



## ADMISSIONS POLICY AND PROCEDURES

The Royal Grammar School  
September 2024

# **RGS WORCESTER: ADMISSIONS POLICY AND PROCEDURES**

## **Introduction**

1. RGS Worcester Senior School ("the School") is an academically selective co-educational independent day School for pupils aged 11-18 years.
2. Selection is based on academic merit, assessed through an entry examination, in some cases an interview at the School and a reference from a candidate's previous school or schools. In the absence of the opportunity to receive a reference from the previous school, a copy of the last School Report may be used.
3. The usual point of entry is the start of the new academic year (September). Normal Year groups joining at this point are at 11+ (Year Seven), 12+ (Year Eight), 13+ (Year Nine) and 16+ (Lower Sixth). However, consideration is given to candidates in other age groups and times of the year.
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. The policy also complies with the HMC Code of Conduct for Admissions procedures and practice.
5. This policy is for guidance and will be adapted by the School from time to time as circumstances require.

## **Admissions procedure at 11+, 12+ and 13+**

6. 11+ candidates who perform strongly in the examinations may be invited for an interview and stretch lesson(s) to assess whether they may be offered an Academic Scholarship.
7. A confidential reference about the candidate's academic and other abilities and character will be requested from the Head of the candidate's current school. School reports may also be requested.
8. At all points of entry, except Sixth Form, each candidate is required to sit two papers: 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 formal entry examinations date).
9. 11+ and 13+ questions are aimed at those children working in line with or above national expectations.
10. Details of the three papers are set out in the table below:

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 creatively.
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. There may also be further questions designed to stretch candidates to assess their level.

11. The Head's reference and the wider interests of the candidate and any other available information are taken into account at the selection meeting. Potential, not just current attainment, is looked for in the examination papers and in any interviews.
12. Senior staff (including the Sixth Form team) and Subject specialists may interview Sixth Form candidates. As a result of these interviews, and on the basis of a candidate's potential GCSE results, offers are made which are usually conditional on GCSE performance but can be unconditional. A School reference is also required.

### Scholarships and Bursaries

13. See also separate Scholarships and Bursaries Policies and Guidance Notes.
14. Academic Scholarships at 11+ and 13+ are awarded based on performance in the Entrance Examination.
15. Academic Scholarships at 16+ are assessed via test and interview in the pupil's chosen subject for A Level. They will also sit an interview.
16. Bursaries are awarded at 11+, 13+ and 16+ on the basis of financial need and are subject to annual review. Bursaries are not available to all who apply/request one.
17. Music and Drama Scholarships are awarded following an audition/workshop. Art Scholarships are awarded following an interview with the Head of Art, inspection of a portfolio and the completion of a set piece of work.
18. Design Technology and Textiles Scholarships at 13+ are awarded following assessment of work carried out prior to, and/or at the time of, assessment. A portfolio can also be shown but is not a requirement.
19. Sports Awards are usually awarded following an assessment day or at 16+ following an interview, and receipt of references from external coaches.

### Selection

20. 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.
21. The academic criteria for selection are:
  - Success in the Admissions Examination (11+, 12+, 13+) or at GCSE level (16+).
  - A positive recommendation from the Head of the candidate's present school.
  - A satisfactory interview at the School (if required).
22. The preference factors subject to sections 18 and 19 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 Sport, Music and the Creative Arts.

23. Although general feedback may be given on request about the performance of candidates in their examination papers, the papers themselves are not released. Examinations 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

24. Factors which will not be taken into account 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

25. Most siblings join us at RGS Worcester. However, 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 third child receives a sibling discount of 10% from Year One in The RGS Worcester Family of Schools for as long as all three children are pupils in The RGS Worcester Family of Schools.

#### Disability and Special Educational Needs

26. 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)
27. 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 or entrance examination.
28. 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 entrance examinations as appropriate).
29. The School will consult with parents and their medical advisers, as appropriate, 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.
30. 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.
31. Special arrangements as are deemed reasonable and necessary will be made available for pupils with Special Educational Needs in the entrance examination, provided that:
- notice of such Special Educational Needs has been given to the School; and
  - the School has been provided with a copy of a specialist assessor's report or medical report (prepared within the last two years), which must include a recommendation for such special arrangements.

## Complaints

32. We hope that you and your child do not have any complaints about our admissions process; but a copy of the School's Complaints Policy can be sent to you on request or is available on our School website [www.rgs.w.org.uk](http://www.rgs.w.org.uk).

Sponsor : Headmaster

Reviewed, Amended and Endorsed by the Board of Governors: April 2013, June 2014; August 2015; March 2016, September 2016; August 2017; August 2018; August 2019, September 2020, September 2021, September 2022, September 2023 and September 2024