

ADMISSIONS POLICY

Applicable to:	RGS Prep, including EYFS
Author(s):	Admissions Manager (Prep) Head of Pupil Progress (Prep)
Executive owner:	Chief Strategy Officer
Date of last review:	Trinity 2026
Date of next review	Trinity 2027

1. Aims

The Royal Grammar School, Guildford and RGS Prep (together, “the School”) are committed to providing the highest standard of education and pastoral care. This policy reflects the School’s values, ensuring clarity and consistency for pupils, staff and parents.

Throughout this policy, the terms ‘child’, ‘pupil’ or student’ are used to refer to all those attending the School. At the time of publication, the School is a boys' school but is preparing to become co-educational. Nursery, Reception (Shell) and Year 3 at RGS Prep, and Year 12 (Lower Sixth) at RGS Senior will become co-educational from September 2027. Year 7 (1st Form) at RGS Senior will become co-educational from September 2028.

This policy applies to all sections of RGS Prep, including EYFS, to set out the policy for admissions in order to ensure that:

- all prospective parents and pupils are treated fairly, equally and consistently
- the policy for admissions is clear, transparent and accessible to all staff and prospective parents
- applicants are identified whose personal qualities suggest they have the potential to positively contribute to the School community and benefit from the many opportunities that are offered at RGS Prep and whose academic and other abilities appear to match the ethos and standards of the School,

2. Background

RGS Prep is an independent school for children aged from 3-11. We welcome pupils into every year, depending on availability of places and the assessment process. Our main points of entry are:

- Nursery (age 3+) – we accept an average of 18-20 pupils per year in Nursery
- Shell / Reception (age 4+) – we accept on average an additional 16-18 pupils in Shell / Reception
- Year 3 (age 7+) – we accept on average an additional 20 pupils in Year 3

3. Religious affiliation or designation

The School's approach to worship respects the faiths of all members of the School community, whilst following the Christian calendar of events. As the Cathedral Choir School, we have close links with Guildford Cathedral and take part in many events there. Our assemblies study and celebrate a range of topics and faiths, reflecting the diversity of our community.

4. Policy on equal treatment

The School encourages all its pupils to respect and serve other people regardless of ethnic origin, culture, gender, sexual orientation, gender reassignment, linguistic background, special educational need, religion or disability. The School condemns any form of prejudice or denial of equal opportunity in these areas. Those in a position of responsibility will seek to ensure that all pupils benefit equally from its provision. To this end, the School is committed to:

- an admissions policy which makes no discrimination on the grounds of ethnic origin, disability or religion;
- the promotion of a culture within the School which actively discourages discrimination on the grounds of ethnic origin, gender and sexual orientation, disability or religion;
- providing a curriculum which emphasises positive aspects of, and contributions to, a healthy and tolerant lifestyle;
- within the constraints of existing buildings and location, ensuring that disabled members of the School community are not unreasonably disadvantaged;
- addressing instances of discrimination on the grounds of ethnic origin, gender and sexual orientation, religion or disability and taking appropriate action.

5. Disabilities and Special Educational Needs

The School has regard for the guidelines as outlined in the revision to the SEND Code of Practice 2014, the Equality Act 2010 and the Childcare Act of 2006. It expects parents to inform the School, prior to the assessments, if their child has any Special Education Needs and provide outcomes/reports from any assessments which may have been carried out so appropriate arrangements may be made.

RGS Prep adopts an inclusive policy and pupils with Special Educational Needs are offered the opportunity to join the School if they satisfy the School's selection criteria. Parents may be asked to contribute to any special resources. Pupils with Special Educational Needs will have access to the whole School curriculum and be fully integrated into the School. Exceptional circumstances which may affect such access will be dealt with on an individual basis in consultation with other key staff.

6. Fees

Fees are payable termly in advance, or monthly by direct debit, and include the cost of most stationery and textbooks, games and School societies, but exclude some items, e.g. individual music tuition is provided at an extra charge.

The Governors reserve the right to review or alter fees at any time and at a term's notice.

Entry is competitive, but parents who would like their child to come to RGS Prep should not be deterred from applying for financial reasons, as it is the policy of the School to make the education offered as widely available as possible.

Means-tested bursaries, providing up to 100% remission of fees, are available for pupils in Year 3 and above. Parents indicate on the registration form their interest in applying for a bursary. The bursary application is a means tested process administered on RGS Prep's behalf by Bursary Assessment Associate, an independent company. Bursary application forms and supporting paperwork need to be submitted by their child's assessment.

Choral educational bursaries are available for Guildford Cathedral Choristers after they have successfully completed their probationary period. Voice trials for this take place in Year 2 at Guildford Cathedral.

7. Admissions process

The aim of the admissions process is to select pupils who will flourish in the environment the School provides and take full advantage of the opportunities available.

Any child can apply provided they are living with their parents or legal guardian within reasonable daily travelling distance of the School when they start at the School.

The Admissions Policy is determined and administered by the Head on behalf of the Governors and the Head's decision on admissions matters is final. The School is not obliged to state its reasons for rejection of a candidate.

The admissions process is made up of three stages: registration, assessment and acceptance.

8. Registration

Before being considered for a place at the School, an applicant's parent or guardian must register them by completing the registration form and paying the non-refundable registration fee of £120 (£240 for non-UK based registrations).

Parents must register their child two weeks ahead of the published assessment date to be invited. Further assessment opportunities will be published if required. All pupils who are registered by the assessment day will be considered in exactly the same way.

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 pupil and for decisions about the award of bursaries and choral scholarships. See privacy notice for the management of this data.

9. Assessments

The School aims to provide a happy, purposeful environment for pupils and we try to demonstrate this on assessment days by putting candidates at their ease and making it as pleasant an experience as possible. Alongside academic results, we also look at the Learning Habits of pupils to ensure that they will benefit from the education the School offers. These include skills such as risk-taking, engagement and listening to peers and staff.

Assessment procedures for pupils joining the different Year Groups are detailed below, but there are a number of rules which are common to all:

- No entrance assessment may be taken more than once, but pupils who are not successful in one age category can apply again in future years provided the School has places available.
- Candidates who are living overseas or in other parts of the UK at the time of testing may choose to take the tests under normal examination conditions at their current School - provided the current School can provide the required invigilation conditions.
- Parents are asked for their child's most recent School report (if applicable) and their current School will be asked for an up-to-date summary of the pupil's achievements.
- Parents are asked to complete a Parental Assessment Agreement form.
- The School does not look to provide assessment results to candidates' parents as these are not able to be contextualised, but the Head of Pupil Progress, Admissions Manager or Head may discuss a candidate's individual performance.

Admissions into Nursery (age 3+)

Assessments for entry into the Nursery will take place in the January prior to starting. The pupils will be invited to attend a short session with Pre-Prep staff. The pupils will be assessed in small groups of similarly aged pupils. Places for the September will be offered by early-February.

These dates may be subject to change.

Shell / Reception (4+)

Assessments for entry into Shell /Reception will take place in the October prior to starting. The pupils will be invited to attend a short session with Pre-Prep staff. The pupils will be assessed in small groups of similarly aged pupils. Places will be offered in October.

These dates may be subject to change.

Admissions into Year 3 (age 7+)

The assessment for this age group is held in early – mid November. Children will complete activities in sport and music and assessments in mathematics and English. Places will normally be offered by the end of November.

These dates may be subject to change.

Admission into other Year Groups or at other times of the year

Candidates in appropriate age groups may be considered for places in other Year Groups at any time of the year if space allows.

Nursery to Year 2:

Pupils will be invited in to spend some time individually with an appropriate member of staff who will assess their ability through age-appropriate tasks/assessments. They will also spend some time in the classroom with their existing year group.

Year 4 and above:

Pupils will be invited to the School to complete online tests in English, mathematics, non-verbal and verbal reasoning.

As a school, we do not feel a formal interview is appropriate for Prep-aged children, however, members of the Senior Management Team are at the assessments and take the time to speak to all children individually. All staff who meet the candidate contribute to the overall assessment of each individual.

Food allergy and Dietary Requirements

The School's caterers are very experienced at providing meals for children with food allergies and special dietary requirements and will be happy to discuss these with parents in advance of the assessment day.

Disabilities and Special Educational Needs

The School wishes to make itself as accessible as possible to pupils with disabilities within the constraints of access to buildings etc. As such, the School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

Parents of a child who has any disability or special educational needs should provide the School with full details after registration and prior to the entrance examination. On the assessment day, a special assessment room can be set up if required. No extra time is available in the tests, but the specialist's report will be taken into account.

Physical disabilities of a temporary nature

If a candidate has an injury which temporarily prevents them writing (broken arm, etc), an amanuensis and/or computer can be provided or, if appropriate, the assessment day can be postponed.

Partially-sighted candidates

The School can provide appropriate adaptation if parents notify the School at registration.

10. Acceptance

Parents confirm acceptance of the place by returning a signed admission agreement and paying an admission deposit of £1,600. The deposit is returned at the end of the child's career at the School but is not otherwise refundable.

11. Choral Educational Bursaries

These are available through Guildford Cathedral. Details are available from the Cathedral Music Secretary and found here: [Guildford Cathedral - Choristers \(guildford-cathedral.org\)](http://guildford-cathedral.org)