



ADMISSIONS POLICY

RGS Dodderhill
August 2020

Introduction

1. RGS Dodderhill (“the School”) is an academically selective girls independent School for pupils aged 2 4- to 16 years. We welcome children regardless of special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child’s best interests to attend the school and to ensure that the school can meet the child’s needs.
2. The most common points of entry are at 2 (Nursery for boys and girls), 4+ (Reception), 9+ (Year Five), 11+, (Year Seven), 12+ (Year Eight) and 13+ (Year Nine) although consideration is given to pupils at other ages if a place is available. Transfer between Key Stages is automatic unless it is felt by the school that the needs of the child cannot be met and that the child would not thrive in the environment offered by the School and it is felt that the School cannot meet the child’s needs.
3. All are required to register and pay a £45.00 non-refundable registration fee prior to any Familiarisation/Taster sessions and assessments. Once a place is offered a deposit of £100.00 is required.
4. This policy and its procedures have been authorised by the Governing Body of the School in compliance with the Education Act 2011, the Special Educational Needs and Disability Act 2001, Children and Families Act 2014 and related legislation.
5. This policy is for guidance and will be adapted by the School from time to time, as circumstances require.

Nursery and Pre-School Admissions

Children joining our Nursery and Pre-School are invited in for two familiarisation sessions prior to starting. These sessions aim to settle and familiarise children and parents with our routines. If the child’s second birthday falls within a school holiday, these sessions form part of the child’s first week. Joining is permitted termly and a minimum of three sessions are required. Whilst in Nursery and Pre-School, should outside agency support be needed, it will be discussed and shared with parents, Head of Early Years and the Learning Development coordinator. A ‘Graduated Response’ following Worcestershire Education guidelines will be applied-please refer to the school’s Special Educational Needs Policy.

For parents of girls who do not wish to proceed the termly notice period will apply as per the terms and conditions available on our website, and sent to you with the registration form and again with the offer letter. For parents of boys it is expected they will leave at the end of pre-school. For those children who have been identified as having an additional need at ‘Graduate Response 3’ or above and require additional adult one to one classroom support to access our curriculum, the cost of this additional adult support will be incurred by parents.

Children entering into Reception

Entry into Reception is by an informal assessment by the Head of Pre-Prep and SENCo. Prior to being offered a place, children are invited to spend two sessions with their peer group. With parental consent, we will contact their current setting/childminder for an informal discussion about the child and their achievements within the Early Years Foundation Stage. If at any time, considering the best interests of the child, RGS Dodderhill, is not thought to be suitable, the parents and appropriate medical advisers/outside agencies will be contacted for a team meeting (see further below). Whilst in the Reception year, should children require further assessments this will be overseen by the SENCo. If outside agency involvement or specific resources are required parents will incur this cost.

Year One to Year Four Admissions

1. Entry into Year One to Year Four is by an informal assessment by the class teacher and SENCo. Children come and spend a day with their peer group and work with the class teacher.
2. A report from their current school (if applicable) is essential. For those children already with us the transfer is automatic. If at any time the School, considering the best interests of the child, is not thought to be suitable in meeting the child's specific additional needs, the parents and appropriate medical advisers/outside agencies will be contacted for a team meeting whereby suitability of the setting, RGS Dodderhill will be discussed.

Year Five to Six Admissions

1. Candidates for admission into Years Five to Six are invited to attend an Assessment.
2. A confidential report about the pupil's academic and other abilities and character will be requested from the Head Teacher of the child's current school.
3. Each candidate is required to undertake age appropriate tests in: Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics. No special preparation is expected or required for these tests but sample Verbal and Non-Verbal Reasoning papers may be purchased from bookshops or online.
4. The Head Teacher's report and the wider interests of the candidate and any other available information are considered when offering a place. Potential, not just current attainment, is looked for in the test papers when the child attends a Taster Day as well as the School's ability to provide the right environment to meet the child's needs.

Admissions procedure at 11+, 12+ and 13+

1. Candidates for admission at 12+ and 13+ are interviewed during the Admissions Examination process, on a Saturday in January or February. 11+ Candidates who perform strongly in the examinations may be invited for an interview and stretch lesson to assess whether they may be offered an academic scholarship.
2. A confidential report about the candidate's academic and other abilities and character will be requested from the Head Teacher of the candidate's current school. School reports may also be requested.

3. Each candidate is required to sit three papers: Verbal Reasoning, English and Mathematics. No special preparation is expected or required for these tests but past papers in English and Mathematics are sent to parents and candidates after receipt of the Registration Fee and approximately two months prior to the entrance examinations.
4. 11+ and 13+ questions are aimed at those girls working in line with or above national expectations.
5. Details of the three papers are set out as follows:
 Verbal Reasoning Paper - This paper tests a range of intelligence skills and will include questions on words, shapes and numbers. Candidates are given a short practice before the real test.
 English Paper - Reading comprehension exercise Writing exercise This paper offers candidates a number of different Reading and Writing Opportunities, and seeks to test important English skills, such as spelling and punctuation. The English Paper will require candidates to complete a reading comprehension test, and a piece of continuous writing where there will be opportunity to write both creatively and factually.
 Mathematics Paper (Calculators are not permitted). This paper checks basic numerical skills and gives candidates the opportunity to tackle real-life and theoretical problems contained within the National Curriculum 11.
6. The Head Teacher's report and the wider interests of the candidate and any other available information are considered at the selection meeting. Potential, not just current attainment, is looked for in the test papers and the interviews.
7. Academic Scholarships at 11+ and 13+ are awarded at this time based on performance in the Entrance Examination and an interview.
8. Bursaries are awarded on the basis of financial need and are subject to annual review.
9. Music Scholarships are awarded following an audition together with satisfactory results in the school's entrance test. Academic Scholarships are awarded according to the candidate's performance in the entrance assessment

Selection

The preconditions for selection are that:

- The candidate is of the appropriate age and sufficient maturity.
- The School is able to provide adequately for any special educational needs the candidate may have (see further below).
- The School, having made reasonable adjustments, is able to cope with any disability the candidate may have (see further below).
- The candidate's present School reports satisfactory attitudes and conduct on the part of the parents and the candidate (if applicable).
- Fees (if applicable) at the present school have been paid.

The academic criteria for selection are:

- Success in the Entrance Assessments or Informal Assessments
- A positive recommendation from the Head Teacher of the pupil's present school
- A Satisfactory interview at the School (where required)

The preference factors subject to the above, are that the candidate has special aptitudes or gifts. The School is looking for well-rounded and balanced pupils and those with exceptional abilities in sports, music and the arts.

Although general feedback may be given on request about the performance of candidates in their examination papers, the papers themselves are not released. Examination scripts are exempt from Section 7 of the Data Protection Act. The entrance test results are final and there is no appeal process.

Equal Treatment

Factors which will not be considered in assessment of a pupil for admission are: the candidate's skin colour, race, nationality or ethnic or national origin, religious faith, sexual orientation, marital status or sexual orientation of parents, area of residence or socio-economic group.

Sibling Policy

Admission is not automatic, and there may be occasions where we judge a sibling is likely to thrive better in a different academic environment. A discount is given for siblings and this should be discussed at the time of registration.

Scholarships and Bursaries

Scholarships are available to pupils joining RGS Dodderhill and further information is available by viewing the Scholarships Policy available via the School website or by contacting the Registrar.

Disability and Special Educational Needs

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, the Disability and Discrimination Act 2005, the Equality Act 2010 and the Children and Families Act 2014 in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the School can cater. (See Disability Policy, SENDA and Appendices).
2. Parents of a child who has any disability or special educational needs must provide the Registrar with full written details when registering for admission and at least one week before attending an interview, open day or Admissions Examination. A Disability Needs Assessment Form is available from the Registrar.
3. This information is required so that, in the case of any child with particular needs, the School can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs throughout the admissions process (including at interview, any attendance at the School and during the Admissions Examination as appropriate).
4. The School will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil.

5. Where the School agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians may be charged for these at a level that reasonably reflects the cost to the School of providing the service or facility.
6. Special arrangements as are deemed reasonable and necessary will be made available for pupils with special educational needs in the Admissions Examination, provided no later than the Admissions Registrations deadline in mid-January, preceding the Admissions Examination:
 - notice of such special educational needs has been given to the School; and
 - the School has been provided with a copy of an Educational Psychologist's report or medical report (prepared within the last two years), which must include a recommendation for such special arrangements.

Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's Complaints Policy can be sent to you on request or is available on our School website.

This policy applies to the whole School, including Early Years Foundation Stage.

Sponsor: Headmistress

Endorsed by: Board of Governors April 2019

Reviewed: July 2020