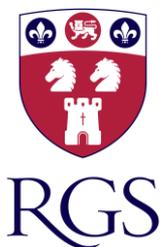




# **ADMISSIONS POLICY**



RGS



# ADMISSIONS POLICY

Newcastle upon Tyne Royal Grammar School

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## INTRODUCTION AND THE AIMS OF THE POLICY

The Royal Grammar School is an academically selective school. The process of selection is based upon academic merit and the admissions procedure is designed to assess this in a number of ways which are appropriate to the age of the applicant. Our selection process is designed to identify students who are able to benefit from, and thrive upon, the distinctive education we offer and to make a positive contribution towards the life of the School.

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## ADMISSIONS PROCEDURES

Applicants for admission undergo a range of rigorous assessment and testing so that we can be confident that the pupils we admit will cope with the fast-paced, challenging academic curriculum which we provide. All tests are appropriate to the age of the applicant and every attempt is made to ensure that they are put at their ease so that the School can assess both what they can do and what they might achieve given the opportunities that the RGS would afford them. The main entry points to the School are at National Curriculum Years 3, 5, 7, 9 and 12. In exceptional circumstances, and if there are places available, entry may be considered at other points, but not at Years 11 or 13. Details of the assessment arrangements at the different entry points can be viewed on the school's website or obtained from the Head of Admissions.

As part of the application process we will seek copies of recent school reports from the student's parents and a reference from the Headteacher of the applicant's current school. The reference asks for comments upon academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances, such as any special educational needs or disability. Where relevant, we may also ask for the results of any tests taken at the School. For entry into Year 12, we ask for predicted GCSE grades.

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## EQUAL TREATMENT

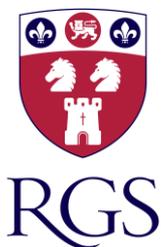
Diversity and inclusion are fundamental to the school's ethos. The School's aim is to encourage applications from students with a diverse range of backgrounds. This enriches our community and is vital in preparing our students for today's world.

The School is non-discriminatory, in line with the Equality Act (2010). All applicants will be treated equally, irrespective of their, or their parents', race, culture, language, religion, national or social origin, association with a national minority, disability, sexual orientation, political or other opinion, property, birth or other status. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and rights and freedoms of others.

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## SPECIAL NEEDS

The School welcomes students with special educational needs or disabilities and will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act and Special Educational Needs and Disability Act, in order to accommodate and support the needs of the student appropriately. We strongly advise parents of children with special educational needs or disabilities to discuss their child's requirements with the School before sitting our entry tests, so that the School is able to make any reasonable adjustments which are required. Parents of students with Special Educational Needs and/or a disability (SEND), including those with an Education, Health and Care Plan (EHCP) should indicate this by ticking the 'yes' box



on the Admissions Form when asked 'Does the Applicant have any medical condition(s) or special needs of which the School should be made aware?'

In the event of the box being ticked, the School will be in touch to discuss thoroughly the requirements and any reasonable adjustments. For students with SEND, parents should also refer to the *School's Accessibility Plan* and *SEND Policy*. All SEND requests for consideration and reasonable adjustments must be accompanied by a report from an educational psychologist or by a medical officer or other expert, as applicable. Requests will be considered by the School and discussed with parents.

We also welcome students for whom English is an additional language, provided that they can access the curriculum within our current levels of provision. The School reserves the right not to admit students whose needs it cannot meet after reasonable adjustments have been considered.

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### **APPLICATIONS FROM NON-BRITISH NATIONALS**

The School welcomes applications from non-British nationals who are or who will be lawfully resident in the United Kingdom prior to the commencement of their studies. It is also a requirement of the RGS that students should reside with their parents(s) or legal guardian. If for any reason, a student would not do so, an application must be made in writing to seek agreement to other arrangements. Families who require the School to apply for a Confirmation of Acceptance of Studies certificate (CAS) from the Home Office must contact the School before submitting an application as we are not always able to support all Tier 4 ("student visa") requests.

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### **MEANS-TESTED BURSARIES**

We aim to admit applicants who meet our entry requirements, regardless of their financial background, subject to the availability of bursary funding. We provide financial support to a number of students through our means-tested bursaries. Bursaries are only available for students entering in Years 3, 5, 7 and 12, and are only offered to families who are permanently resident in the UK.

Details of how to apply for a means-tested bursary can be found on the application form. Details of the means-tested bursaries, including the procedure, can be found in the 'Bursary Principles' document available on the website or from the Admissions Office.

The School's practice is only to allocate bursary funding on entry. (Whilst bursary funding is not available after the point of entry, parents should be aware that hardship funding may be available in exceptional circumstances when there are wholly unforeseen changes in financial circumstances).

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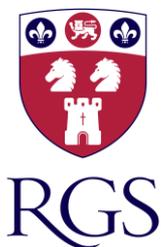
### **SIBLINGS**

The School understands that families are often keen to have siblings in the same school. However, in a competitive examination we cannot give preference to siblings and each candidate is assessed on their individual merits.

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### **STAFF CHILDREN**

Children of members of staff at the RGS will be subject to the same selection procedure as external applicants.



## **SPECIAL CIRCUMSTANCES**

We recognise that an applicant's performance in our entry assessments may be affected by particular circumstances, for example:

- If the applicant has a special educational need or disability
- If they are unwell when taking tests or have had a lengthy absence from school
- If there are particular family circumstances such as a bereavement
- If there is a relevant educational history, for example education outside the British system
- If English is not the applicant's first language

In any of these cases, we may request further information to enable us to make a fair assessment e.g. a medical certificate or educational psychologist's report, or any associated correspondence or details from the student's current school (including samples of work), or details of any relevant family history. As a result, parents must as soon as possible disclose any particular known or suspected circumstances relating to their child and their child's application to the School.

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## **THE OFFER OF A PLACE**

Offers of places will be made in writing. After the offer of places, the School is willing to provide guidance as to the strengths and weaknesses of a candidate's performance, but previous school reports, examination scores and papers and the record or evaluation of any interviews remain confidential to the School. Any requests for feedback should be made within 14 days of the parent being notified that the School will not be able to make an offer to their child. The decisions are not subject to appeal.

Any parent who wishes to complain about the admissions process should write to the Head, stating the grounds of their complaint, within seven days of receipt of the admissions decision. The Head will examine the grounds for the complaint and will respond in writing within 14 school working days.

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## **RESERVE LISTS**

The School operates a reserve list and makes firm offers to some pupils on the list every year.

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## **RE-APPLYING FOR ENTRY**

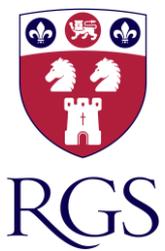
An applicant who fails to gain an offer of a place at the School is able to re-apply for admission after one year.

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## **INTEGRITY OF THE ADMISSIONS PROCEDURE**

If an application is found to be false, fraudulent or deliberately misleading, the School reserves the right to deny the applicant admission or, where a student has already entered the School, to require that they are removed immediately.

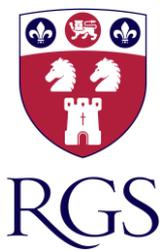
We shall respect Independent School Council protocols regarding transfer and admissions. In particular, we shall aim to establish that parents of students transferring to us from another independent school have met all their obligations to the latter prior to the completion of the transfer.



## **RELATED POLICIES**

This policy should be read together with the School's policies for:

- Equal Opportunities and Race Equality Policy
  - Special Educational Needs and Disability Act (SENDA) Action Plan 2018-2021
  - Special Educational Needs Policy
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## **CONTACT DETAILS**

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

Admissions: [admissions@rgs.newcastle.sch.uk](mailto:admissions@rgs.newcastle.sch.uk)

General enquiries: [hm@rgs.newcastle.sch.uk](mailto:hm@rgs.newcastle.sch.uk)

or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)