WHITGIFT SCHOOL

ADMISSIONS POLICY

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Introduction

Choosing the right school for your son is an important decision, and Whitgift strives to ensure that every student's happiness and academic success are at the heart of this process. Whitgift balances a strong academic offering with an enriching co-curricular programme, enabling students to develop inside and outside the classroom. Whitgift provides an environment where outstanding pastoral care, teaching and learning, and co-curricular provision are at the forefront.

Whitgift is academically selective and offers places to applicants whose ability and attitude fits with the School ethos; academic and co-curricular participation and contribution to the school community. It is our aim that the admissions process provides a fair assessment to all applicants.

Whitgift is a part of the John Whitgift Foundation, which looks to support people of all ages and backgrounds and brings them together to inspire a sense of community in all we do.

Aims

The aims of this policy are:

- To clarify the various possible entry points into Whitgift and the elements of the admissions procedure;
- To ensure that Whitgift complies with The Foundation's charitable purposes and requirements of its License as a Student Visa sponsor;
- To indicate the routes available for Fees Assistance (Bursary and Scholarship) open to all applicants, and;
- To differentiate between the admissions processes for day applicants and boarders.

The Whitgift Admissions Policy seeks to ensure our processes meet the vision of the school: that students who join our community can thrive here, whatever their background, to become independent learners and thinkers, to be able to achieve beyond what they thought they could, and to leave us ready to give back to society in which they will be leaders. This is reflected in success both inside and out of the classroom. They should feel able to engage with the academic challenges presented, but also understand and commit fully to the co-curricular opportunities and ethos at Whitgift.

Procedure for Admission

Entry is competitive, but no parent interested in Whitgift should be deterred from applying for financial reasons. It is the policy of the John Whitgift Foundation to make the education offered as widely available as possible; Scholarships and Bursaries are offered each year. Whitgift welcomes applications from all applicants whatever their backgrounds.

Admission is on the basis of academic ability and performance in the School's entrance examinations, coupled with interviews and an assessment of a student's potential to contribute to, and to benefit from, the wider life of the School and the outstanding co-curricular programme. References from current schools can also play a key role in admissions decisions.

Open Events:

We recommend that you come and visit us prior to applying.

Whitgift holds an Open Morning once a year, generally on the third Saturday in September, and Open Afternoons in September and early October. Families are welcome to attend the Open Events and must book in advance. They will have the opportunity to be taken on tours around the School by current students and there will be an opportunity to meet with staff.

The Registrar is always happy to arrange individual tours and meetings for families where required. These should be arranged through the admissions office.

How to apply:

Applications are made through completing **an online application form** available from MidJuly via the School Website.

All applicants are required to provide the following documentation:

- A completed Application Form
- Passport-style photo
- Copy of passport
- Payment of entrance exam fee (see below)
- Two most-recent academic school reports

Please note, it is the prerogative of the Admissions Department to contact an applicant's current school to obtain a confidential Headteacher's reference and/or to ascertain any further relevant information where required to progress an application. All supporting documentation is obtained before the Entrance Examination.

A **non-refundable entrance exam fee** is required for all applicants at the point of application.

- UK students (day and boarding) £190 (late entrance exam fee - £250)
- International students (day and boarding) £275* (late entrance exam fee - £350)

*This fee applies to UK/International families who may need to sit our Entrance Examinations at an alternative location to Whitgift School.

Key entry points:

Day student applications
There are four main entry points for day students:

Entry Age	Year	Whitgift Form
10+	Year 6	Lower First Form
11+	Year 7	First Form
13+	Year 9	Third Form
16+	Year 12	Sixth Form

Boarding applications
There are three entry points for boarding students:

13+	Year 9	Third Form
14+	Year 10	Fourth Form*
16+	Year 12	Sixth Form

*Where there are boarding spaces available, students may be accepted into 14+ (Year 10).

For in-year places and potential entry at alternatives to the above, please contact the Admissions Team directly.

Our standard Sixth Form offer for A Levels is a total of 62 GCSE points from nine (I)GCSE subjects, which is calculated by adding up all grades 6, 7, 8 and 9. Grades below this level are not counted towards an applicant's total points. The minimum therefore is eight grade 7s and one grade 6, or equivalent. We do not accept an Additional Maths qualification as part of the tallied total.

Certain subjects require minimum grades at GCSE level to be able to take the subject at Sixth Form. Please refer to the relevant information on the website or contact the Admissions team for guidance.

Applicants who fail to gain admission into the School may be considered for entry at the next appropriate point. For example, unsuccessful applicants for Year 6 entry may submit an application again for Year 7.

Academic Entrance Examinations

The Entrance Examination for 10+ entry comprises the following computer-based assessments:

- Mathematics
- English (non-adaptive)
- Verbal & Non-Verbal Reasoning
- Problem-Solving Skills

The computer-based sections will be largely multiple choice and will not require typing or keyboard skills.

Additionally, written testing will cover the following:

- English – Creative Writing
- Maths – Problem Solving

The Entrance Examinations for 11+ applicants will comprise the following:

- English Essay and Comprehension
- Mathematics
- Critical Thinking*

*The Critical Thinking paper comprises a series of problem-solving puzzles and thinking skills questions. Questions are typically multiple-choice.

The Entrance Examinations for applicants aged 13+ / 14+ (Boarders)

- English or English as an Additional Language (For International students)
- Mathematics
- Science.

The Entrance Examinations for applicants aged 16+

2 x Subject papers (Depending on their chosen subjects)
1 x Critical Thinking
1 x English as an Additional Language (For International students)

Interview Procedure

Following the Entrance Examination, and upon review of all supporting documentation, applicants who have achieved the required standard will be invited to **an entrance interview**. These interviews take the format of a 20-minute conversation between the prospective student and a senior member of staff (including some further academic verbal testing and discussion of areas of interest) and a subsequent 10-minute conversation between the parents and the same senior member of staff. There is no requirement for applicants to prepare for these interviews.

Scholarship Awards

Scholarships are awarded to applicants in recognition of particular talent and/or ability in a given area including **Academic** merit, or in co-curricular fields of **Sport**, **Music** and/or **Drama**. Academic scholarships are based on attainment in the Entrance Examination and on review of their interview process. There is no separate scholarship paper. Under HMC guidelines, the maximum scholarship that can be awarded is 50% of fees, however, awards are typically less than this. Scholarships are awarded irrespective of parental income.

Applying for Scholarship

Academic Scholarships are considered upon review of an applicant's Entrance Examination scores and interview, and do not require an additional form to be completed. There is an opportunity on the Application Form for families to apply for **a maximum of three co-curricular scholarships** to be considered alongside their general application to the school. They will be required to complete the relevant sections of the application form and there will be the opportunity to upload information of any areas of outstanding ability. for the school website provides further detail about the levels expected. Scholarships applicants who achieve a suitable standard in the Entrance Examination may be invited to a subsequent audition in their chosen co-curricular scholarship field(s).

Bursary Assessment

A limited number of bursaries for day applicants are available each year to provide access for those who may be unable to cover the full cost of school fees. Bursaries are fully means-tested by the John Whitgift Foundation and awarded to those applicants who have demonstrated either exceptional academic potential through the entrance process or excelled in a co-curricular assessment. A small number of bursary offers may cover additional costs e.g. contribution towards school uniform, laptop leasing costs, etc.

Bursaries are only available for day student applicants.

To be considered for a bursary, parents must complete an online bursary registration of interest form on the John Whitgift Foundation website (www.johnwhitgiftfoundation.org) in addition to a Whitgift application – it is important to note that Foundation deadlines may differ from Whitgift application deadlines. Families who do not meet the Foundation's eligibility criteria will not qualify for bursary consideration or support.

Bursary provision is not unlimited – not all families who register their interest with the Foundation will be formally assessed. Additionally, not all families who are assessed and meet the eligibility criteria will be offered a bursary.

It is possible for an applicant to be awarded a scholarship in addition to receiving a bursary offer, but both must be applied for.

Bursaries are reviewed and means-tested annually and therefore may change in amount according to John Whitgift Foundation criteria.

Assessment of Special Educational Needs and Disabilities (SEND) applicants for Entrance Examinations

Early and transparent communication with the School about all matters which may be relevant to a prospective student's education is very important. If parents/guardians are unsure about what might be relevant information they should contact the Admissions Team directly prior to making an application for a place. There is an expectation that any SEND requirements or other special/particular needs (including health and medical requirements) should be disclosed when the application for a place is made. This will allow for appropriate consideration for any reasonable provision which the child may require before an examination or interview.

Applicants with SEND may be given extra support during the Entrance Examination. Extra time and/or laptops may be allowed during the tests provided the application is supported by an Educational Psychologist's Report or Education, Health and Care Plan (EHCP) dated within 3 years of the date of the exam. The Head of Learning Support at Whitgift will make all final decisions on whether a student is to receive extra support.

If information regarding SEND requirements or other special/particular needs is not disclosed before or during the admissions process, this may lead to a review of any place offered and may result in the withdrawal of an offer if the School is not able to provide

adequately for the prospective student's social, physical or emotional needs, once any reasonable adjustments have been made.

Offers

Following the Entrance procedure, the Headmaster makes his selection of applicants to whom offers will be made. **Offers are sent out electronically** and parents are required to sign and return a Form of Acceptance which is binding. Parents cannot cancel their acceptance of a place once they have signed this Form of Acceptance without providing one term's payment of fees. The deadlines for these offers and acceptances are made in strict accordance with other schools in the Trinity Group of schools.

On acceptance, a **deposit** of £1,800 is required to secure each day place at the School. For boarding places, the deposit is £6,500 for a weekly boarding place and £8,000 for a full boarding place (for UK applicants) and £13,000 for a weekly boarding place and £16,000 for a full boarding place (for overseas applicants). The deposit will be refunded (less any balance owing to the school) after the student has left the School.

All other terms and conditions (including associated withdrawal fees) are outlined in the Form of Acceptance and John Whitgift Foundation Parental Contract.

Parental Responsibility

At the point of application and throughout the admissions process, the school must be informed in writing of any court orders in place in respect of the care or living arrangements of the applicant.
The application form requires contact details of 2 parents/guardians. If contact details are provided for one person only, a reason must be provided. The admissions team may request further information as required. The full name of all persons with parental responsibility for the applicant must be provided on the application form. The admissions team may request additional documents before the application can be accepted and processed.

All holders of parental responsibility for the child/applicant are required to sign the acceptance form when accepting a place and provide the address at which they live (together or separately). Holders of parental responsibility must notify the school immediately of any change of address or to family circumstances.

Managing the Admissions Register

Our online application form requires contact details for two parents/guardians. Information provided will be processed and saved on iSAMS , the School's Management Information System (MIS). Full details of the information recorded on the Admissions Register are detailed in the School's Attendance Policy in Appendix 1. This is saved under Policies on the School's website

Families who accept a place for their son will be recorded on iSAMS as Accepted. This happens in Mid-March as part of our Admissions process. The details provided by the family are recorded onto iSAMS and will migrate over to the School Roll by 1st September. The student's names will appear on the registers for the first day of term and attendance recorded.

All 'In-Year' Joiners and Leavers are recorded on iSAMS by the Admissions Team (Joiners) and the School Office (Leavers). This data is reported to the Local Authority via the Student Migration (Egress) secure system, monthly as a minimum and Leavers as they occur.

Religious Affiliation or Designation

Whitgift School's approach to worship, whilst based on the traditions, values and precepts of the Christian Church, respects the faiths of all members of the School community who will, nevertheless, abide by the rules and activities of the School.

Equal Treatment

Whitgift School encourages all its applicants to respect and serve other people regardless of ethnic origin, gender, sexual orientation, religion or disability. The School condemns any form of prejudice or denial of equal opportunity in these areas. Those in a position of responsibility will seek to ensure that all applicants at Whitgift School benefit equally from its provision.

Our admissions procedures provide a fair means of assessment to all applicants who would like to have an education at Whitgift. The School does not discriminate against grounds of ethnic origin, religion and belief, cultural background, sexual orientation or disability.

Special Educational Needs and Disabilities (SEND)

Whitgift School adopts an inclusive policy and students with SEND are offered the opportunity to join Whitgift School if they satisfy the School's selection procedures. Parents may be asked to contribute to any special resources. Students with SEND will have access to the whole school curriculum and be fully integrated into the School. Exceptional circumstances which may affect such access will be dealt with on an individual basis in consultation with the Head of Learning Support, Directors of Junior Years, Middle Years and Sixth Form, parents and the student.

English as an Additional Language (EAL) Applicants

If English is not the applicant's first language, he may sit an EAL paper, subject to review and approval by the school. Parents of the applicant should liaise with the Admissions Team regarding this.

Immigration Law

Whitgift School is a Student Visa sponsor and licensed to admit overseas applicants under a Student Visa License. Its conduct during the admissions procedure will comply fully with its duties as a License holder. Students at the school must have the right to enter, live and study in the UK and where applicable parents/guardians must make the appropriate arrangements for their child's visa application and guardianship arrangements (please refer to Whitgift's Guardianship policy). The admissions department will conduct Right to Study checks. Failure to provide the required documents as requested can result in the withdrawal of an offer/place at the school or for an application to not be progressed

Special Circumstances

We recognise that an applicant's performance may be adversely affected by special circumstances such as being unwell, family circumstances, relevant educational history or specific learning difficulties. In such cases we may request further information such as a medical certificate or relevant correspondence to assist with a fully considered decision.

Sibling Policy

Whitgift School does not operate a sibling policy. Applicants are assessed individually for their academic strength and co-curricular interests.

Fees

The fees are payable termly in advance, or monthly by direct debit, and include the cost of most stationery and textbooks, games and school societies, but exclude certain items, e.g. school lunches, laptop leasing, public examination and UCAS entry fees. Individual music tuition is provided at an extra charge. The Governors reserve the right to review or alter fees at any time and at half-a-term's notice.

Data and Records

Applicants' details will be held on file with due regard to Data Protection legislation. You can obtain further information by contacting the Admissions Team or viewing the School's Privacy Notice on the School Website.

Admission Criteria

The school relies on the truthfulness of the information provided by the applicant and his parents/guardians. Where any such information proves to be false or misleading the School reserves the right to deny the applicant admission. The School will only make the offer of a place if there is a place available.