Cothill Policy Documents

ISSR 15 Admissions Policy

NMS for Boarding: 120.1, 16.1

Date: September 2026
Next review: September 2027

Introduction

Cothill is a leading UK Prep School for girls and boys aged 7-13 years, offering day, flexi and full boarding places. We are an academically selective school and our admissions process is designed to identify pupils with great potential. We seek well-rounded individuals who can make the most of the opportunities that we offer and can flourish in the caring environment we aim to provide. We value interests that extend beyond the academic curriculum and are eager to foster and support them. We are looking for pupils with a strong thirst for learning and ability to thrive in a dynamic environment.

Cothill encourages applications from candidates from as diverse a range of backgrounds as possible, as long as they meet the criteria for entry. We are committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

The main entry points into the school are Year 3 (day place - age 7), Year 4 (boarding place - age 8), Year 5 (age 9) and Year 7 (age 11). Children may join the school in other year groups depending upon availability of places.

We recognise that selecting the right school for your child is an important decision, and we strive to make the admissions process as straightforward and seamless as possible.

Visit

Parents are invited to arrange a personal visit and tour of the school or to attend one of our termly Open Mornings. Both will provide an opportunity to meet with our Head, Mr George May, or a member of our Senior Leadership Team, and include a tour of the school. To arrange a visit, please contact our Head of Admissions, Mrs Georgie Davidson on 01865 966100 admissions@cothillpst.org.

Registration

To progress an application to Cothill, candidates need to be registered. The Registration form is available on our website and must be completed along with payment of a non-refundable registration fee of £150. Once a child is registered, the Registrar will contact the family to arrange an assessment and taster day in the year preceding entry.

The Assessment Process

Each prospective candidate is assessed according to individual ability. Candidates are invited to spend a whole day or morning at Cothill and if they are considering a boarding place, an overnight stay may also be requested by either party.

Each assessment consists of an interview with a senior member of staff, an English comprehension and a mathematics paper. If candidates are unable to attend Cothill in

person, particularly if they are from overseas, the assessments can be conducted online. No specific preparation for the assessment is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Parents are required to alert the school to any specific difficulties in advance of the assessment, in order that the candidate can be supported as necessary. It is a requirement that the school receives all historical external assessment reports (such as educational psychologists, vision, hearing, speech and language or occupational therapy reports) before their child attends an assessment. Please also advise us in advance of any individual medical requirements.

Offers and Acceptance

An offer of a place will be made following assessment if there is a place available and the school feels that the child can adequately meet the academic demands of the school and the school can meet the needs of the child.

Decisions on entry are made by the Head in consultation with the Senior Leadership Team. Results of assessments and general performance in interview and the classroom are all taken into consideration, as well as any school and other reports provided in advance.

Parents who have been offered a place for their child are asked to read the Terms and Conditions and confirm their agreement to proceed by returning the signed Acceptance Form within two weeks of the offer date. Confirmation of a place must be accompanied by a deposit of £1000 which is then held for adjustment against the final term's fees. The deposit will be held in accordance with the School's Terms and Conditions.

We understand that people's personal circumstances may change and boarding pupils may choose to become day during their time at Cothill. Please note that these changes will be subject to additional approval and, as we maintain the numbers of day and boarding pupils carefully across the school, cannot be guaranteed.

The school reserves the right to withdraw an offer should information be withheld or not be shared prior to assessment days and / or entry to the school.

Special Educational Needs and Disabilities

We welcome pupils with special educational needs providing that their needs can be met by the making of reasonable adjustments. The school also welcomes pupils with physical disabilities provided that the site can accommodate them.

The school advises parents of children with additional educational needs or physical disabilities to discuss their child's requirement with the Headmaster before enrolment, to ensure that Cothill can offer adequate provision.

As previously mentioned, it is a requirement that the school receives all historical external assessment reports (such as educational psychologists, vision, hearing, speech and language or occupational therapy reports) before their child attends an assessment.

Overseas applicants

Cothill welcomes applicants from overseas provided that they have a relative or legal guardian living in the UK with whom Cothill can be in contact in case of an emergency.

Responsibility for the appointment of Guardians rests with the parents of the pupil concerned. Parents of overseas pupils should appreciate that Cothill does not run a short-term study programme and expects overseas pupils to finish a complete course of study.

Under UK immigration regulations, all non-UK or non-Irish citizens wishing to attend a school in the UK, must have a valid visa or other proof of settlement status and the school will need evidence of this. The school is also required to ensure that all pupils have the right to study in the UK and will ask for identification documents as a matter of course during the admissions process.

Cothill has the appropriate sponsorship licence to support child student visa applications, however the responsibility of the visa application process rests with the parents of the candidate.

Fluency in English

In order to cope with the academic and social demands of the school, pupils must be fluent English speakers. A limited number of spaces are available for tuition in English as an Additional Language (EAL); this is provided at the parent's expense.

Financial Assistance

In exceptional circumstances, parents may apply for financial assistance. All bursaries are means-tested and awarded on an annual basis to parents who satisfy the financial criteria as set by Radley Schools Group in relation to income and capital assets. Applications for financial assistance require a full financial review of a family's income, expenses, assets and liabilities, together with a home visit.

Personal Data

Personal data provided to the school during the admissions process will be processed and retained with due regard to applicable data protection legislation and Radley Schools Group GDPR Policy.

GD - September 2026