



# Admissions Policy 2023-2025

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**MORE  
HOUSE  
SCHOOL**

KNIGHTSBRIDGE

# Welcome and Mission Statement

Welcome to More House School. We are a small, nurturing and creative-thinking Catholic School for girls aged 11-18 in the heart of Knightsbridge, preparing our pupils to be the ethical leaders of tomorrow. In essence, a greenhouse, not a hothouse.

Through living by Catholic values, our pupils are invited to achieve their God-given potential, by striving to be tolerant and thoughtful members of our community, whilst offering the very best version of themselves to all that they do. They will reflect our core values by acting with commitment, integrity, and compassion.

With Christ at the centre of our caring, supportive and prayerful community of pupils, staff and parents, we know our pupils as individuals, provide for their specific needs and encourage them to become socially conscious young adults.

We provide a safe and supportive environment that embraces and respects people of all faiths or none. Our reputation for excellent pastoral care finds its roots here. Within this framework, our pupils have the space to explore and develop their ethical, moral, and spiritual values. They come to understand the benefits of tolerance and respect, the significance of human dignity, and the duty of care that all leaders should demonstrate. They know what they stand for and appreciate the importance of their uniqueness.

## 1. Open Events

1.1 We welcome prospective parents and pupils to a number of Open Mornings throughout the Autumn and Summer Terms. Dates for these can be found on the [Open Events](#) page on our website. Our [Admissions](#) page outlines the application process as detailed in this policy and contains links to the relevant forms needed to apply for a place at More House School in any year group.

1.2 Prospective parents who are unable to attend our open events are welcome to arrange a private tour with our Registrar. Please contact our Registrar on +44(0) 207 235 2855, or email [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk)

## 2. Entry Procedure

### 2.1 Year 7 (11+ Entry)

- More House School is part of [The London 11+ Consortium](#) and thus operates an admissions process which is coordinated with all the other members of the Consortium.
- All prospective pupils sit the 11+ Common Entrance Test which they can choose to complete either at their own School (if this is offered) or at More House School. They are also invited to attend a Selection Day at More House.
- To apply for a Year 7 place at More House School, the first step is to complete and return our [Registration Form](#) and [Entrance Test Form](#) as soon as possible in the year preceding the desired year of entry, but no later than the closing date for admissions. The closing date for admission in September 2024, is **10 November 2023**.
- Both forms must be completed in full and a non-refundable fee of £150.00 should be paid via bank transfer to the More House account detailed on the [Registration Form](#). A copy of your daughter's passport, a copy of her latest School report and any visa required should also be sent, along with proof of payment of the £150 Registration Fee.
- The above should be emailed to our Registrar at [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk)
- Once registration is complete, all applicants will be invited to our Selection Day which takes place in the January preceding the September entry. Applicants are

interviewed by a member of the Senior Leadership Team and take part in a creative Science, Technology, Engineering, Art and Mathematics (STEAM) activity.

- Parents can choose for their daughter to sit her 11+ Common Entrance Test at More House School, the date of which is in December.
- Candidates eligible for additional time will be granted this if supporting evidence is provided, in accordance with JCQ rules, when requested by Consortium Schools.
- Following the completion of the 11+ Common Entrance Test and Selection Day, and on receipt of references from your daughter's prep or primary school, offers will be sent to parents the Friday before the February half term in line with all Consortium Schools.
- The deadline for acceptances is normally 12 noon on the first Monday in March.
- Along with written acceptance of your offer, a deposit of 50% of one term's fees is required to secure the place, along with a signed Acceptance Form, agreeing to our Parent Contract.
- Deposits are returned when your daughter leaves the School. Please note, the deposit is non-refundable should you choose to withdraw your daughter from the process after the deposit is paid.

## 2.2 Years 8 to 10 Entry

- Although the main entry to the School is Year 7, occasional vacancies occur for Years 8 to 10 .
- We encourage prospective parents and pupils to attend our [Open Events](#), but also offer individual tours to families unable to attend these. As part of your visit, all prospective families are invited to meet the Head for an informal discussion before applying for a place with us.
- Admission is through an interview with the Head and Deputy Head Academic, a CAT cognitive reasoning test, and a reference from the pupil's present school.
- To apply for a place in Years 8 to 10, the first step is to complete and return our [Registration Form](#) as soon as possible in the year preceding the desired year of entry. There is no official closing date for applications, but we encourage parents to apply no later than half a term before the desired entry point.
- The form must be completed in full and a non-refundable fee of £150.00 should be paid via bank transfer to the More House School account detailed on the [Registration Form](#). A copy of your daughter's passport, a copy of her latest School report and any visa required should also be sent, along with proof of payment of the £150 Registration Fee.
- The above should be emailed to our Registrar at [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk)
- On completion of the above process, offers are made within 5 working days.
- Along with written acceptance of your offer, a deposit of 50% of one term's fees is required to secure the place, along with a signed Acceptance Form, agreeing to our Parent Contract.
- Deposits are returned when your daughter leaves the School. The deposit is non-refundable should you choose to withdraw your daughter from the process after the deposit is paid.

## 2.3 Sixth Form (Year 12 Entry)

- We welcome applications from Year 11 pupils to join our exciting [Sixth Form](#).
- We encourage prospective parents and pupils to attend our [Open Events](#), but also offer individual tours to families unable to attend these. As part of your visit, all prospective families are invited to meet the Head for an informal discussion before applying for a place with us.
- Admission is through an interview with the Head, a reference from the pupil's current school and satisfactory predicted grades in order to meet the criteria outlined in our [Sixth Form Information Booklet](#).
- To apply for a place in Year 12, the first step is to complete and return our [Registration Form](#) as soon as possible in the year preceding the desired year of entry, but no later than the end of the Spring Term.
- The form must be completed in full and a non-refundable fee of £150.00 should be

paid via bank transfer to the More House School account detailed on the [Registration Form](#). A copy of your daughter's passport, a copy of her latest school report and any visa required should also be sent, along with proof of payment of the £150 Registration Fee.

- The above should be emailed to our Registrar at [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk)
- On completion of the above process, offers are made within 5 working days.
- Along with written acceptance of your offer, a deposit of 50% of one term's fees is required to secure the place, along with a signed Acceptance Form, agreeing to our Parent Contract.
- In the unlikely event that your daughter is unsuccessful in meeting our GCSE Entry Requirements, and her offer is subsequently withdrawn, your deposit will be returned in full.
- Deposits are returned when your daughter leaves the School. The deposit is non-refundable should you choose to withdraw your daughter from the process after the deposit is paid.

### 3. Success Criteria

3.1 As an inclusive School, every child who applies for a place at More House School is invited to attend our Selection Day, meaning that each applicant has the opportunity to go through our whole Admissions Process.

3.2 We are looking for curious, well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. We value academic achievement and co-curricular endeavour in equal measure, so welcome applications from pupils with a wide variety of strengths and passions.

3.3 The School has strong traditions in sport and the creative arts and we offer many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

3.4 As a Catholic School, we encourage applications from children who practise the Catholic faith, but we are a diverse community and therefore warmly welcome applications from children from all faiths, or none.

### 4. Pupils with Special Educational Needs and Disabilities

4.1 More House School does not discriminate on the grounds of race, religion or belief, culture, sexual orientation, special educational needs or disabilities.

4.2 At More House School, we welcome pupils with special educational needs providing that our SENCO department can offer the support the child requires to access the curriculum at the pace at which it is taught.

4.3 Differentiated teaching is delivered at each key stage and we also offer a wide range of specialist learning support, through bespoke programmes for each pupil.

## 5. Waiting List

5.1 When a class or year is full, applicants will join our waiting list. Applicants are required to register and pay the non-refundable registration fee of £150 in order to join a waiting list.

5.2 Waiting list places are allocated in order of receipt of registration forms. The only exception is when an immediate place becomes available, in which case candidates who are able to join the School immediately will be given preference.

## 6. Fees and Payment Information

6.1 [School Fees](#) information can be found on our website. The termly fees include school lunches.

### 6.2 Payment Information

- Fees are due contractually by the first day of each term or via a prearranged [Direct Debit](#).
- If you wish to withdraw your child from the School once they have started at the School (and other than at the normal leaving date which is the end of year 13), you must either give us a term's notice to that effect or pay to the School a term's fees in lieu of notice. For example, if you wish to withdraw your child with effect from the start of the Autumn Term (i.e., at the start of an academic year) then you would need to notify the Head in writing on or before the first day of the preceding summer term. You should telephone the School if no acknowledgement of the notice served is received from the School within seven days of the date of the notice. See Section 7 of our [Parent Contract](#) for further information on notice requirements.
- A sibling discount of up to 15% reduction on fees is given in respect of the eldest daughter when there are three (or more) sisters attending the School at the same time.

### 6.3 Additional Fees

- Private music lessons are available for singing, all string, woodwind and brass instruments, guitar and drums, the fees for which are payable to the individual music teacher. (10 individual 30 minute lessons)
- There will be some trips available to pupils that incur an extra cost. Some of these are optional, such as evening theatre trips, while others are part of the curriculum and full attendance is expected.

6.4 Our full [Parent Contract](#) is available on our website.

## 7. Scholarships and Bursaries

7.1 More House School offers a range of scholarship grants to pupils entering Year 7 and Year 12, as outlined in our [Scholarship Programme Booklet](#).

### 7.2 Year 7

- A 25% fee remission is available to Academic Scholars invited to apply for the award following Selection Day and the completion of the 11+ test.

- Scholarship grants are also available in Art, Drama, Music and Sport.

### 7.3 Year 12

- A 25% fee remission is available to Academic Scholars invited to apply for the award based on predicted grades and results in mock GCSE examinations.
- Scholarship grants are also available in Art, Drama, Music and Sport.

7.4 Bursaries may be awarded by the Board of Governors in cases of financial need, provided funds allow this. The process is managed by an external agency. Please see our Bursary Policy which is available on request.

## 8. Admissions Database

8.1 In order that persons enquiring about More House School may receive information about our School their details are entered on to our Admissions Database. The data is only used within the School's admissions system, and is not divulged to any third party outside the School, in accordance with the UK Government current Data Protection legislation.

## 9. Applications from overseas pupils

9.1 More House School holds a Home Office licence as a Student and Child Student Visa Sponsor for prospective pupils moving to the UK and joining an independent School.

9.2 Parents are asked to state on our Registration Form whether they are currently non-UK residents and whether the applicant would be joining the School as a dependent on a Work Permit or would require us to issue a Confirmation of Acceptance for Studies (CAS) for a Student or Child Student Visa.

9.3 We support families through their applications but recommend third party agencies to assist in the gathering of documentation. We outline the requirements for a Student and Child Student Visa and conditional offers are made dependent on the success of the application. Offers are confirmed once the visa application has proved successful and the Confirmation of Acceptance for Studies (CAS) is activated.

9.4 Copies of all key documentation for the successful visa application are held by the School until one year after the pupil leaves.

## 10. Complaints procedure for prospective parents

10.1 More House School follows a three stage complaints procedure for pupils currently on roll with the School.

10.2 Any prospective parent or guardian wishing to raise a complaint, should follow the process for Stage 1 of the procedure (see Complaints Policy) by contacting the Registrar in the first instance. If the parent is not satisfied by the response from the Registrar or if the complaint warrants a more formal process, then the parent should contact the Head via a [Formal Complaints Proforma](#). The completion of the [Formal Complaints Proforma](#) will invoke the formal complaints procedure. The Head will decide, after considering the content of the [Formal Complaints Proforma](#), the appropriate course of action to take.

10.3 If the matter is still unresolved or if the complaint is concerning the Head, then the parent should refer to Stage 3 and contact the Clerk to the Governors at [clerk@morehousemail.org.uk](mailto:clerk@morehousemail.org.uk) who has been appointed by the Board of Governors to organise and convene hearings of the Complaints Panel.