Royal Russell

ADMISSIONS and ENTRANCE POLICY

This policy covers all pupils from age 3 – 19 years.

Definition of Admissions for Purposes of this Policy

The process of application, acceptance and confirmation of a place at Royal Russell School.

Statement

Royal Russell School is a co-educational independent school for pupils from ages 3 to 19.

Royal Russell School is an academically selective school and selection is based upon academic merit. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

We hold a number of Open Events during the year which gives a general introduction to the school, details of which are published on our website. We are also very happy to welcome prospective parents and their children at other times via appointment.

For all admissions, please contact the Admissions Office on 0208 657 4433 or email on admissions@royalrussell.co.uk.

The Entry Policy – Junior School

The usual point of entry is Nursery. We may also have occasional places at other ages. Please contact the Junior School Admissions Office for details of where places may be available.

The Assessment Process

The aim of the assessment process is to identify potential. We are looking for motivated pupils with a love of learning in the broadest sense of the word and with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual with a sense of responsibility to their community. In offering places, particular consideration will be given to the following factors although not in any rank order:

- The pupil's performance at assessment
- For Years 1 - 6 the pupil's interview with a member of the Junior Leadership Team
- The pupil's report or feedback from their existing school/nursery
- Pupils with siblings already attending the School
- Under normal circumstances pupils are only accepted into their correct year of entry

All pupils wishing to apply for a place at Royal Russell Junior School will be expected to attend the School for an assessment. The nature of this assessment will vary depending on the pupil's age and the anticipated time of entry, although they typically consist of the elements detailed below.

No specific preparation for the assessments is needed, all pupils start on an equal footing with identical opportunities to display their academic aptitude.

Early Years (Nursery and Reception) Children will be invited to attend a short play-based session. During this session, children will be observed by Early Years teachers who will assess their social development, communication skills, independence, behaviour and ability to follow simple instructions. For children being assessed for Reception, development in Literacy and Mathematics will also be formatively assessed through observation during more focused activities.

Assessment of children for places in **Year 1 and Year 2** will usually involve a whole day visit to a class. Formative assessment will include observations of personal, social and emotional development, communication, behaviour and independence. A combination of formative and summative assessments is used to determine existing knowledge, skills and aptitude in literacy, mathematics and reasoning. A range of assessment materials are used and the school reserves the right to select whichever are most appropriate to the pupil and circumstances.

Assessments of children for places in **Year 3 to Year 6** are held in the November of the academic year prior to entry during a taster day. Children will be invited to attend sessions where standardised assessments will take place in Maths and Non-Verbal Reasoning, Developed Ability and English Reading. Children will also complete a piece of free writing from a picture stimulus. The taster day will also involve informal teacher assessment during lessons, behaviour and willingness to interact with other children. All taster day candidates will be interviewed by a senior member of staff.

We aim to make the taster sessions for all children as relaxed and enjoyable as possible and with this in mind, we will place the child in whichever class group we feel is most appropriate for the assessment to take place.

As part of our assessment process, we will ask for a reference, reports and developmental records and may verbally consult with previous schools or settings children have attended. The completed 'Two-year progress check' and developmental records from day nurseries and child minders will be requested for children being assessed for Nursery places.

If a child has received any support from either current settings or external agencies for any developmental concerns, we require parents to share any details on the registration form. Prior to the assessment, we will request to see a recent report from the relevant professional.

Ahead of assessments, most families will have toured the School or visited on one of our Open Day events. If additional discussion is required, parents are welcome to request a meeting with the appropriate member of staff (Head of Early Years, Deputy Head Learning, Deputy Head Pastoral) to discuss their child's application.

Offer of Places

It may not be possible to make an immediate offer to all pupils who meet our entry requirements. These pupils will be contacted and invited to be placed on our waiting list.

Some small adjustments may later occur to our pupil acceptance list, allowing those still on the waiting list a final opportunity of a place.

The Entry Policy – Senior School

The usual points of entry are at 11+/Year 7, 13+/Year 9 and 16+/Year 12. We aim to admit about 110 pupils into five forms at Year 7 (maximum 120). We may also have occasional places at other ages. Please contact the Senior School Admissions Office for details.

Applications for Year 7 and 9

Applicants for admission for Year 7 and Year 9 should register by the published date, usually in November, of the year preceding the desired year of admission. The dates for the Senior School

entrance exams for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances.

Registration can be completed on our website here.

Assessment Process for Year 7 and 9

The procedures for the Year 7 and Year 9 assessments, may be found here:

Year 7 https://www.royalrussell.co.uk/admissions/welcome/year-7-entry-11

Year 9 https://www.royalrussell.co.uk/admissions/welcome/year-9-entry-13

As part of the assessment process, every candidate will have an individual interview with a senior member of the academic staff and are asked to bring a small sample of their school work or an object of interest which may be used as a starting point for discussions. These interviews may be conducted in person or virtually.

Before arriving at a decision on suitability to join Royal Russell we pay particular attention to the reports submitted by the pupil's current school.

In offering places, particular consideration will be given to the following factors (not ranked in any order of importance):

- The candidate's report from their existing school.
- The detailed nature of the candidate's entrance examination performance. (The overall results can mask particular strengths or weaknesses in an individual's performance.) Overseas applicants who do not have English as their first language will also be required to demonstrate an acceptable command of the English language.
- The interview with the candidate.
- A satisfactory reference from the candidate's present school.
- Candidates currently attending Royal Russell Junior School.
- Candidates with brothers and sisters already in the School.
- Maintaining a full co-educational balance.
- The candidate's behaviour and involvement in the activities on entrance exam day.

Under normal circumstances we only accept day students into their correct year of entry.

Assessment Process for Year 12

Our standard entry requirements for UK-based pupils for Year 12 are 6 B grades or equivalent, including Maths and English. Pupils need to obtain a minimum of 36 points from 6 GCSEs at Grade B/6 or above. These 6 must include English and Maths and should not include a home language. Alternative qualifications will be considered on a case-by-case basis. Individual A Level and BTEC courses have specific entry requirements and most A Level courses require at least a grade 7 in order to enrol in the programme study.

The procedures for the Year 12 assessments, may be found here:

Year 12 https://www.royalrussell.co.uk/admissions/welcome/sixth-form-entry

All pupils are interviewed and references or reports will be required from previous schools as appropriate.

Boarding Applicants

We welcome boarding pupils from the UK and from those whose parents live overseas, and we are pleased to work with agents who have high ability pupils with a good level of English. We offer a range of study programmes for international pupils including a 1-year minimum stay; a 2-year GCSE option; a 2-year A level course as well as BTEC Diploma courses.

Boarding pupils will need to formally register and pay the registration fee. This can be done through our website here. We will request a copy of their latest school report/grade sheet and the pupil will then take our entrance tests at their own school or at an alternative examination centre in their country.

Places are offered on the basis of the test results and the current school's reference and past reports and grades. All pupils are re-tested when they arrive so it is important that the exams are properly taken, otherwise the pupil may not be able to take their place with us.

If the pupils are already studying in the UK, we would expect them to visit the School to take their tests and to have an interview with the Headmaster, The Head of Sixth Form or the Director of International Relations as part of the admissions procedure. Pupils studying abroad and who are unable to attend the School, will be interviewed online.

Pupils can study at Royal Russell as a boarder provided that they have a relative or legal guardian living locally to the School with whom they can stay for some weekends and half-term holidays. However, parents of overseas pupils should appreciate that Royal Russell School does not run a short-term study programme, and expects overseas pupils to finish a complete course of study, such as Years 9-11, or Years 12 -13.

Scholarships

Scholarships are allocated without regard to parental income and are awarded as a percentage reduction of the tuition fees up to a maximum of 35%.

All scholarships are reviewed annually by the Headmaster and the Director of Operations. Pupils awarded a scholarship in a particular discipline are expected to display a high level of commitment and achievement in this discipline.

Academic Scholarships

Academic scholarships are awarded in recognition of performance in the entrance exam at Year 7; Year 9 or GCSE examinations. There is no additional application form as all pupils are considered for an academic scholarship.

Drama, Music, Sport and Art Scholarships

Scholarships are also offered in Drama, Music, Sport and Art. Parents need to submit a separate, specific application form for the subject they wish to apply for a scholarship in. Further details can be found here:

Scholarships and Bursaries - Royal Russell School

Pupils who meet the selection criteria are invited to the School for a specific audition/assessment in their chosen field. For 11+ and 13+ entry, these assessments will take place before the entrance examination and successful candidates will then receive a scholarship offer conditional on their performance in the academic entrance assessments.

Completed application forms for Drama, Music, Sport and Art Scholarships should be received by the published date on the website. Attendance at audition or assessment will not guarantee a

successful application. We recognise, however, that children develop at different rates and unsuccessful applicants will be encouraged to reapply when appropriate.

Bursaries

Our bursary programme is designed to make it possible for as many as possible of those who meet Royal Russell School's entry criteria to take up a place here. We can offer means tested awards annually to entrants, where the parents have indicated on the Registration Form that they wish to be considered. Bursaries are means-tested and both parents are required to provide proof of their income and assets by completing a Statement of Financial Circumstances Form (available from Mrs Moon moond@royalrussell.co.uk). The level of support varies according to parental circumstances; but can extend to full fee remission in cases of proven need.

Bursaries are reviewed on an annual cycle. The family is required to provide updated information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Bursaries are only offered to pupils in Year 7 and above. Bursaries are only offered to families who are resident in the UK.

Whole School Information

Sibling Policy

We are pleased to welcome siblings at Royal Russell School. Such applications will be viewed very favourably, but admission is not automatic and there may be occasions where we judge that a sibling is likely to be better suited to a different academic environment.

Equal Treatment

Royal Russell School is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation, social background, gender, gender re-assignment, pregnancy and maternity or Special Educational Needs and Disabilities.

Our aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for success in later life.

Religious Beliefs

Although Royal Russell School has Christian roots, we welcome pupils of all faiths and none and do not select for entry on the basis of religious belief. However, parents should be aware that there are regular Chapel services which all pupils attend.

Special Educational Needs and Disabilities

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs and disabilities, providing that pupils demonstrate the required academic potential and that our Learning Enrichment Departments can offer them the support that they require. We welcome pupils with physical disabilities and will make reasonable adjustments for their accessibility needs. However, we require parents of children with special educational needs or physical disabilities to discuss their child's needs with us before he or she comes to be assessed, so that we can make adequate provision for each candidate. Parents must provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other individual arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

Fluency in English

In order to thrive in the academic and social environment of Royal Russell School, pupils should be fluent English speakers and for entry into Year 7 and above they will be asked to sit an examination to assess their abilities.

In the Senior School, tuition in English as an Additional Language (EAL) is provided by the School at no additional expense.

School's Contractual Terms & Conditions

Copies of the School's Terms and Conditions are on the School website and will be made available to parents as part of the admissions process.

Use of Data

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose, and in line with the School's Data Retention Policy.

Appeals Procedure

Parents are always welcome to discuss the outcome of the entrance procedure with the Headmaster or Headmaster of the Junior School.

Admissions and Attendance Registers

Pupils admitted to the School are recorded on the School's electronic pupil database (iSAMS) in accordance with The Education (Pupil Registration) (England) Regulations 2006 and the The Education (Pupil Registration) (England) (Amendment) Regulations 2016. These regulations require parents to provide up to date information including contact details for each pupil.

Attendance Registers are also recorded on the School's electronic pupil database (iSAMS).

If a pupil leaves the School before their completion of their studies in the Sixth Form, at a non-standard* time, the School is required to provide this information to Croydon Local Authority and to confirm the new school or college in which they are enrolled.
This process is completed within 5 days of the pupil being removed from the School's electronic pupil database, by submitting a 'Pupil Migration Form' to Croydon Local Authority.
The 'Pupil Migration Form' is completed and shared with Croydon Local Authority on a monthly basis, even when there are no non-standard pupil leavers.

*standard times are at the end of Nursery, Year 6 or Year 11)

Reviewed by	CJH/VDG	September 2025
Reviewed and Approved	EWC	October 2025
To be Reviewed and Approved	Board	December 2025
Next Review		September 2026