

Admissions – Further Guidance

1 ASSESSMENT 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). There will also be a Year 9 (13+) entry in September 2020 and September 2021.

1.1 Junior School

1.1.1 Nursery (3+)

Pupils in the Nursery are 3 years old by 1 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.

We accept registrations for our Nursery from birth and early registration is advised. Families who miss the opportunity for an assessment at 3+ are encouraged to register for entry at 4+ the following year.

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

1.1.3 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.

All Year 3 places are allocated on the basis of these assessment days and offers are made by the end of January.

1.1.4 Occasional and other points of entry

Occasional places do become available from time to time across all year groups in the Junior School. In order to be considered for an in-year place, families have to register their interest online on the Enquiry Form.

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 usually 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.

1.2 Senior School

1.2.1 Year 7 (11+ entry)

We hold two Saturday Open Mornings during the Michaelmas Term and more details can be found on our website.

Entry to Year 7 in the Senior School is based on a series of entrance assessments, an interview, and a reference from the candidate's current Headteacher. For entry into Year 7, written assessments take place in the January of Year 6 at the College.

Once a child is registered via our online registration form, an acknowledgement email is sent by the Admissions Department and a reference, which should include the latest school report, is sought from the child's current primary 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.

The College uses the online and adaptive ISEB Common Pre-tests which are an age-standardised measure of ability and attainment. Guidance from ISEB states that candidates should not sit the same assessment twice in a 12 month period. Parents are required to inform the College in advance if their child will sit or has sat the ISEB Common Pre-test at another school before the College's entrance assessment in January. In cases where candidates are to sit the assessment at another school the College will request the results from ISEB after its assessment date. Candidates will still be invited to experience a taught lesson.

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 shown a particularly high level of academic ability in the entrance assessments are called for academic scholarship interviews. It is not possible to apply for an academic scholarship.

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

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 acceptance should be accompanied by the payment of a deposit. Should an acceptance be received after the acceptance deadline, a place at the College cannot be guaranteed. 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.

As part of the offer pack, parents will also receive an invitation to our optional Post-Offer Reception which will take place during the week after February half term as well as to our Post-Offer Breakfasts also taking place during the week after February half term. This is a further opportunity for parents to meet our current Senior School students and senior members of staff.

1.2.2 13 + (Year 9)

We hold two Saturday Open Mornings during the Michaelmas Term and more details can be found on our website.

Entry to Year 9 in the Senior School is based on a series of entrance assessments, an interview, and a reference from the candidate's current Headteacher. For entry into Year 9, written assessments take place in the January of Year 8 at the College.

Once a child is registered via our online registration form, an acknowledgement email is sent by the Admissions Department and a reference, which should include the latest school report, is sought from the child's current school.

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. 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 shown a particularly high level of academic ability in the entrance assessments are called for academic scholarship interviews. It is not possible to apply for an academic scholarship.

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

Final decisions and offer letters, including offers of scholarship and decisions over bursaries, are sent on a set date in February with an acceptance deadline early March. Any acceptance should be accompanied by the payment of a deposit. Should an acceptance be received after the acceptance deadline, it cannot be guaranteed 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.

13+ entry will be available only for September 2020 and September 2021 further to our new facilities due to open in September 2021.

1.2.3 16+ (Sixth Form/Year 12)

We hold one 16+ Open Evening during the Michaelmas Term and more details can be found on our website.

Entry to Year 12 in the Senior School is based on a series of entrance assessments, an interview, and a reference from the candidate's current Headteacher. For entry into Year 12, written assessments take place in the November of Year 11 at the College:

- Two subject papers in subjects students intend to study at A Level (the Head of Sixth Form decides which two out of the four entered on the application form)
- A verbal/non-verbal paper
- 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.

Offers are made before Christmas with an acceptance deadline of early January.

1.2.4 Occasional and other points of entry

Occasional places do become available from time to time across all year groups in the Senior School. In order to be considered for an in-year place, families have to register their interest online on the Enquiry Form.

Assessments for other points of entry or non-standard years of entry are arranged as required. Candidates will sit an age-appropriate academic assessment. We will also contact your child's current school 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.

Should candidates be called for an interview, parents will have the opportunity to meet with the Head of section or another member of the Senior School Leadership Team on the same day.

2 SCHOLARSHIPS

2.2 Academic scholarships at 11+

Scholarships are either minor (10% fee remission) or major (25% 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 Transition Panel consisting in the Head of Junior School, the Deputy Heads of Junior and Senior Schools, the Heads of Inclusion and Enrichment (Junior and Senior Schools), the Head of Year 7 and the Admissions Department, sits in the May prior to the start of Year 6 and recommends potential scholarship candidates who should be interviewed alongside external candidates in the January of Year 6.

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.

2.3 Co-curricular scholarships at 11+

In order to encourage and nurture talent in particular areas of College life, a number of co-curricular scholarships exist in the fields of Art, Drama, Music and Sport. These scholarships are limited in number and value and are only awarded if candidates of outstanding ability or potential are identified.

Applications for co-curricular scholarships should be made through the online registration process by filling out a separate co-curricular scholarship form for each co-curricular scholarship, should a candidate apply for more than one. Any form received after the deadline will not be processed.

Any pupil 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 selection. We would recommend that candidates apply for no more than two co-curricular scholarships.

Any pupil offered automatic transition from the Junior School is invited to apply for one or more of our co-curricular scholarships. To apply, our current Year 6 parents will need to fill out a separate co-curricular scholarship form which can be found on the website by the end of November. Current Year 6 pupils will then receive invitations to the co-curricular assessments in January alongside all external 11+ candidates.

Co-curricular awards are either minor (10% fee remission) or major (25% fee remission) and 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. Active support of the co-curricular department such as on Open Days is also considered.
- 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.

2.3.1 Art scholarships at 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. We would also require each candidate to provide the Head of Art with up to two separate references in support of their application.

The assessment tasks are:

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

2.3.2 Drama scholarships at 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 an amateur 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. Each candidate will need to submit a personal statement stating why they wish to apply for a Drama scholarship as well as up to two references in support.

Assessment day

The process assesses candidates in groups of 10, lasting 1 hour and is as follows:

- Initially candidates will partake in group games that assess social and improvisational skills. These are designed to also act as a form of ice breaker in order that candidates get to know the other members of the group
- Candidates are then split into two smaller groups and will work with a senior Drama scholar in order to create a devised piece of theatre, driven by an unseen stimulus. This is an opportunity to display any varied ability, including movement or singing. The

scholars will be looking for potential leadership and interpersonal skills, as well as an ability to think abstractly

- The groups will then perform to each other. Each group will also have the opportunity to feedback on the choices they made and the reasons for their decisions.
- To complete the session, candidates will have a ‘circle discussion’ which will aim to reflect on their pieces and the final performance. Candidates will have the chance to speak publically on any changes they would make if they were to do it again.

Please note that assessment for scholars will not focus solely upon performance ability. Drama scholars at the College embody a love of theatre in a variety of ways and although performance is a strongly considered factor, the ability to socially interact and depict an appreciation of theatre and its role should not be undervalued.

2.3.3 Music scholarships at 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 to engage regularly with solo opportunities and performances. We recommend those applying to be at a level akin to at least Grade 4 in their main instrument, although application is not limited to candidates on the grading system. Awards may also be made based on the musical potential of the candidate vis-à-vis their time learning the instrument or whether the candidate plays an instrument where there is a current shortage in senior school ensembles. Where the grade 4 criterion has not been met, appropriate evidence of equivalent participation should be clearly detailed in a portfolio to be brought on the assessment day.

The Music Department also offer a number of exhibition awards which provide students with free tuition in their main instrument. These will be awarded through the same assessment process.

Each candidate will need to submit a personal statement stating why they wish to apply for a Music Scholarship as well as up to two references in support of their application.

Assessment day

The 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. A professional accompanist will be provided for all candidates.
2. Candidates should prepare a short song of their choosing to perform in order to assess vocal potential.
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.
5. Candidates will be required to take part in an ensemble activity as part of the assessment with our current music scholars.

2.3.4 Sport scholarships at 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. As a guide we would expect them to be competing at county level or equivalent, depending on the sport that they currently participate in.

Our assessment of whether or not candidates are appropriate for the award of a scholarship will be based on the personal statement and references submitted with the application, and their performance on the assessment day.

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.

2.4 Academic and co-curricular scholarships at 13+

Scholarships are either minor (10% fee remission) or major (25% 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.

All external candidates sitting the 13+ 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.

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

In order to encourage and nurture talent in particular areas of College life, a number of co-curricular scholarships exist in the fields of Art, Drama, Music and Sport. These scholarships are limited in number and value and are only awarded if candidates of outstanding ability or potential are identified.

Applications for co-curricular scholarships should be made through the online registration process by filling out a separate co-curricular scholarship form for each co-curricular scholarship, should a candidate apply for more than one. Any form received after the deadline will not be processed.

Any pupil entering the College at 13+ 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 selection. We would recommend that candidates apply for no more than two co-curricular scholarships.

2.5 6th Form scholarships at 16+

6th Form recognise and reward academic excellence alongside commitment to the broader life of the College. The 6th Form Scholarship includes a fee reduction, typically 10%, although this may be higher in some instances.

It is not possible for parents to apply for a 6th Form, 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 6th Form 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 which take place in the November of Year 11. As part of the process, applicants will be able to attend a Taster Day in our Sixth Form early December.

6th Form 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 Conditions of Acceptance*.

6th Form Scholarship awards 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, Year 9 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 £75,000 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.

Please note that a bursary offer may be made subject to a home visit taking place.

4 ST DUNSTAN'S JUNIOR SCHOOL TRANSITION TO SENIOR SCHOOL

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 Department. 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.

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 accepting a formal offer letter in February of Year 6 and by paying a deposit (unless already paid when entering the Junior School).

Junior School families are welcome and are encouraged to attend either one of our 11+ Open Mornings.

4.2 Co-curricular scholarships

It is possible to apply for a co-curricular scholarship at this stage of a pupil's journey through the College. Please refer to Para 2 above.

4.3 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 email and must be completed and returned by the deadline stipulated on the form.

4.4 Academic scholarships

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 academic scholarship interviews in the January of Year 6.

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.

4.5 Offers posted

Final decisions and offer letters, including offers of any scholarships and decisions over bursaries, will be sent to families by mid-February.

4.6 Post-Offer Reception and Post-Offer Breakfasts

As part of the offer pack, parents will receive an invitation to our optional Post-Offer Reception which will take place during the week after February half term as well as Post-Offer Breakfasts also taking place during the week after February half term. This is a further opportunity for parents to meet our current Senior School students, parents and senior members of staff.

4.7 Acceptance deadline

All offers must be accepted by a set date early March. Any acceptances received after this time cannot be guaranteed a place at the College.

The above information is correct as at 27.09.2019

Admissions – Further Guidance			
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