

ADMISSIONS

Policy applies from EYFS to Sixth Form and to all Staff	
Date policy reviewed:	13.10.2023
Date of next review:	13.10.2024
Version:	10.23 v1
Author:	Mr Michael Stewart and Miss Rebekah Malvern

Version	Date	Paragraph	Material change	Approval
09.22 v1	26.09.2022	7	Paragraph amended to clarify sibling admissions policy where year groups are oversubscribed.	Mr Manolis Psarros, Miss Rebekah Malvern and Mr Michael Stewart
06.23 v1	20.06.2023	3	Updated to reflect School Strategy.	Mr Manolis Psarros, Miss Rebekah Malvern and Mr Michael Stewart
10.23 v1	13.10.2023	2 5 6.1, 6.3.1 8.2 11	Usual points of entry updated. Updated to confirm the documents required for applicants to the Hive and Reception. More information added. Information re. third-party means testing added. Confirmed conditionality of some offers.	Mr Michael Stewart and Miss Rebekah Malvern



Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.

Related Policies

Accessibility Plan

Data Protection

Data Retention

Early Years Entitlement

English as an Additional Language (EAL)

Enhanced Learning

School Terms and Conditions

1. Introduction

Clifton High School is a co-educational independent school for pupils from age 3 to 18.

Since the School's establishment nearly 150 years ago, our approach has focused on realising the individual brilliance of every pupil. We aim to provide an environment in which children will thrive and perform well academically and in their personal development, and our admissions procedure aims to identify children whose abilities will enable them to benefit from a demanding, stimulating education of the highest quality.

2. The entry procedure

Clifton High School is a selective school. The admissions procedure is designed to identify pupils whose personal qualities, academic and other abilities accord with the School's ethos, aims and values, such that the pupils benefit from the many opportunities offered by the School, contribute to the School community, and realise their own individual brilliance.

The usual points of entry into Infant and Junior School are:

- The Hive (the School's Pre-School) (3+)
- Reception (4+)
- Year 3 (7+)
- Year 5 (9+).

The usual points of entry into the Senior School are:

- Year 7 (11+)
- Sixth Form (16+).

The School admits pupils at other points where places are available. Please contact the Admissions Department for details.

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3. Equality and diversity

The School is non-denominational with a Christian ethos.

The School welcomes applications for children from a diverse range of backgrounds, and is committed to equal treatment of all. We are proud of who each of us is; our sex, gender, gender reassignment, age, race, colour, nationality, ethnic or national origin, disability, sexual orientation, religion, faith or other beliefs.

4. Special Educational Needs and Disabilities

The School welcomes pupils with disabilities and/or special educational needs, provided that the School can offer them the support that they require and cater for any additional needs they may have, and that the School site can accommodate them. The School aims to ensure that all pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

The School applies its admission criteria fairly and sensitively to all potential pupils regardless of whether an applicant has a disability.

The School requires parents of children with special educational needs or physical or mental disabilities to provide a copy of any educational psychologist's report or any medical reports that they have for their child when they submit their Registration Form, and also to discuss their child's needs with the School before the child participates in any form of assessment or exam. Discussions with parents (and their child's medical advisers, if appropriate) and the report(s) will allow the School to assess the child's needs and consider whether any adjustments are needed for the assessment process and if they become a pupil at the School, and whether those adjustments can reasonably be made. This will ensure that the child will be able to access the education offered, will not be put at a substantial disadvantage compared to a pupil who does not have a disability, and ensure that the child's health and safety and that of others is protected.

There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's special educational need or disability. For example, if the School feels that a prospective pupil is not going to be able to access the education offered even if reasonable adjustments are made for them, or that their health and safety or those of other pupils or staff may be put at risk, the School reserves the right to decline to offer a place at the School.

5. Registration and information requirements

Applicants for admission should register their interest by completing the School's Registration Form, which is available on the School's website and from the Admissions Department.

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The School requires applicants to disclose on registration all matters relevant to the application for admission, including known medical or health conditions, special educational needs and disabilities, copies of any educational psychologist's reports and any other information requested in the Registration Form. If applicants withhold or otherwise misrepresent to the School information of this nature or fail to inform the School of any material change to information already provided, this may delay or affect the admission process, and could result in the School withdrawing an offer of a place. If this comes to light after a child has taken up a place at the School, parents should be aware that this may result in the School exercising its right to withdraw the place at any time.

Applicants must provide a copy of their child's most recent school or nursery report. The School will write to the Head of the candidate's current school (or nursery if the child is entering the Hive Pre-School or Reception) requesting a confidential reference. A parent may request that a reference only be taken up with the current school or nursery when the rest of the assessment has been completed, and an offer is likely to be made subject to this step. However, the outcome of the admissions process will not be concluded and any offer made will be conditional until the most recent school or nursery report and reference is received by the School and considered as part of the assessment process. If a parent is applying for a place for their child in the Hive Pre-School or Reception and the child does not attend a nursery at the time of applying, it will be up to the discretion of the School as to whether to waive the requirement to provide a nursery report and reference.

6. Assessment Process

The assessment process varies depending on the applicant's age and year of entry.

6.1 Hive Pre-School and Infants

Children applying for entry into the Hive Pre-School or Reception are expected to show the potential to be able to access the full Early Years curriculum. Assessment is by observation of your child as they play alongside other children in their peer group. This assessment will take place during a taster session at the School. The School uses the Government's "Development Matters in the Early Years Foundation Stage" as its guide to assessment. The child and their parents will be invited to meet with the Head of Infants and Juniors, or another member of the Infant and Junior School leadership team.

Applicants for entry into Years 1 and 2 are expected to be able to access the full school curriculum and demonstrate the potential to progress through the School. Assessment involves participating in a variety of learning activities, both individually and in groups, and includes an assessment of mathematics, reading and writing. This assessment will take place in the form of a taster day in the child's current year group, by the class teacher informally assessing the



child during the day. The child and their parents will meet with the Head of Infants and Juniors, or another member of the Infant and Junior School leadership team.

The School is a registered provider for the purposes of the Free Early Education Entitlement. Further details are available on the School website and from the Admissions Department.

6.2 Junior School

6.2.1 Children in Year 2 applying for entry into Year 3

The assessment process for applicants for Year 3 who are currently in Year 2 mirrors the assessment process for entry into Years 1 and 2.

6.2.2 Children in Year 3 and above applying for entry into the Junior School

Pupils applying for entry into the Junior School are expected to be capable of accessing the full curriculum and demonstrating the potential ability to perform to the required standard to progress to the Senior School.

Children will visit for a morning or an afternoon during which time they will sit formal assessments in literacy, reading and mathematics under test conditions. Subject to the outcome of these assessments, children will be invited back for a taster day, with assessments made in the classroom as they work alongside their year group. The taster day will involve the child integrating fully into the school day, including specialist subjects. The child and their parents will also meet with the Head of Infants and Juniors, or another member of the Junior School leadership team.

If children are relocating to Bristol they will be invited into School for a whole day with assessments in the morning and the afternoon spent with their year group; they are not required to return for a separate taster day if this is not practical.

6.3 Senior School

Pupils applying for entry into the Senior School are expected to be academically able to have the potential to access a wide range of GCSE subjects (the norm is 9 subjects), and to take a minimum of 3 A levels. The expectation is that all pupils will be capable of going on to Higher Education, regardless of the final route taken.

6.3.1 Entry into Year 7 (11+)

The admissions procedure for candidates for Year 7 entry consists of assessment in the form of entrance tests as well as participating in a Year 7 Experience Day during the Autumn Term of Year 6.

The dates for the assessment process, the dates that results are posted to families and the



closing date for acceptances are published on the School website.

The entrance tests will take the form of a written examination in Mathematics, English and Verbal and Non-verbal reasoning. No past papers are provided. School references will be sought from the Head of the candidate's current school as part of the assessment process.

There is an examination fee payable, which for successful applicants will be offset against fees upon entry into Year 7.

6.3.2 Entry into Year 8 - 10

The admissions procedure for candidates for Years 8 to 10 entry consists of assessment in the form of entrance tests, a meeting with the Head of School or another senior member of staff and in certain circumstances upon consideration of work that the pupil has completed recently.

The entrance tests will take the form of a written examination in Mathematics and English. No past papers are provided. Those who perform well will be invited with their parents for a meeting with the Head of School or another senior member of staff. School references will be sought from the Head of the candidate's current school as part of the assessment process.

In addition to the assessment process set out above, a decision by the School to offer a place to a candidate will also take into account whether the candidate would integrate both academically and socially into the relevant year group.

6.3.3 Entry into Year 11

The School does not normally accept applications for entry into Year 11, other than in exceptional circumstances. The assessment process would mirror that for entry into Years 8 to 10.

6.3.4 Sixth Form

The School's minimum entry requirements for external entrants into the Sixth Form are at least a Grade 7 in the GCSE examinations for the subjects that the student wishes to study at A Level and a further 6 GCSEs at Grade 6 or above which must include Mathematics and English Language if they are not the chosen A Level subjects. All offers made before the public GCSE results are announced are conditional on GCSE results.

Students will be assessed on the basis of their predicted GCSE grades, current school reports, a personal statement and an interview with the Head of Sixth Form. Students applying from countries outside the UK, and therefore not having GCSE predicted grades, may be asked to complete tests in the subjects they intend to study for A Level.



A Level subject choices are dictated by pupil demand and subject to timetabling.

7. Sibling admissions policy

Clifton High School welcomes applications for siblings of pupils already at the School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

In circumstances where a particular year group is oversubscribed, Clifton High School reserves the right to prioritise applications for siblings of pupils already at the School over other applications.

Where the Hive Pre-School is oversubscribed, priority will be given to children who have siblings already at Clifton High School. This is followed by families who intend for their child to move into the Reception class in the September after their fourth birthday.

8. Financial assistance and fee concessions

8.1 Scholarships

Clifton High School offers scholarships in academic subjects, music, performing arts, sport and realising individual brilliance. Scholarships are only available in the Senior School and are generally awarded on entry into Year 7 and the Sixth Form, but may in exceptional cases be awarded to a pupil entering a different year. Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement the scholar may be offered a percentage reduction in the fees for the duration of their time at the School. In addition, scholars have access to a bespoke programme relevant to their area of excellence.

Scholars are expected to work hard, achieve excellent results, and contribute positively to the life of the School. A scholarship may be withdrawn in accordance with the terms upon which such award is made, for example if the scholarship is related to a particular subject that the pupil subsequently decides not to pursue, or in accordance with the School Terms and Conditions.

External candidates applying for a place for Year 7, and those already at the School in Year 6, moving up into Year 7, will be given the opportunity to be considered for a scholarship. Academic scholarships are assessed on the basis of entrance tests and an interview. In-person assessments are undertaken for scholarships in music, sport and realising individual brilliance. Additional references and portfolios of work may be requested.

Scholarships are also available to internal and external candidates joining/applying for a place in the Sixth Form. Scholarships may be general in nature or related to a particular subject. In



addition to the information already provided for Sixth Form entry in paragraph 6.3 above, assessment for a scholarship will be based on a written submission to the Head of School and interviews with subject leads, the Head of Sixth Form and Head of School.

Scholarship awards are not normally granted at any other point other than in exceptional circumstances.

8.2 Bursaries

Clifton High School's bursary programme is designed to make it possible for candidates who meet the School's entry criteria but whose parents require financial support to take up a place at the School. The School offers the opportunity to apply for a means-tested award for entrants to the Senior School where parents have indicated they may require financial support. This support is not normally available other than for entrance into Years 7 and 12.

Bursaries are awarded annually and means-tested. The level of support varies according to parental need but can extend to full fee remission in cases of proven need. The School's ability to award bursaries is governed by the funds available. The School may appoint a third party to undertake the means-testing assessment on its behalf. This may include a home visit or online interview.

Bursaries are always offered for 12 months at a time. Parents may be required to provide fresh information about their circumstances for each year the pupil attends the School. Levels of support may vary with fluctuations in income or wealth. A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School Terms and Conditions.

The School's practice is to allocate its entire available bursary funding coterminous with the assessment process. The School's expectation is that parents who do not choose to apply for a bursary at the time their child is being assessed will not require financial support throughout the time that the pupil attends the School, except in wholly unforeseen circumstances.

8.3 Other concessions

Clifton High School offers discounts where two or more siblings are enrolled at the School at the same time. There is also a discount available where at least one parent or grandparent is a former pupil of the School. For further details please contact the Admissions Department.

9. Applications from overseas

The School welcomes international pupils, provided that they live for the duration of the School's term times with a person who resides in the UK and who has parental responsibility for the pupil. Please contact the Admissions Department for further information.



Overseas applicants may sit their entrance tests in their current school or may sit them at home, provided that they have first signed a Home Entrance Exam Declaration. More information can be provided by the Admissions Department.

The School is a sponsor for UK Visas and Immigration. The parent must inform the Admissions Department ideally when returning a completed Registration Form if their child requires sponsorship from the School to obtain a visa to study at the School. Where a child is sponsored by the School for immigration purposes the parent agrees to allow the School to take and retain copies of the child's passport and visa. It shall always be the responsibility of the parent to ensure that their child has the appropriate immigration permission to reside in the United Kingdom and to study at the School.

To be eligible for Free Early Years Entitlement funding, the child must live in England.

10. Fluency in English

In order to cope with the academic and social demands of the School, pupils should have the appropriate level of English required to access the curriculum in their year group of entry. Each application from a pupil for whom English is not their first language will be reviewed by the English as an Additional Language Department (EAL) as part of the admissions process. Tuition in EAL can be provided at the parents' expense and may be a condition of an offer.

11. Offer of a place

The School will write to all applicants to inform them of the outcome of the assessment process and to confirm whether the School is offering a place to the candidate, together with any relevant conditions (for example the award of a scholarship).

An offer of a place at the School is conditional upon completion of a taster session at the School (for prospective Hive, Infant and Junior School pupils), written assessments (for prospective Junior School and Senior School pupils), receipt by the School of satisfactory school or nursery reports and references and any other relevant conditions.

The School often has a waiting list of applicants and therefore the offer letter will also set out any deadline by which parents must accept. An offer of a place for the pupil at the School is accepted by the submission of the completed Acceptance Form and payment of the deposit.

Other than in exceptional circumstances, and at the discretion of the School alone, the School requires all those with parental responsibility for a pupil to sign the Acceptance Form, irrespective of court order or other arrangement that parents may have entered into regarding the division of responsibilities.

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12. School Terms and Conditions

The School Terms and Conditions will be made available to parents as part of the admissions process. The School Terms and Conditions include, amongst other things, arrangements for the payment of fees, notice periods and the respective responsibilities of the School and parents. By submitting the Acceptance Form and paying the deposit, parents agree to be bound by the School Terms and Conditions.

13. Pupils progressing through the School

Once a pupil has taken up their place it is assumed that they will progress through the School each year until they complete Year 13. However, the School shall not be obliged to permit a pupil to move up through the School unless satisfied that it is appropriate to do so, having regard to the pupil's academic attainments and all other relevant circumstances. If the School is concerned that a pupil is not meeting the required academic standards, parents will be informed, and the School will discuss with the parents how the pupil can best be supported.

Year 6 pupils

Pupils progressing from Year 6 to Year 7 undertake a Mathematics and English assessment in Year 6 and the pupil and their parents will have a meeting with the Head of School or another senior member of staff. The assessment of Year 6 pupils is solely for the purposes of monitoring progress, and to provide the School with a basis for appropriately benchmarking pupils progressing internally with external candidates applying for a place in Year 7.

If the School has concerns that a pupil may not meet the required standards for learning in the Senior School, parents will be informed by the end of the Year 5 academic year so that the School and the parents can discuss how the pupil can best be supported.

The same assessment process used for external candidates (information relating to which is set out in section 8.1 above) is also used for the purposes of awarding scholarships.

14. Feedback

The offer a place, and any conditions relating to that offer, remains entirely the decision of the School. The School will not provide feedback about the results of any entrance test or any other part of the assessment process. Although there is no right to appeal, the School welcomes feedback on the admissions process (rather than the outcome). Prospective parents should email admissions@cliftonhigh.co.uk if they wish to provide feedback.

15. Records and review

Applicants' details will be held on file with due regard to data protection legislation, the School's Privacy Notices and its Data Protection and Data Retention policies. The School will not hold the



personal data of prospective parents or pupils for longer than is necessary for a lawful purpose. This will not normally be beyond the end of the academic year following the year of application.

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