

## ADMISSIONS POLICY

We admit boys and girls from the age of 2½ years. We are co-educational throughout the school right up to our Sixth Form (Year 13).

### **Junior School Entry**

Entry to our Foundation Stage (Nursery and Reception) is dependent on space availability. As long as they are dry, Nursery pupils may enter in the September, January or April after they reach the age of 2½. Entry to Years 1-6 in our Junior School is dependent on space availability, a trial day where an assessment in English and Mathematics is made to determine whether the school can accept at this time, and a reference from the previous school.

We have a waiting list for Nursery and Junior School entry when year groups are oversubscribed.

### **Senior School Entry**

Applicants for entry at 11+ (Year 7) of our Senior School are selected following the Entrance Examination which is held in January each year. We also apply to the previous school for a detailed reference.

Entry into Years 8-10 is by also by Entrance Examination and reference from previous school. Our main intake is at Year 7 but places permitting we do admit students in Years 8 and 10. At Year 9 entry level (13+) we now offer extra places due to the high demand.

The Examinations consist of a standard Verbal Reasoning paper, plus an English and a Mathematics paper, both of which are set by the school.

### ***Scholarships and Bursaries (Senior School only)***

Following the entrance examination, scholarships and bursaries are awarded, at the discretion of the Principal, to those candidates achieving the top combined scores of the three papers set. Each year between six and eight scholarships are awarded at 11+ (Year 7) entry level. The Awards range in value from 10% up to a maximum of 50% of fees. Means tested bursaries are also available to the top scoring candidates and the Bursar can give more detailed information about qualifying income levels.

At Year 9 entry level (13+) two academic scholarships or means tested bursaries are awarded to the top scoring candidates.

### **Academic Scholarships and Bursaries**

**Academic Scholarships** are automatically awarded following the results of the entrance examination. These will be allocated purely on academic ability. The top candidates will be awarded scholarships, up to a maximum of 50% of fees.

**Lingfield Notre Dame Bursaries** There are a limited number of means-tested bursaries which will be awarded to candidates who have reached a satisfactory standard on the entrance examinations and whose parents satisfy the financial criteria of the scheme. Parents are required to tick the applicable box on the application form. They will then be sent a Bursary Application Form which must be returned before the entrance examination, declaring all household income. Your application for a

bursary will not be submitted unless the form is returned. Consideration will also be given to candidates who possess areas of strength that might beneficially contribute to the school (art, drama or other particular abilities).

**Music Scholarships (Available for September 2010 entry to students born between 01/09/98 & 31/08/99 and 01/09/96 & 31/08/97)**

Music scholarships of up to 25% of fees, are available for candidates who have achieved Grade 3 in two instruments, or in certain cases Grade 5/6 in one instrument, at 11+ entry level. For 13+ candidates, the levels required are Grade 5 in two instruments or 6/7 in one. The candidates will have acquired a satisfactory standard in our entrance examination and have successfully auditioned with our Director of Music. All candidates wishing to apply will need to tick the relevant box on the application form and produce a copy of their original examination certificates. They will then be invited in for an audition, prior to our entrance examination, during which they will be expected to perform on two instruments. Candidates failing to supply the correct certificates before the date of the entrance examination will not be called in for an audition.

**Sports Scholarships (Available for September 2010 entry to students born between 01/09/98 & 31/08/99 and 01/09/96 & 31/08/97)**

Sport scholarships are available at 11+ and 13+ entry and can represent up to 25% of the fees. The amount of the award is dependent upon the level of ability in at least one sport ranging from: international recognition/selection; county/regional representation; district level and school/club level and working towards district level. All of these relate to the major sports played at LND – rugby, football, hockey, cricket, athletics, tennis and netball. All candidates wanting to apply will need to tick the relevant box on the application form and submit a sporting CV which should also be accompanied by written approval from the candidate's present Head Teacher or Head of Sport. Following the entrance examination, selected pupils will be interviewed and be invited to demonstrate their skills in practical assessments. Candidates failing to supply the correct documentation before the date of the entrance examination will not be called in for an assessment. As well as sporting excellence, candidates will be expected to display sportsmanship at all times and set a good example to others. Successful sports scholars will be expected to participate in one of the major sports of each term and represent LND in the sporting events that they are selected for. All LND scholarship and bursary pupils will be expected to continue their education at the school to the end of the Sixth Form. They will have an obligation to work hard and efficiently at their academic studies throughout their time at LND. These pupils must fulfill their obligations (in their particular talent; academic, sport or music) and be prepared to proudly represent the school in their appropriate area. All scholars and bursary pupils will sign a student contract to this effect when entering the school and their performance will be reviewed each term. If a scholar is not displaying the appropriate effort, enthusiasm and performance, the school may consider withdrawing the award following prior discussions with the student and their parents.

**Deadline for Applications - 1st December 2009**

**Sixth Form**

Applications for Sixth Form entry are warmly welcomed. Taster Days can be arranged and entry will depend on GCSE results. Scholarships are available to those meeting the required scores.

For all applicants there is a non-refundable Registration Fee of £50.

When two or more children from the same family attend the school **at the same time** the second child's fees attract a 5% discount and each child thereafter receives a 10% discount.

This is just a very brief outline of the procedure. You would be most welcome to contact the Admissions Officer, Mrs M O'Neill (01342 833176) for further information and/or an appointment to view the school with the Principal.