



Admissions Policy

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Reviewed by	Director of Marketing, Communication and Admissions and Head of Admissions
Approval Committee	Teaching and Learning Committee
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1	Related Information	3
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1.1	Availability of Statutory Policies	3
1.2	Statutory Guidance	3
1.3	Supporting Documents	3
1.4	Terminology	3
2	Introduction	4
2.1	Equality, Diversity and Disability	4
2.2	Permission to live and study in the UK	5
3	The Admissions Process	5
3.1	Candidate's Age	5
3.2	Special Circumstances	6
3.3	Acceptance of a Place	6
3.4	Assessment Feedback	6
4	Preferential Pathway: Lochinver House School and St Martin's School	7
4.1	Preferential unconditional pathway '2a'	7
4.2	Preferential conditional pathway '2b'	7
5	Occasional Places	7
6	Bursaries and Scholarships	8
6.1	Bursaries	8
6.2	Scholarships	8
6.2.1	Academic Scholarships	9
6.2.2	Creative Arts and Sports Scholarships at Haberdashers' Boys' and Girls' School	10
7	Record Keeping and Confidentiality	11
7.1	Admission register:	12
Appendix A		13
Admissions Process at Haberdashers' Boys' and Girls' School		13

1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the Schools' websites.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following standard as set out in the Education (Independent School Standards) Regulations 2014:

15. The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.
32(1)(g) any information reasonably requested in connection with an inspection under section 109 of the 2008 Act which is required for the purposes of the inspection is provided to the body conducting the inspection and that body is given access to the school's admission and attendance registers
32(3)(a) particulars of the School's policy on and arrangements for admissions, misbehaviour and exclusions;

1.3 Supporting Documents

The following related information is referred to in this policy:

Complaints Policy
Data Protection Policy
Disability Access Policy
Equality Act 2010
Individual Needs and SEND Policy
Provision of English as an Additional Language Policy
Safeguarding Policy

1.4 Terminology

Head means either the Head of Haberdashers' Boys' School or the Head of Haberdashers' Girls' School.

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Boys' School and/or Haberdashers' Girls' School which are operated by Haberdashers' Aske's Elstree Schools Limited, the Schools Trustee of Haberdashers' Aske's Charity.

Student or **Students** means any student or students in the School at any age.

2 Introduction

Haberdashers' Boys' School and Haberdashers' Girls' School are academically selective schools which seek to provide an inspirational and academically challenging environment for able Students to thrive and flourish.

The Schools' aim is to identify and admit Students who will contribute to and benefit from the supportive learning environment it offers and who will make a full contribution to the activities and ethos of the Schools' communities. The Schools encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches the community and is vital in preparing the Students for today's world. The School is committed to equal treatment for all, regardless of a Student's race, ethnicity, religion, sexual orientation, gender identification or social background. Although the School has a Christian foundation, it does not select for entry based on religious belief. It offers the opportunity for all to practise their own faith. However, Parents should be aware that all Students attend the School assembly, which has a broad basis in the Christian faith.

2.1 Equality, Diversity and Disability

Applicants for admission will be treated equally irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or disability.

The Schools have limited facilities for the disabled but will do all that is reasonable to comply with legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Schools can cater adequately.

Providing the School with such information will enable the School to support the applicant as much as possible and allows appropriate consideration to be given to any reasonable provision that may need to be made for the child before any entry test/interview. Confidential information of this kind will only be communicated on a "need to know" basis. The School will have due regard to any request made by a parent or applicant (who has sufficient understanding of the nature and effect of the request) to treat the nature or existence of the disability as confidential.

Subject to the circumstances, the School reserves the right to refuse an applicant from attending any entry test/interview if relevant matters were not disclosed in a timely manner meaning that the Schools cannot now make adjustments which would ordinarily have been considered in such circumstances for the entry test/interview.

Candidates with English as an additional language will need to demonstrate that they have a sufficient command of English to cope with a curriculum which is delivered in English. Allowances are rarely made but parents are invited to seek guidance from the Admissions team.

Early communication also allows the School to discuss thoroughly with parents and, if necessary, their medical advisers the adjustments that can reasonably be made for the child if they become a pupil and whether these will be sufficient to enable the School to provide for the prospective pupil's needs.

Applications for a place at the School will be considered on the basis that reasonable adjustments have been made by the School in order to cater for the child's special educational needs and/or a disability. The School will not offer a place if, after all reasonable adjustments have been made, the School will not be able to provide adequately for the child's physical and educational needs. The

School shall inform the parents of the decision and provide details of the reasonable adjustments they are going to make or reasons why an offer of a place has not been made.

Failure to disclose information about Special Educational Needs and Disabilities or special/particular circumstances can result in the review of any offer of a place. The Pupil's place may be cancelled, or, once the Pupil has started, the Parents will withdraw the Pupil upon request, if, in the professional judgement of the Head and after consultation with the Parents and with the Pupil (where appropriate), the School is unable to provide adequately for the Pupil's special educational needs. The usual provisions regarding Notice of Withdrawal and Fees in lieu of Notice do not apply in these circumstances. The Charity reserves the right to charge for the provision of additional teaching and/or other support arrangements where it is lawful to do so.

2.2 Permission to live and study in the UK

All applications to either school from non-British Passport holders will require proof that your child can live and study in the UK. Haberdashers' Elstree Schools do not offer Visa sponsorship for international students.

3 The Admissions Process

The main entry points for the school are 4+, 7+, 13+ (for Boys' School only) and 16+.

Occasional places (section 4) are sometimes available at other entry points in the school.

The admissions process is similar across both Schools, and [Appendix A](#) outlines the respective processes for Haberdashers' Boys' School and Haberdashers' Girls' School.

Both Schools are oversubscribed and competition for places at every stage of admission is considerable, thus all Students must win their place on merit. All offers at both Schools are based on the 'whole picture' of a student's ability and talents.

The aim of the process is to identify potential. The Schools look for high achieving, well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The Schools have strong traditions in Music, Drama, Art, Debating, Community Activities and Sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is required.

3.1 Candidate's Age

- 4+ Entry is for candidates aged 4 and below the age of 5 on the 1st September in the year of entry
- 7+ Entry is for candidates aged 7 and below the age of 8 on the 1st September in the year of entry
- 11+ Entry is for candidates aged 11 and below the age of 12 on the 1st September in the year of entry

- 13+ Entry is for candidates aged 13 and below the age of 14 on the 1st September in the year of entry
- 16+ Entry is for candidates aged 16 and below the age of 17 on the 1st September in the year of entry

To be considered for entry, students should be at the ages stated above. Any exceptions (including candidates who have been educated abroad) will be reviewed on a case-by-case basis, at the discretion of the Head.

3.2 Special Circumstances

The School recognises that a candidate's performance may be affected by particular circumstances, for example:

- If they are unwell when taking tests or have had a lengthy absence from school
- If there are particular family circumstances such as a recent bereavement
- If there is a relevant educational history, for example education outside the British system.

The Parents should inform the School as soon as possible if any of these apply. Illness on the examination day must be supported by a medical certificate.

In any of these cases, the School will request further information such as a medical certificate and any associated correspondence or details from the student's current school (including samples of work) as the School considers necessary to make a fair assessment.

When registering their child, and at any subsequent time, the Parents must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Incomplete registration information may result in a delay in or suspension of the application or offer.

Offers of a place are subject to availability and the School being able to meet and continue to meet the Student's needs.

3.3 Acceptance of a Place

All offers are made subject to satisfactory completion of the relevant period of time at their current school. The permanent or temporary exclusion of a student by their current school between the date on which an offer is made and their arrival at the school will invalidate the offer. Waiver of this clause is exclusively at the discretion of the Head.

3.4 Assessment Feedback

Due to the high number of applicants at each entry point, the Schools are not able to provide individual feedback following any unsuccessful first round assessment. Feedback can be requested by email following an unsuccessful second round assessment for the 4+ and 7+ entry points. This feedback will be provided after the Spring holiday once the admissions round is complete.

See further details in [Appendix A](#) for the admissions process.

4 Preferential Pathway: Lochinver House School and St Martin's School

Haberdashers' Elstree Schools have a preferential pathway for academically able Lochinver House School and St Martin's School pupils. The two pathways are: Priority unconditional pathway '2a' and Priority conditional pathway '2b'. They offer unconditional full fee places (2a) or guaranteed second stage interviews (2b). Only a select number of Lochinver House School and St Martin's School pupils will be offered the preferential pathway. Lochinver House School and St Martin's School pupils who are not awarded a preferential pathway option are still able to sit the Haberdashers' Elstree Schools' 11+, 11+ deferred or 13+ assessments with the main external candidates.

Haberdashers' Elstree Schools will analyse Year 3 to 5 performance data provided by Lochinver House School and St Martin's School. The performance data will include:

- Performance data in Years 3 to 5
- General academic progress against national standards
- Internal assessments data
- Termly attainment and effort grades, end of year reports in Y3 & 4.

Lochinver House School and St Martin's School parents will be informed of the admissions decision by June of Year 5.

4.1 Preferential unconditional pathway '2a'

Based upon the outcome of the candidate's performance data, the School will offer a small number of Lochinver House School and St Martin's School pupils **an unconditional full fee place** to join Habs Senior Schools.

Candidates will still sit the Haberdashers' Elstree Schools 11+ assessments in November of Year 6 for benchmarking and determining academic scholarship nominations and offers.

Performance at the 11+ assessments will not affect the **Priority unconditional pathway '2a'** offer.

4.2 Preferential conditional pathway '2b'

Based upon the outcome of the candidate's performance data, the School will offer a small number of Lochinver House School and St Martin's School pupils **a guaranteed second stage interview**.

Candidates will sit the 11+ assessments in November of Year 6 but they will have a guaranteed interview at the second stage.

An offer to join Habs Senior Schools will require a strong performance in the 11+ assessments **and** the interview.

5 Occasional Places

The Schools may seek to fill occasional places that become available in a year group outside of the Schools' standard entry points. Interested parents will be invited to register for the appropriate year group by a specified deadline. Registered applicants will be offered an assessment on a specified date. The format of the assessments will be aligned with our standard entry point assessments.

Places will only be offered subject to a satisfactory academic assessment, interview and reference and/or school report.

We are not able to offer bursaries or scholarships for occasional places.

We do not accept new students into Year 11 or Year 13.

If a child is unsuccessful in an application to Haberdashers', either for one of our standard entry point or for an occasional place, the School cannot accept an application for the following year unless it is for one of our standard entry points. This allows time for the child to develop and progress and ensures they are not subject to excessive testing.

Due to the nature of Occasional Places the timescales for registration, assessment, offer and acceptance may be shorter than those for our standard entry points. Offers will be made at such a time to allow parents to give notice at their child's current school in line with their withdrawal policy.

6 Bursaries and Scholarships

6.1 Bursaries

The School Governors make a number of means-tested bursary awards for the Senior Schools each year to those families whose children they consider would most benefit from attending the School but who would otherwise, for financial reasons, be unable to consider making an application. These are not academic awards, but candidates need to qualify for a place at the School as a result of their performance in the Senior School Entrance Examination or other selection process, and financial need must be established by completion of a confidential statement of income.

Bursaries are means-tested awards and range in value according to financial need and the funds available. The assessment criteria are based on the principle that, for increasing levels of gross joint income, the Parents are expected to make a greater contribution towards the School fees. The award is split equally across each term and will be shown as a fee remission. The remainder of the fees and any other charges for the term will be payable by the Parents. Parents awarded a Bursary towards tuition fees will also be eligible to receive an award towards the costs of coach travel and lunches, as well as support with academic trips, school uniform and lessons on one musical instrument, in proportion to the Bursary awarded.

Bursaries are held for the duration of a Student's attendance at the School, but are subject to payment of fees due, satisfactory conduct and progress, and to the continuation of financial need. Circumstances do change, and for this reason, Parents in receipt of a bursary are required to complete a new bursary application form each year. Whilst every attempt is made to maintain bursaries at a stable level once they have been awarded, this cannot be guaranteed.

Bursary applications must be submitted alongside applications for admission and must be submitted by the deadline published on the Schools' website.

6.2 Scholarships

Scholarships are designed to recognise excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered between 10% and 25% fee remission throughout their time at the School. It is possible to hold a scholarship and a bursary simultaneously.

Scholarship applications must be made alongside applications for admission and must be submitted by the deadline published on the Schools' website.

6.2.1 Academic Scholarships

Academic scholarships are awarded to the most outstanding performers in the entrance assessments i.e. examination and interview. No separate application is required; all candidates are eligible. Scholarships are held for the duration of a Student's time at the School, provided their conduct, progress and academic performance remain at the standard expected of a scholar. Academic scholarships are available at 11+ in Haberdashers' Girls' School and at 11+ and 13+ in Haberdashers' Boys' School.

16+ Research Scholarship for Sixth Form Only

- The 16+ Research Scholarship will be awarded to students who embody the core Habs values of Ambition, Community, Courage, and Curiosity through academic research. Successful applicants will lead conversations within a vibrant intellectual community and receive mentoring from subject specialists as they complete a substantial research project alongside their Sixth Form studies. External applicants must pass the entrance assessment and meet the subject grade requirements in order to be considered. Both external and internal candidates must submit a 1-2 page research proposal by the application date in order to be considered. The candidates with the strongest research proposal application will be invited to an assessment day.
- Research Scholarships are offered in the Sixth Form to current Year 11 students and external 16+ applicants.

Current Year 6 students (Habs Boys and Habs Girls) joining Senior School

A small number of academic scholarships are awarded each year by the Head to Year 6 students in the Boys' Preparatory School and Girls' Junior School.

The Heads of the Junior and Prep Schools will recommend a number of Year 6 Students for an academic scholarship. The Senior School will review the recommendations alongside the supporting data

Nominations will be based on:

1. A combination of the Year 6 Autumn Term 2 Quest Standardised Assessments (Maths and English only) *and*
2. A range of historical data. This will include:
 - a. **Sustained academic excellence** as evidenced by:
 - i. Progress grades (minimum of 2 years' worth), Formal Assessments, In-year assessments,
 - ii. End of year exams, Baseline data tests and Reports
 - b. **Engagement and attitude** as evidenced by:
 - i. Form tutor recommendation, Approach to learning, Consistent display and demonstration of our school values, Engagement with academic life of the school and ability to uphold values of the School
 - ii. The nomination decision sits with our Senior School and is at the discretion of our Headmaster/Headmistress

All nominated students (December 2025) will be invited for an academic scholarship interview at the Senior School (during our 11+ process in January 2026)

- Internally nominated academic scholarship students will not be assessed against external 11+ candidates
- The Prep and Junior School does not make the final academic scholarship decision
- The final academic scholarship decision sits with our Senior School and is at the discretion of our Headmaster/Headmistress on our 11+ offer day.

6.2.2 Creative Arts and Sports Scholarships at Haberdashers' Boys' and Girls' School

Music Scholarships

- Music scholarships are awarded to outstanding musicians of exceptional ability who the School feels will act as ambassadors for music amongst their peers. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend a music audition and interview with the Director of Music. Music Scholars will be expected to demonstrate enthusiasm for, and commitment to, music throughout their time at the School.
- Music scholarships are available at 11+, 13+ (Boys' School only) and 16+. They are also available for existing Students in Year 6 entering the senior school at 11+.

Art Scholarships

- Art Scholarships are offered to candidates who show a genuine enthusiasm for Art and Design. Art Scholars not only have exceptional technical skills but also use their creative and inquiring minds to find new approaches towards media and techniques. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Art. Art Scholars will be expected to demonstrate enthusiasm for and commitment to art throughout their time at the School.
- Art Scholarships are available at 11+, 13+ (Boys' School only), 16+. They are also available for existing Students in Year 6 entering the senior school at 11+.

Design and Technology Scholarships

- Design and Technology Scholarships are offered to candidates who show a genuine enthusiasm for Design and Technology. Scholars will have an enthusiasm for the design and creation of three-dimensional, functional products. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Design and Technology. Scholars will be expected to demonstrate enthusiasm for and commitment to Design and Technology throughout their time at the School.
- Design and Technology Scholarships are available at 13+ (Boys' School only), 16+ (at Boys' and Girls' School) and for existing students in Year 11 transferring into the Sixth Form.

Drama Scholarships

- Drama Scholarships are offered to candidates who demonstrate exceptional potential as theatre practitioners. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an audition with the Head of Drama. Drama Scholars will be expected to demonstrate enthusiasm for and commitment to drama throughout their time at the School.
- Drama Scholarships are available at 11+, 13+ (Boys' School only) and 16+. They are also available for existing Students in Year 6 entering the Senior School at 11+ and for existing students in Year 11 transferring into the Sixth Form.

Sports Scholarships

- Sports Scholarships are offered to candidates in recognition of sustained sporting excellence, talent and future potential. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview and assessment day with the Director of Sport. Sports Scholars will be expected to demonstrate enthusiasm for and commitment to school sport throughout their time at the School.
- Sports Scholarships are available at 11+, 13+ (Boys' School only), 16+. and for existing students in Year 11 transferring into the Sixth Form.

Creative Writing Scholarships (Habs Girls only)

- Creative Writing Scholarships are offered to candidates who show exceptional potential as writers, demonstrating the capacity to write with originality and imagination. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of English. Creative Writing Scholars will be expected to demonstrate enthusiasm for and commitment to their writing throughout their time at the School.
- Creative Writing Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

Further information on Scholarships and the application process can be found online for Habs Boys [here](#) and Habs Girls [here](#). The School will inform the Parents by letter if a scholarship and/or bursary has/have been awarded at the same time as offers of places are posted.

The value of a scholarship cannot and will not be changed after the offer has been made.

All scholarships are subject to an annual review. If a student is found not to be meeting the expectations of a scholar, the award can be removed at any time during the academic year.

7 Record Keeping and Confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies on the retention and destruction of records.

A confidential admissions record will be kept for each candidate.

7.1 Admission register:

For students admitted to the School, the School will:

- maintain the admission register; and
- inform the local authority of any student who is going to be added to or deleted from the School's admission register, including any leavers at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about students and parents. The privacy notices are published on the website.

Appendix A

Admissions Process at Haberdashers' Boys' and Girls' School

1. The Entry Procedure

Haberdashers' Boys' School and Haberdashers' Girls' School are two academically selective schools. Selection is based primarily on academic merit, which is assessed through an entrance examination, an interview at the selected School and references obtained from the student's previous school. Parents wishing to register their child for a place should complete an online registration form and pay a non-refundable fee of £150 (£200 for overseas applicants). This process is designed to identify students who are not only able enough to benefit from the academically challenging education the Schools offer, but who also have the enthusiasm to play a full part in the Schools' extensive programme of activities beyond the classroom.

The standard points of entry are:

- 4+ (Reception)
- 7+ (Year 3)
- 11+ (Year 7) including Deferred Entry at the Boys' School
- 13+ (Year 9) for Boys' School only
- 16+ (Sixth Form)

2. The Assessment Process

4+ (Reception)

Approximately 40 places.

Stage 1: In December prior to the year of entry, all applicants are invited to an assessed activity session based on the characteristics of effective learning which underpin the Early Years Foundation Stage Profile.

Stage 2: In January of the year of entry, a selected number of candidates are recalled for a further assessment. Parents will also have the opportunity to meet the Head and/or a member of the Senior Leadership Team. This is an opportunity for both the School and family to establish whether they share the same educational values and priorities.

7+ (Year 3)

Approximately 20 places at the Boys' School and approximately 4-6 places at the Girls' School.

Stage 1: All candidates will take an entrance examination in Reading, Writing, Mathematics and Reasoning in the Autumn Term prior to the year of entry.

Stage 2: Candidates selected for Stage 2 will be asked to attend a further assessment at the School. Parents of candidates selected for Stage 2 will have the opportunity to meet the Head and/or members of the Senior Leadership Team. We aim to gauge candidates' intellectual

curiosity, their instincts and attitudes to the co-curricular life of the School, their teachability, their inter-personal skills and their behaviour, during the interviews and at other times. References and/or school reports will be sought at this stage from the candidate's current school.

11+ (Year 7)

Approximately 100-110 places at the Boys' School and 60-70 places at the Girls' School.

Stage 1: All candidates take the School's 11+ entrance examination in the Autumn Term prior to the year of entry. The test is a multiple choice paper assessment, covering English and VR, and Maths and NVR, creative comprehension and a written English creative writing assessment.

Stage 2: Candidates will be called for interview in mid-January on the basis of their performance in the entrance examination.

11+ (Year 7) Deferred Entry for Boys' School only

Deferred entry is only for Students from 13+ Prep Schools in the UK. This means that Students in Year 6 may take the 11+ entrance exam and if offered a place may choose to defer their place to Year 9. If parents wish to take the deferred entry route, they must inform the Admissions Team before the registration deadline has passed. Requests received after this date will be considered on a case-by-case basis.

It is important to be aware that Habs Boys' School remains predominantly an 11+ school.

Candidates who are unsuccessful at this stage are welcome to reapply at 13+.

13+ (Year 9) for Boys' School only

Approximately 20 places.

Stage 1: Candidates take the School's 13+ entrance examination prior to the year of entry. The assessment consists of exams in English, Mathematics, Science and General Humanities.

Stage 2: A select number of candidates are called for interview on the basis of their performance in the entrance examinations. The interviews will be with a member of the senior teaching staff.

16+ (Sixth Form)

Stage 1: All candidates will take a general paper and those students looking to study Maths, Further Maths, Chemistry, Physics, Psychology or Computer Science may be asked to sit a Maths paper.

Stage 2: A selected number of candidates from Stage 1 will be invited for interview in the subjects they intend to study at A-Level. The candidate's parents will have the opportunity to meet the Head and/or another member of senior staff during the process. Art and Design & Technology candidates will be asked to bring in their portfolio should they be invited to the interview stage.

Conditions of Offer:

Applicants will require, as a minimum, 9 GCSEs including Mathematics and English at Grade 7. In the subjects to be studied at A level we will also ask for at least Grade 7. In addition, for the subjects below, the following are minimum grade requirements:

- A minimum of Grade 8 in Maths for all STEM subjects, such as Maths, Biology, Chemistry and Physics, although we would recommend a Grade 9.
- A minimum of Grade 8 in Maths (Grade 9 preferred) to study Economics or Computing.
- A minimum of Grade 8 in a related subject such as RS, English or History to study Politics or Philosophy.
- A Grade 9 in Maths GCSE to study Further Maths.

Further Information:

Students may apply to take three or four A level subjects. Four A Levels is a considerable undertaking but may be suitable for students who are highly motivated and determined to work very hard. In addition, students complete the Habs Diploma, which provides academic depth and breadth.

Every Sixth Former is taught at least one subject in a mixed-gender class, which may be taught at either senior school.

3. School References and Reports

At all points of entry, the candidate's current nursery/school will be asked to provide a written reference or school report, detailing evidence as appropriate of the candidate's ability, attitude and behaviour, involvement in the school community, aptitudes and interests, and any other special circumstances.