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## ADMISSIONS POLICY

The RGS is an independent day-school for boys aged 11 – 18. As a kind, inclusive and tolerant community, personal development, diverse opportunity, high achievement and collaborative partnership define who we are; our values underpin all we do. We pride ourselves on our welcoming environment where each individual is valued and enjoys a deep sense of belonging.

The priority of our Admissions Policy is to make the process of applying for a place at the RGS for your son as transparent and accessible as possible. We remain loyal to our founding principles to educate bright, local students irrespective of their background or financial circumstances.

### **Equal Treatment**

The RGS welcomes the brightest local pupils regardless of their social, cultural, religious and financial background in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. While the RGS is a non-denominational school, the School expects students to attend the church services and school assemblies which are fundamental to the School's Christian ethos. Parents, however, may withdraw their sons from collective worship and Sixth Form students are free to withdraw themselves provided prior notification is given to the School.

Those in a position of responsibility will seek to ensure that all students at the RGS benefit equally from its provision. To this end, the School is committed to:

- a. An entry policy which makes no discrimination as set out by the Equality Act 2010.
- b. The promotion of a culture within the School which actively discourages discrimination.
- c. Providing a curriculum which emphasises positive aspects of, and contributions to, a healthy and tolerant lifestyle.
- d. Within the constraints of existing buildings and location, ensuring that disabled members of the school community are not unreasonably disadvantaged (further detail is provided in the School's Disability Access Plan).
- e. Taking appropriate action in instances of discrimination on the grounds of ethnic origin, gender and sexual orientation, religion or disability.

### **Disabilities and Special Educational Needs**

The RGS currently has limited facilities for the disabled. The School, however, will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010

and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. The School needs to be aware of any known disability or special educational need which may affect a candidate's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents whose son has any disability or special educational needs should provide the School with full details after registration and prior to the entrance examination.

The School needs this information so that, in the case of any candidate with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for them and that the School can cater adequately for the student, should an offer of a place be made.

In order to ensure that the entrance exam is accessible for the candidate, the School adheres to the current JCQ regulations when determining access arrangements for the entrance exam.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School can provide large print examination papers for a visually impaired student if it is notified by the registration deadline, prior to the entrance examination.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the student to continue at the School.

### **Accessibility**

This policy can be made available in large print or other accessible format if required.

### **English as an Additional Language (EAL)**

EAL applicants are subject to the same admissions procedures as other applicants. Students take our 11+ examinations for entrance in Year 7. EAL applicants sit all the same assessments as other candidates, that is all four ISEB Common Pre-Tests: English, Verbal Reasoning, Non-Verbal Reasoning and Mathematics, as well as our English Composition task. Those with EAL needs identified on the application form or via their current school should be made known to the School in advance, particularly in relation to their performance in the English paper. During the course of marking, EAL-specific issues that undermine performance are taken into consideration. Second interviews may also be given to students in this category. Access Arrangements, such as allowing the use of a bi-lingual dictionary, may be used, under certain circumstances. This policy supports the School in meeting its duties under the Equality Act 2010.

### **Registration**

Before being considered for a place at the School, a candidate's parent or guardian must register him by completing the online registration form and paying the non-returnable registration fee (currently £100). The registration fee for overseas candidate is currently

£200. Parents can register their son at any time before the deadline date in mid-October when their son is in Year 6. There is, however, no advantage to putting a pupil's name down when they are very young as all candidates who are registered before the entrance examination appropriate to their age, will be considered in exactly the same way.

A wait list is available for all year groups (except Years 11 and 13). Parents are encouraged to contact the Admissions team before registering for further details.

The School will hold and process information about candidates and their parents for the purpose of making decisions about the offer of a place for the student and for decisions about the award of scholarships and other fee concessions.

### **Entrance Examinations**

The School aims to provide a happy, purposeful environment for students and tries to demonstrate this on examination days by putting candidates at their ease and making it as pleasant an experience as possible. Space for relaxation is built into the timetable and candidates are placed in small groups, which are looked after by a prefect for the day.

Admission procedures for candidates joining the different year groups are detailed below, but there are a number of rules which are common to all:

- a. The normal entry points are into First Form and Lower Sixth Form, but candidates may be considered for entry into the Second, Third and Fourth Form if there are places available.
- b. With the exception of entrants to the Third, Fourth and Lower Sixth Form, all candidates are required to sit the online ISEB Common Pre-Tests in English, Mathematics, Verbal Reasoning and Non-Verbal Reasoning in addition to other subjects, dependent on year of entry.
- c. Applicants who are living overseas at the time of testing may choose to take the tests under normal examination conditions at their current school.
- d. The entrance procedure will also include an interview.
- e. Except in exceptional circumstances, a decision cannot be made until after receipt of a report from the head of the candidate's current school.
- f. The School does not provide examination marks to parents as it considers these to be meaningless in isolation, but the Headmaster, Head of Admissions (Academic) and Head of Admissions (Registrar and Marketing) are always happy to discuss an applicant's performance with the Head of their current school.
- g. The parents of candidates who are already in senior schools that are members of HMC are required to speak to the Headmaster of their son's current school before registering.

### **Admission to First Form**

The entrance procedure is primarily for those who are eleven years old on 31 August in the year of entry to the School (those normally in Year 6); however, applicants of exceptional academic ability who are slightly younger may be considered at the Headmaster's discretion.

Prior to the entrance examination, a confidential report from the candidate's school is requested, the contents of which are taken into account along with their subsequent

performance. The RGS entrance examination comprises the online ISEB Common Pre-Tests in English, Mathematics, Verbal Reasoning and Non-Verbal Reasoning on a Saturday in November. In addition, the candidates will complete a piece of creative writing and will be interviewed by a member of staff.

The examinations, alongside the creative writing and general interview, will produce three broad groups of candidates:

- a. Those who seem likely to flourish from the start at the RGS: there is no need to bring these candidates in for a further interview and they will be offered a place.
- b. Those who seem unlikely to flourish at the RGS and whose scores are too low to merit further consideration.
- c. Remaining candidates, who will be called back for a second interview: if it is felt that they have the potential to do well at the RGS, they will be offered a place.

All results are sent out in mid-February, in line with a date set by the Trinity Group Schools. Parents confirm acceptance of the place by completing the digital Acceptance Form via *DocuSign*, having read the School's *Terms and Conditions*, and paying the Acceptance Deposit which equates to 25% of the first term's fees. The deposit is returned at the end of their son's career at the School but is not otherwise refundable.

Candidates who have been unsuccessful in their 11+ application to the RGS may re-apply no earlier than Year 9 or subsequent years.

#### **Admission to Second Form**

Should places be available in Year 8, candidates are welcome to apply to sit the 12+ assessments in late January/early February in Year 7.

Prior to the entrance examination, a confidential report from the candidate's school is requested, the contents of which are taken into account along with their subsequent performance. The RGS entrance examination comprises the online ISEB Common Pre-Tests in English, Mathematics, Verbal Reasoning and Non-Verbal Reasoning. In addition, the candidates will complete a piece of creative writing and will be have an interview with the Head of Admissions (Academic) or the Senior Master where they can talk about their interests and show their personalities behind the examination results.

All results are sent out in mid-February. Parents confirm acceptance of the place by completing the digital Acceptance Form via *DocuSign*, having read the School's *Terms and Conditions*, and paying the Acceptance Deposit which equates to 25% of the first term's fees. The deposit is returned at the end of their son's career at the School but is not otherwise refundable.

#### **Admission to Third Form**

Should places be available in Year 9, candidates are welcome to apply to sit the RGS assessments in mid-October of Year 8.

Prior to the entrance examination, a confidential report from the candidate's school is requested, the contents of which are taken into account along with their subsequent

performance. The RGS entrance examination comprises written papers in English, Mathematics, French or Spanish, Biology, Chemistry and Physics. In addition, the candidates will be have an interview with the Head of Admissions (Academic) or the Senior Master where they can talk about their interests and show their personalities behind the examination results.

All results are sent out in before the half term break in October. Parents confirm acceptance of the place by completing the digital Acceptance Form via *DocuSign*, having read the School's *Terms and Conditions*, and paying the Acceptance Deposit which equates to 25% of the first term's fees. The deposit is returned at the end of their son's career at the School but is not otherwise refundable.

### **Admission to Fourth Form**

Should places be available in Year 10, candidates are welcome to apply to sit the RGS assessments in early March of Year 9.

Prior to the entrance examination, a confidential report from the candidate's school is requested, the contents of which are taken into account along with their subsequent performance. The RGS entrance examination comprises written papers in English, Mathematics, French or German or Spanish, Biology, Chemistry and Physics. In addition, the candidates will be have an interview with the Head of Admissions (Academic) or the Senior Master where they can talk about their interests and show their personalities behind the examination results.

All results are sent out in before the end of term in March. Parents confirm acceptance of the place by completing the digital Acceptance Form via *DocuSign*, having read the School's *Terms and Conditions*, and paying the Acceptance Deposit which equates to 25% of the first term's fees. The deposit is returned at the end of their son's career at the School but is not otherwise refundable.

### **Admission to Sixth Form**

The School does not have a set intake in terms of numbers at 16+ but candidates need to be registered by mid-October of the academic year in which they become 16 using the online registration form. At this point, most candidates will not have taken the majority of their GCSEs, but the RGS will ask the candidate's current school for a confidential report to include his mock GCSE predictions.

The candidates will also be asked to write a personal statement outlining their reasons for applying to RGS along with their university and career aspirations and how they will contribute to the wider RGS community. They will then be invited for a series of interviews in late November. These will be interviewed by subject specialists of each of the subjects they are considering taking in the Sixth form (recognising that they may not have reached a final decision at this stage) and an interview with members of the Senior Management Team and the Head of Sixth Form in the morning. In the afternoon, they will complete online aptitude tests in verbal, non-verbal, quantitative and spatial reasoning.

Offers of places are made, conditional upon specified grades to be achieved at GCSE. Candidates are expected to gain a strong list of GCSE passes, with *at least* six grades 7 – 9, including English and Mathematics and the subjects that they wish to study in Sixth Form. Students also need to demonstrate that they are capable conceptually of studying the subject at an advanced level and that they have the appropriate work ethic to be able to work independently, consistently and industriously at a demanding academic level, as well as contributing fully to the School's co-curricular programme.

Candidates from outside the British education system who are not able to take GCSEs will need to demonstrate that they have sufficient knowledge of their chosen subjects to be able to follow the courses given in the RGS Sixth Form and may be asked to take examinations in the appropriate subjects.

Parents confirm acceptance of the conditional place by returning a signed Acceptance Form, having read the School's *Terms and Conditions*, and paying the Acceptance Deposit which equates to 25% of the first term's fees. If a student fails to meet the conditions of the offer, the Acceptance Deposit is returned, but it is not otherwise refundable except at the end of the student's career at the School.

### **Admission into Fifth Form and Upper Sixth Form**

Admission into Years 11 and 13 may be considered only in exceptional circumstances (such as current school closure) and on an individual basis.

### **Joining the School at 11+**

Towards the end of the Trinity Term before a student joins the RGS, the student and their parents are invited to the Reception Afternoon at the School where they are able to meet key staff members including their Tutor and the Head of Year. Information about school uniform, rules and regulations, co-curricular activities, etc. is provided at this event.

### **Scholarships**

The School currently offers Academic and Music Scholarships at 11+ and 13+ ranging in value from 5% to 10% remission of fees. One King's Scholarship, representing 10% remission, is available in each category, to outstanding candidates. At 13+ there is one Art Scholarship which is worth 5% remission of fees. A Sports Scholarship is also offered at 13+ with a fee remission of up to 5%. A number of Honorary Scholarships are also available; students in receipt of Honorary Scholarships do not receive a remission of fees.

Scholarships cannot be carried forward, therefore, those who are offered deferred places following the 11+ examination take the 13+ scholarship examinations in their last year of Preparatory School.

### **Academic Scholarships at 11+**

After the 11+ entrance examination papers have been marked, the top 30 candidates are invited back to sit the RGS 11+ Academic Scholarship Papers in English and Mathematics which are more rigorous and demanding. They also have an interview with the Head of Admissions (Academic) or the Senior Master. Scholarship decisions are sent out in February with the main 11+ results.

### **Academic Scholarships at 13+**

Currently, any candidate holding an offer of a place at 13+ for September 2024, 2025 or 2026 may take the Academic Scholarship papers but the decision as to whether it is more appropriate for them to sit Scholarship papers or Common Entrance should be made by the student's current Head and his parents. Candidates entered for the 13+ Academic Scholarship examinations will be asked to sit the ISEB Common Academic Scholarship examinations (CASE). The subjects that will be assessed are English, Mathematics, Science (Biology, Chemistry and Physics), French, Geography and History. There will be an optional Latin paper for those studying Latin. All Scholarship candidates are interviewed by the Head of Admissions (Academic) or the Senior Master. The CASE examinations will take place at RGS, on the summer dates set by ISEB, usually at the beginning of May. Results are sent out approximately two weeks after the examinations.

### **Music Scholarships**

The online application forms link is emailed to the parents of those who have registered an interest in the Music Scholarships at the beginning of November of the year prior to their son joining the School and must be completed by the beginning of January. Auditions for both age groups are usually held at the end of January. These last about half an hour. Applicants should bring to the Scholarship audition evidence of all their musical activities, including compositions.

At 11+: A candidate should be able to offer:

- A principal instrument at a standard of about Grade V.
- Singing or a second instrument at a standard of about Grade III (if the principal instrument is piano, a higher grade would be expected on a second instrument).

Aural tests and sight reading on a principal instrument will both be at a standard of about Grade IV. There will be a short informal interview to assess a candidate's musical interest and promise.

At 13+: A candidate should be able to offer:

- A principal instrument at a standard of about Grade VI – VII.
- A second instrument at a standard of about Grade V (if the principal instrument is piano, a higher grade would be expected in the second instrument).

Singing may be offered as additional evidence of musicianship. Aural tests and sight reading on a principal instrument will both be at a standard of about Grade VI. There will be a short informal interview about a candidate's musical interests and general musical knowledge.

At 11+, decisions are sent out with the main 11+ decisions and at 13+ they are sent out within a fortnight of the auditions.

### **Bursaries**

A bursary at the RGS offers a life-changing experience, providing students with the knowledge, the values and the skills to flourish at school and beyond. Our vision is to realise the talent of future generations by providing an excellent education to students of all

backgrounds. Means-tested bursaries, up to 100% remission of fees, are available according to financial needs and the funds available for bursaries. These are administered by *Bursary Assessments Associates* and further information is available from the Finance Department.

NOTE: The Admissions Policy is determined and administered by the Headmaster on behalf of the Governors and the Headmaster's decision on admissions matters is final.

**Reviewed by: Senior Master and Head of Admissions (Registrar and Marketing)**

**Date of last review: 12 January 2024**

**Date of next review: Trinity 2024**