

Admissions – Further Guidance

1. ASSESSMENTS PROCEDURES

The standard points of entry to St Dunstan's College are Nursery (age 3+), Reception (age 4+), Year 3 (age 7+), Year 7 (age 11+) and Sixth Form (16+ post GCSE).

1.1 NURSERY (3+)

Pupils in the Nursery are 3 years old by the 1st September in the academic year they enter the College (3+). Assessments take place in the preceding November and December. These are relatively informal and take place in small groups. During the session a child's engagement, application and social interaction will be observed and evaluated. Parents remain in the assessment room and work on similar activities with the Head of the Junior School in order to put the children at ease. Offers of places are made in late December on the basis that children will transfer to one of the Reception classes the following year.

We accept registrations for our Nursery from birth and early registration is advised as we are only able to invite the first 50 applicants for assessment. The details of other families wishing to register are held on a waiting list and contact will be made should the opportunity to attend an assessment become available. Families who miss the opportunity for an assessment at 3+ are encouraged to register for entry at 4+ the following year.

1.2 RECEPTION (4+)

Assessments for entry to Reception (4+) take place during the September and October of the year prior to entry. The process is designed to help the children show us what they can do and everything is undertaken in a thoughtful, caring and friendly manner. During the assessment we invite children to:

- Listen and respond to a story
- Draw a picture
- Match letters and words
- Play memory games
- Discuss shapes and colours
- Follow patterns

The children are assessed in small groups which enables us to also evaluate their social skills and interactions. All parents who are registered for assessment are invited to a meeting with the Head of the Junior School prior to the assessment day.

All Reception places are allocated on the basis of these assessment days and offers are made in late October.

1.3 YEAR 3 (7+)

Assessment for entry into Year 3 (7+) involves spending a full day at the College in early January. The process involves:

- an assessment of the child's academic ability and potential, with tests focussing on numeracy and literacy;
- an evaluation of their in-class learning behaviours;
- an evaluation of the child's social skills and interactions with both peers and adults;
- consideration of reports and/or references from their current school.

Parents of children registered for Year 3 entry are invited to meet with the Head of the Junior School prior to the assessment day.

1.4 OCCASIONAL & IN- YEAR PLACES

Occasional places do become available mid-year from time to time across all year groups in the Junior School. A list of families wishing to be considered for such places is held by the Junior School Admissions Coordinator who will make contact with you should an opportunity become available.

Assessments for in-year places or non-standard years of entry are arranged as required. These involve your child spending part or all of a school day with us. They will experience a mixture of time in class and more formal, age-appropriate academic assessments. Observations of children's learning behaviours and social interactions are considered alongside the results of any tests taken. We will also contact your child's current school or nursery to ask for a reference and/or recent school report. These will also be taken into consideration when the offer of a place is being considered.

Parents will have the opportunity to meet with the Head of the Junior School, or another member of the Junior School Leadership Team, on the same day as the assessment.

1.5 SENIOR SCHOOL – Year 7 (11+ entry)

Entry to Year 7 in the Senior School is based on Entrance Assessments, interview, and a reference from current Headteacher.

Once a child is registered on our online registration form, an acknowledgement letter or email is sent and a reference, which should include the latest school report, is sought from the child's school.

Candidates sit a series of online assessments relating to English, Mathematics, Verbal and Non-Verbal Reasoning. In addition, all candidates experience a taught lesson, during which their approaches to learning in a classroom context are observed by staff. St Dunstan's

College values, encourages, and reports on the development of strong learning behaviours for all current pupils as a primary driver for fulfilling potential.

After the Entrance Assessments, successful candidates are called for interview at the College. Being called for interview does not automatically ensure a place at the College. The interviews are held in small groups. Whilst their child is interviewed, there is an opportunity for parents to meet with a member of senior staff at the College.

Those who have not performed well enough to be considered for interview will receive a letter to that effect in the days following the Assessments.

Those who have shown a particularly high level of academic ability in the Entrance Assessments are called for Academic Scholarship Interview. It is not possible to apply for an Academic Scholarship.

Final decisions and offer letters, including offers of scholarship and decisions over bursaries, are sent on a set date with an acceptance deadline of 1600. Any acceptances received after this time cannot guarantee a place at the College. Some candidates may be placed on a waiting list. It is not College policy to reveal where candidates sit on the waiting list nor is it policy to provide feedback on individual performance or results.

1-6 SENIOR SCHOOL – 16+ (Sixth Form/Year12)

Applicants will be assessed by sitting the following papers:

- Two subject papers in subjects students intend to study at A Level
- A personal statement task

Following the entrance examinations, successful candidates will be invited to the College for an interview with the Head of Sixth Form. Parents will also have the opportunity to meet with a senior member of staff whilst their child is being interviewed. A reference from the student's current school will be requested on receipt of the online application form.

Offers are conditional on GCSEs results and entry requirements for the Sixth Form are currently set at six grades 9-6 (A*-B equivalent) at GCSE, with 9-7 (A*/A equivalent) grades in the subjects appropriate to the student's choice of A Levels.

2. SCHOLARSHIPS

Open Morning dates

Saturday 29 September 2018

Saturday 17 November 2018

Co-curricular Scholarships dates

Art & Design	Saturday 26 January 2019
Drama	Saturday 19 January 2019
Music	Saturday 19 January 2019
Sport	Friday 18 January 2019

Academic Scholarship dates

Saturday 19 January 2019
Saturday 26 January 2019

Offer date & Acceptance deadline

Thursday 14 February 2019 & Wednesday 6 March 2019 (1600)

2.1 ACADEMIC SCHOLARSHIPS – 11+

St Dunstan's College offer a number of scholarships each year at 11+ for excellence in:

- Academic ability (by invitation only)
- Music
- Drama
- Art
- Sport

Scholarships are awarded between 10% and 50% fee remission.

Academic scholarships recognise and reward academic excellence. It is not possible for parents to apply for an academic scholarship. All potential academic scholars will be selected for interview on the basis of their performance in the Entrance Assessments.

For St Dunstan's College Junior School pupils, a recommendation is made from the Head of Junior School to the Headmaster for potential scholarship candidates who should be assessed.

All external candidates sitting the Senior School Entrance Assessments are automatically considered for an academic scholarship. Candidates who perform particularly well in the Entrance Assessments will be invited to attend a series of academic scholarship interviews. At the same time, their parents will meet with a member of senior staff.

Scholarships are held for the duration of a student's time at the College, provided his / her conduct fulfils the expectations as stated in the Terms and Conditions of Acceptance.

There is an annual review of all scholars, held in September by the Awards Committee, to reflect on the year preceding.

Should a concern be raised in the annual review, notification will be made to parents and will be revisited in both of the ensuing follow-up committee meetings, held at the beginning of

Lent and Trinity terms. Should it be necessary to remove an award, one term's notice will be provided.

Additional candidates for academic scholarship may be proposed in any of the termly review meetings. At that meeting, the committee will consider the proposal on the basis of the academic excellence in evidence, alongside any available monies for reward in any particular year-group.

Parents are not able to make applications directly to the Awards Committee.

Parents will be formally notified only when the committee agrees the student is credible for an award to be allocated and when there is sufficient funding available for it to be awarded.

2.2 CO-CURRICULAR SCHOLARSHIPS – 11+

In order to encourage and nurture talent in particular areas of College life, a number of Co-Curricular Scholarships exist. These scholarships are limited in number and value and are only awarded if candidates of outstanding ability or potential are identified.

Co-Curricular Scholarships are available for Art, Drama, Music and Sport. A full contribution to the co-curricular life of the subject is required.

Applications for co-curricular scholarships should be made through the online registration process. Any form received after the deadline will not be processed.

Anybody entering the College at 11+ is invited to apply for any of these co-curricular scholarships, which are not linked to academic ability, although only students who have passed the academic entrance assessments will be eligible for application.

The maximum value of any scholarship is 50 per cent of the tuition fees each year. Scholarships are held for the duration of a student's time at the College, provided his / her conduct fulfils the expectations as stated in the *Terms and Conditions of Acceptance*.

All co-curricular award holders in the College are reviewed annually by the Awards Committee, in September, in order to review the year preceding. In that review, the Awards Committee will assess the award holder on the basis of their performance and commitment to this area of College life.

Commitment to the co-curricular area of College life may well be demonstrated through taking it as a subject as a public examination course, but it can also be demonstrated in many other ways, thus not making it a pre-requisite to the continuation of the award.

Performance in the subject can be demonstrated through excelling in the subject as a public examination course or by the strength of their involvement in the co-curricular programme in the College.

The review will consider both performance and commitment, and the committee will be guided by the views of the Head of that Department. Should a concern be raised in the September annual review, notification will be made to parents and it will be revisited in both

of the ensuing follow-up committee meetings, held at the beginning of Lent and Trinity terms. Should it be necessary to remove an award, one term's notice will be provided.

Heads of Department in these co-curricular areas are invited to propose any additional candidates for awards in any of the termly review meetings. At that meeting, the committee will consider the proposal on the basis of performance and commitment, alongside any available monies for reward in any particular year-group.

Parents are not able to make applications directly to the Awards Committee.

There is only a limited amount of money for awards at the College and it is unusual for co-curricular awards to be granted outside the normal entry points to the College. However, some additional students may be successful and parents will be formally notified only when the committee agrees the student is credible for an award to be allocated and when there is sufficient funding available for it to be awarded.

A. ART SCHOLARSHIPS 11+

CRITERIA

The Art Department looks for young artists who are passionate about the subject, through developing their own work, by visiting galleries and museums on a regular basis and through having a range of artistic skills that allow for the demonstration of a high level of creativity.

ASSESSMENT DAY

All candidates are invited into the Art Department to work on a series of tasks on a set day. All materials are provided and candidates work under examination conditions and the assessment lasts for 3 hours. Candidates will also be required to bring a small portfolio of their own work, made up of no more than five pieces, that they believe best illustrates their creative ability. Portfolios are returned to candidates at the end of the assessment day.

The assessment tasks are:

1. An observational pencil drawing
2. A copy / rendition of a painting by a famous artist
3. Short questions on drawing and colour mixing, where brief answers are required

B. DRAMA SCHOLARSHIPS 11+

CRITERIA

Drama Scholars at St Dunstan's are expected to have been involved in a minimum of three public productions by the time of their scholarship audition. It would also be expected that candidates are members of a theatrical organisation. Their role within the organisation does not necessarily have to have been as an actor, with technicians and dancers also welcome to apply.

ASSESSMENT DAY

The process on the day lasts 1 hour and is as follows:

1. There will initially be a small group workshop that will explore the social skills associated with Drama Scholars at St Dunstan's, such as the ability to verbally evaluate and justify opinions through short games.
2. Acting candidates will then perform a one minute, pre-prepared monologue from a published play in a 'contemporary style'. Candidates are welcome to put their own twist to the piece in order to offer self-expression, based on their own specialist skills. One such example may include the use of a musical instrument or addition of singing/ movement within a monologue. Following their performance, candidates will be asked questions about their choice of material and delivery decisions. If desired, a copy of the text may be brought to the audition to be used as a reference point during the questions. Please note that the text should be learnt from memory for the performance of the monologue.
3. For those who specialise in technical work, including dancers, costume, lights and sound, candidates will be required to give a one minute presentation of their work. For example, if a candidate has a specialist interest in costume making, they would need to give a presentation, with pictures of the costumes they have made for a recent production outside of school and explain why they have a particular passion for costume.
4. The final part of the process is a small one minute presentation to the rest of the group, detailing any drama performances or achievements outside of the school setting. This may include amateur or professional theatre or other performance work. This can also be accompanied by the sharing of a portfolio outlining their work in the theatre, although this is not essential.

C. MUSIC SCHOLARSHIPS 11+

CRITERIA

Those applying for a Music Scholarship at St Dunstan's are expected to be actively involved in music in their school setting as well as in music outside of school. As a guide, we would expect candidates to be involved in two or more ensembles, and also to perform regularly as a soloist, at a level akin to at least Grade 4 in their main instrument, although application is not limited to candidates on the grading system. Where this criterion has not been met, appropriate evidence of equivalent participation should be clearly detailed in a portfolio to be brought on the assessment day.

ASSESSMENT DAY

The 15 minute audition will follow the format below:

1. Each candidate should prepare no more than two pieces to perform, each lasting for three minutes, or less, giving a realistic impression of musical ability. The pieces can be on the same instrument or on two different ones. An accompanist will be available and it is not permitted to bring your own accompanist.
2. Candidates should prepare a short song of their choosing to perform.
3. Aural tests and sight-reading appropriate to the candidate's standard of playing
4. An informal interview, including discussion of musical interests and activities

D. SPORT SCHOLARSHIP 11+

CRITERIA

Those applying for a Sport Scholarship at St Dunstan's are expected to be actively involved in competitive sport across a variety of disciplines in their school setting whilst also participating at club/representative level. As a guide we would expect them to be competing at county level or equivalent, depending on the sport that they currently participate in. Where this criterion has not been met, appropriate evidence of equivalent participation should be clearly detailed on the application form.

ASSESSMENT DAY

Those candidates invited to the Sport Scholarship assessment day will participate in a series of challenges and games to assess their agility, balance, coordination and multi-abilities (personal, social and cognitive). Strengths in each of these areas will be excellent predictors of athletic potential which can be applied to a range of sports. The format of the assessment should also be contextualised within the principles set out by *Long-Term Athlete Development* (Balyi, Way and Higgs, 2013). Although pupils will participate in some sport specific activities, their competence in these individual sports will not form the basis of the assessment, so a lack of experience should not be a concern.

2.3 DIPLOMA SCHOLARSHIPS – 16+

Diploma Scholarships recognise and reward academic excellence alongside commitment to the broader life of the College.

It is not possible for parents to apply for a Diploma Scholarship, but rather, for Year 11 St Dunstan's students, a recommendation is made from the Head of Middle School following trial examinations, in December, for potential Diploma Scholarships and who should be assessed by interview with the Headmaster.

For external Year 11 students, potential candidates will be identified through the assessment and interview procedures.

Diploma Scholarships are held for the duration of a student's time in the Sixth Form, provided his / her conduct fulfils expectations as stated in the *Terms and Commitments of Acceptance*.

Diploma Scholars are reviewed by the Awards Committee at the beginning of Lent Term, to reflect on progress across the preceding term.

Should a concern be raised in this review, notification will be made to parents and will be revisited in both of the ensuing committee meetings, held at the beginning of Lent and Trinity terms. Should it be necessary to remove an award, one term's notice will be provided.

3. BURSARIES

The bursary programme is designed to help as many as possible of those who meet our entry criteria to take up a place at St Dunstan's. The College offers a number of means-tested awards annually to entrants at Year 7 and Year 12. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need, but can extend to full fee remission in cases of proven need. To qualify for consideration for a bursary, the gross family income must be below £55,000 per annum. Each case is assessed on its own merits and awards are made accordingly. Therefore, in addition to current earnings, other factors which will be considered in determining the necessary level of award will include:

- The ability to improve the financial position of the family – i.e. where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependants, or the requirements of their partner's work.
- Opportunities to release any capital. Significant capital savings and investments would be expected to be used for payment of school fees as would equity values in houses.
- In cases of separation, the contribution made by the absent parent.

Acknowledging that others might have a different view, the College considers that the following would not be consistent with a family in receipt of a bursary:

- Frequent or expensive holidays
- New or luxury cars
- Investment in significant home improvements
- A second property/land holdings unless part of a business which is providing adequate income to be considered as such

Every year, the number of bursary applicants greatly exceeds the amount of funding available. Bursaries are therefore awarded on the basis of academic merit.

Bursaries are always offered for a whole academic year. For every year that the child attends the College, the family is required to provide new information about its circumstances. Levels of support may vary with fluctuations in income. Current bursary holders will be required to complete a repeat means-testing form at the start of the Lent term for completion and return by 31 January.

Bursaries are only offered to families who are resident in the UK.

The College's practice is to allocate its entire bursary funding, available for the year, on entry. The College's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the College, except in wholly unforeseen circumstances.

To apply for a bursary, families should tick the box on the online registration form and the College Admissions Team will send a form.

Forms returned incomplete, without supporting documentation or after the official deadline will not be processed.

The College respects the confidentiality of bursary awards made to families, therefore recipients are expected to do likewise.

4. ST DUNSTAN'S JUNIOR SCHOOL TO SENIOR SCHOOL TRANSITION

It is anticipated that Year 6 pupils will transfer into the Senior School. However, the offer of automatic transition is the decision of the Junior to School Transitions panel (“the Panel”). The Panel comprises members of the Junior and Senior School Leadership Teams, the College Leadership Team and representatives from the Inclusion and Enrichment Department and the Admissions team. Decisions are based primarily on recent standardised assessment data, but the panel will also review wider information from historic standardised data, learning scores, internal assessments and classroom performance in years 4 and 5. It is the aim of the panel to make their decision in the first half term of the Trinity term, when pupils are in Year 5. Those pupils who are transferring automatically to the Senior School further to the Panel’s decision do not need to sit the Entrance test.

The Panel’s decision will always be in line with our policies regarding Special Educational Needs and Disabilities and Equal Opportunities. All pupils who meet the threshold for automatic transition into the Senior School will be assured of those places; they will have no need to prepare for admissions tests for St Dunstan’s or for other schools in Year 6, unless they choose to, or there are wider reasons for leaving St Dunstan’s College.

Any pupils who are not recommended for a place in the Senior School will already be aware of on-going dialogue with the Head of Junior School and will need to register online before sitting the 11+ entrance assessments alongside external candidates.

The parents of our Year 6 pupils have the opportunity to meet with the Headmaster on an individual basis before any offers are made in January, should they wish to. This should be arranged through the Headmaster’s PA.

All pupils are asked to confirm whether or not they wish to take up the offer of automatic transition to the Senior School by way of a formal offer letter in February of Year 6.

Junior School families are welcome and are encouraged to attend either one of our Open Mornings, which take place on:

Open Morning dates

Saturday 29 September 2018

Saturday 17 November 2018

CO-CURRICULAR SCHOLARSHIPS

Any pupils offered automatic transition or applying as an external candidate for entry to the Senior School in year 7 is invited to apply for one or more of our co-curricular scholarships. The College offers four co-curricular scholarships for recognition of performance and potential in one or more of the following areas: Art, Drama, Music or Sport.

Year 6 parents who apply for one of the scholarships will receive invitations to the co-curricular assessment in January alongside with all external 11+ candidates. The dates of the assessments are as follows:

Co-curricular Scholarships dates

Art & Design	Saturday 26 January 2019
Drama	Saturday 19 January 2019
Music	Saturday 19 January 2019
Sport	Friday 18 January 2019

Academic Scholarship dates

Saturday 19 January 2019
Saturday 26 January 2019

Co-curricular scholarships are held for the duration of a student's time at the College, provided his / her conduct fulfils the expectations as stated in the *Terms & Conditions of Acceptance*.

To apply, our Year 6 parents will need to fill out an application form via their Wisepay account before the end of Michaelmas term of Year 6.

BURSARIES

It is possible to apply for a Bursary at this stage of a pupil's journey through the College. Please refer to Para 3 above.

To apply for a bursary, please request a form from the Senior School Admissions Office by emailing admissions@sdmail.org.uk. A form will then be sent out to you by post and must be completed and returned by the end of Michaelmas Term of Year 6.

ACADEMIC SCHOLARSHIP

Academic Scholarships recognise and reward academic excellence. It is not possible for parents to apply for an academic scholarship; all potential scholars are recommended to the Headmaster by the Panel and will be subsequently invited to attend an Academic Scholarship Interview on either **Saturday 19 or 26 January 2019**. During the Michaelmas Term, those pupils being recommended for an academic scholarship are invited to attend an optional weekly preparation session run by the Junior School Academic Deputy Head.

OFFERS POSTED

Final decisions and offer letters, including offers of any scholarships and decisions over bursaries, will be sent to families on **Thursday 14 February 2019**.

POST OFFER RECEPTION

As part of the offer pack, parents will receive an invitation to our Post Offer Reception, which will take place on **Tuesday 28 February 2019**. This is an opportunity for parents to meet our current Senior School students, parents and senior members of staff.

ACCEPTANCE DEADLINE

All offers must be accepted by **Wednesday 6 March 2019 at 1600**. Any acceptances received after this time cannot be guaranteed a place at the College.

Admissions – Further Guidance			
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