



St George's
School Edgbaston

ADMISSIONS POLICY

Revised: September 2026



About St George's School Edgbaston

St George's School Edgbaston is a co-educational, selective entrance, independent day school for pupils aged three to eighteen years. We have an ethos based on Christian values and welcome staff, pupils and parents from many different cultures, faiths and backgrounds. We are an inclusive mainstream school and are proud to have achieved the Rights Respecting Schools' Gold Award.

We assess the full range of a child's talents and abilities to clarify what each child can do and what they could achieve with the nurturing, support and opportunities available within our school. We do not select pupils on academic ability alone.

School Structure

- **Prep School:** Pupils aged 3 to 11
- **Senior School:** Pupils aged 11 to 16
- **Sixth Form:** Pupils aged 16-18+

Main Entry Points

Whilst our usual entry points are Pre-School (3+ years), Reception (4+ years), Year 7 (11+) and Sixth Form (16+), we do accept in-year applications subject to availability and the pupil satisfying our entrance requirements.

Please note: Students commence their GCSE curriculum from September of Year 9. Students wishing to apply for Years 10, 11 or 13 should contact the school before registering their interest.

General Admissions Information

Visiting the School

We host six Open Events per year for both Prep and Senior School. If you cannot attend these events, our Admissions Team will arrange a personal tour lasting approximately one hour. Tours include:

- Viewing the school facilities and classrooms
- Meeting relevant teaching staff and leadership
- Opportunity to ask questions
- School prospectus and registration forms available on request

To book a tour, please contact our Admissions Team.

Registration Process

All applicants must complete and return:

- Registration Form
- Non-refundable Registration Fee of £180 (£840 for overseas students)

Important Information About Registration Fees

The registration fee represents a small proportion of the costs incurred by our staff in processing and considering applications. We do not profit from these fees and therefore cannot refund them should an application be unsuccessful. The fee is non-refundable regardless of the outcome.

How We Make Decisions

Our Admissions Panel comprises members of the Senior Leadership Team, Pastoral staff and the Inclusion Department. The panel considers:

- Assessment results (entrance exams, taster days, or nursery visits)
- Confidential references from current schools / settings
- Interview outcomes (where applicable)
- Any additional information from professionals, parents, or external agencies
- The child's attitude, behaviour and social skills
- The existing dynamic of the class or year group
- The child's potential contribution to school life

Decision-making is holistic – we consider all relevant factors, not just academic ability. No single person makes admission decisions in isolation; all decisions are made collectively by the Admissions Panel and are final.

We will not discuss the reasons for not offering a place and there is no right of appeal.

Conditions of Offer

We may withdraw an offer of a place if:

- Further information comes to light regarding your child's needs that we were not aware of at the time of making the offer
- Required documentation is not provided
- Fee payment arrangements are not confirmed

Timeline for Decisions

We aim to inform you of our decision within 15 working days of completing the admissions process. Delays may occur if we do not receive all necessary information from your child's current school. Please inform your child's current school that we will be contacting them.

Accepting Your Place

If your child is offered a place, you must return:

- Completed acceptance form
- £250 Acceptance Fee
- Medical information form
- Data collection form
- Any other relevant documentation as requested

If starting during a school term, we will require the first term's fees in advance OR confirmation of School Fee Plan registration.

If starting at the beginning of a school term, fees will be invoiced in the holiday before the term commences.

We will agree a start date once all documentation and payment arrangements are confirmed.

Confidential References

For all applicants, we request a confidential reference from the child's current school or setting. This is an essential component of the admissions process and helps us understand your child's academic and social aptitudes.

Contact Information

Admissions Department

St George's School Edgbaston 31 Calthorpe Road Edgbaston Birmingham B15 1RX
admissions@sgse.co.uk

Prep School Admissions (Ages 3-11)

Pre-School and Reception (EYFS)

Process

1. Complete registration form and pay registration fee
2. We request a confidential reference from your child's current setting
3. Our EYFS team visits your child in their current nursery / setting (where possible) or makes phone contact
4. Teacher completes an assessment summary
5. Admissions Panel reviews all information and makes a decision

What We Assess

- Academic and social abilities in their familiar setting
- Information from current practitioners
- Any assessments or reports from external agencies
- The more information we have about your child, the more effective their transition into our school

All children's progress is monitored carefully throughout the year and we take care to work in partnership with parents. If there are concerns that our setting cannot meet the needs of a child moving forward, we would look to make parents aware at the earliest opportunity.

Years 1 to 6

Process

1. Complete registration form and pay registration fee
2. Attend a tour
3. We request a confidential reference from your child's current school
4. Your child may be invited to spend a day with their appropriate peer group
5. Form teacher completes an assessment summary
6. Admissions Panel reviews all information and makes a decision

Taster Day

During the taster day, your child will:

- Follow the class timetable
- Be observed in Mathematics and English within the classroom setting
- Be observed both at work and play

This is designed to be a positive experience. Please inform us in advance of any anxieties, concerns or needs your child may have. We may occasionally ask for a pupil

to attend further sessions to ensure we can confidently meet all their educational or social needs.

Important note: Entry into Prep School does not guarantee automatic entry to St George's Senior School.

Senior School Admissions (Ages 11-16)

Year 7 Entry (11+)

Process

1. Complete registration form and pay registration fee
2. We request a confidential reference from your child's current school
3. Your child sits the entrance examination
4. Interview with a member of the leadership team (in some cases)
5. Admissions Panel reviews all information and makes a decision

Entrance Examination

The examination takes place on various dates across the year and consists of:

- **English Test** (Reading and Writing): 1 hour
- **Mathematics Test**: 1 hour

Access Arrangements

If your child requires access arrangements during the exam, please provide an up-to-date professional's report identifying the need for any additional support. We will do our best to facilitate Access Arrangements but it may not be possible to accommodate all requests.

Interview

We may invite prospective pupils for an informal interview with a member of the leadership team. This allows us to consider a pupil's character, achievements and interests outside of school.

Ranking and Selection

After exams are marked, prospective pupils are placed in rank order. However, our final decisions are not based solely on test scores. We consider:

- Test results
- Confidential school reports
- Staff and current school comments
- Personal achievements
- Educational psychology reports or other professional assessments
- The needs and fit of the whole cohort
- Interview outcomes (if appropriate)

Some pupils are offered places immediately, some are placed on our waiting list, and some we are unable to accommodate.

Mid-Year Entry (Years 7-11)

We often receive applications for places during the school year. Parents should contact the Admissions Office for up-to-date information on availability.

Process

1. Contact Admissions Office to check availability
2. Complete registration form and pay registration fee
3. Attend a school tour
4. We will contact previous settings for references
5. Students may attend a taster day
6. All applications will be discussed at our Admissions Panel for final decision of placement

It is important for us to understand your reasons for seeking mid-year entry to aid any potential transition. We value the partnership between school and parents / carers and therefore transparency is necessary from the start of the process.

Sixth Form Admissions (Ages 16-18+)

Entry Requirements

Academic Requirements

- At least 5 GCSEs at grade 5 or above
- Grade 8 or above normally required for A-Level Maths, Biology, Chemistry and Physics
- Subject teachers may consider individual circumstances
- Requests to study subjects not previously studied at GCSE will be carefully considered

Additional Programme

Where appropriate, students will be timetabled to complete a Next Generation Award (NGA) – a civic award involving a community-based project.

Application Process for Current Year 11 Pupils

All current Year 11 pupils and parents are:

1. Individually written to during the Autumn Term
2. Encouraged to attend Sixth Form Open Events
3. Invited to meet with the Head of Sixth Form
4. Required to submit an application form

Application Process for External Applicants

Process

1. Attend Open Events or contact Admissions for information
2. Complete registration form and pay registration fee
3. Receive Sixth Form information pack (courses, subjects, application process)
4. Complete application form
5. References contacted
6. Admissions Panel considers application and subject choices
7. Conditional offer made (subject to GCSE results)
8. Discussion to take place (with SLT / Head of Sixth Form) following GCSE results to confirm courses and pathway
9. Admissions Panel meet to make final decision

Pupils with Disabilities and Special Educational Needs without an EHCP

Our Commitment

We are committed to inclusive education and comply fully with the Equality Act 2010.

Information Required

Parents must provide full written details when applying, including:

- Nature of disability or additional needs
- Professional reports and assessments
- Details of support required
- Information about major long-term illnesses

Why We Need this Information

We need comprehensive information to:

- Assess your child's needs accurately
- Ensure we can provide adequately during the admissions process (interviews, entrance exams, taster days)
- Plan appropriate provision throughout their time at school
- Make reasonable adjustments in accordance with the Equality Act 2010

Additional Support and Costs

Many pupils' needs can be met within the classroom as part of our core offer. Where additional provision is needed beyond our core offer, this will be subject to additional costs beyond the school fees.

Please note: Independent schools do not receive the notional budget or top-up funding available in the maintained sector. Some provision your child requires may be beyond our core offer, and we will share details of additional fees once we understand your child's needs.

Resources for Parents

- **SEND Policy:** available on our website
- **SEND Additional Costs**
- **SEND Information Report:** details which interventions form part of our core offer and which are beyond
- **"Frequently Asked Questions" Guide:** available from the Admissions Department for parents of pupils with additional needs

SEND Admissions Panel

All applications for pupils with SEND are considered at panel meetings comprising Senior Leadership Team, Pastoral staff and our SENCo. We will inform you of the meeting date and aim to respond within two working days of the meeting.

Pupils with Educational Health Care Plans (EHCPs)

Our Experience

St George's has a number of pupils with EHCPs on roll. Their placements are supported mainly by Birmingham and Solihull, but also Sandwell, Staffordshire, Worcestershire and Dudley Local Authorities.

The Consultation Process

Important: Consultations for pupils with EHCPs must come through the Local Authority, though parents are welcome to contact us and arrange a tour in advance.

Steps

1. **Visit the school:** Attend one of our tours and speak to the Inclusion Department
2. **Request consultation:** Ask your Local Authority to initiate the Consultation Process
3. **LA sends documentation:** Ensure the paperwork (EHCP, review documents, professional reports) is up-to-date and reflects your child's current needs
4. **School reviews consultation:** We have 15 working days to respond
5. **Assessment period:** We may:
 - Review consultation paperwork
 - Contact your child's current setting
 - Visit your child's current nursery / school
 - Invite your child for taster days / sessions at St George's
6. **Panel decision:** The SEND Admissions Panel considers the application
7. **Response to LA:** We inform your LA of our decision within two working days of the panel meeting. We do not give details about any decisions made and if we decide we cannot meet a child's needs, we do not give reasons and there is no right of appeal
8. **LA makes final decision:** If we can meet needs, we provide costs to the LA who makes the final placement decision. The LA must agree to fund any placement at St George's School

Please note: Not receiving all necessary information or delays from your child's current school may prolong the process. Please inform your child's school that we will be contacting them.

Important: We cannot review any SEND paperwork, professional reports or EHCPs prior to consultation.

Further Information

More information about school placement can be found on:

- My Care in Birmingham website
- Solihull Local Offer website
- Your local Special Educational Needs & Disability Information, Advice and Support Service (SENDIASS)

Appeals

If the LA declines a placement despite our offer, and parents wish to appeal to the SEND tribunal, please contact us first to discuss our potential involvement. We will confirm the extent and type of information we may be able to provide. We cannot guarantee our support with an appeal – this depends on individual circumstances.

Any further conversations regarding school placement should be with your LA Principal Officer or SENDIASS worker.

Sponsored Students – Overseas

English as an Additional Language

We may be able to accommodate children whose first language is not English. Many pupils' needs can be met within the classroom. If additional support is necessary, this can be arranged subject to additional costs beyond the school fees.

Overseas Students

Overseas students are considered on an individual basis and must fulfil specific requirements (see Appendix 2: Admission Procedures for Overseas Students (Not Sponsored)).

Important Timelines

Applications for students wishing to study must be made **six months in advance** of intended start dates

Immigration Support

The school employs the services of **Newland Chase Education**, a specialist immigration firm. Any offer received from St George's School will be conditional upon the use of Newland Chase Education.

For detailed requirements, please see Appendix 1: Admission Procedures for Sponsored Overseas Students.

Scholarships and Bursaries

Scholarships

St George's offers **Academic, Sports and Creative Scholarships**.

Conditions

- Tenure is subject to continued high standards of achievement, behaviour and attendance
- For Sports and Creative Scholars, full participation in extra-curricular activities and events is required
- All scholarships are subject to successful annual review
- Continuation depends on behaviour, attainment and attitude to learning
- The value of any award is strictly confidential between parents, the Headmaster and the School's financial management
- **Children must not be told the size of the award** – breach of this condition can lead to withdrawal

Expectations

Scholars are expected to be ambassadors for the school and role models, demonstrating:

- High levels of effort and attainment
- Active contribution to the academic and extra-curricular life of St George's

For more information, please see our Scholarship Information booklet.

Bursaries

Overview

The School offers a limited number of bursaries to pupils that have been offered a place at our school, prior to the start of each academic year. Bursaries are subject to parental means testing and enable talented pupils whose parents could not otherwise afford full fees to attend St George's.

Eligibility

Candidates should:

- Have an excellent reference from their current school
- Candidates must sit the Entrance Examinations at 11+ or meet Sixth Form entry criteria at 16+

Assessment Process

Financial assessment is conducted by **Bursary Administration Limited (BAL)**, a specialist company. There is an annual administration charge of £80 for this application.

BAL will:

- Assess your family's financial circumstances
- Visit your home to ensure information has been correctly interpreted
- Make a recommendation to the school (which may be for some fee remittance up to a maximum of 20%, or none)

Parents requesting bursaries must cooperate with BAL's requirements.

Application Steps

1. Request an Application Form from the Finance Manager
2. Complete and return the form
3. BAL assesses the application and arranges a home visit
4. The application is considered by the Board of Trustees
5. Following completion of Entrance processes and Bursary Assessment, parents are advised of the outcome
6. Parents formally accept the place and the conditions relating to the Bursary

Factors Considered

The Trustees consider several factors when assessing requests:

- Child's suitability for the School (primary consideration)
- Level of financial need
- Bursary funds are limited – those judged most suitable and most in need are given priority

Annual Review

All bursary awards are subject to annual assessment by BAL.

The Headmaster may recommend to the Board of Trustees the reduction or withdrawal of an award where:

- A pupil's progress, attitude or behaviour has been unsatisfactory
- Parents have failed to support the School (e.g. late payment of fee contributions)

How to Apply

Applications should be made in writing to:

Finance Department

St George's School Edgbaston, 31 Calthorpe Road, Edgbaston Birmingham B15 1RX - finance@sgse.co.uk

You should make your interest in a bursary clear at the point of registration.

Conditions Applicable to All Awards (Scholarships and Bursaries)

Obligations of the Pupil

A pupil receiving an award must:

- Work hard and maintain excellent academic progress
- Have excellent punctuality and attendance
- Contribute positively to the life of the School
- Be a credit to the School
- Set a good example to other pupils

Obligations of the Parents

Parents are expected to:

- Support and encourage the pupil to fulfil their obligations
- Uphold the aims and good name of the School
- Pay the balance of the account by the first day of term

Withdrawal of an Award

An award may be withdrawn by written notice if:

- The pupil or parent has not complied with the obligations of the award (in the opinion of the Trustees)
- The balance of the account remains unpaid 28 days after a written reminder

Withdrawal takes effect from the start of the following term.

Important Notes

- Awards do not apply to fees in lieu of notice
- Awards are not applied to sundries (trips, lunches, uniform, sports kit, school equipment, etc...)
- Awards do not apply to any provision beyond our core offer

**This policy will be reviewed annually by the
Senior Leadership Team, Admissions Team,
SEND Department and Board of Trustees.**

**To be reviewed September 2027
or as and when statutory
guidance / legislation changes**

Appendix 1: Admission Procedures for Sponsored Overseas Students

The following requirements must be met before St George's School can consider a place for an overseas applicant.

Initial Application

Complete and return:

- Registration Form
- Non-refundable Registration Fee of £840
- Current school report
- Copy of child's and parents' passports (including front cover and identification page with photograph)
- Copy of child's birth certificate
- **Originals must be produced on arrival at the school**

Immigration Support

- The school employs **Newland Chase Education**, a specialist immigration firm
- Any offer from St George's is conditional upon using Newland Chase Education

Offer and Acceptance

Interview Process

- Teams may be used for interviews
- If the child meets our entry requirements, we will confirm an offer

Financial Arrangements

- The school will invoice for the first year's fees plus a refundable deposit of £500
- This should be returned as soon as possible

Certificate of Acceptance of Studies (CAS)

- Once all UKVI entry requirements are met and documents received, we issue a CAS
- You need the CAS number for visa application
- **You must use original documentation and the CAS number for the visa application**
- **Only one CAS will be issued per pupil**

Refund Policy

In the event of visa refusal or non-attendance:

- Individual circumstances will be considered
- The school cannot guarantee that all or part of fees will be refunded

English Language Assessment

Re-testing on Arrival

- We reserve the right to re-test students' knowledge of English on arrival
- This checks each student's ability to cope with the curriculum

Course Changes

- If the student's level of spoken and written English is not as anticipated, we may change the course originally offered
- This might include asking someone enrolled for A-Levels to first join Year 11 for a year, or to reconsider subject choices
- We may be able to offer additional support in the form of EAL lessons

Withdrawal

- If it is clear the student will be unable to cope with the curriculum, we may ask the student to withdraw

Accommodation and Guardianship

Accommodation Arrangements

- The school requires confirmation that for students over 12, accommodation is through a private arrangement with a blood relative holding a UK passport or the right to live in the UK

Parent of Sponsored Student Visas

- Students may live with parents who obtain Parent of a Sponsored student Child visas (requires a child under age 12)
- If pursuing this route, it must be done through Newland Chase Education

Changes to Living Arrangements

- The school must be notified of any and all changes to UK living arrangements for the duration of the student's study

Travel and Attendance

Travel Arrangements

- The school must receive details of travel arrangements and copies of itinerary / flight tickets in advance before the child departs for the UK
- If a child is travelling unaccompanied, the school must know who will meet the child at the UK airport

Attendance Requirements

- Parents and sponsored students must be aware of the requirement to attend regularly and be punctual

- **Failure to adhere to this will result in immediate expulsion**

Contact Details

- Parents are required to update contact details at the end of each half term

Safeguarding

Should the school become aware that an overseas student under 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related, the school will notify the local authority. The local authority will check that the arrangement is suitable and safe for the child.

The School will not be obliged to discuss its reasons for not offering a place and there is no right of appeal.

Appendix 2: Admission Procedures for Overseas Students (Not Sponsored)

The following requirements must be met before St George's School can consider a place for an applicant.

Initial Application

Complete and return:

- Initial enquiry form
- Both parents' passports
- Child's passport (including front cover and identification page with photograph)
- Birth certificate (original and translated)
- **Originals must be produced on arrival at the school**

St George's will request the family's online VISA / share code given by the Home Office.

Places cannot be considered without the share code.

Registration

- Complete and return registration form
- Pay £180 registration fee

Assessment Process

School Reference

- St George's will request a confidential reference from the child's current school

Interview

- Microsoft Teams interview with parent / child will take place

Decision and Acceptance

Admissions Panel

- The child's application will go to St George's Admissions Panel

Outcome

- Parents will be informed if a place has been offered or declined

Successful Applicants Receive

- Confirmation of place in an offer letter
- Invoice for acceptance fee (£250)
- Invoice for first term's fees

Place Confirmation

The place is confirmed when the applicant returns:

- Acceptance forms
- Acceptance fee
- First term fees

The School will not be obliged to discuss its reasons for not offering a place and there is no right of appeal.