



# WARWICK INDEPENDENT SCHOOLS FOUNDATION

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## ADMISSIONS POLICY

### 1.0 Introduction

1.1 Warwick Independent Schools Foundation (“the Foundation”) consists of two independent day Schools in Warwick:

- King’s High School for Girls – girls aged between 11 and 18 years, and Warwick Preparatory School – boys aged between 3 and 7 years and girls aged between 3 and 11 years,
- Warwick School – boys aged between 7 and 18 years , which includes Warwick Junior School (boys aged between 7 and 11 years). Warwick School also has a small boarding house.

1.2 The aims of this Policy are:

- i) To ensure compliance with the School’s charitable purposes.
- ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- iii) 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 that are offered here.

### 2.0 Equality, diversity and disability

2.1 All candidates for admission will be treated equally, irrespective of their, or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

2.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled people and those with special educational needs. The School's facilities, physical and otherwise, for the disabled and those with special educational needs are limited, but it will do all that is reasonable to comply with its legal and moral responsibilities under Equality Legislation in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

2.3 If the applicant has any special educational needs, learning difficulties or a disability, parents or guardians must notify the School on the Registration Form, providing full written details, including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available. If the special educational needs, learning difficulties or disability become apparent after the Registration Form has been submitted, parents or guardians must notify the School by letter or e-mail addressed to the Head, again providing full written details as explained above. The School needs to be aware of any particular requirements which may affect a child's ability to participate

in the admissions procedure and take full advantage of the education provided at the School.

2.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation as explained above. The School staff will assess the child's 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 provide adequately for them should an offer of a place be made.

2.5 This policy can be made available in large print or other accessible format, if required.

### **3.0 Entry Points**

3.1 For the purposes of entry, applicants' ages are calculated according to UK custom. In all but exceptional circumstances, the School applies the 1 September birthday watershed for determining the applicant's eligibility for entry. An applicant whose birthday falls after 1 September in the year of entry will need to demonstrate that he/she is of sufficient maturity to cope with the academic and social demands of the School.

3.2 In rare circumstances, such as when an applicant may have fallen behind in his/her education due to illness or time spent abroad the School may offer a place in a year lower than the applicant's age would normally imply. Likewise, in exceptional circumstances, the School may also offer an applicant a place in a year ahead of his/her chronological age group if it is deemed by the Head to be in the pupil's best interests so to do. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

#### **3.3 *Warwick Preparatory School***

- i) Pre-Prep Department – The School usually accepts 60 pupils into the Nursery (3+). In addition, approximately 20 places are available for entry into Reception (4+).
- ii) Prep Department – A limited number of girls will be accepted into Year 3 (7+).
- iii) Places may also be available at non-standard entry points in all year groups, subject to availability.

#### **3.4 *King's High School***

- i) The School usually accepts between 90 and 110 pupils in Year 7.
- ii) Other standard entry points are at GCSE (Year 10) and Sixth Form (Year 12).
- iii) Places may also be available at non-standard entry points.

#### **3.5 *Warwick School***

- i) The Junior School usually accepts approximately 60 boys at 7+, 6 at 8+, 6 at 9+.
- ii) The Senior School usually accepts approximately 130 boys at 11+, 8 at 13+ and 15 at 16+.
- iii) A small number of places may also be available at non-standard entry points.

### **4.0 Registration**

4.1 Parents or guardians of applicants must complete a Registration Form and pay the Registration Fee. The Registration Fee is set as a payment towards the costs incurred by the School in administering the admissions process and is non-refundable irrespective of whether or not the registered child actually attends an assessment.

- 4.2 The completion and signing of a Registration Form does not guarantee admission by the Head nor does it in any way bind parents.
- 4.3 The Registration Form and Registration Fee must be received by the School by the closing date for the intended year of entry which is published in the Admissions area of the School website.

## **5.0 Offers of Places**

- 5.1 Parents will receive a copy of the Warwick Independent Schools Foundation's Terms and Conditions with the offer letter together with any Conditions of Award of a scholarship or other awards if applicable.

### *5.2 Warwick Preparatory School only: First Contact*

Open Days are held at various times throughout the year. The details of these are published on the school website. Parents or guardians of prospective applicants are strongly advised to arrange a visit to the School for an Open Event or to have an individual tour and meeting with the Head, if possible with the prospective applicant, prior to applying for admission in order to assess the suitability of the School for the prospective applicant.

### *5.3 Warwick Preparatory School only: Procedures following acceptance of a place*

- i) Once the Acceptance Form has been received together with the Acceptance Deposit, arrangements for the pupil's admission to the school are made. For most new pupils this will involve being invited to a session in June where classes for the following year meet their new teacher and classmates.
- ii) If deemed desirable by the School, a child may also be invited to come in for a further Induction Day if it is felt in the best interests of the child concerned in order to assist with a smooth transfer into the School.

## **6.0 Admissions**

- 6.1 Admissions apply as outlined in the School-specific appendices to this document.

Clauses 6.2 to 6.6 apply to Warwick Preparatory School.

Clauses 6.7 to 6.10 apply to King's High School.

Clauses 6.11 to 6.15 apply to Warwick School.

Clause 6.16 applies to internal candidates, transferring at 11+ from Year 6 to Year 7 within the Foundation schools

## **7.0 Preconditions for Admission and Selection**

- 7.1 The preconditions for admission are that:

- i) The applicant is of the appropriate age and sufficient maturity.
- ii) The applicant's learning difficulties and other special needs (if any) have been fully disclosed at the point of registration to the School.
- iii) The School is able to provide adequately for any disability or special educational needs (if any) the applicant may have, making reasonable adjustments as necessary.
- iv) The School, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
- v) The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant (if applicable).
- vi) Fees (if applicable) at the present school have been paid.

- vii) Commitment on the part of the parents or guardians to the School's academic, extra-curricular, pastoral and co-educational ethos as described in the School's aims.

7.2 The academic criteria for selection are:

- i) Success in the School's Assessment or Entrance Examination/Test (or predicted grades at GCSE for entry to the Sixth Form) as applicable.
- ii) A positive recommendation and reports from the Head of the applicant's present school or Nursery.

7.3 *Warwick School and King's High School only*

The curriculum is taught in English and pupils will need to meet the required academic criteria in order to be able to access the curriculum. Additional support for pupils for whom English is an additional language might be required. Where available within the School, it will be provided in consultation with parents should a place be offered. The cost of this additional support will be borne by the parents.

## **8.0 Warwick School and King's High School only: Scholarships**

8.1 Pupils eligible for scholarships are those who have already achieved a place at the Foundation Schools through the normal entry requirements.

8.2 *King's High School*

- i) *Academic Scholarships* may be awarded at entry into Year 7 and to internal and external candidates entering Year 9 or the Sixth Form.
- ii) *Subject Scholarships for Music, Drama, Art, Sport, Dance & Gym, Design Technology, Mathematics and English* may be awarded to pupils entering the School at Year 7. Mathematics and English are awarded on the basis of the entrance examination. Shortlisted candidates for Music, Drama, Art and Sport will be invited to an audition or other assessment.
- iii) *Sixth Form Subject Scholarships* may be awarded for Drama, Art, DT, PE and Music, including the Northgate Organ Scholarship (partially supported financially by a benefactor).
- iv) *The Ruth Court Mathematics Scholarship* may be awarded to internal or external candidates entering the Sixth Form (partially supported financially by The Old Girls' Association).
- v) *All-rounder Scholarships* may be awarded at entry into Year 7 and to internal and external candidates entering Year 9 or the Sixth Form. These awards will be based on the pupils' progress and performance in school examinations and their contribution to a range of school activities at an exceptionally high level.

8.3 *Warwick School*

- i) *Academic Scholarships* may be awarded at entry into Year 7 and to internal and external candidates entering the Year 9 or the Sixth Form. Scholarships may occasionally be awarded to pupils at the school before they enter Year 9. These awards will be based on the pupils' progress and performance in school examinations.
- ii) *Music Scholarships* may be awarded at entry into Year 7, Year 9 and the Sixth Form. There are usually two Music scholarships at 11+. Parents are asked to register their interest in writing prior to the entrance examination. Short-listed candidates will be invited to audition.
- iii) *All-Rounder Scholarships* may be awarded at entry into Year 7, Year 9 and to internal and external candidates entering the Year 9 or Sixth Form. These awards will be based on the pupils' progress and performance in school examinations and their contribution to a range of school activities at an exceptionally high level.

8.4 Scholarships are awarded at the discretion of the relevant Head, subject to annual review.

8.5 For further details about eligibility, application and the conditions that apply to the award of a scholarship, please contact the Admissions Registrar.

### **9.0 Warwick School and King's High School only: Foundation Awards**

9.1 Financial assistance may be available (subject to applicants meeting set criteria) to enable talented pupils from households with low incomes to gain places at the School. There are two types of funds, Foundation Awards and Bursaries, which are both means-tested and may be up to the full value of the fees. They are usually awarded on entry to Year 7 and, thereafter, the application has to be resubmitted annually for review as a result of which, if necessary, the Foundation Award/Bursary may be adjusted accordingly.

9.2 A number of the Bursaries are reserved, by virtue of their provenance, for pupils living in Warwick (i.e, with a CV34 postcode). The remainder (Foundation Awards) are open to girls and boys from any area.

9.3 The application process for either type of financial assistance is the same. Parents wishing to apply for financial assistance should tick the relevant box on the Registration Form. They will then automatically be sent information from the Admissions Office.

9.4 In order for an applicant to be considered for a Foundation Award or Bursary, the pupil must first satisfy the usual entry criteria.

### **10.0 Responsibility for Admissions**

10.1 The Heads of the schools are responsible for admissions and the operation of this Policy.

10.2 The selection criteria and admissions procedures are determined and reviewed from time to time by the Foundation Governors.

10.3 The admissions process is supervised by the Head. Those involved in assessment, selection and interviewing have received appropriate preparation and training.

10.4 Documents supporting each application for admission, together with assessment, selection and interview notes will be retained by the School for at least one year after the interview, whether or not the Applicant is offered a place.

10.5 Correspondence regarding unsuccessful candidates will be dealt with by the Head.



## ADMISSIONS DETAILS FOR KING'S HIGH SCHOOL AND WARWICK PREPARATORY SCHOOL

### WARWICK PREPARATORY SCHOOL

- 6.2 Admission into the Nursery (3+) and Reception (4+)
- i) The process of making offers commences in the first term prior to entry by date of registration and in accordance with the preconditions for admissions set out in Section 7.0 (see below for Preference Factors as well).
  - ii) Prior to entry, contact will be made with the child's current setting, where applicable.
  - iii) Places are offered to Nursery and Reception applicants according to set criteria. The School sets its schedule for the Nursery sessions the following May/June. Parents/guardians will be contacted in the Summer Term and asked to confirm which sessions their children will be attending in September. During the Nursery year, informal assessments will take place to ensure that Warwick Prep is a suitable environment in which the child will flourish. Parents or guardians will be informed if there are any concerns about this during the first term of entry into the Nursery,
- 6.3 Admission during Nursery, Reception and into Year 1 (5+) and Year 2 (6+)
- i) If places are available, entry during the Nursery or Reception years and into Years 1 and 2 are determined by informal assessments which take place on a 'taster day' at the School. These assessments enable the School to ensure that Warwick Prep will be a suitable environment in which the child will flourish, taking into account the needs of all children. Parents or guardians who have completed a Registration Form and paid the Registration Fee will be sent details of the date and times of the Assessment Process.
  - ii) The School will seek a written reference from the applicant's current school or Nursery, if applicable.
  - iii) Results of the Assessment Process are confidential to the School and are not normally released.
  - iv) Letters offering places will normally be sent out within one month of the Assessment Process. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the Acceptance Deposit within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer letter, the School will assume that the offer has been declined and the place may be offered to another applicant.
  - v) Letters will also be sent out to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list.

#### 6.4 Assessment into the Prep Department - Year 3 (7+), Year 4 (8+), Year 5 (9+) and Year 6 (10+)

- i) Entry into the Prep Department is determined by an Entrance Assessment. This assessment enables the School to ensure that Warwick Prep will be a suitable environment in which the child will flourish.
- ii) Parents or guardians who have completed a Registration Form and paid the Registration Fee will be sent details of the date and times of the Entrance Assessment, together with any relevant additional information relating to the tests. Parents or guardians who have not heard from the School by four School days before the published date of the Entrance Assessment are requested to contact the School urgently.
- iii) External applicants are required to sit the Entrance Assessment on the date set by the School which is usually in January of the year of entry.
- iv) If the Entrance Assessment day in February has already taken place, the School will accept a Registration Form and Registration Fee for a prospective pupil. If a space is available or likely to become available, an individual Entrance Assessment will be arranged.
- v) The School will seek a written reference from the applicant's current school before an offer of a place is confirmed.
- vi) Girls moving from Warwick Preparatory School's Pre-Prep do not sit the Entrance Assessment for entry into Year 3.
- vii) Boys currently attending Warwick Prep School are continually assessed in the years preceding their application to the Junior School and this obviates the need to sit a formal 7+ examination.
- viii) Boys who enter Warwick Preparatory School in Years 1 or 2 may be required to sit the Warwick Junior School 7+ Entrance Assessment. This is a matter for the Head, (in consultation with the Head of Warwick Junior School), and their decision is final.
- ix) Results of the Assessment Process are confidential to the School and are not normally released.
- x) Letters offering places will normally be sent out within one month of the Entrance Assessment. Parents or guardians will be asked to accept the offer and complete and return the Acceptance Form and Acceptance Deposit within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer letter, the School will assume that the offer has been declined and the place may be offered to another applicant.
- xi) Letters will also be sent out to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list within one month of the Entrance Assessment.

#### 6.5 Preference Factors

The Head may (at their discretion) also take into account (in no particular order) whether:

- i) The applicant demonstrates a high level of ability or aptitude in one or more aspects of learning. As part of the Foundation, the School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.

- ii) The applicant has a sibling at the School, at Warwick School (including Junior School), or at King's High. Once the place has been accepted, other children within the family on waiting lists are treated as siblings for this purpose.
  - iii) The applicant is the child of an employee of the Foundation.
- 6.6 Admissions Record: a confidential form of Admissions Record will be completed for each applicant.

## **KING'S HIGH SCHOOL**

### 6.7 11+ (Year 7) Admissions Timetable

- i) Girls applying to join the school in Year 7 take the entrance examination in Year 6.
- ii) The School will write to parents of girls registered two weeks in advance of the entrance examination, giving detailed information about the schedule.
- iii) Parents who have not heard from the School by two weeks before the examination are requested to contact the Registrar.
- iv) Applicants will be invited to attend the School for examination. Exceptionally, overseas candidates may take the papers in their own school where satisfactory invigilation arrangements can be assured.
- v) An assessment and informal interview forms part of the entrance process.
- vi) Papers sat include: Mathematics, English, Verbal Reasoning.
- vii) References will be sought for all candidates from their current school.
- viii) Letters offering places and scholarships or other awards will be sent out usually within one month of the entrance examination. Parents will be asked to accept the offer by returning the Acceptance Form and paying the Acceptance Deposit within the stated period, or decline the offer by the stated deadline (usually the common acceptance date in March for GSA schools), so that the place or award can be offered to another family if necessary. The Acceptance Deposit will be retained in the general funds of the School. Any variation in these arrangements from year to year because of the timing of the announcement of places by the local grammar schools will be made known to prospective parents.
- ix) Parents will receive a copy of the Warwick Independent Schools Foundation's Terms and Conditions with the offer letter together with any Conditions of Award of a scholarship or other awards, if applicable.

### 6.8 Mid-School (Years 8 – 10) Admissions Timetable

Entry is usually on the basis of an examination in English, Mathematics and a Modern Foreign Language, an interview and a report from the candidate's current school.

### 6.9 Sixth Form Admissions Timetable

A provisional offer of a place will usually be made after an interview and assessment and on receipt of a satisfactory school report and reference and set of GCSE and A Level predictions. Candidates will be expected to gain a very good set of GCSEs with ordinarily a 7 or above or equivalent in the subjects they intend to study at A Level and with at least grade 6 in each of the rest of their subjects.

The “timetable” for the admissions process is flexible and depends on the timing of the application in respect of the entry date. Offers are confirmed on publication of the GCSE results.

Overseas entrants whose first language is not English must satisfy the school in respect of their ability to cope with the curriculum in English and may be requested to complete a written test in their chosen subject.

#### 6.10 Preference Factors

The Head may (at their discretion) also take into account (in no particular order) whether:

- i) The applicant demonstrates a high level of ability or aptitude in one or more aspects of learning. As part of the Foundation, the School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.
- ii) The applicant has a sibling at the School, at Warwick School (including Junior School), or at Warwick Prep. Once the place has been accepted, other children within the family on waiting lists are treated as siblings for this purpose.
- iii) The applicant is the child of an employee of the Foundation.



## ADMISSIONS DETAILS FOR WARWICK SCHOOL

### 6.11 Junior School (boys aged 7-11) Admissions

- i) Once parents have registered their son for assessment, the school Admissions Department will write to invite the boy for an assessment morning and to provide details of the assessment process.
- ii) Boys are assessed to enter the School at each age group.
- iii) At 7+, 8+ and 9+ there are computerised assessments in English, Mathematics, Reading and a short story exercise.
- iv) External applicants are required to sit the Entrance Assessment on the date set by the School which is usually in February of the year of entry.
- v) For some boys moving from the Prep to the Junior School, their place is predicated upon the boy receiving individual learning support.
- vi) At 10+ assessments in English, Mathematics, Reading and Non Verbal Reasoning take place.
- vii) Entry into the Junior School is determined by meeting the entry requirements and through a commitment to work and school life evidenced by the most recent school report.
- viii) Offers of places are sent in the week following the February assessments. Offers at other points in the year are made either on the same day or shortly thereafter.

### 6.12 11+ (Year 7) Admissions Timetable

- i) Each year, the School will write to parents of boys registered for the intake due to start the School the following September giving detailed information about the schedule for the entrance procedure.
- ii) Parents who have not heard from the School two weeks before the entrance examinations are requested to contact the Admissions Registrar.
- iii) Applicants are invited to attend the School for examinations in Mathematics, English and Reasoning. All candidates will be invited to interview with a small number being invited specifically for scholarship or bursary award interviews.
- iv) Letters offering places and scholarships or other awards will be sent out usually within one month of the Entrance Examination. Parents will be asked to accept the offer and pay the Acceptance Deposit within the stated period or decline the offer by the stated deadline which will be agreed in advance, so that the place or award can be offered to another family if necessary. The Acceptance Deposit will be retained in the general funds of the School. Any variation in these arrangements from year to year, because of the timing of the announcement of places by the local grammar schools, will be made known to prospective parents.

- v) Parents will receive a copy of the Warwick Independent Schools Foundation's terms and conditions with the offer letter together with any Conditions of Award of a scholarship or other awards if applicable.

#### 6.13 Middle School (Years 8 to 10) Admissions Timetable

- i) Entry for Year 8 is usually on the basis of examinations in English, Mathematics and Verbal Reasoning, and a report from the candidate's current school is also required.
- ii) Candidates seeking entry to Year 9 will also be required to sit a Science and Modern Language paper, with the option of sitting examinations in Music and Latin. Candidates may also choose to sit the Common Entrance papers.

#### 6.14 Sixth Form Admissions Timetable \*

- i) A provisional offer of a place will usually be made after an interview and assessment and on receipt of a satisfactory school report and set of GCSE predictions. Candidates will be expected to gain a very good set of GCSEs with at least 51 points from their best 8 subjects; requirements for each subject appear in the Sixth Form Curriculum booklet. The "timetable" for the admissions process is flexible and depends on the timing of the applicant in respect of the entry date. Offers are confirmed on publication of the GCSE results.
- ii) Candidates wishing to apply for Sixth Form scholarships will be invited to sit papers and attend interviews to assess their ability in their chosen subjects for A Level.
- iii) Overseas entrants whose first language is not English must satisfy the school in respect of their ability to cope with the curriculum in English and may be requested to complete a written test in their chosen subject or may be offered a place conditional on receiving additional support for English as an Additional Language.

#### 6.15 Preference Factors – The Head may (at their discretion) also take into account (in no particular order) whether:

- i) The applicant demonstrates a high level of ability or aptitude in one or more aspects of learning. As part of the Foundation, the School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.
- ii) The applicant has a sibling at the School (including Junior School), at King's High, or at Warwick Prep. Once the place has been accepted, other children within the family on waiting lists are treated as siblings for this purpose.
- iii) The applicant is the child of an employee of the Foundation.

## **6.16 transfer arrangements at 11+ from Year 6 to Year 7 within the Foundation schools**

The internal transfer process varies to that for external candidates.

It should be noted that this only applies to pupils who are in the Foundation at the start of Year 5. For those who join in Year 6, the usual entry process as for external candidates applies. However, candidates joining in Year 6 will be accepted in good faith on the understanding that they will make the entry threshold for the respective Senior School.

The on-going assessment of pupils in Warwick Junior School and Warwick Preparatory School provides the basis to establish the suitability of their pupils for entry to the Senior Schools. It is unusual and rare for pupils from the Juniors and Warwick Prep not to be offered places in the senior schools, with the vast majority accepting these places. All pupils regardless of whether or not they have an unconditional place, sit the senior school entrance exams. This is an important rite of passage, with the results used to help assist the respective Senior School, for example in awarding academic scholarships. Only in the case of those who do not have an unconditional offer does the exam examination determine whether a place is offered.

The framework for internal transfer is as outlined below:

### **Indicative Timeframe:**

#### **The first term of Year 5**

Information outlining the internal transfer process sent to Year 5 parents

#### **By February Half Term of Year 5**

Contact by the respective Head of Warwick Prep or Warwick Junior with parents of Year 5 pupils considered at risk of not meeting year group expectations by Easter.

#### **By the Easter holiday of Year 5**

1. All parents of children identified as at risk to meet with the Head of Warwick Junior School or Warwick Preparatory School respectively. The meeting will either confirm place in the senior school or that their daughter or son is not guaranteed a place. Any further review will be agreed at this point.
2. Letters to confirm place for majority of year group / unable to offer an unconditional place will be sent

#### **By the end of the academic year of Year 5**

1. If further review has been agreed, this will take place after the end of Year 5 assessments, and the outcome confirmed in writing.
2. Following this final review, should a place remain not guaranteed, if parents wish their child to be considered for the senior school, the place will be determined by the entrance exam. At this meeting parents will be given a strong recommendation to visit alternative schools and to seek more than one option. The outcomes of this meeting will be confirmed in writing.

#### **Senior School exam in Year 6 (ordinarily October / November)**

All Year 6 children, including those not assured of a place, to take the exam.

**Results of Senior School entrance examination**– Parents of children receiving ‘no offer’ letters will be seen by the respective Senior School Head.

**Scholarships:** all scholarship processes for internal candidates are the same as for external candidates.