Application for Senior School Entrance Examinations

For entry into Senior School September 2017

THE APPLICATION PROCESS

- Entry into Lingfield Senior School is determined by our own Entrance Examinations which take place in the January preceding year of entry. The Examinations consist of a standard Verbal Reasoning paper, an English comprehension/creative writing paper and a Mathematics paper (both of which are set by the School). The School does not issue practice papers.

- We prefer all candidates to visit the School and have an informal chat with the Headmaster, or member of our senior management team, prior to sitting the entrance examinations.

- All candidates wishing to sit our entrance examinations will need to submit a Registration Form together with the £75 registration fee (£100 if sitting the examinations overseas) and a copy of their full birth certificate before the closing date. Once registered, references will be taken up from each candidate’s current school.

- For students wanting 13+ entry, we are aware that some schools have now brought their entry process forward, therefore requiring a decision to be made prior to our examination dates. In these circumstances, please contact the Admissions Office for alternative individual arrangements.

- Offers of places are awarded based on the results of the Entrance Examinations, together with an evaluation of a student’s reference from their current school. Parents will be informed, in writing only, sent in the post on Friday 10th February 2017. Parents will have until the end of the day on Monday 6th March 2017 to accept a place and secure it by returning a signed contract and the required deposit (£700). Due to the large number of applications, we regret that it is not possible to inform parents of results by telephone.

- Spaces permitting, offers will then be made to candidates on the waiting list after this time.

DATES & TIMINGS

- The Entrance Examinations will take place on the morning of Saturday 21st January 2017. All applications to sit the Entrance Examinations MUST be received by Friday 11th November 2016. No late applications will be accepted unless in the most exceptional circumstances (see further below).

- If there are exceptional circumstances, a letter should be written to the Registrar, detailing the reason for the delay in application and the circumstances. This should be sent with an up-to-date school report (from July 2016) for consideration. A decision on whether to proceed with the application will be made within 5 working days.

- In the event of adverse weather conditions (e.g. settling snow), the school website www.lingfieldnd.co.uk will be regularly updated. Please use the website as your first source of information before contacting the Admissions Office. In the unfortunate event that the Entrance Examinations need to be postponed, the reserve day is Saturday 28th January 2017. Please ensure that your child is available for Examinations on both these dates as no alternatives can be given.

- Candidates should arrive to register at 8.45am in the Dining Room of the Senior School in St Piers Lane, in time for the Examinations to start at 9.15am. School uniform should not be worn. Candidates should be collected promptly at 12.45pm. Academic Scholarship Examinations will take place in the afternoon from 2.00 - 4.00pm. These candidates will be provided with lunch, a fun activity and some rest time between the morning and the afternoon exams.

- In order to prevent congestion in the car park, and delay to the Examinations, parents should leave their children as soon as possible after leaving children in the Dining Room.

- Academic, Art, Music and Sport Scholarships are available to all applicants at 11+ and 13+. Drama Scholarships are also available at 13+. All details of our Scholarships are listed in our ‘Scholarship 2017’ booklet.

DEADLINE FOR ALL ENTRANCE & SCHOLARSHIP APPLICATIONS

11th NOVEMBER 2016
What to Expect at the Entrance Examinations

All candidates will sit Entrance Examinations under exam-controlled conditions, either in the main School auditorium or a Senior School classroom.

The Entrance Examinations consist of three papers; Verbal Reasoning, Mathematics and English (standard comprehension and creative writing). Please note that it not our policy to send out examples of past papers to assist in preparation. Verbal Reasoning papers are available to download from the internet and are available from all good high street bookshops. If your child has not seen a Verbal Reasoning paper before, we would recommend some practice ahead of the Examinations. The core topics covered in the Mathematics papers are outlined below.

Please note, the main intake is for 11+ and 13+ entry. Only if spaces are available for Year 8 and Year 10 entry, will we hold the relevant exams.

**Mathematics 11+**
- Four rules of Arithmetic applied to whole numbers; understanding of decimals and fractions; simple percentages; negative numbers in context; types of number e.g. primes, multiples
- Basic graphs and pie charts and their interpretation
- Recognition of basic Geometric shapes; understanding of angles, symmetry; reflection
- Concept of perimeter, area and volume
- Basic problem-solving

**Mathematics 12+**
- Number: Use of decimals, fractions and percentage, estimation, problem solving
- Algebra: Using co-ordinates, equations, number sequences, using and constructing formulae
- Space & Shape: Recognition of 2D and 3D shapes, angle calculation in triangles, simple area (shapes based on rectangles), transformations - reflection, rotation
- Data Handling: Interpreting frequency diagrams and pie charts, simple probability

**Mathematics 13+**
- Algebra: use of simple formulae, equations, substitution, simplification of terms, sequences
- Shape and Space: Recognition of shapes, angles and polygons, angles and parallel lines, transformations, area to include circle
- Number: Percentages, decimals, fractions, estimation, problem solving.
- Data Handling: Frequency diagrams and pie charts, scatter diagrams, probability.

**Mathematics 14+**
- Algebra: Algebraic manipulation, use and construction of formulae, solving linear equations
- Shape & Space: Area and volume (including circle), angle work, transformations, Pythagoras, constructions
- Number: Sequences, decimals, fractions, percentages, estimation, ratio/scale, problem solving
- Data Handling: probability, charts

There will be breaks between each paper and water and snacks will be provided. All students should come fully prepared with pencils, pens, compass, ruler, eraser, all in good working order. Calculators will be needed for all candidates sitting Examinations 13+ and above. We request that candidates do not bring any food or drinks into the Examinations.

Please note, mobile ‘phones will not be allowed in the Examination Room.

Please detach and retain this section for future reference.

All this information is also available on our website www.lingfieldnd.co.uk
Application for Senior School Entrance Examinations

Please indicate below the Year Group for which you are applying. Please note that Lingfield’s main intake is into Year 7 (11+) and Year 9 (13+) and Sixth Form/16+ (Year 12). Limited spaces may become available into Year 8 (12+) and Year 10 (14+).

11+ [ ] 12+ [ ] 13+ [ ] 14+ [ ]

Please clearly indicate below if you would like to express your interest in applying for one or more Lingfield Scholarships. Please ensure you have read the ‘Scholarships 2017’ booklet (available on our website) detailing key dates and assessment criteria. Should you wish to receive a hard copy please request one from the Admissions Office. All completed Scholarship Application Forms must be returned to the Admissions Office before the closing date (11th November 2016).

Academic [ ] Art [ ] Drama [ ] Music [ ] Sport [ ]

Name of Candidate ________________________________

Full Address ______________________________________

Postcode ___________________________ Date of Birth ___________________________

Daytime Phone No. ___________________________ Mobile ___________________________

Present School ___________________________ Email ___________________________

Emergency Contact Details

Please detail below one or more contact details in case of an emergency on the Entrance Examinations Day. (We appreciate these may change and there will be an opportunity to amend emergency contact details on the morning of the Examinations itself).

1. Name ___________________________ Contact No. ___________________________ Relationship to Child ___________________________

2. Name ___________________________ Contact No. ___________________________ Relationship to Child ___________________________

Special Examination Requirements

Please indicate whether your child will require any special consideration on the examination day. This includes special educational needs, disability and medical requirements

Special Educational Needs ___________________________ Yes / No

Please confirm a specialist assessment report has been submitted ___________________________ Yes / No

Medical Concerns ___________________________ Yes / No

Are there any other circumstances we should be aware of ___________________________ Yes / No

If any of the above is Yes, please provide further details on a separate sheet of paper.
Application for Senior School Entrance Examinations

CHECKLIST

Please use this list to check all associated forms/details required to complete both Registration of your child with the School and also entry into our Senior School Entrance Examinations. Please tick each box before detaching this sheet and returning to

The Admissions Office
Lingfield Notre Dame School
St.Piers Lane
Lingfield
Surrey RH7 6PH

STUDENT REGISTRATION

Candidates must be registered with the School in order to sit the Entrance Examinations. Registration forms are available to download from our website at www.lingfieldnd.co.uk or can be requested directly from the Admissions Office.

My child is already registered / I have enclosed completed registration form herewith (delete as appropriate).

REGISTRATION FEE

The registration fee is £75 for UK students and £100 for overseas students who don’t require a visa. Payment can be made by cheque or by direct bank transfer. Bank details are on the reverse of the Registration Form.

My registration fee has been paid / I enclose a cheque/ have transferred funds on date ………………… (delete as appropriate).

CONFIRMATION OF IDENTITY

Candidates must provide evidence of their date of birth with a copy of their full birth certificate. No candidate can be registered without proof of their date of birth.

I have supplied identity evidence / I attach a copy of my child’s full birth certificate.

DATES OF EXAMINATIONS

The date of the Entrance Examinations is Saturday 21st January 2017. In the case of adverse weather conditions where is it unsafe for students and staff to travel, the Entrance Examinations will be held on Saturday 28th January 2017.

I have checked the dates of the Examinations and can confirm that my child is available on both dates.

SEND

If your child has a disability or any medical/special educational need, they may qualify for access arrangements such as the use of a laptop or extra time. It is essential that we have all relevant up-to-date information in order to provide the best exam conditions for your child. Please provide full details.

I enclose a recent specialist assessment report, if relevant.

SCHOLARSHIPS

Lingfield offers generous Scholarships to high achieving students in the fields of Academic, Art, Drama (13+ and Sixth Form only), Music and Sport. Full details on criteria and assessment can be found in the ‘Scholarships 2017’ booklet.

I have indicated the Scholarship/s applied for overleaf and have read and understood the terms detailed in the ‘Scholarships 2017’ booklet.

BURSARIES

Means-tested Bursaries are available to successful Scholars. In order to be considered for a Bursary you must have applied for one of our Scholarships and you will need to complete a Bursary Application Form, available from the Admissions office.

I am aware of the available Bursaries and the criteria and deadlines as detailed in the ‘Scholarships 2017’ booklet.

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11 NOVEMBER 2016