



# SURBITON

HIGH SCHOOL

## Admissions

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## Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** all its students to discover and embrace their individual talents, within United Learning's core mission to bring out "the best in everyone". We combine an intellectually rigorous academic environment with outstanding pastoral care and outstanding co-curricular opportunities; through this provision, we encourage our students to live out our **School values**, and become compassionate, respectful, courageous, and inquisitive members of the community.

## Our Values

### **We are compassionate:**

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

### **We are respectful:**

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

### **We are courageous:**

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

### **We are inquisitive:**

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

### **We are a community:**

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

## **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](http://www.unitedlearning.org.uk)



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Document Control	
Document Title:	Independent Schools Admissions Policy
Version:	1
Summary of Changes from Previous Version:	N/A
Name of Originator/Author (including job title):	Sarah Horn & Julia Bowden (ISI Inspector)
Target Audience:	Independent Schools – LGB, Headteacher, Parents, pupils and staff
Review By Date:	August 2026
Date Issued:	September 2025



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## 1 Policy Statement

Surbiton High School is committed to a fair, transparent, and inclusive admissions process that reflects our values as a United Learning school. This policy complies with the Equality Act 2010, the Education (Independent School Standards) Regulations 2014, the Children and Families Act 2014 (SEND Code of Practice) and is informed by the SEND Code of Practice 0-25 years (last updated 2024).

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
- Exclusions, Expulsion, Removal policy

This document is reviewed annually by the Head of Admissions, or as events or legislation require. Once checked by the Compliance Officer, this policy is sent to LGB Members so that they can familiarise themselves with it and monitor its implementation going forwards. The next scheduled date for review is September 2026.

## 2 Policy Aims

- Ensure a clear, fair process for admissions.
- Support equal opportunities and inclusion.
- Comply with statutory and regulatory requirements.
- Inform parents of the admissions process and criteria.

## 3 Admissions Criteria

Admission is subject to availability of places and the School's ability to meet the needs of the child. Criteria may include:

- Academic suitability (assessed through entrance tests/interviews as appropriate).
- Behaviour and attitude aligned with School values.
- Space in the relevant year group

Priority may be given to:

- Siblings of current pupils.



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- Children of staff or alumni.
- Pupils transferring from another United Learning school.
- Pupil with high ability commensurate with the award of a Scholarship or Principal's Award. Please see Appendix 1 for details of Scholarships available and the application process for them and Appendix 2 for details of bursaries and how to apply.

## **4 Admission of Pupils with EAL**

We welcome pupils with English as an Additional Language (EAL). We will make reasonable adjustments to support access to our education and co-curricular offer.

## **5 Admission of Pupils with SEND**

The School is committed to promoting equality, diversity and inclusion, and adheres to its legal obligations under the Equality Act 2010. We welcome applications from pupils with Special Educational Needs and Disabilities (SEND) and assess each application individually, considering both the specific needs of the applicant and the School's capacity to make reasonable adjustments. In line with statutory guidance, we aim to ensure that no child is placed at a substantial disadvantage in the admissions process due to their disability or diagnosed learning need/s and the School uses its best endeavours to provide the appropriate support.

To support a fair and informed admissions process, it is essential that parents/carers provide full and transparent disclosure of any known or suspected SEND at the point of application using our SEND Admissions Form. This should include up-to-date professional assessments, medical reports, including referrals and documentation under the neurodiverse pathway, educational psychologist evaluations, any existing Education, Health and Care Plans (EHCPs) and IEPs.

The SEND Code of Practice emphasises the importance of early identification and collaborative planning to meet the needs of children and young people effectively. Accurate and timely documentation enables the School to assess whether it can meet the applicant's needs and to plan for any reasonable adjustments or additional support required, under the Equality Act (2010). Where necessary, the School may request further information or consult with external professionals to ensure a thorough and informed decision. Failure to provide relevant information may affect the School's ability to support the pupil appropriately and could impact the outcome of the application, including withdrawing a pupil.

Although Independent settings are not required to comply with the SEND Code of Practice: 0 to 25 years, we see this as best practice and use our best endeavours to implement the School's chapter.

As part of the admissions process is an entry assessment, it is important to note and evidence if a pupil has previously had additional exam access arrangements and this is the pupil's normal way of working, based on evidence of need. This information and previous history of need will then be taken into consideration on whether this is awarded in the entry test. The School is obliged to follow statutory exam criteria via the Joint



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council for qualifications (JCQ), which stipulates the SENDCo has the final decision on awarding any exam concessions.

Please read our additional policy on SEND financial charging prior to submitting an admission.

## 6 Application Process

The main entry points are Reception (4+), Year 7 (11+), and Sixth Form (16+) with a small number of places also available in Girls' Prep Year 3 (7+). 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 or complete the full application process, for one of the main entry points, applications should be received by the dates stated on the website for the relevant academic year.

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. Please see our [Right to Study Policy](#) for further details.

In the application process we value transparency and partnership with families, and we encourage open dialogue about any concerns regarding your child's development or learning needs. Failure to disclose known relevant information may affect the School's ability to provide appropriate support and could impact the offer of a place.

1. Enquiry and visit.
2. Submission of relevant admissions forms and fee
  - School Admissions Form
  - SEND Admissions form (if applicable)
  - Developmental Milestones Admissions Form (for pupils entering Reception)
3. Assessment and interview (please see Appendix 3 for further details)
4. Offer of place or explanation of outcome (please see Appendix 4 for further details)
5. Confirmation and acceptance with signed agreement and deposit

Please note that your child's current school will also be asked to complete an Admissions Reference Form as part of the process. The School is committed to keeping parents informed throughout the process.



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## 7 Oversubscription

In the event of oversubscription, applications will be ranked according to the admissions criteria and any relevant waiting lists. The School maintains the right to operate a first-come, first-served basis where no other prioritisation applies.

## 8 EYFS Admissions

Admissions to Early Years Foundation Stage (EYFS) follow the same inclusive approach. We ensure all legal and welfare requirements under the EYFS statutory framework are met.

## 9 International Pupils

Where applicable, the School ensures that non-UK pupils have the right to study in the UK and complies with UKVI (UK Visas and Immigration) sponsor duties. Please see our [Right to Study Policy](#) for further details.

## 10 Admissions Register

Surbiton High School is committed to ensuring that the admissions register is maintained in accordance with *The School Attendance (Pupil Registration) (England) Regulations 2024*.

From the beginning of the first day on which the School has agreed or been informed that the pupil will attend the School, an entry will be made in the School's admissions register.

The School will collect and retain the following data:

- Full name
- Name that pupil uses at School
- Sex (recorded as birth sex unless a gender recognition certificate is obtained)
- Address
- The full name and address of each of the pupil's parents
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency
- Date of birth
- Date of admission
- Name/address of previous school





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The preservation of the School's admissions register, and amendments to, and deletions from, the register are regulated and will occur in line with the relevant regulations in *The School Attendance (Pupil Registration) (England) Regulations 2024*. In line with these regulations and the statutory guidance in *Working together to improve School Attendance (2024)*, the School will also notify the Local Authority when the School adds or deletes a pupil from the admissions register at non-standard transition times.

## **11 Appeals and Complaints**

If a parent wishes to appeal an admissions decision, they should write to the Principal within 20 school days of receiving the admissions decision, setting out the reasons for the appeal. The Principal will consider the parent's submissions and will provide a final response in writing within 20 school days.

A copy of the Standard Terms and Conditions may be found on the website.



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## 12 Document Information

This policy is reviewed annually or sooner if regulatory guidance changes. It is approved by the Principal and Local Governing Body.

Template Owner	Operations Business Partner – Independent Schools
Department responsible	School Improvement Teams
United Learning Independent Schools/Academies/Both	United Learning Independent Schools
Reviewed	August 2026
Date Policy Authorised	10 <sup>th</sup> October 2025
Policy Owner	Sara Stockdale, Director of Admissions, Marketing and Communications
Review Date	September 2026
Date Policy agreed by Local Governing Body	January 2026
Governor with oversight	Claudia Vincenzi
Next LGB review date:	September 2026



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## 13 Appendix 1: Scholarships

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

Details of Scholarships awarded are available on our website. 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, this is dependent on the field of candidates and performance in the assessment. The fee reduction is at the discretion of the Principal and is not open to discussion. 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 tuition fee remission of 100%. Bursaries 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.

### 1. Year 7 Scholarships and Awards

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

It is a condition of the scholarship that a relevant subject to the scholarship category will be studied at GCSE e.g. Art for Art Scholars etc. The only exception to this is for Sport Scholars, who must play competitively for the School.

#### 1.1 Year 7 Academic Scholarships

All candidates who sit the Year 7 Entrance Examination on the published examination date will be considered for an Academic Scholarship. Academic Scholarships are awarded solely on performance in both of the Entrance Examination papers and cannot be applied for in advance.

Surbiton High School's Academic Scholars' Programme will help young people to discover and liberate the very best of themselves by extending their potential in an intellectually rigorous and challenging academic environment. We believe that in order for our Academic Scholars to extend beyond their innate potential, they deserve additional support and mentoring, which is delivered through the Academic Scholars' Programme.

The programme's desired outcomes for our Scholars are:

- Ambitious and determined in attitude
- Curious about subjects (both in School and beyond)
- Critical thinker



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- Confident risk taker
- Focused and self-motivated
- Eloquent on paper and verbally

All Academic Scholars are assigned a Scholar Mentor. The Mentor will meet and work with the Scholar to identify opportunities to excel, both in School and externally, and support them to achieve their goals. This bespoke programme will differ from Scholar to Scholar, depending on their interests, strengths and needs. They will meet with their Scholar Mentor in small groups. This allows for a highly personalised bespoke experience for every pupil.

As part of the programme, Academic Scholars are invited to regular Scholars' Seminars. This is an opportunity for them to engage in interesting discussions on topics that they would not normally encounter in their lessons. A member of staff, with expertise in the subject, will be there to initiate the discussion. The Scholars' Programme is also designed to supplement the wide range of academic co-curricular options available to all pupils. A full list of stretch and challenge opportunities is published in the Co-curricular Booklet each year.

## 1.2 The Year 7 Principal's Award

The Principal's Award celebrates outstanding achievement and is awarded to a candidate(s) in recognition of their exceptional performance. Please note that candidates cannot apply for the Principal's Award.

## 1.3 Year 7 Art Scholarship

Art Scholarships are awarded to those artists demonstrating a high level of talent in art and design, well above the normal level of ability for their age. We expect candidates to be able to talk enthusiastically about their work and show ability and skill in more than one area. When awarded for Year 7 entry, it is expected that candidates will study Art at GCSE.

Candidates must genuinely enjoy spending time making art and should be able to talk freely about art and artists, citing examples, and giving insightful answers to questions without having been rehearsed.

In order to apply, please submit the following to the Director of Art:

- A portfolio of work, produced at home or school during the last year, clearly labelled on the outside with the candidate's name
- A report from the candidate's Art teacher.

The portfolio should be between 10 and 20 sheets, no bigger than A1 size. We also request to see one or more sketchbook(s). The work should be clearly presented and not contain any 3D pieces. If any pieces are larger than the required size or are 3D, they should be photographed. Please note that we would not recommend Manga-style or cartoon character drawings in a portfolio. Guidance on applying for an art scholarship can be found [here](#).



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## **Shortlisting of Candidates**

The Director of Art will review each application, and portfolios and sketchbooks will be studied in order to shortlist candidates. Shortlisted candidates will be invited to an assessment.

## **Assessment for Shortlisted Candidates**

The assessment consists of a creative task and an observational drawing task. There will also be an informal chat with the Director and Assistant Director of Art about the work in the candidate's portfolio and their interests in art. All equipment required is provided on the day.

Our Art Scholarship Programme is challenging and inspiring. We aim to extend artistic skills and promote the love of learning through creative investigations and opportunities for candidates. When awarded for Year 7 entry, it is expected that candidates will study Art at GCSE.

## **1.4 Year 7 Dance, Drama and Performing Arts Scholarship**

Dance, Drama and 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.

### **Application**

In order to apply for a Dance, Drama or Performing Arts Scholarship, please submit a report or reference from a Dance or Drama teacher, including any relevant performance, experience and/or successes, a one to two minutes (maximum) of a filmed performance and a current photo of your child. All videos, photos and documents should be uploaded to the Secure Transfer File, provided by the Admissions team, with the file name as your child's full name and a short descriptive title (e.g., JANE SMITH, Monologue Performance).

## **Shortlisting of Candidates**

The Director of Dance, Drama and Performing Arts will review each application and performance footage will be studied in order to shortlist candidates. Shortlisted candidates will be invited to an audition.

## **Audition for Shortlisted Candidates**

There are two parts to the Drama Scholarship 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 in length. Please note that performances exceeding this time limit will be stopped to ensure all candidates have a comparable audition length.

- Shortlisted candidates should prepare a monologue from a published play text.

Scholarships are offered based on performance during the assessment. Drama requires focus, discipline, creativity and passion, not just talent. Therefore, we look at how candidates create, perform and respond in the audition, as well as their attitude and approach. There are no requirements in terms of acting grades to be able to apply.



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## 1.5 Year 7 Music Scholarship

Music Scholars should demonstrate exceptional musical talent and are expected to participate fully in the musical life of the School. Music Scholars are expected to participate in two Surbiton High School ensembles in Years 7 and 8 and progress to leadership in a third ensemble in Years 9 to 11. In addition, Music Scholars are also expected to take a lead in Music Department events and competitions and participate in evening events where requested. When awarded for Year 7 entry, it is expected that candidates will study Music at GCSE.

In order to apply, candidates should have reached Grade 4 (minimum) on their principal instrument by the date of the Entrance Examination. Evidence of achieving this standard does not have to be in the form of a certificate; instrumental and singing teachers can refer to the ability of the candidate in their reference.

If your child meets these criteria, the next stage is to complete an application and submit a three-minute video of your child performing on their principal instrument (or singing), and a written reference from their teacher for each instrument.

All videos, photos and documents should be uploaded to the Secure Transfer File, provided by the Admissions team, with the file name as your child's full name and a short descriptive title (e.g. JANE SMITH, Violin Performance).

### Shortlisting of Candidates

The Director of Music will review each video audition and shortlisted candidates will be invited to an audition.

### Audition for Shortlisted Candidates

Candidates should prepare a performance (no longer than three minutes) which contrasts their application submission. An accompanist can be provided if required. Candidates may also supply their own accompanist, and this should be arranged in advance with the Director of Music.

Candidates will be required to complete some aural skill tasks, a sight-reading task and to discuss their musical experiences, interests and ambitions in a brief interview with the panel.

## 1.6 Year 7 Sports Scholarship

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

- **Cricket:** Currently training and competing at Club level for at least a year.
- **Football:** Candidates must be an outstanding 'A' team player or equivalent in their current school setting and an excellent club level performer.
- **Gymnastics:** Currently training in a competitive squad at an external gymnastics club for a minimum of one year and competing to regional level as a minimum requirement.
- **Hockey:** Candidates must be an outstanding A team player at their current school and ideally be playing A team club hockey.



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- **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.
- **Skiing:** Member of a recognised Ski Race Club with previous race experience.
- **Tennis:** Candidates should be heavily involved in a club programme, ideally at a County or Regional performance development centre and have a strong national ranking for their respective age groups.

If you feel that your child meets the relevant criteria, the next stage is to complete an application and submit references and/or a portfolio, including an up-to-date photo and as much information as possible. This can include information such as:

- School level representation, competitions competed, and place achieved at Club level or representative level
- Amount of training, ranking or awards gained
- Referee name, role, club, email address and contact phone number for reference request if shortlisted. (Gymnastics requires two referees, one of which must be the current gymnastics club)
- Name of Club your child represents and contact details for their Coach
- Sporting achievements relevant to your child's sport application
- Further information on any extra-curricular competitive sports that your child participates in
- The position your child plays for their team sport (where relevant).

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

## Cricket:

- Video footage of your child training or competing. The video must include performances of batting, bowling and fielding skills \*

## Gymnastics:

- Two gymnastic-related references, one of which must be from your child's current Gymnastics Club
- Video footage of your child training or competing \*

## Skiing:

- Video footage of your child training/competing, include technical skiing and skiing gates \*

## Tennis:

- British Tennis Member number
- World Tennis Number.
- Details of LTA National Talent ID days, County, Regional or National training camp invites or County Cup invites.
- Details of your child's regular training schedule.
- Referee name, role, club email address and contact phone number for reference request, if shortlisted.
- Name of club your child trains with and their primary coach.

\*All videos, photos and documents should be uploaded to the Secure Transfer File, provided by the Admissions team, with the file name as your daughter's full name and a short descriptive title (e.g., JANE



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SMITH, Coach Reference). Portfolios are not rated on how many pictures/certificates/medals are displayed; we look for the quality of performance.

## 1.7 All-rounder Sport Scholarship

Candidates are unable to apply for the All-rounder Sports Scholarship, instead, candidates will be automatically considered if they have applied for at least two Sport Scholarships from; Cricket, Football, Gymnastics, Hockey, Netball, Skiing, Tennis.

This Scholarship will be awarded to those candidates who have shown commitment and demonstrated strong ability in at least two Sport Scholarship assessments, but who have narrowly missed out on being awarded the individual Scholarship and therefore will not be offered alongside a specific Sport Scholarship.

We hope that this will allow more talented pupils to access our Sport Scholar Programme throughout their time at Surbiton High School.

## Shortlisted candidates

Shortlisted applicants are invited to attend an assessment session. Further information about the assessment will be sent out nearer the time and further information is available on the [website](#). Pupils may be asked to complete stamina and skill-based tests in isolation or in small competitive situations and engage in normal game play. Surbiton High Staff will interact with pupils on a one-to-one basis, but a formal interview for the scholarship will not be conducted. Upon award of a scholarship, each sport will have specific requirements which will be sent out with the scholarship offer.

## 2. Sixth Form Scholarships and Awards

A number of scholarships are available for Sixth Form entry: Academic, Art, Photography, Drama, Dance, Performing Arts, Music and Sports (Cricket, Football, 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 their particular area of expertise. Please note that candidates cannot apply directly for the Principal's Award.

The Heads of Sport review each portfolio and, if required, will visit during school or club level competitions to see your child in action. All coaches/PE teachers of shortlisted candidates will be sent a reference request link to complete – please ensure you provide accurate contact details and a valid email address of the referees in your application.

### 2.1 Sixth Form Academic Scholarships

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:





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## Part I – Examination

Candidates will be asked on the Application Form to indicate which Academic Scholarship exam they wish to take. Candidates will also be interviewed in this area.

Candidates will undertake one of two exams (length 1 hour 30 mins), either an Arts and Humanities paper or a Maths and Science paper. Further information on which paper may be most appropriate can be found [here](#).

There are no specific revision activities that need to be completed prior to this assessment.

## Part II – Interview

The interview explores the candidate's aspirations for the future, but it is mainly an academic conversation looking at problems in the Arts and Humanities, or Sciences and Maths. We are looking for students who can show high levels of critical thinking, mental flexibility, and vocalisation of thought. No specific pre-existing subject knowledge beyond GCSE studies is required. Students will likely be given stimulus material beforehand to discuss in the interview.

Final selection for an Academic Scholarship is made based on a holistic assessment of all the information we have, such as the scholarship exam and interview, school reports and performance, etc.

Non-selection for an Academic Scholarship does not affect a student's ability to join the School's Oxbridge Programme. Students who have not been awarded an academic scholarship, have been successful applicants to Oxbridge and other top universities such as Imperial, UCL, LSE, Durham etc.

## 2.2 The Principal's Award

The Principal's Award is allocated at the discretion of the Principal to candidates who have achieved an exceptional level in their particular area of expertise. Shortlisted candidates may be invited for an interview with the Principal. Please note that candidates cannot apply directly for the Principal's Award.

## 2.3 Sixth Form Art Scholarship

Art Scholarships are awarded to those artists demonstrating an exceptional level of talent in art and design, well above the normal level of ability for their age. We expect candidates to be able to talk enthusiastically about their work and show ability and skill in more than one area and media. Candidates must genuinely enjoy spending time making art and should be able to talk freely about art and artists, citing examples.

To apply, please submit 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.

The Director of Art will review each application, and portfolios and sketchbooks will be studied, to shortlist candidates. Shortlisted candidates will be invited to an assessment. The assessment consists of a one-hour observational drawing skills test and a one-hour creative task, followed by an interview with the Director of Art and Assistant Director of Art. This discussion will include questions on art and artists, as well as your own work as presented in your portfolio.



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## 2.4 Sixth Form Dance, Drama and Performing Arts Scholarship

It is desirable, but not essential, for candidates to have studied GCSE Dance or Drama. All applicants will sit a 45-minute written paper, referencing and analysing a live performance event (related to the scholarship area of interest). The question assumes that you have seen a number of productions over the last two years. You may have two A4 sides of notes about the live production that you wish to write about.

Candidates applying for a Dance Scholarship should also prepare two contrasting dance pieces. These performances can contrast in terms of style, music, or stimulus. Each dance performance must last approximately one minute. We will also ask you to demonstrate your proven commitment to dance and your broader interest in the subject in a short interview with the Director of Drama and Dance.

Candidates offering a Drama performance as their specialism should also prepare two contrasting monologues from published plays or collections. Should you wish to offer design or a technical skill as your specialism for your Drama Scholarship application, please submit a portfolio of work outlining the ways in which your skills have enhanced two productions.

Candidates offering a Performing Arts performance as their specialism should also prepare two musical theatre pieces (that include both dialogue and song).

For both Drama and Performing Arts performance auditions, each audition piece should be between two and three minutes in length.

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

All successful candidates would need to take their scholarship subject at A-level for the award to apply and be willing to take full advantage of all opportunities to participate in their chosen subject at School.

## 2.5 Sixth Form Music Scholarship

For the audition, candidates should prepare two contrasting pieces on their principal instrument. We can provide an accompanist and ask that the piano accompaniment is submitted to Mr Anthony Fort ([anthony.fort@surbitonhigh.com](mailto:anthony.fort@surbitonhigh.com)) no later than a week prior to auditions. Candidates are also welcome to bring their own accompanist. Candidates will also be asked to sight-read, take some aural tests, and discuss their musical activities, interests and achievements in an interview with the Director of Music.

Scholars will be expected to participate in at least two ensembles at School and seek leadership in a third ensemble. Those awarded a Sixth Form Scholarship must endeavour to achieve Grade 8 during Key Stage 5. Scholars will take a lead in Music Department events and competitions and participate in evening events where requested. They will be expected to be an outstanding ambassador of the subject.



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## 2.6 Sixth Form Sport Scholarship

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

- **Cricket:** Currently training and competing at Senior Club level. Must have participated in county age group training/fixtures.
- **Football:** Candidates will need to demonstrate they are playing at Regional Talent Centre/Surrey Premier Division club level.
- **Gymnastics:** Club Member competing at Regional level or, if no longer competing, have competed at international level.
- **Hockey:** Performance Centre level or above in the Player Pathway. Actively competing in Ladies' Hockey at National League, Regional Leagues or County Premier League
- **Netball:** Actively competing in Ladies Netball at National League, Regional League, County or equivalent League. Playing in, or previously trialled for the County Academy Pathway
- **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 and expected to race in the finals of the National Schools and other National events.
- **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 WTN/National ranking, which must be strong enough for a position within our current U18 Nationals Team.

Candidates will need to complete an application by submitting 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 PE Department. This must include information such as:

- School level representation, competitions competed, and place achieved at club level or representative level.
- Amount of training, ranking or awards gained.
- Name of club represented and contact details for the coach.
- Sporting achievements relevant to the candidate's sport application.

Shortlisted candidates are invited to attend an assessment session. Candidates may be asked to complete stamina and skill-based tests in isolation or in small competitive situations and engage in normal game play. Surbiton High School staff will interact with candidates on a one-to-one basis; however, a formal interview will not be conducted.

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



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## **2.7 The Dame Angela Rumbold Science Scholarship**

The Dame Angela Rumbold Science Scholarship is awarded to a pupil who has attended the School since Year 7 and has a high level of interest in science.

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



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## **14 Appendix 2: Bursaries and Financial Assistance**

### **1. Year 7 and Sixth Form Bursaries**

To ensure that Surbiton High School is accessible to talented pupils, 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.

Applications for bursaries are completed through an online Bursary Management Portal. For the eligibility criteria, please refer to <https://www.surbitonhigh.com/bursaries/>.

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.

### **2. Clergy Bursaries**

Clergy Bursaries are available for children 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. These are reviewed annually.

Applications for bursaries are completed through an online Bursary Management Portal. For the eligibility criteria, please refer to <https://www.surbitonhigh.com/bursaries/>

### **3. The Green & Silver Club Bursary**

This will be awarded to 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 Bursary 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 Bursary. Pupils not eligible for a Bursary are still entitled to apply, providing all the above criteria have been met.

To apply for the Green & Silver Club Bursary, pupils must indicate their intention to apply on the Sixth Form Transition form. This application is means tested and, if eligible for the Green & Silver Club Bursary, the pupil will be asked to fill out a personal statement form and attend an interview. This will be the pupil's opportunity to demonstrate to the Green & Silver Club Committee why they are a suitable candidate for an award. Recipients of the Green & Silver Club Bursary are expected to be future ambassadors for the School. The Chair of the Green & Silver Club Committee, the Principal and the Head of Alumni and Development will make the final decision.



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## 15 Appendix 3: Entrance Examinations and Assessments

1. For entry into Reception at our Boys' Prep School an application can be made at any time (but not before birth). On receipt of the non-returnable registration fee, the Application Form will be reviewed in line with the criteria in 2.1, you will then receive written confirmation of your son's Reserved Place, providing no waiting list is in operation. A formal confirmed offer will be issued, and a deposit will become due on 28 February of the year prior to entry. On receipt of the Acceptance Form and payment of the deposit, it will become a Confirmed Place. When confirmed pupil numbers reach our maximum class size, we will then add the pupil's details to our waiting list and a Confirmed Place will be offered, if possible, after 28 February of the year prior to entry. For current registration fees, please see the admissions section of the website.
2. For entry into Reception at our Girls' Prep School, applications can be received at any time (but not before birth) but are required by the end of October, the year before entry. All applicants will then be invited to attend a 'Stay and Play' session in mid-November. This session will allow pupils to explore our fun and exciting learning environment, meet our inspiring staff and get to know other prospective pupils. Formal offers will be issued, and a deposit will become due in the December of the year prior to entry. On acceptance and receipt of payment of the deposit, a child will have a Confirmed Place.
3. For entry into Year 3 (7+) at our Girls' Prep School, applications are required by the end of October, the year before entry. All applicants will then be invited to attend an Entrance Assessment which will take place in January and will consist of a maths and English paper. These are standardised and age appropriate. Formal offers will be issued, and a deposit will become due shortly after the assessment. On acceptance and receipt of payment of the deposit, a child will have a Confirmed Place.
4. The Entrance Examination for Year 7 (11+) entry is held in November for entry in September of the following year. For 2026 entry, the Entrance Examination will consist of two assessments, English and Mathematics. Shortlisted candidates will be invited to an interview. This will enable us to get to know candidates better and will consist of a short, friendly conversation with Senior School Staff, providing an opportunity to discuss pupils' motivations for joining Surbiton High School and their wider interests and hobbies, as well as the opportunity to engage in some friendly academic discussion. The interviews will take place at the School in December and January. As part of the process a report will also be requested from the pupil's current school prior to the examination.

All entrance examinations are designed to bring out the skills and potential of the pupil, to ensure that pupils are tested on what they have learnt throughout Key Stage 2. 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 will sit the Entrance Examination to the Senior School at around the same time as the external applicants with interviews also taking place around this time.

5. Sixth Form candidates need to register by early October, in the year prior to entry. Once registered, students will complete the Morrisby Profiling, which allows the School to assess aptitudes, learning



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and personal working styles, to inspire and encourage students to make informed decisions about their careers.

A report and reference will also be requested from the student's current school as part of the process. On the basis of the information provided, shortlisted students will be invited to an interview in October to discuss A-level options, higher education applications as well as students' motivations for joining Surbiton High School and their wider interests and hobbies.

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

- Ideally you would have a minimum of grade 5 in Maths and English Language or Literature GCSE, or equivalent such as TEFL, as this will aid access to the A-level courses.
- Candidates must achieve a grade 7 or above in the subjects they wish to study at A-level.
- For Science and Maths, candidates must achieve a grade 8 or above. Those who don't achieve a grade 8, may only be permitted onto the courses after discussion with a member of the Senior Leadership Team.

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

- **Art History:** Grade 7 or above in either English Literature or Language or History.
- **Business:** Grade 6 in Mathematics and either English Language or English Literature
- **Classical Civilisation:** Grade 7 or above in either English Literature or Language or History.
- **Computer Science:** Grade 7 or above in Maths.
- **Economics:** Grade 7 or above in Maths and either English Literature or Language.
- **Politics:** Grade 7 or above in either English Literature or Language or History.
- **Philosophy:** Grade 7 or above in either English Literature or Language or History.
- **Photography:** Grade 7 or above in Art or Art Photography. Any applicants without Art or Art Photography GCSE will need to demonstrate potential and interest through submitting a portfolio and an interview with a member of the department.
- **Psychology:** Grade 7 or above in Maths and either English Literature or Language. In addition, for Psychology, a grade 7 or above in a Science GCSE is desirable.
- **Sociology:** Grade 6 in either English Literature or Language.

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.

6. We sometimes have occasional places for the year groups not mentioned above. Assessments for these take place on an ad hoc basis, as and when places become available. Assessments will include age-appropriate tests for Maths and English, which are usually sat onsite at the relevant School. As part of the process, pupils may be invited into the School for a Stay and Play/Taster session in the Prep Schools, or an interview in the Senior School. Outcomes are usually communicated within two weeks of the assessment taking place.
7. Where necessary, overseas assessments can be arranged. This is usually via Microsoft Teams and will be invigilated by Surbiton High School staff. These are kept under strict exam conditions with papers only sent 10 minutes before the start time of the first paper. Completed papers must be scanned and received back to the admissions team 10 minutes after the paper has been completed.



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If the paper isn't received within the 10-minute timeframe the paper will not be marked and will need to be re-sat.

During the assessment, the following conditions must apply:

- The camera must be on throughout the duration of the assessment and focused on the pupil and the paper.
- The pupil's microphone must be on throughout the assessment.
- There should be silence during the assessment, with no interruptions or interactions with the pupil. This excludes the invigilator.

8. Internal pupils transitioning from one main entry point to another, e.g., Year 6 to Year 7 and Year 11 to Year 12, are usually given automatic entry into the next stage of education. However, there may be occasions where the School deems this inappropriate for the pupil and not in the pupil's best interests. If this is the case, the School will usually have already had conversations with parents about an appropriate alternative for their child. The final decision will be made by the Head of the relevant School and the Principal. For entry into Year 12, there are minimum grade requirements detailed within this policy and on the website [here](#).





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## 16 Appendix 4: Offers of Places

Senior School offers of places and Scholarships are based upon performance in the Entrance Examinations, Scholarship assessments, a report from the Head Teacher of the applicant's current school and commitment to the School's ethos.

Where an entrance examination or an assessment has taken place, parents or guardians will usually be notified of the result within two weeks. The exception to this is Year 7, where applicants are informed by the end of January or early February. 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 or sooner should an ad-hoc place have been offered.

In order to secure a place, a non-refundable £1000 deposit is payable on acceptance. If the pupil's parents are resident overseas, usually meaning the pupil requires a Student Visa or Child Student Visa, the deposit is equal to one term's fees (not including VAT). The deposit is repaid by means of a credit, without interest. This is added to the final invoice taking into account any additional extras that have not previously been charged. This is sent in July. For students leaving the School in Years 11 and 13, there is an additional final invoice that is usually sent in the Autumn Term relating to any examination remark costs.

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. Please refer to the Terms and Conditions for further information.

### **Waiting Lists and Registers of Interest**

If an applicant 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/assessments and/or is a priority applicant who has performed to the required standard in the Entrance Examinations/assessments.

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 Department 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 applicants 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. The Register of Interest will continue for the year group



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until the end of the academic year. Applicants are contacted at the end of an academic year to see if they wish to remain on the register for the forthcoming academic year.