



## ADMISSIONS POLICY

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<b>Linked External Documents</b>	<a href="#">Scholarships and Awards</a>

St Edward's aims to ensure that pupils who join the school are able to access the curriculum and be happy and secure within the school's co-educational boarding ethos. We are academically selective but also look beyond academic criteria for pupils who are keen to embrace the wonderful opportunities that exist within the school: Art, Music, Dance, Drama, Sport and Service.

We do not discriminate on grounds of race, creed or disability. However, those looking to join St Edward's must be comfortable with our Anglican foundation and philosophy. All pupils are expected to attend two weekday services and Eucharist on Sunday. The Sixth Form have the option of a non-denominational lecture on Sundays.

## Roles and responsibilities

The **Deputy Head Academic** is responsible for creating, implementing and maintaining this Policy, as well as being responsible for all of the operational matters associated with this Policy.

The **Governing Body** are responsible for approving this Policy.

## Entry at 13+

Parents complete the Registration Form and pay the non-refundable £100 Registration Fee. This indicates an interest in the school but is not binding.

- Approximately 18 months prior to entry those who have registered are offered conditional places subject to a reference and school report from the pupil's current school, in-house interviews and satisfactory results in the entrance examinations. Parents complete the Final Acceptance Form, Parental Contract and pay an £800 deposit, £500 of which is offset against the final term's account. The deposit is only refunded if a child fails to reach the required entry standard, or is withdrawn on medical grounds.
- Pupils are accepted into the school via one of three entry procedures:
- The Common Entrance examination in prior to the September year of entry of the year of entry. The school requires pupils to reach a minimum standard of 55% in each of English, Mathematics and Science with an overall average of 55% in the other subjects. If a prep school is concerned that one of its pupils is unlikely to achieve the minimum grade at Common Entrance, then the pupil will be asked to sit a pre-test in the November prior to entry. If St Edward's finds that the child is below the required academic standard, then the offer of a place is withdrawn and the deposit refunded.
- The 13+ Entry Examination. This is for children coming from schools which do not prepare for Common Entrance. Pupils come to the school in the January prior to entry in the September and sit the School's 13+ entry examinations in English, Mathematics and Science. In addition to this they take a Non-Verbal Reasoning Test and have two interviews.

- The Academic Scholarship. This is sat at the school at the end of February / beginning of March and pupils sit the School's own scholarship papers in all subjects. Children who do not reach the standard to be offered an exhibition or scholarship are generally offered a place at the school based on their results. Those that pass the scholarship papers at a high enough level are not required to sit any CE papers at their current school.

In cases where a child is at a school which finishes at 11, the school can offer an 11+ Entry Examination (English, Mathematics and NVR) or an 11+ Scholarship (English, Mathematics, Science, General Paper and NVR) and offer a place to be taken up two years later. The deposit would be paid when the place is offered.

A reference and a school report are sought from a pupil's school before any examinations take place.

### Entry at 14+

The school has a limited number of places available at 14+ entry.

- Parents complete the Registration Form and pay the non-refundable £100 registration fee. This indicates an interest in the School but is not binding.
- A reference and school report are requested from the pupil's current school prior to taking the examinations.
- Entrance examinations take place in the January prior to entry in the September and pupils sit the School's 13+ entry examinations in English, Mathematics, Science and a modern foreign language. In addition to this they take a Non-Verbal Reasoning Test and have two interviews.
- Places are offered subject to a positive from the pupil's current school, in-house interviews and satisfactory results in the entrance examinations and parents then complete the Final Acceptance Form, Parental Contract and pay the deposit.

### Entry at 16+

The School accepts approximately 45 pupils into the Lower Sixth (Y12) each year to begin the two year A Level or IB Diploma programme. The minimum entry requirement for Sixth Form is 6 GCSEs or equivalent at A\*, A or B. Pupils should gain an A\* or A in subjects they hope to study at A Level or at Higher Level in the IB.

- Parents must complete the Registration Form and pay the non-refundable £100 registration fee before the Sixth Form Entrance Examinations in November.
- Pupils must complete the Sixth Form Application Form stating which academic subjects they wish to be examined in and whether they intend to follow the A Level or IB programme. This must be returned with the Registration Form.
- Entrance examinations take place at the beginning of November and each pupil's school will have been approached for a reference and school report. In addition to this they are

given an interview with two members of staff who assess their academic and pastoral suitability.

- Places are offered on 1<sup>st</sup> December and parents must return the Final Acceptance Form, Parental Contract and pay the deposit within one week if they wish to take up the offer of a place.

## International Admissions

The School asks all pupils from outside the EU who do not have English as their first language to take the UKiset online tests for screening purposes, prior to being invited to apply. Tests can be organised in centres around the world and details are on the UKiset website: [www.ukiset.com](http://www.ukiset.com).

Pupils who are studying at British curriculum International Schools may be exempt for taking the UKiset tests.

Where at all possible, the School expects all overseas pupils to follow the standard entry procedures and to attend the official 13+, 14+ and 16+ Entry Examination test days.

- Parents complete the Registration Form and pay the non-refundable £100 registration fee. This indicates an interest in the school but is not binding.
- A reference and school report are requested from the pupil's current school prior to taking the examinations.
- Places are offered subject to a positive reference from the pupil's current school, inhouse interviews and satisfactory results in the entrance examinations. Parents then complete the Final Acceptance Form, Parental Contract and pay an £800 deposit, £500 of which is offset against the final term's account. The deposit is only refunded if a child fails to reach the required entry standard, or is withdrawn on medical grounds.

Occasionally, and at the discretion of the Registry, tests may be taken elsewhere, provided adequate invigilation can be guaranteed. In these circumstances, interviews will be conducted via Skype.

At 13+, where overseas pupils can demonstrate that they have not previously studied separate Sciences the School may agree to assess pupils on English and Mathematics alone.

A visit to the school is an integral part of the admissions process. If a pupil is unable to attend the age appropriate official entrance test day, they will still be required to visit the school in person. This can take place before or after the examinations. Upon completion of the tests, successful candidates who have visited the School will be offered a place.

## Scholarships

St Edward's offers a range of Scholarships, maintaining the School's ethos of engagement across a wide range of interests, designed to promote excellence across all areas of the school. Pupils applying for Scholarships must attend the relevant assessment days at St Edward's.

## 13+ and 16+ Scholarships

The broader scholarship programme at St Edward's offers the following awards, most of which are available at 13+ and 16+ entry.

- Academic Scholarships
- Music Scholarships
- Sport Scholarships
- Art & Design Technology
- Drama
- Dance
- All Rounder

Applications for Scholarships should be completed by the candidate's parents and passed to the Head of the pupil's present school for the completion of the confidential reference.

Regular Scholarships carry a 10% fee reduction; Exhibitions carry a 5% fee reduction. Please refer to the Scholarships page on the school website or contact the Registry for further information and the criteria for each award.