

Each day, discovery.



ELTHAM COLLEGE

## **15a Admissions Policy**

**Last reviewed: September 2023**



## Version Control Information

Reason For Amendment	Name	Date	Main changes
Annual Review	Headmaster	August 2016	
Annual Review	Head of Admissions and HR Manager	August 2017	Checked for staffing changes, broken links removed, fees updated, detailed scholarship and bursary section removed, entrance procedure dates updated to generic timescales.
Interim Review	Headmaster	February 2018	Changes to reflect staff responsibilities
Annual update	Bursar	July 2018	Fees updated, date updated for 7+ offers, grades updated to reflect new GCSE grading, reference to A level options booklet
Annual update	JHM	September 2021	Fees updates, removal of option to join at 13+, updated links to sample assessment material and A level options booklet.
Annual update	JHM	September 2022	Fees update
Annual update	JHM	September 2023	Inclusion of admission route from Blackheath Prep School  Fees, deposit, and registration fee update



## ADMISSIONS

### 1 Introduction

Admission to Eltham College depends on a prospective student meeting the criteria required to fulfil the educational and general standards for all its students, commensurate with the school's ethos and aims. As Eltham College is an academically selective school, the Headmaster must be satisfied that students will be able to flourish and that prospective student will be able to make the most of the broader education on offer.

Selection is based on entrance examination, interview and references. In line with our Equal Opportunities Policy, we will apply our admissions criteria fairly and without discrimination.

### 2 Age of Entry

Students are normally admitted at the ages of 7, 11 or 16. Students come from a wide range of local schools and usually enter the school in September.

- The majority of our students enter our Junior School at Year 3 (aged 7) and transfer to the Senior School without the need to sit further examinations, or enter the school into Year 7 (aged 11). In a typical year, we will take around 60 students into Year 3 who are joined by a further 60 at Year 7;
- Around 40 students join the school for the Sixth Form.

Occasionally, spaces become available for entry into other year groups and, as such, supplementary applications are welcome and are reviewed by the Head of Admissions, subject to any waiting lists.

### 3 Transfer from Eltham College Junior School to Eltham College

Once at Eltham College Junior School, the normal path is for all students to progress seamlessly into the Senior School. Subject to satisfactory progress during their time at the Junior School students in Year 6, who wish to continue at Eltham College for the duration of their senior school education, receive an early offer of a place at the Senior School *without* the need to sit the entrance examination.

The focus of transfer from the Junior School to Eltham College is therefore to ensure that students are happy and able to adjust to life in a Senior School and not to prepare for entrance exams. Rather, as Year 6 progresses, there are more regular lessons and activities between the two schools so that students can move seamlessly from Year 6 to Year 7.

Guaranteed places are for students in Year 6 committed to joining and remaining at the Senior School. Students who attend Eltham College Junior School who wish to consider, or apply to, other senior schools for entry at either 11+ or 13+ will forfeit their guaranteed place at Eltham College. These students will still be able to sit the entrance, and scholarship, exam alongside external candidates in the January of Year 6, should they wish.

### 4 Transfer from Blackheath Prep School to Eltham College

Students at Blackheath Prep who are committed to studying at Eltham College for the duration of their senior school education, may apply to be assessed for a priority place at the start of Year 6. If successful, they will receive an offer in October of Year 6 and will, therefore, not need to compete with other students as part of the 11+ process.



Students who are not successful in securing a priority place, or who wish to explore their options and apply to other schools for entry at either 11+ or 13+, can apply to sit the competitive Year 7 (11+) entrance examinations in January of Year 6 alongside all other external candidates.

## **5 Registration**

Applications are welcome at any time. Registration for 7+, 11+ and 16+ must be completed online [Overview - Eltham College](#). The registration fee is non-returnable and acceptance of registration does not constitute the offer of a place.

## **6 References**

In advance of any entrance examination or interview, we will always ask each applicant's current school for a written reference. It is important therefore that parents inform their child's current school that they have made an application.

## **7 Entrance Deposit**

A deposit of £2,500 is payable at the time of accepting a place at Eltham College. This is retained until the end of the student's final term at the school. This deposit is reduced for bursary recipients.

Where a student is withdrawn beyond 14 days from acceptance, the entrance deposit will be forfeited. In the event of a withdrawal less than one term before admission, a full term's fees (less the entrance deposit) will be payable in lieu of notice. Full details are available in the Terms and Conditions (see below).

## **8 Terms and Conditions**

All offers are made subject to the school's Terms and Conditions, which are made available to all successful candidates, or which can be obtained in advance from the Head of Admissions. Students are admitted to the school at the discretion of the Headmaster, whose decision is final.

## **9 Disability and Special Needs**

Eltham College welcomes applications from any prospective student with special educational needs providing that the learning support department can offer them the support that they require. We also welcome student with disabilities. For the purposes of this document, disability and/or special educational needs includes any student or prospective student whose mobility, hearing, sight or other physical functions are impaired, or who exhibits other special educational needs, such as dyslexia, dyspraxia, or significant behavioural or emotional problems.

All applications are judged fairly and the school will make reasonable adjustments to the examination procedures to ensure that no student is put at a substantial disadvantage because of a disability.

Prospective parents are asked to identify their child's disability or learning difficulty on the registration form and to provide evidence (in the form of a specialist assessor's report or medical report) to qualify for an adjustment to the examination procedures. The adjustment usually takes the form of extra time for the Mathematics and English papers, but not the Verbal Reasoning Test as this would compromise its objectivity and meaning. It is also possible to use a laptop for the English paper.



## **10 Old Elthamians and Sibling Policy**

Applications from the children of Old Elthamians are welcomed, as are those from the siblings of children attending the school. Selection is nonetheless based on merit. But while applicants must meet the criteria for entry, the Headmaster will be sympathetic to families wishing to educate siblings together or at their former school.

## **11 Scholarships and Bursaries**

Details of our Scholarship and Bursary schemes are found on the website and are also available on request from the Admissions Department.



## SCHOOL FEES

### 1 Tuition Fees

From September 2023, tuition fees are £7,929 per term for Eltham College and £6,518 per term for Eltham College Junior School.

All fees bills are payable by Direct Debit. Payment of tuition fees may be made either termly on 1 September, 2 January and 1 April, or by ten consecutive monthly instalments commencing on 1 August.

The school also operates a fees in advance scheme for those parents who wish to reduce the cost of their child's education by making an advance lump-sum payment. Details of this scheme can be obtained from the Bursar.

#### Other Fees

- Lunch: £363 per term
- School Coaches: See [Eltham College Coach Routes - Kura \(ridekura.com\)](https://ridekura.com)
- Public Examinations: These will reflect the exact cost from the examination boards
- Music Lessons: £24.20 per lesson for an individual instrumental, singing or theory lesson of 30 minutes

The level of fees is reviewed in March each year. The Governors reserve the right to vary tuition and other charges from time to time. Outstanding debts will be recovered by the school, including interest and legal fees where necessary.



## **ENTRANCE PROCEDURE**

Details of the key dates and deadlines for the coming year are available on the Admissions page of our website: [Overview - Eltham College](#)

### **1 7+ Entrance Procedure**

#### **Entrance Examinations and Interviews**

Students who will be 7 years old on 1 September of the year of proposed entry are invited for an academic assessment in mid-January of the same year.

All registered students are invited for an assessment during January. They are assessed in English (including an element of Verbal Reasoning), Mathematics and Reading.

Also in January, the students attend an activity morning when they enjoy a carousel of fun activities designed to familiarise them with the school and allow them to meet other candidates in order to ease any anxieties ahead of their assessment day.

All candidates must register with the school prior to their assessments. A reference will be requested from the candidate's current school.

#### **Offers of places**

Offers of places are sent to parents by email in late January. Parents are asked to respond by mid-February.

### **2 11+ Entrance Procedure**

#### **Entrance Examinations and Interviews**

Students who will be 11 years old on 1 September of the year of proposed entry sit an entrance examination early in January of the same year.

All external candidates take entrance papers in English and Mathematics as well as sitting a computer adaptive verbal and non-verbal reasoning assessment. They are also interviewed by members of staff on the same day. All candidates are automatically considered for academic scholarships but there are further assessments for students who pass the academic threshold and who wish to be considered for Music, Sport, Drama and Art scholarships.

All candidates must register with the school prior to sitting the examinations. Scholarships and bursaries must be applied for at the time of registration. A reference is also requested from the candidate's current school.

#### **Offers of places**

Offers of places are sent to parents by email in early February in line with other independent schools. Parents are asked to respond by the beginning of March.

#### **Taster Days**

Once offers have been made, offer holders will be invited to Eltham College for a morning or afternoon of lessons to give them an insight into what it is like to be a student at the school.



### **Sample papers**

Sample English and Mathematics papers can be downloaded from the website:

[Sample Papers - Eltham College](#)

## **3 16+ Entrance Procedure**

### **Entrance Examinations and Interviews**

Applications for entry into the Sixth Form should be made in the academic year before entry is proposed.

All external candidates for the Sixth Form have an entrance examination, sitting papers in two subjects of their choice and a computer adaptive verbal and non-verbal reasoning assessment. The examination day is usually in mid-November.

Soon after the written examination, candidates for whom a place is being considered are invited to interview. All candidates are automatically considered for academic scholarships but there are further assessments for those who pass the academic threshold and who wish to be considered for Music, Sport, Drama and Art scholarships.

All candidates must register with the school prior to sitting the examinations. Scholarships and bursaries must be applied for at the time of registration. A reference is also requested from the candidate's current school including a statement of predicted GCSE grades.

### **Offers of places**

Offers of places are conditional on a candidate's performance at GCSE.

Academic standards are high and the minimum standard for entry to the Sixth Form is six 7/8/9 grades at GCSE. Specific GCSE requirements to study A level courses are set out in our A Level Options booklet, available from the Admissions Office and online: [A Level Options Booklet](#)

Conditional offers are sent to parents by email by mid-December. Parents are asked to respond by early January.

Once candidates have accepted an offer, we invite all incoming Sixth Form students to an options evening to meet Heads of Department for advice in making their selection of subjects to study at A level.

### **Confidentiality**

Exam results and other records relating to applications for entry to Eltham College are confidential and will not be made available.