Admissions Policy

Royal Hospital School

June 2026

Member of staff responsible: Director of Marketing & Admissions

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Contents

1 Aims 3
2 Scope and application 3
3 Regulatory framework 3
4 Publication and availability 4
5 Responsibility statement and allocation of tasks 4
6 Equality, diversity and disability 4
7 Procedures 5
8 Admissions criteria 8
9 Offers & acceptance of places 9
10 Training 10
11 Record keeping and confidentiality 10
12 HMC Code of Practice 10
13 Version control 11

1 Aims

1.1 This is the admissions policy of Royal Hospital School (RHS) (the **School**).

1.2 The aims of this policy are as follows:

1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;

1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;

1.2.3 to ensure compliance with the School's responsibilities under the Equality Act 2010.

2 Scope and application

2.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for vacancies in any other year group.

2.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

2.3 Prospective parents should also consult the School's terms and conditions, which are provided on a pupil's offer of admission.

2.4 This policy should be read alongside the 'ILG Right to Study' policy, available from the School on request.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014 (as updated 2026);

3.1.2 School Attendance (Pupil Registration) (England) Regulations 2024;

3.1.3 Education and Skills Act 2008;

3.1.4 Childcare Act 2006;

3.1.5 Equality Act 2010;

3.1.6 Any immigration or visa rules if applicable;

3.1.7 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR). Last updated March 2023; and

3.1.8 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).

3.2 This policy has regard to the following guidance and advice:

3.2.1 Children missing education (DfE, September 2016); and

3.2.2 Working together to improve school attendance (DfE, August 2024).

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy is available in hard copy, on request, from the School office.

4.3 This policy can be made available in large print or other accessible format if required.

5 Responsibility statement and allocation of tasks

5.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

5.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Director of Marketing & Admissions	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments, any action taken in response and evaluating effectiveness	Director of Marketing & Admissions	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	Director of Marketing & Admissions	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Director of Marketing & Admissions	As required, and at least annually
Formal review	Proprietor	As required, and at least every two years

6 Equality, diversity and disability

6.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.

6.2 Parents (or guardians) who choose to send their children to the School must realise that the historical background of the School gives it a unique character and parents/guardians and applicants should not seek admission unless they are willing to support the School character

and traditions which include wearing of school and occasionally naval uniform, taking part in ceremonial parades, being a member of the Combined Cadet Force and attending Chapel.

6.3 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

6.4 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.

6.5 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

6.6 In instances where provision is above the remit of the school's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.

6.7 The School serves a diverse community, and some pupils have English as an additional language. Both pupils who are at an early stage of learning English as an additional language, or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. Timetabled EAL provision is included in the international school fees; additional EAL provision, or EAL provision for pupils classified with a UK fee status, is chargeable.

7 Procedures

7.1 Prospective parents can contact the School via email admissions@royalhospitalschool.org or via telephone 01473 326136.

7.2 A prospectus is available to parents on request and can either be collected in person or posted out to the prospective parents. This contains information about the School, photographs and contact details.

7.3 To register for a place, parents are required to complete a registration form (one for each child) which is available on the School's website and to pay the applicable registration fee. Additionally, we kindly request copies of your child's passport, birth certificate, and immigration status (if applicable). This follows our Right to Study policy. This is available from the School on request.

7.4 Prospective pupils and their parents are encouraged to attend one of the School's open mornings or experience days, or are welcome to arrange a tour of the School at another time. Parents are welcome to contact the Admissions Team to make a personal appointment to see the Headmaster or member of the Admissions Team. No child is admitted until personal contact has been made.

7.5 **Entry points**: The following procedures apply at each of the main points of entry (Year 7, Year 9 & Year 12), and also to candidates for vacancies in any other year group.

7.6 **Admissions procedure**: The School's admission procedure has the following elements:

7.6.1 A school tour and/or meeting with the Headmaster;

7.6.2 An Open Morning and/or Sixth Form Open Evening (as appropriate);

7.6.3 An Experience Day and/or personal taster day or boarding experience;

7.6.4 Interview with the Admissions Tutor, Headmaster or another senior colleague;

7.6.5 Receipt of satisfactory reference;

7.6.6 Receipt of satisfactory school report (international applicants only);

7.6.7 Entrance assessments (entry to Years 7-10);

7.6.8 Scholarship assessments (as appropriate);

7.6.9 Induction process.

7.7 **Interview:** As part of our admissions process, all candidates are expected to attend the School for an interview with the Admissions Tutor, the Headmaster or another senior member of staff. The purpose of the interview is to provide a friendly atmosphere in which the candidate will have the chance to ask questions about the School and give an indication of his or her interests and abilities and to enable the interviewer to ascertain what contribution he or she might make to the general life of the School. Interviews can be undertaken virtually for those who are unable to travel to the school, or for international candidates.

7.8 **Reference:** As part of the admissions process, the Admissions Office will contact the candidate's current school to ask for a reference.

7.9 **School report:** As part of the admissions process for international candidates, the Admissions Office will the pupil's most recent school report.

7.10 **Entrance assessments:** Candidates wishing to enter the School in Years 7 – 10 are asked to attend an entrance assessment day at the School; these are typically held between November and February. Late entrants may take subsequent assessments provided places are still available. Alternative arrangements can be made for overseas candidates who are unable to travel to the School. The entrance examination consists of three elements:

- A mathematics assessment based upon the relevant level of the National Curriculum
- A verbal reasoning assessment
- An English assessment

7.10.1 Pupils for whom English is not their first language are required to take our Password tests: an English as an Additional Language (EAL) test, and an age-specific mathematics test, which may be taken in their home country online with appropriate invigilation which may include the pupils' current school, Solicitors office eor Educational Agent; subject to prior arrangement.

7.10.2 Acceptance into the Sixth Form is conditional upon candidates gaining a minimum GCSE point score of 33 (average 5.5) over their six best subjects including at least a 4 in English Language and Maths. The requirements for particular A Level or BTEC subjects will vary (reviewed and published annually), but generally the candidate will need to gain at least a 6 in any GCSE subject chosen for A Level, with the entry criteria being higher for some subjects.

7.11 **Discounts, Scholarships and Bursaries**

7.11.1 The School offers a limited number of Academic, Music, Sport, Creative and Sailing scholarships each year to exceptional candidates. These are awarded by competition in recognition of outstanding talent and potential.

7.11.2 Scholarship assessment varies dependant on award, but may include performance at the School's entrance assessment day, interview and/or addi tional scholarship assessment day. Scholarship assessment criteria are subject to annual review and are published alongside the benefits and expectations of the awards.

7.11.3 A Scholarship provides pupils with additional support, stretch and challenge within their field to support them in reaching their potential. Scholarships may be honorary or constitute a modest percentage discount on the normal fees. The value of any Scholarship is at the discretion of the Headmaster and subject to periodic review.

7.11.4 Recipients of Scholarships may be eligible to apply for additional assistance by way of a means-tested Royal Hospital School bursary should the financial circumstances of the family necessitate it. Bursaries may be awarded in the form of discounts on the tuition and boarding fees, depending on the financial and other circumstances of the applicants and subject to the School's budgetary constraints. All bursary awards are subject to repeat testing of parental means and may be varied upwards or downwards depending on parental circumstances as outlined in the School's Bursary Policy.

7.11.5 The School publishes its expectations of pupils who are in receipt of Awards and has the discretion to reduce or withdraw a Scholarship, Award or Bursary, not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees.

7.11.6 The School respects the confidentiality of financial support made to families and recipients are expected to do likewise.

7.11.7 Professor Bernard de Neumann (1943-2018) was a former pupil who provided a gift from his estate to support the continued development of mathematics. Thanks to this gift, we can support gifted young mathematicians by offering a means-tested scholarship of up to 100% of the day fee every two years to a child from either Essex or Suffolk who is seeking to study mathematics and/or further mathematics at A Level. Terms and conditions apply.

7.11.8 **Sibling discount:** Families with two children in the School at the same time receive a 5% discount on the boarding or day fee for the eldest child. Those with three children in the School are eligible for 10% discount for the eldest and 5% discount on

the second eldest child and those with four children will receive 15% discount on the eldest, 10% on the second eldest and 5% on the third eldest, when all are in the School at the same time. The sibling discount does not apply to fees discounted by a means-tested bursary, Continuity of Education Allowance and certain other discounts.

7.11.9 **Service families:** Fees for families claiming MOD Continuity of Education Allowance (CEA) are discounted so that the minimum parental contribution under MOD CEA rules applies.

7.11.10 **Greenwich Hospital Awards:** The Royal Hospital School was founded by Greenwich Hospital, a Crown body , one of whose charitable objectives is to provide for the education of the children of seafarers. Children of Royal Navy, Royal Marines and certain other seafaring families may be eligible for assistance with day or boarding fees through a limited number of means-tested bursaries or a discount. Applications must be made directly to Greenwich Hospital between April and December in the year preceding entry.

7.12 **Induction process**

7.12.1 New pupils and their parents (or guardians) are invited to visit RHS during the admissions process. A range of events are also organised to welcome new pupils to the school, including the Year 7-9 Welcome Day, Arrivals Day, virtual pre-arrival webinars or by private appointment.

7.12.2 New pupils/parents (or guardians) are given an information pack which includes the *Parent Handbook* and joining instructions.

7.12.3 Most new pupils start in the Michaelmas term and participate in an induction programme. Individual houses arrange for older pupils to act as guides during the first week of term to ensure that pupils are aware of school routines and geography.

7.12.4 Pupils also join RHS at other times of the year -their induction process is arranged on an individual basis.

8 Admissions criteria

8.1 The admissions criteria are:

8.1.1 satisfactory interview and reference;

8.1.2 satisfactory school report (international applicants only)

8.1.3 completion of relevant entrance assessments (Y7-10) or prior study (Y12);

8.1.4 verifying the child's immigration status and nationality if applicable, including assessing whether the child requires sponsorship from the school to secure a visa for studying in the UK;

8.1.5 commitment to the School's ethos as described in the School's aims; and

8.1.6 ability to meet the needs of the child;

8.1.7 The School reserves the right to offer places to pupils whom it believes will benefit from the education provided and whose educational and pastoral needs the School can reasonably meet. Admission may be declined where, in the professional judgement of the School, it would not be able to provide adequately for a child's needs within its current staffing, facilities, or resources. The School will also consider whether a pupil is likely to be suitable to flourish in the environment both socially and academically. The School reserves the right to withdraw the offer of a place, where information material to the admissions decision has not been disclosed. All candidates must have the legal right to live and study in the UK;

8.1.8 A number of pupils join Royal Hospital School from overseas either via the normal process of entry or via an education agency. RHS does not usually undertake to accommodate any pupil during school holiday time and for this reason all pupils who are unable to travel home during these periods (i.e. live outside of Europe) must have a parent or guardian living within the United Kingdom who will care for that pupil on those occasions when the School is closed. Responsibility for the appointment of guardians rests with the parents of the pupil concerned, and appointed Guardians must comply by the RHS Guardianship Policy.

9 Offers & acceptance of places

9.1 Places are normally offered to successful candidates within 3 weeks of the interview or tests, depending on which was last.

9.2 Sixth Form candidates may be offered a place as early as 1 December prior to the September of entry.

9.3 Places should be accepted within the deadline stipulated in the offer letter. After that time, the School reserves the right to offer places to candidates on the waiting list.

9.4 Parents (or guardians) are required to sign a Parents' Contract which sets out clearly the basis on which an offer of a place at the School is made and is being accepted. Parents (or guardians) will also be asked for a deposit, payable on acceptance of a place. The signing and returning of an Acceptance Form together with the Acceptance Deposit, forms a legally binding contract between the parent (or guardian) and the School.

9.5 All overseas parents (or guardians), in particular those of pupils requiring a visa to study in the UK, are required to sign a letter of consent confirming sole and legal custody, acceptance and consent to study at the Royal Hospital School, responsibility for fees, suitability of care and living arrangements in the UK including as a boarder, and education guardian contact details.

9.6 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.

9.7 The Royal Hospital School reserves the right to refuse entry and progress into any year from Year 7 to Year 13 if the School's structure, in the opinion of the Headmaster and relevant teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

9.8 Parents/guardians have the right to appeal against an unsuccessful application using the school's Complaints Procedure.

9.9 The way in which the Royal Hospital School deals with pupil exclusion and removal is set out in the Expulsion, Removal and Review Policy. Therefore, this Admissions Policy should be

read in conjunction with the School's Behaviour Policy and the Expulsion, Removal and Review Policy.

10 Training

10.1 The School ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register.

10.2 The level and frequency of training depends on role of the individual member of staff.

11 Record keeping and confidentiality

11.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

11.2 A confidential admissions record will be kept for each candidate.

11.3 The School will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.

11.4 **Admission register**

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for pupils admitted to the School, the School will:

11.4.1 maintain an admission register (sometimes referred to as the school roll); and

11.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

11.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;

11.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the School;

11.4.5 preserve every entry for six years;

11.4.6 only delete a pupil’s name from the admission register for a reason set out in the guidance.

11.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's Data Protection Policy and Information Security Policy.

12 HMC Code of Practice

12.1 As a member of HMC the Royal Hospital School observes and adheres to the HMC Code of Practice.

13 Version control

Date of adoption of this policy	June 2026
Date of last review of this policy	March 2025
Date for next review of this policy	June 2029 (3 years)
Policy owner (Royal Hospital School)	Director of Marketing & Admissions