ADMISSIONS POLICY

The RGS is an independent day school offering all-round education of the highest quality for approximately 950 boys aged 11 – 18.

Religious affiliation or designation
While the RGS is a non-denominational school, its ethos is firmly based on sound Christian principles.

Equal Treatment
The RGS welcomes the brightest local boys 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, or their parents', race, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. 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 sons 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 entry policy to a boys’ school which makes no discrimination as set out by the Equality Act 2010.
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 instances of discrimination on the grounds of ethnic origin, gender and sexual orientation, religion or disability.

Disabilities and Special Educational Needs
The RGS currently has limited facilities for the disabled. 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 boy's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a boy who 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 boy 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 the boy and that the School can cater adequately for the student, should an offer of a place be made.

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 end of the Michaelmas Term, 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 boy to continue at the School.

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

Entry is competitive, but no parent who would like their son to come to the RGS should be deterred from applying for financial reasons as it is the policy of the School to make the education offered as widely available as possible. Scholarships and Bursaries are offered each year.

**Admissions Protocol**
The aim of the RGS Admissions Policy is to select boys who will flourish in the academic environment the School provides and take full advantage of the opportunities available.

**Registration**
Before being considered for a place at the School, a boy’s parent or guardian must register him by completing the registration form and paying the non-returnable registration fee (currently £100). Parents can register their son at any time before the deadline date of 1 November when their son is in Year 6. There is, however, no advantage to putting a boy’s name down when he is very young as all boys who are registered before the entrance examination appropriate to their age, will be considered in exactly the same way.

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 boy and for decisions about the award of scholarships and other fee concessions.

The School will only accept a registration if there are places available in the appropriate year group.
Entrance Examinations
The School aims to provide a happy, purposeful environment for boys 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 boys are placed in small groups, which are looked after by a prefect for the day.

Admission procedures for boys 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, Third Form and Sixth Form, but candidates may be considered for entry into the Second and Fourth Forms if there are places available.

b. With the exception of entrants to the Sixth Form, all boys are required to sit the School’s own entrance examinations in English, Mathematics and Verbal Reasoning in addition to other subjects, dependent on year of entry.

c. Boys who are living overseas at the time of testing may choose to take the tests under normal examination conditions at their current school.

d. Unless the boy is entering from abroad, 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 a boy’s current school.

f. The School does not provide examination marks to boys’ parents as it considers these to be meaningless in isolation, but the Headmaster, Head of Admissions (Academic) and Head of Admissions (Registrar and Marketing) are always happy to discuss a boy’s performance with the Head of his current school.

g. The parents of boys who are already in senior schools that are members of HMC are required to speak to the Headmaster of their son’s current school before registering.

Admission to First Form
The entrance procedure is primarily for boys who are eleven years old on 31 August in the year of entry to the School (those normally in Year 6); however, boys 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 boy’s school is requested, the contents of which are taken into account along with the boy’s subsequent performance. The entrance examination then comprises a day of papers in English, Mathematics and Verbal Reasoning held on the second Saturday in January. Boys will also be interviewed in pairs where they will be able to talk about themselves and their interests.

The written papers 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: they will be informed at an early stage.

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.
With the exception of those in category (b) above, results are sent out in mid-February. Parents confirm acceptance of the 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. The deposit is returned at the end of the boy’s career at the School, but is not otherwise refundable.

**Admission to Third Form**

The entrance procedures are for those boys who are thirteen years old on 31 August in the year of entry. Entrance at 13+ is normally for boys currently attending Preparatory Schools, but students of Secondary Schools may apply at the Headmaster’s discretion.

There are two routes of entry into the School at 13+:

a. Boys of the appropriate age may take the 11+ entrance examination, outlined above for a deferred place. The procedure is exactly the same as for entry into the First Form, but the parents of boys from Preparatory Schools taking the 11+ examination must inform the RGS of their preferred year of entry no later than the week before the 11+ examination. The parents of boys offered a deferred place will be asked to pay the Acceptance Deposit by the end of January of the following year so that the School knows how many places are available for Preparatory School boys taking the 12+ Assessment in February.

b. Boys who were not registered in time to take the 11+ can take the 12+ Assessment in the February of the following year. Boys who took the 11+ but were not offered a place may also be invited by the School to sit the 12+. It is held on a weekday early in February. The 12+ Assessment consists of written papers in English, Mathematics and Verbal Reasoning; there is also an interview with the Headmaster and the Head of Admissions (Academic). Results are sent out shortly after the assessment day and parents confirm acceptance by signing the Acceptance Form, having read the School’s Terms and Conditions, and paying the Acceptance Deposit within the following two weeks.

Regardless of whether an offer comes after the 11+ or 12+ assessment, all boys joining the Third Form from Preparatory Schools will be expected to take either the School’s own 13+ Scholarship examinations or Common Entrance. It is left to the parents and the boy’s current headmaster to decide which would be more appropriate. In the very unlikely event of a boy doing so badly in these confirmatory examinations that it is no longer felt he will thrive at the School, the Acceptance Deposit will be returned in full, but is not otherwise refundable except at the end of a boy’s career at the School.

**Admission to Sixth Form**

The School does not have a set intake in terms of numbers at 16+, but can generally accept anyone of the correct age who meets the academic criteria. Candidates need to be registered by 1 December of the academic year in which they become 16. 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 his mock GCSE predictions. The candidate will also be invited for a series of interviews in early March. Candidates will be interviewed by the Head of Department of each of the subjects they are considering taking in the Sixth form.
(recognising that they may not have reached a final decision at this stage) and an interview with members 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 A*/A grades or 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.

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 boy 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 boy’s career at the School.

Admission into other year groups
The School never accepts boys into the Fifth Form (second year of GCSE) or the Upper Sixth. Candidates in appropriate age groups may be considered for places in other year groups if space allows.

Joining the School
Towards the end of the Trinity Term before a boy joins the RGS, he and his parents are invited to the New Boys’ Reception Afternoon at the School where they are able to meet key staff members including the boy’s Tutor and the Head of Year. Information about school uniform, rules and regulations, co-curricular activities, etc. is provided at this event.

Scholarships
The School offers Academic and Music Scholarships at 11+ and 13+ ranging in value from 5% to 20% remission of fees. One King’s Scholarship, representing 20% remission, is available in each category, to outstanding candidates. At 13+ there is one Art Scholarship which is worth 10% remission of fees. A Sports Scholarship is also offered at 13+ with a fee remission of up to 10%. A number of Honorary Scholarships are also available; boys in receipt of Honorary Scholarships do not receive a remission of fees. Scholarships cannot be carried forward, therefore, boys offered deferred places following the 11+ examination take the 13+ scholarship examinations in their last year of Preparatory School.

The names and schools of those awarded scholarships are published every year in The Times and The Telegraph once the cycle is complete. Schools and the parents of scholars are notified of the date of publication.
Academic Scholarships at 11+
After the 11+ entrance examination papers have been marked, the top 25-30 boys 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 Headmaster and Head of Admissions (Academic). Scholarship decisions are sent out in February with the main 11+ results.

Academic Scholarships at 13+
Any boy holding an offer of a place at 13+ may take the Academic Scholarship papers but the decision as to whether it is more appropriate for a boy to sit RGS Scholarship papers or Common Entrance should be made by the boy’s current Head and his parents. Application forms are sent to Preparatory Schools in the Michaelmas Term of the year prior to the boy joining the School. These are signed by the Preparatory School Headmaster and a parent before being returned early January. The Scholarship papers are sat at the RGS over two days, usually on the first Monday and Tuesday of March. Boys will sit written papers in English, Mathematics, French, Geography, History and Science (Biology, Chemistry and Physics). There is also an optional Latin paper and the School can organise oral interviews in Classical Greek, German, or Spanish if requested by the Preparatory School. All Scholarship candidates are interviewed by the Headmaster and the Head of Admissions (Academic). The RGS will liaise with Preparatory Schools who follow the Preparatory School International Baccalaureate curriculum as to appropriate questions that could be set in the Geography and History papers which would be accessible and fair to their candidates. Results are sent out approximately two weeks after the examinations.

Music Scholarships
Application forms are sent out to the parents of boys who have registered an interest in the Music Scholarships at the end of November of the year prior to the boy joining the School and must be returned to the School by the morning of the 11+ Entrance Examinations. Auditions for both age groups are usually held at the end of January. These last about half an hour. Applicants should bring to the Scholarship audition evidence of all their musical activities, including compositions.

At 11+: A boy should be able to offer:
- A principal instrument at a standard of about Grade V.
- Singing or a second instrument at a standard of about Grade III (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 IV. There will be a short informal interview to assess a candidate’s musical interest and promise.

At 13+: A boy should be able to offer:
- A principal instrument at a standard of about Grade VI – VII.
- A second instrument at a standard of about Grade V (if the principal instrument is piano, a higher grade would be expected in the second instrument).
Singing may be offered as additional evidence of musicianship. Aural tests and sight reading on a principal instrument will both be at a standard of about Grade VI. There will be a short informal interview about a candidate’s musical interests and general musical knowledge.

At 11+, decisions are sent out with the main 11+ decisions and at 13+ they are sent out within a fortnight of the auditions.

**Bursaries**
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 the Bursar and further information is available from the Bursary Department.

**Candidates with Disabilities**
The School wishes to make itself as accessible as possible to boys with disabilities within the constraints of access to buildings, but it is important that the School is advised of the nature of any disability before the boy comes to an assessment.

- On the 11+ Entrance Examination day, a special examination room is set up next to the School Nurse’s Room which is used for those boys needing special care or medication.
- If a candidate has an injury which temporarily prevents him writing, an amanuensis and/or computer can be provided. A prefect will be allocated to look after him for the whole of the assessment day including break times.
- The School’s caterers are very experienced at providing meals for boys with food allergies and will be happy to discuss special requirements with parents in advance of the 11+ Entrance Examination day. The School Nurse is on site in case of any emergencies.

NOTE: The Admissions Policy is determined and administered by the Headmaster on behalf of the Governors and the Headmaster’s decision on admissions matters is final.

Reviewed by: Senior Master and Head of Admissions (Registrar and Marketing)
Date of last review: 1 June 2018
Date of next review: Trinity 2019