BROMSGROVE SCHOOL

ADMISSIONS POLICY

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BROMSGROVE SCHOOL ADMISSIONS POLICY

Bromsgrove is an academically selective, independent, co-educational HMC School. It welcomes applications from boys and girls from all social or cultural backgrounds who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider life of the School.

Winterfold School is part of the Bromsgrove family of Schools and is a non-selective Preparatory School.

Applications for places at the School will be treated fairly. We do not discriminate against any prospective pupil. Siblings and children of staff members, like other applicants, must pass all entry criteria.

1. AIMS OF THIS POLICY

1.1 To ensure compliance with the School's charitable purpose as a school providing independent education for boys and girls between the ages of 2 and 18.

1.2 To set selection criteria and procedures which are consistent with this charitable purpose and fair to applicants.

1.3 To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities offered here.

2. EQUALITY, DIVERSITY AND DISABILITY

All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

The School 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 whom, with reasonable adjustments, the School can cater adequately. In order to achieve this 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 prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place so that 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 the child and that the School can cater adequately for the pupil should an offer of a place be made.

If special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

3. ENTRY POINTS AT BROMSGROVE SCHOOL

3.1 Our main intakes are from a child's second birthday, 7+, 11+, 13+ and 16+.

3.2 Places may occasionally be available at non-standard entry points.

3.3 Admissions during the course of an academic year are by special arrangement with the Assistant Head.

3.4 The School takes the applicant's age on 1st September to determine the entry year group. In the Senior School exceptions may be made where an applicant whose birthday falls after 1st September is considered to be sufficiently mature to cope with the academic and social demands of the School.

3.5 It is expected that children will transfer from the Nursery into Reception. This transfer is subject to the recommendation of the Head of EYFS to the Head of the Pre-Preparatory and Preparatory School. The transfer decision will be made after consideration of each child's development across the seven areas of Learning and Development of the Early Years' Foundation Stage. Particular emphasis will be given to the children's communication skills and their social development. Transfer from the Pre-Preparatory to the Preparatory School and from the Preparatory School to the Senior School is on the recommendation of the Headmaster of the Pre-Preparatory and Preparatory School and in consideration of standardised assessment scores, including CAT 4 scores, alongside overall academic and behaviour record. Transfer to the Sixth Form is dependent on GCSE/IGCSE results and behavioural record.

4. ENTRY POINTS AT WINTERFOLD SCHOOL

4.1 A pupil may join Winterfold School at any stage in the School, from Kindergarten entry at the start of the academic year of the child's third birthday, through to Year 8.

4.2 It is expected that children will transfer from the Kindergarten into Reception (Pre-Prep). This transfer is subject to the recommendation of the Headmistress and will be made after consideration of each child's development, in particular their social, communication and physical skills.

4.3 Transfer from the Pre-Prep to the Preparatory School is on the recommendation of the Headmistress. It is expected that pupils will transfer to Bromsgrove Senior School at the end of Year 8. Transfer from Winterfold to Bromsgrove Senior School will be made on the recommendation of the Headmistress of Winterfold and in consideration of standardised assessment scores, including CAT 4 scores, alongside academic and behaviour record. Subsequent transfer to Bromsgrove Sixth Form is dependent on GCSE/IGCSE results and behavioural record.

5. ADMISSIONS TIMETABLE AND PROCEDURE FOR BROMSGROVE PREPARATORY AND SENIOR SCHOOL

5.1 Each year in the Michaelmas term the School writes to parents of children registered for entry the following academic year. The letter gives details of the entrance examinations, the timetable for scholarship interviews and the publication of results. Parents are required to reply in writing to confirm their wish to seek entry for their child to Bromsgrove School.

5.2 Parents who have not heard from the School by the middle of December are requested to write to the Assistant Head and, in case of doubt, to telephone.

5.3 In the Michaelmas term, prior to the entrance examinations, Bromsgrove School will ask the schools of those registered for the entrance examinations for a confidential school reference/report. This is designed to give us a fuller picture of the candidates.

5.4 Entrance examinations and interviews are held in November, December, January and February.

5.5 Following the results of entrance examinations, offers are sent normally within two weeks of the entrance examinations and/or interview whether a place is being offered or not. Parents are asked to accept the offer and pay the acceptance deposit, or decline the offer,

usually within a month, so that the place or award can be offered to another family if necessary. Bursaries are normally offered at the beginning of March.

5.6 International applications are accepted throughout the Michaelmas and Lent term as long as places are available. All parents, agents or other representatives of the prospective pupil are sent information about the application procedure and costs. Entrance examinations may be sat in home countries and we endeavour to send out results as soon as possible after the papers are returned for marking, although we advise that marking may take two weeks.

5.7 Financial background checks are conducted on all our international applications as part of our due diligence.

6. ADMISSION TIMETABLE AND PROCEDURE FOR WINTERFOLD SCHOOL

6.1 Open Mornings are held throughout the year and offer an ideal opportunity for prospective parents to visit the School. Individual visits are also encouraged. Once a prospective parent has visited, then we will arrange for the prospective pupil/s to attend School for a day where informal assessments will take place.

6.2 Winterfold is a non-selective School, however, the School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School Admissions Manager so that we can make adequate provision for his or her needs. Parents should provide a copy of a current Educational Psychologist's report or a medical report as part of the admissions process in advance of a pupil starting at the School. Pupils who are candidates for admission and who have a Statement of Special Educational Needs (SSEN) or an EHC plan will be considered carefully. The Headmistress, in consultation with the parents and other professionals, will need to determine whether the School can reasonably provide the resources and support which the child's needs require. The School will look for a positive outcome to such considerations but must ensure that the child's admission is of benefit to all concerned.

6.3 Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

6.4 At the point of offer, Winterfold will ask the prospective pupil's school for a confidential school reference/report. This is designed to give a fuller picture of the pupil before entry to the School.

6.5 The School receives Nursery Education Funding for up to 30 hours per week for all eligible children aged from two years to four years old.

7. ADMISSIONS FOR BROMSGROVE PRE-PREPARATORY SCHOOL INCLUDING THE NURSERY

7.1 The School does not assess children academically for entry to the Nursery and Reception. However, an assessment will be arranged during a 'Small Talk' session that will allow staff to observe the child's behaviour and social skills. The School will also contact the child's previous care setting for a written report and may ask parents for additional information to ensure that the School environment is appropriate for the individual child's needs.

7.2 Prior to entry all children are invited to spend a morning in School with their prospective year group, during which time informal assessments will take place. Children seeking admission to Years 1 and 2 will be assessed more formally using standardised tests. If a child is moving from another school, they will be asked to bring examples of their current

work in Mathematics, English and Reading. A confidential school reference will also be requested.

7.3 The School needs to be aware of any known disability or special educational need, which may affect a child's ability to take full advantage of the education provided at the School. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School Admissions Manager so that we can make adequate provision for his or her needs. Parents should provide a copy of a current Educational Psychologist's report or a medical report as part of the admissions process in advance of a pupil starting at the School. Pupils who are candidates for admission and who have a Statement of Special Educational Needs (SSEN) or an EHC plan will be considered carefully. The Headmaster of the Prep & Pre-Prep, in consultation with the parents and other professionals, will need to determine whether the School can reasonably provide the resources and support which the child's needs require.

7.4 Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

7.5 The School receives Nursery Education Funding for up to 30 hours per week for all eligible children aged from two years to four years old.

7.6 If an offer of a place is made, parents are asked to accept the offer and pay the acceptance deposit, or decline the offer within a month so that the place can be offered to another family if necessary.

8. SCHOLARSHIPS AT BROMSGROVE PREPARATORY AND SENIOR SCHOOL

8.1 At Bromsgrove, Sixth Form scholarships are awarded by the Headmaster to recognise talent in either Academics, Art, Design Technology, Drama, Music or Sport. The Senior Scholarship Co-ordinator co-ordinates all scholarship interviews and examinations (if applicable). No fee remission is attached to a scholarship as we believe its integrity lies in its honorary capacity. All scholarships can, however, be supplemented by a means-tested bursary award.

8.2 Sixth Form Scholarships are offered to both internal and external candidates. Scholarship interviews and/or examinations are competitive.

8.3 From Year 6 upwards Bromsgrove have a Scholarship Pathway Programme in Academics, Art, Design Technology, Drama, Music and Sport, which children are accepted onto following an assessment day. Over a number of years those on the Scholarship Pathway Programme will build up a portfolio of evidence to support their scholarship application in the Sixth Form. Further details are available from the Admissions brochure.

8.4 Foundation Scholarships

In accordance with the School's constitution, Bromsgrove School maintains twelve places for Foundation Scholars. Foundation Scholarship candidates should be aged over 11 and under 14 at the date of the award. The awards only operate in respect of day places and preference is given to candidates from the Bromsgrove area and surrounding districts. Foundation Scholarships are also available to pupils in need of financial assistance and the maximum award available is 50% of fees (subject to means-testing). A Foundation Scholarship may be augmented with a means-tested bursary.

9. SCHOLARSHIPS AT WINTERFOLD

Winterfold usually awards 2 academic and 2 music awards at 11+. Academic awards of up to 5% of fees are made and the percentage of an award is related to the degree of talent. In the case of music scholarships, music lessons are awarded.

10. BURSARIES AT BROMSGROVE AND WINTERFOLD

The aim of the bursary programme at Bromsgrove School is to attract a strong body of scholars to provide intellectual, sporting and cultural leadership within the School. It is increasingly difficult to feel comfortable with a system that awards large scholarships purely on merit and without due regard to financial circumstances.

We want any pupil who could benefit from a Bromsgrove or Winterfold education to be able to come here, and means-tested bursaries help to achieve this. A significant number of bursaries for pupils of academic, artistic, musical, dramatic, sporting and all-round ability are awarded each year in addition to a number of Foundation Scholarships at Bromsgrove for local day pupils. Please refer to the School's Bursary Policy. Bursaries are not available for families who reside overseas.

11. SELECTION AT BROMSGROVE PRE-PREPARATORY, PREPARATORY AND SENIOR SCHOOLS

11.1 The academic criteria for selection are:

- for the Early Years' Foundation Stage an informal assessment takes place
- in Key Stage 1 we look for a minimum of the national average performance in literacy and mathematics, using standardised assessments
- average or above average results in standardised tests at 7+,11+ and 13+ entry i.e. 110+
- high marks in the competitive entrance examination at 13+
- a mark of at least 60% in all the required Common Entrance papers (if taken)
- a minimum of 8 GCSEs with a minimum of a grade 6 and preferably a grade 8 or 9 in the subjects a pupil wishes to study at A level (Sixth Form entry)
- an average of 6 pts (or B) at GCSE and preferably with a 9, 8 or7 (A*, A or B) in subjects a pupil wishes to study for the IB (Sixth Form entry)
- a CAT 4 average of 110+ is also required plus an Oxford online English assessment, English essay and an interview and confidential School reference for all those children not studying in the United Kingdom
- a conscientious, positive attitude towards learning
- a positive recommendation from the Head of the applicant's present school
- a satisfactory interview (if applicable).

Winterfold School: Winterfold is a non-selective school. Pupils sit baseline tests on entry in order to determine that they can keep pace with the demands of the curriculum. However, for transfer into Bromsgrove Senior School the academic entrance criteria for Bromsgrove must be met.

11.2 Interviews (at 11+, 13+ and 16+)

The aim of the interview is to explore some of the selection criteria. The style of the interview is intended to be informal and natural.

In the interview, we aim to explore the candidate's intellectual curiosity, level of knowledge in particular subjects, to discover his/her extra-curricular interests and talents and to evaluate his/her interpersonal skills in order to choose those who will be most suited to life at Bromsgrove, both in and out of the classroom.

The interview is carried out by an experienced and senior member of the academic staff. It does not include questions that imply racial or religious bias and is conducted in an objective manner.

11.3 Offers of a place will be subject to:

- there being a place available. Parents should note that the upper limit of Year 12 external intake will be based not on total Year 12 numbers projected for the following academic year, but on the projected size of the teaching groups. Taking into account choices for A level / IB study, applications will be refused where the School considers the size of teaching sets would be detrimental to the education of the group and it is not financially or educationally desirable for the Governors to alter the balance of the School's staffing or to appoint additional staff
- the applicant being of the appropriate age and maturity
- meeting the academic criteria
- the present school reporting satisfactory attitudes and conduct on the part of parents and applicant
- fees (if applicable) at the present school having been paid.

The School is not obliged to state its reasons for rejection of an applicant; however, feedback is usually given if requested by the parents.

12. WAITING LISTS

In year groups where waiting lists are in operation, criteria for selection are:

- siblings or children of Bromsgrovians or Winterfoldians, past and present
- entrance examination results or assessment results
- date of registration.

13. SIBLINGS POLICY

In cases of candidates with relatively similar academic merit and interview performance, priority will, where possible, be given to siblings of current Bromsgrove or Winterfold pupils and to those with a recent family connection with the School.

Such priority assumes that the sibling candidate has done sufficiently well in the written examination papers and, in our view, shows the potential to take advantage of all that the School offers.

14. STAFF CHILDREN POLICY

Sons and daughters of established members of staff at Bromsgrove and Winterfold School will be subject to the same selection process as siblings of current Senior School pupils.

15. RESPONSIBILITY FOR ADMISSIONS

- The Assistant Head is responsible for admissions and the operation of this policy.
- The selection criteria and interview procedures are reviewed annually by the School Executive.
- Documents supporting each application for admission, together with selection and interview notes ("the record") are retained by the School for at least one year after the interview, whether or not the applicant is offered a place.