrate a high level of talent in Art and Design, well above the normal level of ability for their age. We would expect candidates to be able to talk enthusiastically about their work and show ability and skill in more than one area with the ability to progress, experiment and genuinely enjoy spending time making art. Candidates should be able to talk freely about art and artists, citing examples, give insightful answers to questions without having been rehearsed. With the application form, please submit a portfolio of work, produced at home or school during the last year clearly labelled with her name and a report from her Art teacher.

2.6.5 Year 7 Drama/Performing Arts Scholarship (up to 20% reduction in tuition fees)

Drama/Performing Art Scholarships are awarded to talented performers willing to take full advantage of all opportunities to participate in the dramatic or performing arts at School. The application and audition process are the same for both strands of the Drama/Performing Arts scholarship.

In order to apply, please submit a letter of support including any relevant performance experience and/or successes, together with a report or reference from a Drama, Dance or English teacher; approximately three minutes of a filmed performance supplied on USB stick, clearly labelled with your daughter's name; current photo of your daughter. The Director of Drama and Dance will review applications and performance footage in order to shortlist candidates. Shortlisted applicants will be invited to an audition.

There are two parts to the audition: a group workshop and a solo performance. The workshop involves a range of practical activities and does not require any preparation. The solo performance must be prepared in advance and should last up to two minutes only in length. Please note that performances exceeding this time limit will be stopped to ensure all candidates have a comparable audition length.

- Drama applicants should prepare a monologue from a published play text
- Performing Arts candidates should prepare either a dance piece in their preferred dance style or a musical theatre piece

Scholarships are offered based on performance during the assessment. The Performing Arts require focus, discipline, creativity and passion, not just talent; therefore, we look at creating, performing and responding in the audition as well as attitude and approach. There are no requirements in terms of acting, dance or musical theatre grades for application

2.6.6 Year 7 Music Scholarship (up to 20% reduction in tuition fees)

Music Scholars should demonstrate exceptional musical talent and are expected to participate fully in the musical life of the School. Your daughter should have reached Grade 5 (minimum) on her principal instrument by the date of the entrance exam in January. With the application form, please submit a report from her Music teacher for each instrument. There will be an audition for shortlisted candidates in which your daughter should be prepared to play two contrasting pieces on her principal instrument. She should also be prepared to sight read on her principal instrument and take an aural test. After the audition, there will be an informal interview to discuss her musical activities, interests and achievements.



SURBITON

HIGH SCHOOL

An accompanist can be provided, if a copy of the music, clearly labelled with the candidate's name, is submitted by Friday 7 December 2018, but it will not be possible to rehearse with the accompanist before the audition. A room will be available 20 minutes before the audition to warm up. Music Scholars are expected to participate in two Surbiton High School ensembles when in Year 7 and 8 and progress to leadership in a third ensemble in Years 9 to 11. In addition, Scholars would be also be expected to perform at evening events.

2.6.7 Year 7 Sports Scholarship (up to 20% reduction in tuition fees)

To be eligible for a Sports Scholarship, applicants must have reached the minimum required standard in at least one of the following sports:

- **Hockey:** Club Hockey player for at least a year
- **Netball:** Must be playing for, or on the waiting list for a junior Club or talent spotted by a Surbiton High School member of staff
- **Tennis:** Players results will be strong enough for a top 20 county ranking by the time they join Surbiton High School.
- **Gymnastics:** Currently training or competing at external gymnastics club for minimum of 1 year, performing to regional level as a minimum requirement
- **Skiing:** Member of a recognised Ski race club with previous race experience

If you feel your daughter meets these criteria, then the next stage is to complete a portfolio, including as much information as possible:

- School level representation, competition competed and place at Club level or representative level
- Amount of training, ranking or awards gained
- References from Club coaches and/or PE teacher
- Up to date photo
- Name of Club your daughter represents and contact details for her coach
- Sporting achievements relevant to your daughter's sport application
- An individual portfolio must be provided for each application
- Further information on any extra-curricular competitive sports that your daughter participates in
- Where relevant the position your daughter plays for her team sport

Further to this you will be required to provide the following additional information for these specific sports:

- **Gymnastics:** Video footage of your daughter training or competing and two gymnastic related references, one of which must be from your daughter's current gym club
- **Skiing:** Video footage of your daughter training or competing including general skiing and gate training and racing
- **Tennis:** Must be a British Tennis Member, LTA rating and current level your daughter is playing at and best competition results achieved must be provided as well as details of LTA National Talent ID days, County, Regional or National training camp invites or County Cup team invites and the candidate's regular training schedule.

Portfolios are not rated on how many pictures/certificates/medals are displayed; we look for the quality of performance



SURBITON

HIGH SCHOOL

- Heads of Sport read each portfolio and if required, will visit during school or club level competitions to see the candidate in action
- Shortlisted applicants are invited to partake in assessments. Shortlisted candidates will be sent further information about the timings nearer to the assessment date.
- Candidates may be asked to complete stamina and skill-based tests in isolation, in small competitive situations and normal game play.

Staff will engage with pupils on a one-to-one basis, but a formal interview will not be conducted.

Upon award of a scholarship, each sport will have specific requirements.

2.7 Sixth Form Scholarships and Awards

A number of scholarships are available for Sixth Form entry: Academic, Art, Photography, Drama/Performing Arts, Music and Sports (Gymnastics, Hockey, Netball, Rowing, Skiing and Tennis). We also offer the Principal's Award, which is allocated at the discretion of the Principal to a candidate who has achieved an exceptional level in her particular area of expertise. Please note that candidates cannot apply directly for the Principal's Award.

2.7.1 Sixth Form Academic Scholarships (up to 20% of tuition fees)

Candidates are required to demonstrate all-round academic excellence through performance in the Scholarship examinations.

The Academic Scholarship examination is made up of three parts:

Part I – Cognitive Ability: Potential scholars sit a 50-minute multiple-choice test designed to measure their ability to think quickly, solve novel problems and understand and learn rapidly. These skills are something that they have developed over their lifetime and they will continue to develop.

Part II – Critical Thinking: Applicants complete a 30-minute multiple-choice test designed as an assessment of two types of thinking:

- Problem Solving - reasoning using numerical and spatial skills.
- Critical Thinking - reasoning using everyday written language.

Part II does not require additional study as it is a test of skills and aptitudes that applicants already possess.

Part III – Application of Knowledge: Applicants complete one of three options:

- **Option A – Arts and Humanities**

In Section 1 of the Arts and Humanities option, applicants will have to comment on a piece of writing using the information to complete a short response and a longer response. In Section 2, they will complete one essay from a choice of titles. Both sections do not require specific pre-



SURBITON

HIGH SCHOOL

existing subject knowledge, it is discursive and analytical ability that is being assessed.

- **Option B – Life Sciences**

In the Life Sciences option, applicants will have to complete three sections. The first tests experimental design, the second and third sections both test their ability to read and digest unfamiliar information and use this to answer questions. No knowledge beyond GCSE courses is required, the academically most able will have the ability to capitalise on the resources and reason through the arguments and information to draw out the information needed to answer the questions.

- **Option C - Physical Sciences**

Applicants will answer a selection of multiple-choice and long answer questions that assess their ability to apply their mathematical and scientific knowledge quickly and confidently. Applicants will only be tested on content covered in their maths and science lessons to date, so no further study is required.

2.7.2 The Principal's Award

The Principal's Award is allocated at the discretion of the Principal to a candidate who has achieved an exceptional level in her particular area of expertise. Shortlisted candidates may be invited for an interview with the Principal and Head of Senior School. Please note that candidates cannot apply directly for the Principal's Award.

2.7.3 Sixth Form Art Scholarship (up to 20% of tuition fees)

Candidates are required to produce a portfolio of recent work, showing a range of ideas and processes. Sculpture and other three-dimensional work, or very large works, should be photographed. Shortlisted candidates will take a one-hour observational drawing skills test and then have an interview with the Director of Art and Assistant Director of Art. This discussion will include a number of questions on art and artists, and your own work, as presented in your portfolio. Successful candidates would be required to take the A-level course appropriate for her discipline and will be required to play a prominent, supportive and active role in the life of the department and act as an ambassador for the School.

2.7.4 Sixth Form Drama/Performing Arts Scholarship (up to 20% of tuition fees)

It is desirable, but not essential, for candidates to have studied GCSE Drama. All applicants sit a 45-minute written paper, with a choice of two questions: one related to plays studied and one related to live performance events (e.g. a piece of theatre, dance performance or musical theatre performance). Neither question refers to a specific play or performance but assumes that candidates have read and/or seen a number of productions over the last two years. You may have copies of your chosen text and/or two A4 sides of notes for each live production seen that you may want to write about.

Candidates offering a Drama performance as their specialism, they should prepare two contrasting audition pieces which should be extracts from published plays and between two and three minutes in length.

Candidates offering a Performing Arts performance as their specialism, should prepare two contrasting audition pieces; these pieces can include dance, acting or singing (musical theatre pieces only) and should clearly demonstrate their range of skills as a performer. For both Drama and Performing Arts performance auditions, each audition piece should be between two and three minutes in length.



SURBITON

HIGH SCHOOL

Candidates offering a design or a technical skill as your specialism, please submit a portfolio of work outlining the ways in which their skills have enhanced two productions.

Candidates will be asked to demonstrate their proven commitment to Drama and their broader interest in the subject in a short interview with the Director of Drama. The School may choose to offer only Drama or Performing Arts scholarships in a given year, at its discretion.

Successful candidates would be encouraged, to take the A-level course appropriate for her discipline and as a Scholar, she will be required to play a prominent, supportive and active role in the life of the department and act as an ambassador for the School.

2.7.5 Sixth Form Music Scholarship (up to 20% of tuition fees)

Candidates should have reached at least Grade 7 in their principal instrument. For the audition, candidates should prepare two contrasting pieces on the first instrument and, if appropriate, one piece on the second instrument of up to five minutes in length. We are unable to provide an accompanist. We will also ask candidates to sight read on their principal study, take aural tests and discuss their musical activities, interests and achievements in an interview with the Director of Music. In addition to the entry requirements, candidates will also be expected to be an outstanding ambassador of the subject and will also agree to achieve Grade 8 during KS5 as well as participate in at least two school ensembles and leadership in a third ensemble. Candidates will also take a lead in music department events and competitions and participate in evening events where requested. Successful candidates would be encouraged, where possible, to take the A-level course appropriate for her discipline and are required to play a prominent, supportive and active role in the life of the department and act as an ambassador for the School.

2.7.6 Sixth Form Sport Scholarship (up to 20% of tuition fees)

To be eligible for a Sports Scholarship, candidates must have reached the minimum required standard in at least one of the following sports:

- **Gymnastics:** Club Member competing at Regional level or, if no longer competing, have competed at international level.
- **Hockey:** JRPC standard Ladies Club Hockey player.
- **Netball:** Performance Centre level or above in the Player Pathway - Actively competing in ladies hockey at National League, Regional Leagues or County Premier League.
- **Rowing:** Competed in finals at a National event, or a finalist in a top regatta such as Wallingford/Women's Henley. Must aspire to be a GB rower.
- **Skiing:** Member of a recognised Ski race club and registered with Home Nations Governing Body (e.g Snowsport England). Actively competing on both dry slope and snow.
- **Tennis:** Players will be shortlisted via their U18 county ranking and most recent tournament results. These must be strong enough for a place in our current U18 Aegon team.

Candidates who are awarded a Sports Scholarship are expected to attend all relevant training and compete for the school in their Scholarship Sport, when selected.

Candidates should provide a letter detailing their sporting achievements and training programme and, where appropriate, a reference from an external coach. The referee should not be a member of the School



SURBITON

HIGH SCHOOL

PE Department. If shortlisted, candidates will be invited for a range of fitness and skills tests. Upon award of a scholarship, each sport will have specific requirements.

2.7.7 Sixth Form Photography Scholarship (up to 20% of tuition fees)

Candidates are required to submit a portfolio of photography, which could contain moving images. Shortlisted candidates are invited to an interview with the Director of Art and the Assistant Director of Art. Candidates will be expected to answer a series of questions on Art and artists and talk about their own work as presented in the portfolio. Successful candidates would be required to take the A-level course appropriate for her discipline and will be required to play a prominent, supportive and active role in the life of the department and act as an ambassador for the School.

2.7.8 The Dame Angela Rumbold Science Scholarship (up to 20% of tuition fees)

The Dame Angela Rumbold Science Scholarship is awarded to a pupil who has attended the School since Year 7, intends to study two sciences at A Level and pursue a science-related course at university.

Candidates are required to demonstrate all-round academic excellence through performance in the Scholarship examinations. Dame Angela Rumbold Science Scholarship applicants must complete either Option B or C in Part III of the examinations. They will be expected to study at least two Science subjects at A-level (Biology, Chemistry or Physics) and to demonstrate an interest in Science beyond the classroom. Shortlisted candidates will be notified and then interviewed by the Head of Science and the Head of Scholars & Academic Enrichment. The aim of the interview is to explore the candidate's aspirations for the future study of science, discuss areas in which they are particularly interested and their vision for this particular role.

2.8 Year 7 and Sixth Form Bursaries and other forms of Financial Assistance

To ensure that Surbiton High School is accessible to talented students, irrespective of parental income, we offer a limited number of means-tested bursaries available at entry at Year 7 and Sixth Form; these are reviewed annually. We do not offer full bursaries and parents are expected to make a contribution to the fees. Bursaries are awarded to candidates whose family may have difficulty in meeting the cost of independent education. Please note that any Bursary applications for combined incomes over £70,000 may not be considered.

The relevant [application form](#) for Financial Assistance should be completed and returned to the Admissions Office in strict confidence by 1 November, the year before entry. Application forms can be found on the relevant [Scholarship and Bursaries](#) page of the website. For new pupils, the award of financial assistance is subject to satisfactory performance in the entrance examination and if, as is likely, demand exceeds the funding available, bursaries will be awarded with reference to performance in the relevant assessment.

There are other Trusts, which can sometimes give limited help. The Admissions Office can give advice on applying for these.

2.8.1 Church Schools Foundation Assisted Places (CSFP)

Church Schools Foundation Assisted Places (CSFP) are awarded from Year 7 until Year 11 and offer a means tested bursary on a sliding scale. Church Schools Foundation Assisted Places are also available for Sixth Form



SURBITON

HIGH SCHOOL

entry. An [application form](#) for Financial Assistance should be completed and returned to the Admissions Office in strict confidence by 1 November, the year before entry. CFSPs are reviewed annually.

2.8.2 Clergy Bursaries

Clergy Bursaries are available for daughters of full time members of the Clergy of any Christian denomination; these are awarded from Year 7 until Year 11 and offer a percentage reduction in fees on a sliding scale, according to parental income. Clergy Bursaries are also available for Sixth Form entry. An [application form](#) for Financial Assistance should be completed and returned to the Admissions Office in strict confidence by 1 November, the year before entry. Clergy Bursaries are reviewed annually.

2.8.3 The Green & Silver Club Award

This award is intended for a pupil or pupils who have attended the School since Year 7 and would not be able to continue into the Sixth Form without financial support. The Green & Silver Club award can be received by one pupil or shared between pupils. The award will be tenable for both years of Sixth Form study and may be offered as an additional discount to pupils receiving a CSFAP Bursary. Pupils not eligible for a CSFAP Bursary are still entitled to apply, providing all the above criteria have been met. To apply for the Green & Silver Club Award, please complete the [CSFAP Application Form](#). This application is means tested and, if eligible for the Green & Silver Club Award, the girls will be asked to fill out a Personal Statement Form, allowing them to demonstrate to the Green & Silver Club Committee why they are a suitable candidate for an award. Recipients of the Green & Silver Club Award are expected to be future Ambassadors for the School. The Chair of the Green & Silver Club Committee, the Principal and the Head of Development will make the final decision.

2.8.4 Terms and Conditions

A copy of the [Standard Terms and Conditions](#) may be found on the website.



SURBITON

HIGH SCHOOL

Appendix A - Procedures for the Administration of the Admissions Register

Surbiton High School acknowledges its responsibility to administer its admissions register in line with the Education (Pupil Registration) [England] Regulations 2006 and the statutory guidance 'Children Missing Education' September 2016.

The register is kept in electronic format on the servers in the IT office and the date and name of the last person to make an amendment to any record is recorded by the Management Information System. The register is kept for a minimum of three years. Proper provision is made for back up and a stored version of the register is made electronically each month and is accessible via the Management Information System. In addition, we can provide an electronic register and a print-out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction. The person responsible for administering the admissions record at Surbiton High School is Mr Gary Ekins, Manager of Information Systems.

The School's admission register includes:

- a) name in full;
- b) sex;
- c) name and address of every person known to the proprietor to be a parent and/or carer of the pupil (and an indication of the parent/guardian with whom the pupil normally resides, and which parents hold parental responsibility);
- d) at least one telephone number at which the parent can be contacted in an emergency;
- e) day, month and year of birth;
- f) day, month and year of admission or re-admission to the School;
- g) name and address of the school last attended, if any;
- h) an indication of boarding or day attendance.

The name of a pupil is included in the School's admissions register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. If a pupil fails to attend on the agreed or notified date, the Admissions Department undertakes reasonable enquiries to establish the child's whereabouts. In addition, if, five days after the pupil was due to start at Surbiton High School, the Admissions Department has not been able to establish which school the pupil is now attending, it immediately informs Matthew Close (Senior Vice-Principal), who in turn immediately informs Kingston Children's Services.

The School informs the local authority (Kingston Children's Services) within five days of a child being added to the admissions register at a non-standard transition point.¹ In these instances, the local authority is provided with all the information held within the admission register about the pupil.

The School's admission register is accurate and kept up to date. We regularly encourage parents to inform us of any changes whenever they occur, through existing communication channels such as the Pupil Data Sheet (sent at the beginning of the academic year asking parents to confirm / correct the information that we hold on them and their children).

¹ Non-standard transition points in this context are all points other than the beginning of the Reception year and the beginning of Year 7.



SURBITON

HIGH SCHOOL

Where a parent notifies the School that a pupil will live at another address, the following are recorded in the admission register:

- a. the full name of the parent with whom the pupil will live;
- b. the new address;
- c. the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the School that the pupil is registered at another school or will be attending a different school in future, the following are recorded in the admission register:

- a. the name of the new school;
- b. the date when the pupil first attended or is due to start attending that school.

Matthew Close (Senior Vice-Principal) informs the local authority (where the School is situated- i.e., Kingston Children's Services) before a pupil's name is deleted from the admissions register for the following reasons:

- the child has been taken out of school to be home educated
- the family has apparently moved away
- the child has been certified medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded
- we do not know which school the child is attending on leaving Surbiton High School (in which case the local authority in which the pupil lives is also informed)
- the child is leaving the School at a non-standard transition point²

The Admissions Department brings to the attention of Matthew Close any pupil who might fall into one of the above categories.

In these instances, the following information is provided to the local authority:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register³

N.B. Kingston Children's Services does not require us to inform them of pupils joining or leaving the School at standard transition points.

² Non-standard transition points in this context are all points other than the end of Year 6 and the end of Year 13.

³ Given that we are an independent school, this ground will typically be ground (I), namely that he/she "has ceased to be a pupil of the school"



SURBITON

HIGH SCHOOL

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil is removed from the admission register only once the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. Matthew Close (Senior Vice-Principal) is the person responsible for contributing to such joint enquiries.

Where a pupil of compulsory school age is registered at more than one school, his/her name will only be deleted from the admissions register of SHS when he/she has ceased to attend and where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

The name of a pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and where United Learning does not have reasonable grounds to believe that the pupil will return to School at the end of that period.

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