



# SURBITON

HIGH SCHOOL

## Admissions

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## Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

## 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.

### 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.

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

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mindset 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



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

## 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:



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- 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 2024.

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.

## 2 Admissions Procedure

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.

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



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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 any pupils 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.

Where information is supplied past the registration deadlines, the School will do its best to account for requirements, but regrets that it may not be able to adjust the timings and set-up for the Entrance Examination.

## **2.2 Entrance Examinations and Assessments**

- 2.2.1 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.
- 2.2.3 For entry into Reception at our Girls' Prep School, applications can be received at any time (but not before birth) but are required by end 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.
- 2.2.4 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.
- 2.2.5 The Entrance Examination for Year 7 (11+) entry is held in November for entry in September of the following year. For 2024 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.



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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 examination papers 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.

- 2.2.6 Sixth Form candidates need to register by mid-September, in the year prior to entry. Once registered, students will complete the Morrisby Profiling, which allows the School to assess aptitudes, learning 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.



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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.

2.2.7 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.

2.2.8 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. 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:

2.2.8.1 The camera must be on throughout the duration of the assessment and focused on the pupil and the paper.

2.2.8.2 The pupil's microphone must be on throughout the assessment.

2.2.8.3 There should be silence during the assessment, with no interruptions or interactions with the pupil. This excludes the invigilator.

2.2.9 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.

## 2.3 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. 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



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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.

## 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, adoptive, or step 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 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 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.

## 2.6 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.





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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 remission of 85%. 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.

## **2.6.1 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.

## **2.6.2 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
- Confident risk taker
- Focused and self-motivated
- Eloquent on paper and verbally

All Academic Scholars are assigned a Scholar Mentor, overseen by the Assistant Principal of Learning and Teaching. 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 an expertise in the subject, will be there to initiate the discussion. The



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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.

### **2.6.3 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.

### **2.6.4 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](#).

### **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.



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## 2.6.5 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.

## 2.6.6 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.



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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.

## 2.6.7 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.
- **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 2 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).



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

## **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.

## **2.7 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.



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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.

## **2.7.1 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:

### **Part I – Cognitive Ability (2 x 25-minute online tests)**

All potential Scholars will sit two 25-minute tests. One focussing on comprehension and verbal reasoning and the other on interpreting quantitative data and non-verbal reasoning. The tests are designed to be easily accessible, familiar in style and content and adaptive to pupils responses. Both tests will include questions from a range of difficulty levels with some questions that pupils will find suitably challenging. There are no specific revision activities that need to be completed prior to this assessment.

### **Part II – Interview**

The aim of the interview is to explore the candidate's aspirations for the future. No specific pre-existing subject knowledge beyond their GCSE studies is required. Candidates will be expected to make links between different subjects and be able to vocalise their thought processes. They will be interviewed by at least one member of teaching staff within their subject specialism/pathway.

## **2.7.2 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 and Senior Vice-Principal. Please note that candidates cannot apply directly for the Principal's Award.

## **2.7.3 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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## **2.7.4 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 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.

## **2.7.5 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 Richard Hammond-Hall ([richard.hammondhall@surbitonhigh.com](mailto:richard.hammondhall@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. When awarded a Sixth Form Scholarship, students are expected to study Music A-level.



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## 2.7.6 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.

## 2.7.7 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.





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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.

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

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.

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

### **2.8.1 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/>

### **2.8.2 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.



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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 Development will make the final decision.

## **2.8.3 Terms and Conditions**

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

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of the Local Governing Body whose decision is final. Appeals should be addressed directly to the Chair of the Local Governing Body at the School and should state the grounds for the appeal.



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## 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 Jon Owen, Assistant Principal, who in turn immediately informs Kingston Children's Services.

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 MIS update reminders sent on a rolling cycle throughout the academic year.

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.



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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.

Jon Owen, Assistant 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 point<sup>1</sup>

The Admissions Department brings to the attention of Jon Owen 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 register<sup>2</sup>

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

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. Kavita Patel (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

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<sup>1</sup> Non-standard transition points in this context are all points other than the end of Year 6, Year 11 and the end of Year 13.

<sup>2</sup> 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"



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deleted from the admissions register of Surbiton High School 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.

## Document Information

Version Number	4.1
Reason for Version Change	Removal of reference to Matthew Close and correction of typo
Date issued	5 <sup>th</sup> June 2024
Name of individual/department responsible	Sara Stockdale, Director of Marketing, Communications and Admissions; Admissions Department
Name of Governor with oversight	Louise Bull
Last reviewed by Governors	January 2024
Review Date	September 2024
Name of owner/author	Sara Stockdale
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Where available	School Website, MIS