Chigwell School

Mr D.A.P, King
Head

dking@chigwell-school.org
D: +44 (0)20 8501 5701
T: +44 (0)20 8501 5700
High Road, Chigwell, Essex IG7 6QF
www.chigwell-school.org

Staff champion	DAPK
Last Reviewed by Governors	Jan 2025
Next Review by Governors	Jan 2027
Committee	Risk, Wellbeing and Compliance

Admissions Policy

Contents

1. Introduction
2. Procedures
3. Bursaries and Scholarships
4. Internal Candidates
5. Special Educational Needs and Disabilities

1. Introduction

Chigwell School is an academically selective independent school for boys and girls between the ages of 4 and 18. The majority are day pupils although there are some 30 Sixth Form boarders, many of whom are from overseas. Chigwell School has an Anglican foundation and maintains a Christian ethos but pupils and staff are welcomed from all ethnic and religious backgrounds. We celebrate that which unites us, and this rich diversity strengthens Chigwell as a community. The main entry points are at 4+, 7+, 11+ and 16+ with some pupils joining at 13+ if places are available. Occasionally pupils join at other points too if space is available and if, for example, their families have relocated.

We appreciate that the process of applying to schools and entrance exams can be worrying, not only for the candidate but also for their families. We aim to make the process as positive and sensitive as possible, to welcome boys and girls from all backgrounds who have met the selection criteria and who will benefit from and contribute to all that takes place at Chigwell School.

Places are offered to those candidates who, based on their performance in the assessments as determined by Chigwell School at their sole discretion, show that they will reflect the academic standards of Chigwell School, and who will benefit from the wider education offered by the School. The School must feel confident that it will be able to educate fully any applicant in line with their potential and in line with the standards achieved by the prospective pupil's peers, and that they would support the aims, ethos and expectations to which Chigwell School aspires. The School pays particular regard to the protected characteristics under the Equality Act 2010.

2. Procedures

Choosing the right school is not a decision to be rushed and families are encouraged to visit Chigwell to get to know the School so that they can judge whether it feels right for their child. There are open days and/or visits can be arranged on a working day. Open day dates are published on the website, advertised in the local press, or the Admissions Registrar can be contacted for further details. The closing dates for applications are published on the school website and in the prospectus. Dates for publication of results, entrance exams and deadlines for acceptance of places are coordinated with other local schools. The detailed results of the components of the entrance assessments are not discussed with parents or made public.

- For entry at 4+ selection is based upon:
    - Assessment during group-based and individual activities related to the Early years foundation stage (EYFS)
    - . These include number and literacy games, physical games, playing with other children, listening and responding to a story, and joining in with singing rhymes.
- For entry at 7+ selection is based upon:
    - group assessment
    - reference from the previous school
    - performance in the entrance tests
- For entry at 11+ selection is based upon:
    - an interview
    - reference from the previous school
    - performance in entrance tests
- For entry at 13+ selection is based upon:
    - reference from the previous school
    - performance in entrance tests
    - an interview
- For Sixth Form admissions, offers of places are conditional on GCSE grades and selection is based upon:

- school reference
- interview
- two entrance exams in subjects to be studied at A level

Sixth Form offers are awarded on the basis of interview(s) and the current school report. Offers are usually conditional on the candidate achieving a minimum of grade 8s in the subjects chosen for A level, or 7 subject to discussion with the Head of Sixth Form. For subjects not studied at GCSE the following expectations apply:

Business / Economics – 8 or 9 in English Language and 7 in Mathematics
Classical Civilisation – 8 or 9 in English Literature, History, Religious Studies or Latin/Greek
Government and Politics – 8 or 9 in English Language, History is useful but not necessary
Physical Education – no requirement to have studied Physical Education GCSE
Psychology – 8 or 9 in English Language and 7 in Mathematics

For practical reasons, Sixth Form boarding applicants who require a visa to study in the United Kingdom are required to sit entrance exams in mathematics and English, so that they can be considered for an unconditional offer. For any candidate whose first language is not English, they are required to sit an English language examination and have an IELTS score (or equivalent) of at least six across all four sections of the test.

When offers are made, a reserve list may be operated. If space is available, candidates on the reserve list may subsequently be offered places during the entrance period.

Although general feedback may be given on request about the performance of candidates in their examination papers, the papers themselves are not released. Data Protection provisions do not apply to exam scripts (Schedule 2, Part 4, Para 25, Data Protection Act 2018). The entrance test results are final and there is no appeal process.

3. Bursaries and Scholarships

Chigwell School has always helped some children from less affluent families to benefit from a Chigwell education and some means-tested bursaries are available. Further details are given in the separate Bursaries Policy.

Some scholarships are awarded to pupils with outstanding ability and potential, and who are assessed by examination, interview or audition. Scholarships are not awarded below Year 7 but at the following entry points:

- 11+
  - Academic scholarships are awarded on the basis of performance in the entrance exam as well as an extra afternoon of Maths, English and general interviews with group activities. Music scholarships are awarded on the basis of an audition, but candidates need to have achieved a minimum of grade 4 in their first instrument and grade 2 in their second instrument. Sports Scholarships are awarded on the basis of a sports assessment by our Director of Sport coupled with a successful academic entrance result. All applicants are invited to participate in an initial assessment involving a physical, an endurance and a sports evaluation. From this, a shortlist is compiled by the Director of Sport and successful candidates are invited back for a final assessment in two sports.
- 13+

    - Academic scholarships are awarded on the basis of performance in the entrance exam, and an extra interview. Music scholarships are awarded on the basis of an audition. Candidates are expected to have achieved a minimum of grade 6 in their first instrument and grade 4 in their second instrument.

- Sixth Form
    - Academic scholarships are awarded on the basis of the entrance criteria above.,
    - Music scholarships are awarded on the basis of audition. Candidates will be expected to have achieved a minimum of grade 8 in their first instrument and grade 6 in their second. They must be taking music as one of their A level subjects.
    - Art scholarships are awarded on the basis of an interview and the candidate's portfolio of work. Candidates must be taking art as one of their A level subjects.
    - Drama scholarships are awarded on the basis of an audition and evidence of a strong commitment to drama both inside and outside of school. Candidates are assessed on their performance and an example of written work. Performances, or presentations (in the case of technical theatre candidates), are given to a small panel of teachers. Candidates must be taking drama as one of their A level subjects.
    - Sports Scholarships are awarded on the basis of a sports assessment by our Director of Sport coupled with a successful academic entrance result. All applicants are invited to participate in an initial assessment involving a physical, an endurance and a sports evaluation. From this, a shortlist is compiled by the Director of Sport and successful candidates are invited back for a final assessment in two sports.

The continuation of scholarship awards - is subject to satisfactory progress and behaviour on the part of the pupil. Scholarship remission does not apply to any term for which fees in lieu of notice are payable (as per the Terms and Conditions).

4. Internal Candidates

In normal circumstances, it would be expected that pupils who have been admitted to Chigwell would progress through the School to GCSE and A levels. Chigwell pupils sit the entrance exam in Year 6 and Year 3 and if there are concerns as to whether an individual pupil would cope in any subsequent year group, this will be discussed with parents well in advance so that alternative arrangements can be made.

The vast majority of our Year 11 students continue their studies in the Sixth Form. Students are expected to obtain the minimum GCSE results required of external candidates.

Internal pupils may compete for scholarships at 11+, 13+ or for the Sixth Form.

5. Special Educational Needs and Disabilities

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of candidates who have disabilities for which the School can cater, with reasonable adjustments. There is a Learning Support Policy which is published on the website.

If their child has any special educational need or disability, parents/guardians must provide the School with full written details on application. The School needs this information so that, in the case of a child with particular needs, we can assess those needs and consult with parents/guardians about the adjustments that can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments and support that can be made to allow the child to continue at the School and to prosper.

For and on behalf of the Governors
D.A.P. King