

## **ADMISSIONS POLICY**

### **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, promoting a diverse and healthy work-life balance. Whitgift provides an environment where outstanding pastoral care, teaching and learning are at the forefront, supporting applicants to achieve remarkable standards.

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. Currently just under half of applicants in John Whitgift Foundation Schools receive some level of financial support 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 Student Visa sponsor.
- To indicate the routes available for Fees Assistance (Bursary and Scholarship) open to all applicants.
- To differentiate between the admissions processes for day applicants and boarders.

The Whitgift's admissions policy ensures our processes meet the vision of the school. That the students who join the School can thrive here, whatever their background, to become independent learners and thinkers, to be able to achieve beyond what they thought they could and 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 Day/Open Afternoons

*(Open Events may be held virtually due to Coronavirus restrictions)*

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 Evening and Afternoons in September and early October. Families are welcome to attend the Open Events and will be required to 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 the completion of an online application form that is available from Mid-August via the School Website.

Applications are assessed using the following:

- Application Form
- Confidential Heads reference from current school
- Two recent school reports (At least one should have teacher comments)
- Entrance Examination results

Additionally, those students who are being considered for an offer will be interviewed by a senior member of staff.

A non-refundable application fee is requested for all applicants prior to sitting the Entrance Examinations:

- UK students (day and boarding) £130
- International students (day and boarding) £130
- UK students Pre-Test entry 13+ (Boarding) £130

## Key entry points:

### Day student applications

There are four main entry points

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 two main entry points

13+	Year 9	Third Form
16+	Year 12	Sixth Form

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

For internal Sixth Form admissions, Whitgift requires that all students seeking to move from Year 11 into Year 12 who wish to take A-Level or International Baccalaureate (IB) programmes of study must achieve at least 62 points in their GCSE results if they are taking 10 GCSE subjects (grades 9-6 only count towards this).

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

*(Arrangements are subject to possible change due to Coronavirus restrictions)*

#### The Entrance Examinations for applicants aged 10+

English Essay  
English Comprehension  
Mathematics

#### The Entrance Examinations for applicants aged 11+

English Essay and Comprehension  
Mathematics  
Critical Thinking

#### 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)

**Pre-testing** is available for 11+ applicants applying for a boarding place only for entry into Year 9 in 2024. These applicants will sit our 11+ Entrance Examinations alongside their cohort and will sit English, Mathematics and Critical Thinking papers. Pre-testing Application Forms can be found on the [School website](#).

Sixth Form entry is by means of an Entrance Examination, held in November, 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 x 9-7 grade for those applicants wishing to pursue A-Level or IB routes. Applications are invited from applicants seeking entry to the Lower Sixth Form who wish to take the IB Diploma or A-Level qualifications.

Reports from the feeder school are obtained before the Entrance Examination on all applicants sitting these examinations.

### **Interview Procedure**

Applicants 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 student and a senior member of staff and an interview between the parents and a senior member of staff. There is no need for applicants to prepare for these interviews but are welcome to ask questions.

### **Scholarship Information**

There is an opportunity on the Application Form for families to apply for a maximum of 3 scholarships. 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. Please refer to School Website for levels required.

### **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, interview or, in the case of 11+, performance at the Academic Scholarship Day. There is no separate scholarship paper. Scholarship Awards may be augmented under the Bursary Scheme.

### **Art/ Design Technology and Engineering / Drama / Music/ Sport Scholarships and Music Awards**

Applicants 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 specific application section detailing achievement levels, times, representative honours and can attach information, plus references where appropriate. Applicants who achieve a suitable standard in the Entrance Examination are then asked to the School for a specific audition/assessment.

### **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 applicants who could not otherwise attend the School. The fee

payable is means-tested, related to parental income and wealth and a small number of awards may cover additional costs e.g. contribution towards School Uniform, Laptop Leasing costs and School lunches. To be considered for a Bursary award, parents must complete an online Bursary application form on the John Whitgift Foundation website [www.johnwhitgiftfoundation.org](http://www.johnwhitgiftfoundation.org). 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.

Bursaries are only available for day student applicants. Boarding Awards and Scholarships are available to help support boarding applicants financially. Bursary Awards can be given alongside Scholarship awards.

Unfortunately, not all families eligible for a Bursary can be awarded one as Bursary funding is limited.

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

Early and open 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 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. 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 applicants, the deposit is £2,500 (for UK applicants) and one term's fees (for overseas applicants). The deposit will be refunded (less any outstanding debts) after

the student has left the School.

### **Managing the Admissions Register**

Our online application form requires two parent contact details, if only one parent completes at the time of application this information will be processed on to our iSAMS System.

Families who accept a place for their son will be recorded on iSAMS as Accepted 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 on the 1<sup>st</sup> 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 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 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 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 Registrar and the Head of Admissions. 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.

## **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 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.

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

## **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 Schools 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 and in order to be considered applicants must meet the following criteria:

- Be able to attend school on a regular basis
- Be sufficiently mature and appropriate age to participate in all aspects of school life
- Perform strongly in the entrance examinations, assessments, interviews and be supported by strong recommendations by their current Head and school reports
- If English is not their first language, applicants must demonstrate a satisfactory level of English both written and spoken to engage fully in all aspects of School life
- Any learning difficulties or special needs have been identified to the School by

the parents and the School can meet their needs

- All fees due at the applicants' present school have been paid
- All boarders must arrange a guardian in the UK

Reviewed by the Director of Junior Years & Admissions and the Admissions Manager: September 2021

Next review: September 2022