



# King Edward's

## WITLEY

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## **Admissions**

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Method of application is by completion of an online registration (Pupil Application) form and payment of the appropriate registration fee in force at the time of registration.

### **1. Entry at 11+, 12+ and 13+ (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Forms)**

Candidates who wish to enter the School in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Forms are normally required to sit an entrance examination and complete an interview at the School in the January of the year of entry or, for 12+ and 13+ by pre-test any time following the January of Year 6. Later applicants can complete the process by separate arrangements. Alternative arrangements may be made for overseas applicants who are unable to travel to the School.

The written examination has three components:

- a verbal reasoning test – may be replaced with an English competence test for those for whom English is not their first language
- a Mathematics test based upon the relevant level of the National Curriculum
- an English test of comprehension and free writing

As part of the Admissions process, a report from the Head Teacher of the applicant's present school is required. In addition, all applicants will undertake an interview.

Pre-testing including the Common Pre-Tests can be undertaken for entry at 13+ up to six terms in advance. No further tests prior to admission will be required but the school will seek reports on satisfactory progress in the interim from the applicant's school.

### **2. Entry at 14+ and 15+ (4th Form and Pre-Sixth Form)**

For applicants whose current medium of education is English, the assessment is by report from the Head Teacher of the applicant's present school and interview. At the School's discretion, additional tests in Mathematics and/or English may be used. It is possible for a Skype interview to be undertaken for those who are unable to travel from overseas to School. For those whose education has been delivered mainly in a language other than English, there are entrance tests in English and Mathematics. In addition, all applicants will undertake an interview.

### **3. Entry and progression to the Sixth Form (16+)**

Acceptance into the Sixth Form is conditional upon candidates meeting the entrance requirements of the School. For those taking (I)GCSE, the expectation is for a minimum of 6 A\* - C grades or 9-5 grades (including Mathematics and English) including at least a 6/B in the subjects to be studied for Higher Level IB or A-level where taken. The exception is Mathematics, where a minimum of an A or a 7 is normally required at (I)GCSE to study A-level or IB Higher Level Mathematics.

Under normal circumstances a place will be offered following an interview and the receipt of a satisfactory report from the Head Teacher of the applicant's present school. For those who are not following (I)GCSE, it is necessary to complete written tests in English and Mathematics and to have an interview.

### **4. Special circumstances**

It is recognised that an applicant'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 recent bereavement
- if there is a relevant educational history
- if the candidate has a disability or specific learning difficulty
- if the candidate's first language is not English

In such circumstances, further information may be required, such as a medical certificate or an educational psychologist's report. Any relevant correspondence from the applicant's school is welcomed. This could include a letter from the Head Teacher or samples of written work.

### **5. Additional factors**

If it proves necessary to decide between two or more candidates who meet the admission requirements after all appropriate allowances and special consideration have been given, preferences will be made with due regard to the School's Constitution in the following order:-

- a child who requests a boarding as opposed to a day place
- a child who has a sibling presently in the School
- a child whose parent is a former pupil of the School
- a child joining King Edward's from Barrow Hills School
- a child whose parent is a serving member of staff
- a child with a particular skill, talent or aptitude
- the date of original registration

### **6. Oversubscription**

In case of oversubscription, a waiting list may be held. When space becomes available, preference will be given to candidates according to the order listed in 5 above.

## **7. Offer of places**

Places are offered to successful candidates in accordance with the directives and the HMC Code of Practice available upon request from The Admissions Office. The offer should be accepted within four weeks of receipt of it or by the date otherwise specified. After that time, the right is reserved to offer the place to other candidates on the waiting list. Parents are required to sign a Parent Contract which sets out clearly the basis on which the offer of a place at the School has been made and is being accepted. Parents will be asked to pay a deposit upon acceptance of a place.

In all matters regarding admissions, the Head's decision is final.

## **8. Equal Opportunities Policy**

The School operates an equal opportunities policy, whereby pupils are not inappropriately discriminated against on the grounds of gender, race, religion, sexual orientation, cultural or linguistic background. Parents who decide to send their children to the School must accept the historical background of the School, its unique character and broadly Christian ethos, as set out in the prospectus. Parents should not seek admission for their children unless they are prepared to support the traditions and routines of the School.

## **9. English as an Additional Language**

Additional language support is provided at parents' expense for those who require it to help them to access the appropriate curriculum. The School will consult with the pupil and parents, as appropriate.

## **10. Disability and Special Educational Needs**

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 Equality Act 2010 and the Code of Practice for Special Educational Needs and Disabilities 2014 (updated May 2015)* to accommodate the needs of any applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. The School must be made aware of any known disability or special educational need which may impact upon the child's ability to take full advantage of the education provided by the School. Parents of a child who has a disability or special educational need should provide the School with full details in writing at the time of registration. Thus the School can assess the needs, consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admissions process and time at School. If special educational needs or a disability become apparent after registration, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

The School may adapt its admission tests or arrangements in order to take account of a child's disability or special educational need.

## **11. Guardians**

A number of pupils join the School from overseas. The School does not accommodate any pupil during the published school holiday periods. The parents, if resident outside the United Kingdom, must appoint an education guardian for the pupil in the United Kingdom before

entry. The guardian must be given legal authority to act on behalf of the parents in all respects and to whom the School can apply for authorities when necessary. The appointed guardian must be aged 25 years or older. The School cannot accept responsibility for the pupil when he/she is in the care of the parents or the guardian. The parents or the guardian must make holiday arrangements, including travel to and from the School, in advance. The responsibility for choosing an appropriate guardian rests solely with the parents. The parents are responsible for satisfying themselves as to the suitability of a guardian. The parents shall immediately, on appointment, provide the School with up to date contact details for the appointed guardian and shall immediately notify the School of any changes to those details.

## **12. Identity**

The School reserves the right to ascertain or confirm the identity and age of a pupil and their right to study in the UK and the identity of his/her parents. It is the parents' responsibility to ensure that all pupils who require a visa to study in the UK have obtained the required visa.

## **13. Progression through the School**

In accordance with the Parents' Contract, progression from one year to the next should not be regarded as automatic. There could be an annual review of progress and attitude to learning to assess whether progression is in the individual's best interests. Parents would be given as much advanced warning as possible of the need for a review so that the requirements for notice periods can be met.