EFFINGHAM
CRANMORE • MANOR HOUSE • ST TERESA'S • SIXTH FORM

**Effingham Schools Trust Admissions Policy**

Date of Issue: September 2026
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Responsibility: **Director of Admissions/Headteachers/Director of Sixth Form**
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Applications for admissions will be considered from parents and guardians who are in sympathy with the aims and ethos of the schools and whose child will benefit from the academic curriculum. Effingham Schools Trust (Cranmore, Manor House School, St Teresa's and Effingham Sixth Form) welcome Catholic, Christian and non-Christian children and those of no faith.

Cranmore School is an Independent Day School for children between the ages of 2 and 16. It is co-educational until the end of Year 2 and then becomes single sex; the girls moving automatically to the Manor House site while the boys remain on the Cranmore site.

Manor House School is an Independent Day School for girls aged 7-11 with a Co-Educational Nursery and Lower Prep for boys and girls aged 2-7 years.

St Teresa's School is an Independent Day and Boarding School for girls aged 10 to 16.

Effingham Sixth Form is an Independent Co-Educational Day School, with girls boarding, for ages 16 to 18.

The five main points of entry are at the ages of two and three (Nursery), four (Reception), seven (Year 3), eleven (Year 7) and sixteen (Year 12). However, places may be available in other year groups, and we welcome applications dependent on places available.
For pupils from Halstead St Andrew's School, in line with the agreed pathway, the designated point of entry for Cranmore (boys) or St Teresa's (girls) is Year 9. Places are reserved in the Senior Schools for Year 9 HSA pupils, providing the Senior Schools can meet the educational needs of the child. The Trust does not offer Year 7 admission places to pupils from Halstead St Andrew's.

Places are reserved in the Senior Schools for Year 7 entry to all Prep School pupils providing the Senior Schools can meet the educational needs of the child. Places are reserved at Manor House School for Year 3 entry for all Year 2 Cranmore girls providing the Prep School can meet the educational needs of the child. Priority will be given to boys from Manor House School to Cranmore for Year 3 entry, providing the school can meet the educational needs of the child. Assessment for Year 7 entry takes place in November of Year 6.

Priority for entry to the co-educational Effingham Sixth Form is given to Cranmore and St Teresa's Year 11 pupils. Pupils must have a satisfactory behaviour and work record. A number of places are available for external candidates, which are offered during Year 11, subject to GCSE grades, interviews and school report from their current Headteacher.

Applications for places at all ages from Nursery through to Senior year groups must follow

our admissions procedures. These include either formal or informal assessments of academic and/or social/behavioural skills, as detailed within this policy document.

**Admissions Criteria**

The more criteria met, the greater the priority for the place.

The following criteria (in no particular order) will be borne in mind when considering an applicant:

- Can the School meet the educational needs of the child within the context of the resources available?
- Are the parents sympathetic to the aims and ethos of the School – as expressed in the curriculum, the extra-curricular activities provided and the values at the heart of the School?
- Does it appear that the child will be happy?

We are selective Schools and, in general, applicants should be performing academically at nationally expected levels.

**Equality**

The Effingham Schools Trust encourages applications from children from a diverse range of backgrounds and is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. Please refer to our Equal Opportunities Policy for further information.

Where waiting lists operate for places into a particular year group, the admissions criteria above will apply when selecting a child, should a vacancy occur.

**Compliance**

The Effingham Schools Trust is aware of the broad duty to notify/make returns to the local authority for all non-standard admissions and departures, to know or be able to ascertain the correct local channels for so doing, to be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in accordance with local procedures, and that the school works co-operatively with the local authority in making returns as requested and reasonable enquiries where necessary.

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice. The School will not hold the personal data of parents or children for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons for longer retention might include re-application later, or sibling applications.

**Siblings and children of former pupils**

Whilst the Effingham Schools Trust appreciates that many parents may wish their children to attend the same school, it is important to ensure that the school is the right school for each child and that all applications are considered on their merit. If a candidate has a sibling in the school they are applying to, or another school across the Trust, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different educational environment. The same applies for children of former pupils. A reduction in fees is offered from Reception upwards (for the second and subsequent children) when two siblings or more are at Cranmore, Manor House School, St Teresa's or Effingham Sixth Form at the same time. This will be a 5% discount on the second child, 10%

on the third child and 15% on the fourth and subsequent children.

**Visits to the Schools**

Across the Trust, we hold Open Mornings throughout the year. Further details about their timing and content are published on the Admissions section of our websites. We welcome prospective parents and their children at other times of the academic year for a personal appointment and tour.

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## APPENDIX 1

## Cranmore

### Cranmore General Enquiries

**Reception Tel:** 01483 280340
**Admissions Tel:** +44 (0)1372 750204
**Email:** office@cranmore.org
**Email:** a.charles@effinghamschools.org
**Address:** Cranmore School, Epsom Road, West Horsley, Surrey KT24 6AT

### Admissions Process – Cranmore School

Cranmore School's mission is to be a Catholic school committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian community.

Cranmore offers education to children between the ages of 2 and 16. It is co-educational until the end of Year 2 and then becomes single sex; the girls moving automatically to the Manor House site while the boys remain on the Cranmore site.

Cranmore welcomes applications from pupils of all abilities, including those with very mild learning difficulties. The Headmaster is also entitled to refuse admission to a pupil with special educational needs if they feel the school does not have the provision to support those needs.

### Nursery and Prep School (Reception to Year 6)

Pupils can be accepted at any age, providing they fulfil entry requirements and space is available.The main points of entry are:

1. Age 2 or 3 into Nursery. Children come for a one-hour Taster session with a parent in the Nursery.
2. Age 4 into Reception. Children come for a two-hour Taster session in the Nursery with their peer group.
3. Age 7 into Year 3. Candidates come for a Welcome Morning with their peer group and also have informal assessments with the Head of Prep.

A waiting list is held at all stages of this process. If space is available, pupils may be accepted at other ages. Entry into Years 1 to 4 is by a Welcome Morning with some basic assessments to establish the child's level of development. Entry into Years 5 and

6 will be an Assessment Morning to include Maths and English tests as well as lessons and lunch with their peer group.
It is anticipated that all pupils will ordinarily progress through the School. On rare occasions, this is not the case. For example, it might become apparent that the learning or social environment of the School is not suitable to a particular pupil and the School will discuss this with the child's parents at an early stage and will give advice on how to find an alternative school that best meets their child's needs.

**Additional needs during the entrance assessment**

Before a prospective pupil sits the formal assessments or comes for the Welcome Morning, parents areasked to disclose (on the Registration Form) whether their child has a disability, special educational need or medical condition. If this is the case, the School may request additional information and the School may need to take further specialist advice. This in turn, may lead to the request for additional testing/assessments.

The School will be sensitive to any issues of confidentiality. Based on the information given, the School is committed to making reasonable adjustments that will enable the prospective pupil to sit their entrance assessments (subject to the School having the provisions to assist with those needs) and to comply with its legal and moral responsibilities as well as the inclusive nature of the Catholic ethos of the school.

Cranmore welcomes pupils from a wide range of backgrounds. This diversity serves both to enrich our community and to provide a vital ingredient in preparing our pupils for today's world. Parents should, however, be aware that there is often compulsory Saturday morning sport and that all pupils are expected to attend School Masses when held.

Siblings can join us at Cranmore, and we will endeavour to ensure admission; however, there may be occasions where the School judges that a sibling is likely to thrive better in a different educational environment.

Cranmore operates a means-tested Bursary for entry into Years 3 and above; further details are available on our website. An assessment of the income and assets of both parents forms part of the process. The level of support varies according to parental need. Cranmore does have Financially Assisted Places. Further details can be obtained from the Finance Department on bursaries@effinghamschools.org.

**Senior School (Year 7 –Year 11)**

**Admissions**

Applications for entry to Cranmore Senior School can be made for boys at age 11 or 13. Places maybecome available for entry at 12+ and 14+.

**Admissions Process**

The admissions process normally begins at least a year prior to entry, with prospective parents and pupils attending an Open Morning and/or having an individual tour of the school and a meeting with the Headmaster.

Parents who would like their son to be considered for a place complete a Registration Form and are asked topay a non-refundable registration fee. Formal entry examinations for all boys at age 11 take place in late November (prior to entry the following September).

**Scholarships**

Academic Scholarships are awarded at age 11+ and 13+ based on performance in the entrance examinations.

Scholarships are also awarded for Art, Drama, Music and Sport. It is expected that boys who have been awarded scholarships in these areas fully engage in the extra-curricular life of the school.

**Criteria for admission**

It is anticipated that all pupils will ordinarily progress through the School. On rare occasions, this is not the case. For example, it might become apparent that the learning or social environment of the school is not suitable to a particular pupil and the School will discuss this with the child's parents at an early stage and will give advice on how to find an alternative school that best meets their child's needs. For external candidates, places are offered following the satisfactory completion of examination papers set by the School (for Years 8 to 10), or ISEB Pre-Tests and a creative writing paper (for Year 7), as well as receipt of a written confidential report from the Head of their present school. The Headmaster is entitled to take into account any particular attribute of the boy that suggests he may benefit from the general ethos of the School or has a significant contribution to make to the life of Cranmore.

Cranmore welcomes applications from pupils of all abilities, including those with very mild learning difficulties. The Headmaster is also entitled to refuse admission to a boy (Internal or External) with special educational needs if it is felt that the School does not have the provision to assist with those needs.

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## APPENDIX 2

## Manor House

**Manor House General Enquiries**

**Reception Tel:** 01372 458538
**Admissions Tel:** +44 (0) 1372 457077
**Email:** admin@manorhouseschool.org
**Admissions Email:** admissions@manorhouseschool.org
**Address:** Manor House Lane, Little Bookham, Leatherhead, Surrey KT23 4EN

## Admissions Process – Manor House School

**Applying for a Nursery School Place**

For Nursery applications, parents are asked to visit the Nursery and meet with the Director of Nursery. Parents will join their child for an hour in Nursery. Parents will be asked to complete the application form, together with a non-refundable registration fee and complete a Nursery Session Form outlining the days/sessions required. Following an observation and subject to the availability of sessions, parents will be advised of the offer of a place and asked to pay

the deposit (held on account) and complete the relevant acceptance forms (See 'Acceptance of a School or Nursery Place'). Parents will be offered two free settling in sessions in agreement with the Director of Nursery to be arranged at the time of joining.

Priority is given to families with other children in the Trust at Cranmore and/or St Teresa's. Children joining our Nursery are expected to continue their Prep School education at Manor House School in Reception. A waiting list procedure may be operated. We have the right to withdraw your child from the process following the observation stage. Children can join our Nursery Class at any point. Children can join our Kindergarten Class at any point in the academic year when they turn 3 years old assuming we have capacity.

**Applying for a School Place**

**i) School visit**

Before submitting an application form for a school place, parents are required first to visit the School and children are welcome to accompany their parents. A family can visit either by:

a) attending one of our termly Open Mornings which take place in March and October. (Prior booking is required).
b) Arranging a personal tour

**ii) Meeting with Headteacher or Head of Prep School**

Following a visit, the Admissions Office will arrange a face-to-face appointment with the Headteacher or Head of Prep (unless applying for Year 3). Applicants must provide a copy of their child's latest school report and provide disclosure of any other information that would be pertinent to an application two days prior to this meeting.

**iii) Registration / Application**

Following a recommendation to proceed by the Headteacher, parents or guardians are invited to complete an Application Form and return it, together with the relevant non-refundable fee and a copy of the child's birth certificate or passport to the Admissions Office. (Please refer to our Privacy Policy and Data Protection Policy). This means your child is registered for a school place which will be held <u>for that academic year</u> until the application process is completed and an offer made.

**iv) Academic Assessment**

Extra time can be awarded in assessment situations. Please refer to the 'Internal and External Exam Access Arrangements' in our SEN Policy. Assessments vary according to the year of entry:

**Prep School Assessment**

*At age 4 into the Prep School (Reception)*

External applicants will be offered a place following observation at an individual visit or group Reception Taster/Experience afternoon. Applicants are observed by several members of staff as they do simple tasks and interact with other children.

Pupils progressing from Manor House School Kindergarten through to Reception Class will be subject to a satisfactory recommendation by the Director of Nursery in agreement with the Headteacher.

*At age 7 (Year 3)*

For September entry and beyond, applicants (if registered by 31 October) will be invited to an Experience Day. They will also sit a CAT4 assessment at Manor House School in December to assess their cognitive ability. A confidential reference will also be requested.

For all mid-year applications selection is made principally on the outcome of a Taster Day, on-line assessment, and upon receipt of a satisfactory confidential reference from their current school. The reference will take into consideration predictions, co-curricular strengths, and potential contribution to the School community.

*Other Year Groups*
Entry is welcomed into all other year groups and mid-year, subject to the availability of places. Applicants are invited to participate in an individual age-appropriate assessment and Taster Day, along with our seeking a confidential reference from their current school.

**Remote/Overseas Assessments**

If applying from overseas and/or cannot visit the School due to individual circumstances, then traditional face to face interviews held with the Headteacher, will be held on MS Teams.

When appropriate we can administer remote testing via the child's current school. An offer of a place will be subject to an online interview, successful completion of the required age-appropriate assessments and receipt of a satisfactory reference from the child's current school.

**Offer of a School Place**

All offers of a School place (except for Reception Class) are subject to receipt of a confidential and satisfactory reference from the respective Head of an applicant's current school. The reference will take into consideration predictions, co-curricular strengths, and potential contribution to the School community. Offers are valid for the time period stipulated in the offer letter.

**Acceptance of a School or Nursery Place**

On accepting a place at Manor House School or Nursery, parents or guardians are asked to sign the Acceptance Form and pay the appropriate deposit for Nursery and Reception and for the rest of School) confirming that they accept the Terms and Conditions.

Parents should note that on accepting a place they may become liable for the first term's fees even if they do not take up the place. Parents should familiarise themselves with our Terms and Conditions before accepting a School or Nursery place.

Copies of both documents are available on the School's website. Once a place is accepted, it is the parents' or guardians' responsibility to inform the School of any changes in their child's educational needs or indeed change of school.

**Special Educational Needs (SEN) and Disability**

The School welcomes pupils with disabilities and SEN. However, the School currently has limited facilities (physical and otherwise) and staffing and this will impact on what conditions the School may reasonably cater for. We comply fully with our responsibilities under the SEND Code of Practice (taking account of the circumstances of the School) and current

SEN legislation.

We comply with the Equality Act 2010 in order to meet the needs of prospective pupils with disabilities (including those with Education, Health and Care Plans (EHCPs) which, with reasonable adjustments, can be catered for by the School. These adjustments will be made in relation to admission arrangements and the education provided.

Any adjustments which School can make within its normal staffing, facilities and resources will not be charged for whereas if it is determined that additional expertise or resources may be required, the cost of such resources/services will normally be the responsibility of parents. This applies also to pupils with EHCPs. The funding received by independent schools for pupils with EHCPs is less than the funding allocated to state schools, due to the SEN grant which all state schools receive, covering approximately the first £6,000 of any EHCP allowance. This means that any shortfall in funding will normally need to be met by parents.

All prospective pupils (including those with SEND) will be assessed on the basis of the School's academic admissions criteria.

Before making an offer of a place, the School will determine whether it is able to cater for the needs of a prospective pupil with SEN and/or disabilities, taking account of a range of factors such as the assessment of the prospective pupil during the admissions process, any specialist reports, the terms of any EHCP and in consultation with parents.

An offer of a place will not be made if the School determines that it is unable to meet the child's needs, taking account of its obligations under the Equality Act 2010 and other legislation.

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**Transition through the School**

Progression through the School or Trust is expected however on occasion, this may not be possible. For example, if a child has not maintained or reached the academic standard expected, demonstrated unacceptable behaviour or does not meet the criteria. For example, it might become apparent that the learning or social environment of the school is not suitable to a particular pupil and the School will discuss this with the child's parents at an early stage and will give advice on how to find an alternative school that best meets their child's needs.

**Bursary Applications**

For those parents who would like their child to attend Manor House School, but for whom the School fees are not affordable, financial support may be available through means-tested bursaries. Applications must be made by 1 November preceding September entry, as given on our bursary's web page. Further information is available from the Director of Finance.

**Head's Discretion**

This policy may be subject to change at the discretion of the Headteacher. Any decision made by the Headteacher is final.

**Contact Information**

Any matter relating to the School's admissions process should in the first instance, be referred to the Admissions Officer at admissions@manorhouseschool.org.

## APPENDIX 3

## St Teresa’s

### St Teresa's General Enquiries

**Senior School Tel:** +44 (0)1372 452037
**Prep School Tel:** +44 (0)1372 453456
**Admissions Tel:** +44 (0)1372 750204
**Email:** info@st-teresas.com
**Admissions Email:** a.charles@effinghamschools.org
**Address:** Effingham Hill, Dorking, Surrey. RH5 6ST

### Admissions

Applications for entry to St Teresa's can be made for girls at age 11 or 13. Places for girls at age 12 or 14 also, occasionally, become available.

### Admissions process

The admissions process normally begins at least a year prior to entry, with prospective parents and pupils attending an Open Morning and/or having an individual tour of the school and a meeting with the Headmaster.

Parents who would like their daughter to be considered for a place complete a Registration Form and are asked to pay a non-refundable registration fee. Formal entry examinations for all girls at age 11 take place in mid-November (prior to entry the following September).

### Scholarships

Academic Scholarships are awarded at age 11+ and 13+ based on performance in the entrance examinations.

Scholarships are also awarded for Art, Performing Arts, Music, Sports, Tennis and Equestrian. It is expected that girls who have been awarded scholarships in these areas fully engage in the extra-curricular life of the school.

### Criteria for admission

Girls are offered a place following the satisfactory completion of examination papers set by the school and receipt of a written confidential report from the Headmaster of their present school. The Head is entitled to take into account any particular attribute of the girl that suggests she may benefit from the general ethos of the school or has a significant contribution to make to the life of St Teresa’s.

St Teresa's welcomes applications from pupils of all abilities, including those with very mild learning difficulties. The Head is also entitled to refuse admission to a pupil with special educational needs if it is felt that the school does not have the provision to assist with those needs.

**Overseas applications**

St Teresa's is an inclusive school and encourages pupils to join from countries other than the UK. Pupils sit entrance exams in Mathematics and English as an Additional Language and, have an online interview.

**Additional needs during the entrance assessment**

Before a prospective pupil sits the entrance examinations, parents are asked to disclose (on the registration form) whether their daughter has a disability, special educational need or medical condition. If this is the case, the School may request additional information and the School may need to take further specialist advice. This in turn may lead to the request for additional testing/assessments.

The school will be sensitive to any issues of confidentiality. Based on the information given, the school is committed to make reasonable adjustments that will enable the prospective pupil to do their entrance assessment (subject to the school having the provisions to assist with those needs) and to comply with its legal and moral responsibilities as well as the inclusive nature of the Catholic ethos of the school.

**Bursaries**

St Teresa's has a policy of encouraging applications from any pupil who would benefit from a place at the School. As part of widening access, bursaries are available at all points of entry and may be up to 50% fees. Means-tested application forms are available from Mrs Norris, Financial Accountant on bursaries@effinghamschools.org

**Armed Forces Discount**

Pupils who have a parent serving in the armed forces are eligible for a 10% discount on the fees. Serving personnel should be aware that they can apply for MoD and Foreign Office boarding school allowance under certain criteria.

**Siblings**

A reduction on fees is offered for the second and subsequent children when two siblings or more are at St Teresa's and/or Cranmore/Manor House/Effingham Sixth Form at the same time. This is a 5% discount on the second child, 10% for the third and 15% on the fourth and subsequent children

## APPENDIX 4

## Effingham Sixth Form

**Tel:** 01372 855644
**Admissions Tel:** +44 (0)1372 750204
**Email:** office@effinghamsixthform.org
**Admissions Email:** a.charles@effinghamschools.org
**Address:** Effingham Hill, Dorking, Surrey. RH5 6ST

### Admissions

Applications for entry to Effingham Sixth Form can be made for boys and girls at age 16.

### Admissions process for students currently educated within the Trust

The admissions process normally begins at least a year prior to entry, with prospective parents and pupils attending an Open Evening during Year 10. Prospective parents then register their interest in Effingham Sixth Form. Students from within the Trust have an automatic place at Effingham Sixth Form so long as A Level study is suitable. Prospective parents are required to commit to their child being admitted to Effingham Sixth Form by the end of the Autumn Term.

### Admissions process for students currently educated outside the Trust

The admissions process normally begins at least a year prior to entry, with prospective parents and pupils attending an Open Evening and/or having an individual tour of the school and a meeting with the Director of Sixth Form.

Parents who would like their daughter or son to be considered for a place complete a Registration Form and are asked to pay a non-refundable registration fee. A request for a written reference, together with predicted GCSE grades, is made from the applicant's present school when a registration form is received. An offer is made based on these predicted grades and reference.

### Scholarships

For students already educated within the Trust their scholarships automatically carry through into Effingham Sixth Form. Students are able to apply to increase their scholarship and/or apply for new scholarships for Effingham Sixth Form.

Academic Scholarships are awarded on the basis of academic distinction demonstrated in the Sixth Form Academic Scholarship examinations which are completed in the Autumn Term of Year 11.

Scholarships are also available for Art, Performing Arts, Music, Sports , Tennis and Equestrian. Scholarship assessments/auditions take place in the October prior to entry the following September and, offers are made in November. It is expected that students who have been awarded scholarships in these areas fully engage in the extra-curricular life of the school.

### Criteria for admission

The Director of Sixth Form is entitled to take into account any particular attribute of the student that suggests they may benefit from the general ethos of the school or has a significant contribution to make to the life of Effingham Sixth Form.

Effingham Sixth Form welcomes applications from students of all abilities, including those with very mild learning difficulties. The Director of Sixth Form is also entitled to refuse admission to a student with special educational needs if it is felt that the school does not have the provision to assist with those needs.

## Overseas applications

Effingham Sixth Form is an inclusive school and encourages students to join from countries other than the UK. If students are sitting IGCSEs at their present school, a request for predicted grades and a written reference will be made. If not sitting IGCSEs, students will sit entrance exams in Mathematics and English as an Additional Language and, a request for a written reference will be made. All students will have an online interview with the Director of Sixth Form.

### Additional needs during the entrance assessment

Parents are asked to disclose (on the registration form) whether their daughter or son has a disability, special educational need or medical condition. If this is the case, the school may request additional information and the school may need to take further specialist advice. This in turn may lead to the request for additional testing/assessments.

The School will be sensitive to any issues of confidentiality. Based on the information given, the School is committed to make reasonable adjustments that will enable the prospective student to do their entrance assessment if appropriate (subject to the School having the provisions to assist with those needs) and to comply with its legal and moral responsibilities as well as the inclusive nature of the Catholic ethos of the school.

### Bursaries

Effingham Sixth Form has a policy of encouraging applications from any student who would benefit from a place at the school. As part of widening access, bursaries are available at all points of entry and may be up to 50% fees. Means-tested application forms are available from the Finance Department on bursaries@effinghamschools.org.

### Armed Forces Discount

Students who have a parent serving in the armed forces are eligible for a 10% discount on the fees. Serving personnel should be aware that they can apply for MoD and Foreign Office boarding school allowance under certain criteria.

### Siblings

A reduction on fees is offered for the second and subsequent children when two siblings or more are at Effingham Sixth Form and/or Cranmore/Manor House/St Teresa's at the same time. This is a 5% discount on the second child, 10% for the third and 15% on the fourth and

subsequent children

## Authors


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|---|---|---|---|
| **Mr Barry Everitt** | **Ms Tracey Fantham** | **Mr Stuart Field** | **Mr Toby Clouston** |
| **Headmaster** | **Headteacher** | **Headmaster** | **Director of Sixth Form** |
| **Cranmore School** | **Manor House School** | **St Teresa's School** | **Effingham Sixth Form** |


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