

# **Admissions Policy and Procedure**

**Independent Day and Boarding School for Boys and Girls**

**Royal Hospital School**

February 2010

# Admissions Procedure

## 1. Entry at 11+ and 12+ (Years 7 and 8)

### 1.1 Examinations

Candidates wishing to enter the School in Years 7 and 8 are asked to sit an entrance examination at the School in January. Late entrants may take subsequent examinations provided places are still available. Alternative arrangements can be made for overseas candidates who are unable to travel to the School.

The entrance examination consists of three elements:

- A mathematics test based upon the relevant level of the National Curriculum
- A verbal reasoning test
- An English test

### 1.2 Interview

As part of our admission process, all candidates are expected to attend the School for an interview with the Headmaster and only in very exceptional circumstances will a firm place be offered without the Headmaster having had the opportunity to meet the candidate.

### 1.3 References

As part of the admissions' process, we will contact the Head Teacher of the candidate's current school to ask for a reference.

## 2. Entry at 13+ (Year 9)

### 2.1 Examinations

For Year 9 (13+) candidates from Prep Schools, the offer of a place at the School is conditional upon satisfactory performance in the summer Common Entrance examinations. Under normal circumstances, a provisional place will be offered following an interview with the Headmaster and following a satisfactory reference from the candidate's present school.

If not following the Common Entrance process, candidates will be asked to sit an entrance examination at the School in January consisting of three elements:

- A mathematics test based upon the relevant level of the National Curriculum
- A verbal reasoning test
- An English test

### 2.2 Interview

As part of our admission process, all candidates are expected to attend the School for an interview with the Headmaster and only in very exceptional circumstances will a firm place be offered without the Headmaster having had the opportunity to meet the candidate.

### 2.3 References

As part of the admissions' process, we will contact the Head Teacher of the candidate's current school to ask for a reference.

### **3. Entry at 16+ (Sixth Form)**

Acceptance into the Sixth Form is conditional upon candidates meeting the entrance criteria which can be obtained from the Head of Sixth Form.

#### **3.1 Interview**

Under normal circumstances a provisional place will be offered following an interview with the Headmaster, the Head of Sixth Form and, when appropriate, the relevant Heads of Department.

#### **3.2 Reference**

A satisfactory reference from the candidate's present school is also required and all offers are conditional upon the candidate gaining the necessary grades at GCSE level.

### **4. Overseas Pupils**

Our admission procedure is centralised and applications from overseas pupils should be made to the Admissions Officer in the normal way.

#### **4.1 Examinations**

Pupils for whom English is not their first language, are required to take our English as a Foreign Language (EFL) test and an age-specific mathematics test, which may be taken in their home country, subject to prior arrangement.

#### **4.2 Interviews**

As part of our admission process, candidates are expected to attend the School for an interview with the Headmaster and only in very exceptional circumstances will a firm place be offered without the Headmaster having had the opportunity to meet the candidate.

#### **4.3 Reference**

As part of the admissions' process, a report for the current academic year and a reference from the candidate's current school is required.

### **5. Special circumstances**

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- if there are particular family circumstances such as a recent bereavement;
- if there is a relevant educational history, for example education outside the British system;
- if the candidate has a disability or specific learning difficulties;
- if English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

### **6. Additional factors**

If we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:

- a child who already has a brother/sister in the school or whose parent is a former pupil here;
- a child whose parent is a current member of our staff;
- a child with a particular skill, talent or aptitude.

## **7. Offers of Places**

Places are offered to successful candidates by the end of February in the calendar year of entry, unless a place has been applied for after this date.

## **8. Acceptance of Places**

Places should be accepted within four weeks of receipt of an offer. After that time, we reserve the right to offer places to candidates on the waiting list.

Parents are required to sign a *Parents Contract* which sets out clearly the basis on which an offer of a place at the School is made and is being accepted. Parents will also be asked for a deposit, payable on acceptance of a place.

# Admissions Policy

## 1. Admissions

1.1 Whilst the School operates an Equal Opportunities Policy, whereby pupils will not be inappropriately discriminated against on the grounds of disability, gender, race, religion, sexual orientation, cultural or linguistic background, parents who choose to send their children to the School must realise that the historical background of the School gives it a unique character and pupils should not seek admission unless they are prepared to support its traditions and routines (for example wearing of school and naval uniform, taking part in ceremonial parades, being a member of the Combined Cadet Force, attending Chapel).

## 2. English as an Additional Language

2.1 Pupils with English as an Additional Language (EAL) will receive additional learning support if necessary. The School will consult with the pupil and the parents as appropriate.

2.2 The School has appropriate welfare support for all such pupils through the supportive House culture.

## 3. Disability and Special Educational Needs

3.1 The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the 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.

3.2 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. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration, or subsequently before accepting the offer of a place.

3.3 The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

3.4 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.

## 4. Guardians

4.1 A number of pupils join RHS from overseas either via the normal process of entry or via an agency. RHS does not undertake to accommodate any pupil during school holiday time and for this reason all pupils who are unable to travel home during these periods (i.e. live outside of Europe) are expected to have a parent or guardian living within the United Kingdom who will care for that pupil on those occasions when the School is closed.

4.2 Responsibility for the appointment of guardians rests with the parents of the pupil concerned. The School may be able to assist in the appointment of a home stay host family to look after an overseas pupil during some school holidays.

<b>Authorised by</b>	The Headmaster on behalf of the Governors and for Resolution by the Board of Governors in March 2010
<b>Date</b>	February 1 2010

<b>Effective date of the policy</b>	February 1 2010
<b>Circulation</b>	Governors / all staff / parents / pupils on request

