



## ADMISSIONS POLICY

### 1. Introduction

Dame Allan's Schools exist to provide high quality education, both curricular and extra-curricular, for girls and boys from the ages of 3 to 18. The academic curriculum offered seeks to equip pupils to pass external examinations at ages 16 and 18 years. The norm is that over 90% of pupils in the Sixth Form (Years 12 and 13) will proceed to Higher Education. The Schools are selective and seek to identify pupils who have the ability and aptitude to benefit from the academic curriculum on offer.

### 2. Assessment Procedures and allocation of places (Junior School)

The precise details of the selection procedure vary according to the age of the pupil. We endeavour to ensure that all applicants and their parent(s)/ guardian(s) are fully briefed about what is required.

#### FOUNDATION STAGE

Children are welcomed into the **Early Years Foundation Stage** of Dame Allan's Junior School from the age of three. Prior to admission into Nursery or Reception, parents will be asked about their child's general development and any identified special needs. Subject to availability, children are invited to spend a session in the Nursery during which time staff assess their development and monitor any particular needs they may have. A place, or on occasion a follow up visit, may then be offered. Where applicable, references will be sought from existing educational settings.

#### KEY STAGES 1 AND 2

Assessment for entry into Key Stages 1 or 2 (Years 1, 2, 3, 4, 5 and 6) involves written assessments in reading, mathematics and non-verbal reasoning on standardised (age related) test papers and time spent with the candidate's peer group in a classroom situation. Alongside performance in the assessment, reports from current schools, previous learning experiences and special needs are also taken into account. The assessments are taken by arrangement following application.

## ALLOCATION OF PLACES

In the event of the number of children registered for any year group exceeding the places available, the following will be taken into consideration:

- Results obtained in entrance assessments
- References from previous schools
- The presence of siblings within the School or requiring entry
- The nature of an existing year group

For entry to the Nursery, an application for a full-time place will be given priority over an application for a part-time place, provided sufficient sessions are available.

### **3. Assessment Procedures (Senior Schools)**

The main entrance examinations cycle is for admission to the Schools in Year 7 (11+) and takes place early in the Spring Term for entry the following September. Examinations are held on separate days for the Boys' and Girls' Schools. A reserve date is set aside for those unable to make the main examination day. Candidates for places in Years 8-11 inclusive (or and candidate looking for immediate entry into Year 7) sit the appropriate examination for their year group by arrangement following their application.

Examinations for admission to Years 7-9 in the Senior Schools consist of papers in English, Mathematics and Non-Verbal Reasoning. Following the entrance examinations, candidates will be invited to attend for interview as part of the selection process.

Pupils seeking admission to Years 10 and 11 will sit papers in English and Mathematics and will be interviewed by Heads of Department including Science and, where appropriate, a Modern Foreign Language. There will also be an interview with the relevant Middle School Head.

Applicants for places in the Sixth Form are interviewed by the Head of Sixth Form and by the Heads of Department of those subjects the candidate wishes to study. Depending on the results of this assessment, conditional offers are then made on the basis of GCSE results in those subjects as well as the applicant's overall GCSE profile.

References are required and sought from an applicant's current school at all entry stages. These references are a key part of the selection process, along with examination performance and interview performance.

### **4. Bursaries and Scholarships**

Bursaries are available to applicants from Year 3 (7+) onwards whose parental circumstances are such that they would not be able to attend the Schools without such an award. They are means tested and cover up to 100% of school fees. Applicants must satisfy the Schools' entrance criteria and performance in the entrance assessment is taken into account when awarding bursaries.

Academic scholarships are available to pupils entering the Senior Schools at 11+, 12+ and 13+. They are worth a maximum value of 50% fee reduction and are awarded on the basis of outstanding performance in the entrance process (examination and interview). Scholarships are subject to regular review and may be withdrawn if there is evidence that a scholar is not working diligently.

A Junior School pupil may sit the main school entrance examination if he or she wishes to be considered for a scholarship. However, all pupils who are allocated a place in Dame Allan's Junior School are entitled to a place in Dame Allan's Boys' or Girls' school as appropriate unless their progress in the Junior School gives cause for concern or suggests that they might find the transition to DAGS or DABS difficult. Parents will be informed of these concerns by Junior School staff and possible strategies to address them discussed, including the possibility that a pupil might sit the entrance examination to give an objective view of their progress.

Scholarships are only available, in the first instance, to applicants sitting in the main entrance examinations cycle. Where an applicant sits the examination at a later date and does well enough to have otherwise been considered for a scholarship, consideration will be given to making an award based on the pupil's performance in the school examinations at the end of their first year in school.

Scholarships and bursaries in the Sixth Form are awarded at the Principal's discretion.

## **5. Access to the Schools**

The Schools are committed to securing equality of opportunity through the creation of an environment in which all individuals are treated on the sole basis of their relevant merits and abilities. The Schools seek to select pupils of academic potential irrespective of gender, race, nationality, religion or belief, ethnic origin, sexual orientation, pregnancy (or having recently giving birth) or transgender status.

Where a candidate has any disability, they will be treated no less favourably than those without disabilities. The Schools will make reasonable adjustments to address the needs of disabled candidates subject to the need to maintain academic, musical, sporting and other standards; the financial resources available; the cost and practicality of measures proposed; health and safety requirements or the interests of other pupils in the Schools.

Entrance examination and interview procedures will be arranged to ensure that no applicant is disadvantaged. Special arrangements will be made in advance of examinations or interviews for any applicant who has a disability including the provision of extra time for applicants who have a recognized specific learning difficulty. Arrangements will be discussed in advance with the parents and the current school of any candidate. Relevant specialist reports will be sought in advance of entrance examinations and interviews.