



## **ADMISSIONS POLICY**

### **Introduction**

Whitgift is an independent day and boarding school offering all-round education of the highest quality for 1450+ boys aged 10 – 18.

The School was founded in 1596 by John Whitgift, Elizabeth I's last Archbishop of Canterbury, and opened in 1600, making it Croydon's oldest school. There are approximately 700 boys in the Lower School and 750 boys in the Upper School, and of these pupils about 108 students are full or weekly boarders.

Whitgift School is a part of the Whitgift Foundation, which has a key charitable aim to provide education for the young people of Croydon. Currently 46% of pupils in Whitgift Foundation Schools receive help with school fees through either bursary or scholarship routes.

### **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 Tier 4 sponsor.
- To indicate the routes available for additional funding (Bursary and Scholarship) open to applicants.
- To differentiate between the admissions processes for day pupils and boarders.

The aim of Whitgift's admissions process is to ensure that boys who join the School can thrive here, feeling happy and successful 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 Whitgift Foundation to make the education offered as widely available as possible; Scholarships and Bursaries are offered each year. Whitgift welcomes applications from all boys whatever their backgrounds.

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

Applications are made through the completion of a form. These are available online through the school website or can be sent out following a request to the admissions office. An Application Fee of £100 for UK applicants (£130 for overseas) needs to accompany each Application Form.

The main points of entry into Whitgift are at;

- 10+ (Year 6), where there is three or four form entry.
- 11+ (Year 7), where there is five or six form entry.
- 13+ (Year 9), where approximately 35 boys are accepted.
- 16+ (Year 12), where approximately 20 boys are accepted.

Where there are spaces available, students may be accepted into other years (12+ and 14+), but not normally Year 11 or Year 13.

For internal Sixth Form admissions, Whitgift requires that all boys seeking to move from Year 11 into Year 12 to take AS or IB programmes of study achieve at least 23 points if they are taking 11 GCSE subjects (A\*=4, A=3, B=2, C=0).

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 try again for Year 7.

### **Academic Entrance Examinations**

The Entrance Examination for boys aged 10+, 11+ and 12+ is held in January each year. Boys are assessed in English (both Composition and Comprehension), Mathematics and Verbal Reasoning. Applicants aged 13+ and 14+ will sit Entrance Examinations at the same point in time; papers consist of English, Mathematics and Science. Reports from the feeder school are obtained before the Entrance Examination on all boys sitting the examination.

Pre-testing is available for 13+ boarding applicants only. These examinations follow a similar structure to the 10+ and 11+ papers and take place in May. Pre-testing Application Forms can be found on the School website.

Sixth Form entry is by means of an Entrance Examination, normally held in March, together with school reports and an interview. Offers made may be unconditional, or conditional on the achievement of particular grades at GCSE level, typically 7 A/A\* grades for those pupils wishing to pursue A-Level or IB routes. Applications are invited from boys seeking entry to the Lower Sixth Form who wish to take the International Baccalaureate Diploma, GCE AS/A2 or BTec qualifications.

### **Co-curricular Form**

As part of the application form, parents are asked to complete a co-curricular section. This gives the opportunity to outline in greater depth any subjects/activities/hobbies which their son particularly enjoys; musical attainment including instruments played/grades achieved/choirs etc; any practical, creative activity either in Art or DT; any Drama productions their son has appeared in, parts played, classes attended; list any teams their son plays for, in or out of school, including any representational honours; or any other relevant information they would like to draw to Whitgift's attention.

### **Interview Procedure**

Boys who achieve a suitable standard in the Entrance Examination are called for interview. These interviews take the format of a short meeting between the prospective pupil and a senior member of staff and an interview between the parents and a senior member of staff. There is no need for pupils to bring in projects as a discussion point for these meetings.

### **Academic Scholarship Awards**

Remission, of between 5% and 50% of the fees, is offered by way of scholarships each year to candidates of outstanding academic merit. These scholarships are based on attainment in the Entrance Examination. There is no separate scholarship paper. Scholarship awards may be augmented under the Bursary Scheme.

### **Music/Art/Design Technology/Sport/Drama/All-Rounder Scholarships and Music Awards**

Boys with particular talents in individual fields may also receive scholarships up to the value of 50% of the School fees to assist them with their education. Parents complete a separate, specific application form detailing achievement levels, times, representative honours and attaching a brief Curriculum Vitae, plus references where appropriate. Boys who achieve a suitable standard in the Entrance Examination are then asked to the School for a specific audition/test.

### **Bursary assessment and awards procedure**

A very substantial number of fee remissions, up to the value of almost the full fees, are available each year for pupils who could not otherwise attend the School. The fee payable is means-tested, related to parental income and wealth. To be considered for a Bursary award, parents must complete a Bursary application form and return this to the Whitgift Foundation. All calculations on how much a family would be required to pay are completed by The Foundation and these figures are communicated back to each family. The decision on whether to award the Bursary calculated is made by the Headmaster.

Unfortunately not all families eligible for a Bursary can be awarded one as Bursary funding is limited. Awards are made in a similar fashion to Scholarship awards, by looking at an applicant's overall academic and co-curricular profile.

Bursaries are only available for day pupil applicants. Boarding awards and Scholarships are available to help support boarding applicants financially.

### **Assessment of SEN pupils for Entrance Examinations**

Boys with Special Educational Needs may be given extra support during the Entrance Examination. Extra time or laptops may be allowed during the tests provided the application is supported by a Educational Psychologist's Report or LEA Statement dated within 2 years of the date of the exam. The Head of Learning Support at Whitgift will make all final decisions on whether a pupil is to receive extra support.

### **Letters of Offer**

Following the Entrance Procedure the Headmaster makes his selection of pupils to whom offers will be made. Following the offer parents are required to sign 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 £800 is required to secure each day place at the School. For boarding pupils the deposit is £2500. The deposit will be refunded (less any outstanding debts) after the pupil has left the School.

## **OTHER KEY AREAS OF POLICY**

### **Religious affiliation or designation**

Whitgift School's approach to worship which, 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 pupils 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 pupils at Whitgift School benefit equally from its provision.

### **Disabilities and Special Educational Needs**

Whitgift School adopts an inclusive policy and students with Special Educational Needs 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 Special Educational Needs 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 SENCo, Heads of Upper and Lower School, Head of Year, parents and 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 approval by the Head of Admissions. Parents of the applicant should liaise with the admissions team regarding this.

## **Immigration Law**

Whitgift School is a sponsor, licensed to admit overseas pupils under a Tier 4 license. Its conduct during the admissions procedure will comply fully with its duties as a license holder.

## **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.

## **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 a small number of items, e.g. 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.

A one-off entrance fee of £130 is to be payable for all pupils joining the School. This is non-refundable.

## **Open Day/Open Afternoons**

Whitgift holds an Open Morning once a year, generally on the last Saturday in September, and an Open Evening in early October. Families are welcome to attend the Open Morning and/or Open Evening without booking in advance. They have the opportunity to be taken on tours around the School by staff and pupils. In addition, the School holds a large number of Open Afternoons. These are by appointment only in order to limit numbers attending to approximately 120. Lower School boys and Prefects take the families on a tour of the School followed by an informal tea when parents have the opportunity of meeting senior staff. The majority of Open Afternoons are held between September and December. These families are given the opportunity of seeing the School on a normal afternoon while the boys are in lessons.

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

Reviewed by Head of Admissions: May 2016

Next review: May 2017