RGS Dodderhill Admissions Policy

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

Introduction

1. RGS Dodderhill ("the school") is an independent School for pupils aged 2 to 16 years. Boys and Girls from Nursery, Girls only from Year Five to Eleven. 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 aim of the school's admissions process is to identify candidates who have the potential to thrive in our school environment, making maximal advantage of the opportunities and wider community involvement offered by the school.

3. For the children entering in the Early Years selection is based on school readiness and whether their educational needs can be accommodated by the school. For older children, selection is based on academic merit and what else each candidate might offer in terms of other qualities and talents and their own character.

4. Assessment for entry into the school involves teacher feedback from taster days, reports from previous Early Years or academic settings, SENCO evaluation where appropriate, and, where needed, a confidential reference from the previous setting.

5. We are looking for well-rounded candidates with a genuine interest in learning, along with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, sport, and art. There are many co-curricular activities on offer, all of which are important in supporting the development of pupils as well-rounded individuals, and we look for evidence that candidates and their families support this aspect of school life. The head's decision on offers is final.

6. The school operates a year-round admissions policy, with possible entry into every year group at any point during the school year. Transfer between year groups 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.

7. All students are required to register and pay a non-refundable registration fee prior to any Familiarisation/Taster sessions and assessments. Once a place is offered a

deposit is required. The only exception is for students transferring from another RGS school.

8. 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.

9. This policy is for guidance and will be adapted by the school from time to time, as circumstances require.

Nursery and Pre-School Admissions

10. Children joining our Nursery and Pre-School are invited in for taster sessions prior to starting. These sessions aim to settle and familiarise children and parents with our routines as well as allowing our trained staff to evaluate whether they will be ready for the RGS Dodderhill Nursery at point of entry.
11. If we have any concerns regarding the child's suitability for the setting, we will discuss them with the family, and may ask for further familiarisation sessions or deem that offering a place is not in the best interests of the child at this time.

Year Five to Six Admissions

12. Candidates for admission into Years Five to Six are invited to attend a formal Assessment to measure their current academic attainment.
13. Each candidate is required to undertake age-appropriate tests in: Verbal Reasoning, English and Mathematics. No special preparation is expected or required for these tests but sample Verbal Reasoning papers may be purchased from bookshops or online.
14. The most recent school reports, 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+

15. Candidates for admission at 11+, 12+ and 13+ follow the same procedure as those entering at 9+ and 10+. In addition to this, candidates are interviewed during the Admissions process. 11+ candidates who perform strongly in the examinations may be offered an academic scholarship.
16. 11+ 12+ and 13+ questions are aimed at those girls working in line with or above national expectations.
17. 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.
    English Paper: Writing exercise - 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.

18. 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.
19. Academic Scholarships at 11+ are awarded at this time based on performance in the Entrance Examination and an interview.
20. Bursaries are awarded on the basis of financial need and are subject to annual review.

Selection

21. The preconditions for selection are that:
    a. The candidate is of the appropriate age and sufficient maturity.
    b. The school is able to provide adequately for any special educational needs the candidate may have.
    c. The school, having made reasonable adjustments, is able to cope with any disability the candidate may have.
    d. The candidate's present School reports satisfactory attitudes and conduct on the part of the parents and the candidate (if applicable).
    e. Fees (if applicable) at the present school have been paid.
22. 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.
23. 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

24. 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 socioeconomic group.

Sibling Policy

25. Each candidate is assessed for a place at the school on their own merits. 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.

Bursaries and Scholarships

26. Bursaries and scholarships are available to pupils joining RGS Dodderhill and further information is available by viewing the information on the school website, or by contacting the school office.

Special Consideration

27. Special consideration may be given to a candidate who has temporarily experienced illness, injury or some other event outside of their control during or immediately before our admissions assessments or interviews. Any request for special circumstances to be taken into account during the assessment process must be made as soon as is practicable. It may be necessary in any of these cases to request further information, such as a medical certificate before deciding whether or not to make any reasonable adjustments.

Access Arrangements

28. The school seeks to ensure that candidates who are disabled or who have a special educational need are not treated less favourably or unfairly during the admissions process. Exam concessions and access arrangements in the entrance examinations allow candidates with specific learning difficulties, disabilities, long-term medical conditions or English as an Additional Language, to access the examination and show what they know and can do.

Disability and Special Educational Needs

29. 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.
30. Parents of a child who has any disability or special educational needs must provide the school with full written details when registering for admission and at least one week before attending an Admissions Examination.
31. 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
32. If parents do not disclose this information at the time of registration the school may be unable to accommodate adjustments when the candidate sits the entrance exam. In addition, the school may be unable to offer an adequate level of support for the pupil should they be offered a place and, in some circumstances, this may result in the offer of a place being withdrawn.
33. The school will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child both during the admission process and later as a pupil.
34. 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.
35. Special arrangements as are deemed reasonable and necessary will be made available for pupils with special educational needs in the Admissions Examination, provided that 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

36. We hope that families do not have any complaints about our admissions process; but copies of the School's Complaints Policy can be sent on request or are available on our school website.

Reviewed by: Head
Reviewed: June 2026