

ADMISSIONS POLICY

Applicable to:	RGS Guildford
Author(s):	Senior Master Head of Admissions (Registrar & Marketing)
Executive owner:	Chief Strategy Officer
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1. Overview

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.

The Royal Grammar School, Guildford is an independent co-educational day-school for students 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 each candidate as transparent and accessible as possible. We remain loyal to our main principles to educate bright, local students irrespective of their gender, background or financial circumstances.

2. 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 gender (from September 2026 for entry into Lower Sixth Form (Year 12) and September 2027 for entry into First Form (Year 7)) and irrespective of other protected characteristics as defined by the Equality Act 2010 and our Equity, Diversity and Inclusion (EDI) Policy.

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 child 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 admissions policy which makes no discrimination as set out by the Equality Act 2010 and our EDI policy. The only exceptions to this are age, where this does not comply with the age requirements of a particular year group, or gender during our transition period to co-education for each year group until it becomes co-educational.
- 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 all instances of discrimination.

3. Disabilities and Special Educational Needs

The RGS currently has limited facilities for disabled people. 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 child 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.

4. English as an Additional Language (EAL)

EAL applicants are subject to the same admissions procedures as other applicants. Students take our 11+ examinations in Year 6 for entrance in Year 7. EAL applicants sit all the same assessments as

other candidates, that is all four ISEB Common Pre-Tests: English, Mathematics, Verbal Reasoning and Non-Verbal Reasoning, as well as completing a piece of creative writing and taking part in the classroom-based teamwork 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.

5. Registration

Before being considered for a place at the School, a candidate's parent or guardian must register them by completing the online registration form and paying the non-returnable registration fee (currently £120). The registration fee for overseas candidate is currently £240. Parents can register their child at any time before the deadline date in mid-October before the year of entry. 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. See our Privacy Notice for further information on how this data is managed.

6. 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 candidates awarded [Assured Places](#) and 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 for First or Second Form 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 (Registrar and Marketing) and Admissions Lead (Operations) 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 child's current school before registering.

7. Admission to First Form (Year 7)

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; in addition, the candidates will complete a piece of creative writing, a classroom-based teamwork task 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, 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 the student's career at the School but is not otherwise refundable.

Candidates who have been either successful or unsuccessful in their 11+ application to the RGS may re-apply no earlier than entry into Year 9 (with assessment in Year 8) or subsequent years.

8. Admission to Second Form (Year 8)

Should places be available in Year 8, candidates are welcome to apply to sit the 12+ assessments in mid-October or early March of 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 Senior Master or Deputy Head 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 or before the end of term in March. Parents confirm acceptance of the place by completing the digital 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. The deposit is returned at the end of the student's career at the School but is not otherwise refundable.

9. Admission to Third Form (Year 9)

Should places be available in Year 9, candidates are welcome to apply to sit the RGS assessments in mid-October or early March of Year 8. These have to been completed in-person at the RGS.

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 Senior Master or Deputy Head 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 or end of term in March. Parents confirm acceptance of the place by completing the digital 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. The deposit is returned at the end of the student's career at the School but is not otherwise refundable.

10. Admission to Fourth Form (Year 10)

Should places be available in Year 10, candidates are welcome to apply to sit the RGS assessments in mid-October or early March of Year 9. These have to been completed in-person at the RGS.

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 Senior Master or Deputy Head 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 or end of term in March. Parents confirm acceptance of the place by completing the digital 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. The deposit is returned at the end of the student's career at the School but is not otherwise refundable.

11. Admission to Lower Sixth Form (Year 12)

The School does not have a set intake in terms of numbers at 16+ but candidates need to be registered by the end of September of the academic year in which they become 16 using the online registration form. 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. 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 their GCSE predictions.

Candidates will be invited to the RGS in October to attend a half day of online aptitude tests in verbal, non-verbal, quantitative and spatial reasoning.

Based on a review of these assessments alongside the submitted personal statement and reference from their current school, successful applicants will be invited back in mid-November for academic interviews by subject specialists based on their provisional A Level option choices. Candidates will also receive a general interview with the Head of Upper School or one of the Sixth Form Heads of Year and a member of the Senior Management Team.

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. Outstanding candidates may receive an unconditional offer.

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.

12. 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.

13. Scholarships

The RGS embraces a philosophy of scholarship for all and firmly believes that, as a highly-selective school, all our students have considerable potential. The award of scholarships, however, allows us to celebrate those who have demonstrated particular talent and aptitude. As an RGS scholar there is

expectation that the students will lead by example, will take the initiative to lead, support and inspire others, and will stretch and challenge themselves thereby becoming ambassadors for the RGS in their particular discipline. Scholars are expected to make a significant contribution to the academic, sporting or creative life of the School throughout their time at the RGS.

13.1. 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 Senior Master or Deputy Head. These happen in mid-January and the Scholarship decisions are sent out in February with the main 11+ results.

13.2. Art Scholarships at 11+

Candidates will be required to have a portfolio of approximately 10 pieces of art, including drawing, as well as other media. Candidates should have a passion for art – in its various forms and media – and the expectation is that students will have a strong interest in opting for Art at GCSE. There will be an interview with the Head of Art and the opportunity to present and discuss the portfolio of their work. There will be timed practical assessment at the RGS in mid-January which will include drawing from observation.

13.3. Drama Scholarships at 11+

Students should have a proven track record of involvement in significant drama activities, ideally both inside and outside their school environment. This may be being part of an external drama club, amateur theatre company or attending weekend theatre school lessons as well as taking roles in school productions. A short reference should be provided in support of an application for a drama scholarship. There will be an interview with the Head of Drama and candidates will also prepare and deliver a short monologue in mid-January.

13.4. Music Scholarships at 11+

A candidate should be able to offer a principal instrument at a standard of about Grade 5 as well as singing or a second instrument at a standard of about Grade 3 (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 4. Applicants should bring to the Scholarship audition evidence of all their musical activities, including compositions and there will be a short informal interview to assess a candidate's musical interest and promise. These happen in mid-January.

13.5. Sport Scholarships at 11+

Scholarship candidates will need to demonstrate that they are currently playing (or have the potential to perform) at a minimum of county level or equivalent in one of the School's major team sports of rugby, hockey, cricket or netball. Outstanding playing skills (equivalent to school A team standard) in at least one of the other major sports will be advantageous. Students should also be able to demonstrate that they have a strong level of fitness and the qualities of coachability, leadership,

teamwork and communication. After reviewing the applications of prospective scholars, shortlisted candidates will be invited to an assessment day consisting of problem solving 'invasion game' activities, and specialised sporting assessments in the major sports. Candidates will also take part in additional sessions in their specialist sport(s), undertake a series of individual fitness tests and will have an informal interview with the Director of Sport or Assistant Director of Sport in mid-January.

13.6. Academic Scholarships at 16+

Candidates should be predicted predominantly Grade 8 and 9s in their GCSE predictions. They should have a thirst for knowledge and encapsulate the RGS School Value of Scholarship: intellectual curiosity, independence creativity, innovation and habits of learning. Assessment will take the form of an academic interview with the relevant Head of Department and a member of the Senior Management Team. The interview will comprise a short (two to three minute) pre-prepared presentation on a topic related to one of their proposed A Level choices, followed by a viva-style discussion. The scholarship will be dependent upon the student achieving a strong performance in their GCSE exams in the summer.

13.7. Art Scholarships at 16+

Students must be currently studying GCSE Art or equivalent. Candidates will have a portfolio of a range of work predominantly produced in Years 10 and 11, including drawing, as well as other media. Candidates should have a passion for art – in its various forms and media – and the expectation is that they will opt for Art at A Level. Candidates will be interviewed by the Head of Art and will present and discuss a portfolio of their work. There will be timed practical assessment at the RGS which will include drawing from observation.

13.8. Drama Scholarships at 16+

Candidates should have a proven track record of involvement in significant drama activities ideally both inside and outside their school environment. This may be being part of an external drama club, amateur theatre company or attending weekend theatre school lessons as well as performing in productions. A short reference should be provided in support of an application for a drama scholarship. Students should have a passion for drama and the expectation is that students will opt for Drama at A Level. Candidates will have an audition and workshop, as well as an interview with the Head of Drama.

13.9. Music Scholarships at 16+

Candidates should be at Grade 8 standard on their principal instrument, although the examination may not have been taken, and their playing should be of Distinction quality. If the piano is the principal instrument, candidates should have reached a good standard on an orchestral instrument or be a good singer. Singing may be offered in addition, or as an instrumental study in its own right. During the audition each candidate will be required to perform two contrasting pieces on their main instrument and one piece on a second and third instrument if applicable. There are also sight-reading and aural tests and an interview at about Grade 6 standard. Original compositions are of interest, but not essential. An accompanist will be provided.

13.10. Sport Scholarships at 16+

Scholarship candidates should demonstrate that they are currently playing (or have the potential to play) at a minimum of county level or equivalent in one of the School's major team sports of rugby, hockey, cricket or netball. Outstanding playing skills in at least one of the other major sports will be advantageous. Candidates should also be able to demonstrate that they have a strong level of fitness and the qualities of coachability, leadership, teamwork and communication. After reviewing the applications of prospective scholars, shortlisted candidates will be invited to an assessment day consisting of activities to ascertain each candidate's level of fitness, their capacity to integrate, and their psychological attributes. Candidates will also take part in a specialised sporting assessment to evaluate their performance and skill level in their chosen sport(s). As part of the day, shortlisted candidates will also have an informal interview with the Director of Sport to explore their views and ambitions pertaining to sport.

14. 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 Board of Governors and the Headmaster's decision on admissions matters is final.