



Admissions Policy and Procedure

Independent Boarding and Day School for Boys and Girls

Royal Hospital School

May 2016

ISI reference	15a
Key author	Director of Communications
Reviewing body	Education Sub-Committee
Approval body	Board of Governors
Approval frequency	3 years
Last approved	1 March 2016
Related Policies	Behaviour Policy Disability and Discrimination Policy English as an Additional Language Policy Equal Opportunities Policy Expulsion, Removal and Review Policy Guardians Policy Learning Support Policy Pupil Handbook Pupil Digital Handbook Reasonable Adjustments Policy Uniform Policy

Admissions Procedure

1. Visiting the School

- 1.1 Prospective pupils and parents are invited to attend an Open Morning either in the Michaelmas or Lent term. Alternatively, personal visits can be arranged during term time.
- 1.2 A series of Taster Days are also arranged for prospective pupils, who are currently in Years 5 or 6, during the Michaelmas Term.

2. Registration

- 2.1 It is recommended that registration for a place at the School is made 18 months to 2 years prior to the September of entry. Where possible registration should be by the end of the first week of December prior to the September of entry.
- 2.2 To register, parents and/or guardians should complete the School's Registration Form; one for each child, sign it and return to the Admissions Office with the Registration Fee.

3. Entry at 11+ and 12+ (Years 7 and 8)

3.1 Examinations

Candidates wishing to enter the School in Years 7 and 8 are asked to sit an entrance examination at the School in January. Late entrants may take subsequent examinations 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 test based upon the relevant level of the National Curriculum
- A verbal reasoning test
- An English test

3.2 Interview

As part of our admission process, all candidates are expected to attend the School for an interview with the Assistant Head (Pastoral), the Registrar 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. Only in very exceptional circumstances will a firm place be offered without a member of staff at the Royal Hospital School having had the opportunity to meet the candidate.

3.3 References

As part of the admissions' process, the Admissions Office will contact the Head Teacher of the candidate's current school to ask for a reference.

4. Entry at 13+ and 14+ (Year 9 and 10)

4.1 Examinations

For Year 9 (13+) candidates from Prep Schools, the offer of a place at the School is conditional upon satisfactory performance in the summer Common Entrance examinations. Under normal circumstances, a provisional place will be offered following an interview with the Headmaster and following a satisfactory reference from the candidate's present school. If not following the Common Entrance process, candidates will be asked to sit an entrance examination at the School in January consisting of three elements:

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

4.2 Interview

As part of our admission process, all candidates are expected to attend the School for an interview with the Head of Middle School, the Registrar 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. Only in very exceptional circumstances will a firm place be offered without a member of staff at the Royal Hospital School having had the opportunity to meet the candidate.

4.3 References

As part of the admissions' process, we will contact the Head Teacher of the candidate's current school to ask for a reference.

5. Entry at 16+ (Year 12)

Acceptance into the Sixth Form is conditional upon candidates gaining a minimum GCSE point score of 36 over their six best subjects including at least a 5 in English and Maths, where A*=8, A=7, B=6, C=5). A level subject choices are also dependent upon specific subject criteria available on request from the Head of Sixth Form and Careers.

5.1 Interview

Under normal circumstances a provisional place will be offered following an interview with the Head of Sixth Form. 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 discuss A Level subject choices and give an indication of his or her interests and abilities as well as to enable the interviewer to ascertain what contribution he or she might make to the general life of the School.

5.2 Reference

A satisfactory reference from the candidate's present school is also required and all offers are conditional upon the candidate gaining the necessary grades at GCSE level.

6. Overseas Pupils

The admission procedure is centralised and applications from overseas pupils should be made to the Admissions Officer in the normal way.

6.1 Examinations

Pupils for whom English is not their first language, are required to take our English as an Additional Language (EAL) test and an age-specific mathematics test, which may be taken in their home country, subject to prior arrangement.

6.2 Interview

As part of the admission process, candidates are expected to attend the School for an interview with the Assistant Head (Pastoral), Head of Middle School or Head of Sixth Form, as appropriate, and the Head of English as an Additional Language. If the candidate is unable to attend the School, interviews will be conducted by Skype. The purpose of the interview is to provide the candidate with the opportunity to ask questions about the School and give an indication of his or her interests and abilities and to enable the interviewer to ascertain the candidate's level of English Language and what contribution he or she might make to the general life of the School.

6.3 Reference

As part of the admissions' process, a report for the current academic year and a reference from the candidate's current school is required.

7. Offers of Places

- 7.1** Places are normally offered to successful candidates by the end of February in the calendar year of entry.
- 7.2** Common Entrance candidates electing to sit a pre-test are offered 20 months prior to the September of entry.
- 7.3** Sixth Form candidates may be offered a place as early as 1 December prior to the September of entry.
- 7.4** Candidates applying and sitting entrance examinations at any other time are normally notified of whether they have been successful and if place can be offered, within two weeks.

8. Acceptance of Places

- 8.1** Places should be accepted within four weeks of receipt of an offer. After that time, the School reserves the right to offer places to candidates on the waiting list.
- 8.2** Parents 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 will also be asked for a deposit, payable on acceptance of a place.

9. Induction arrangement for New Pupils

- 9.1** New pupils and their parents are invited to visit RHS prior to entry in order to meet their new Housemaster/Housemistress. This may be a Welcome Day or by private arrangement in some circumstances.
- 9.2** New pupils/parents are given an information pack which includes the *Parents' Guide* and joining instructions.
- 9.3** New pupils start the Michaelmas term one or two days early 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.
- 9.4** A small number of pupils join RHS at other times of the year. Their induction process is arranged on an individual basis

Discounts, Bursaries and Scholarships

1 Scholarships and Awards

- 1.1 The School offers a limited number of Academic, Music, Sport, Drama, Art, Design and Sailing scholarships each year to exceptional new candidates entering the School at 13+ and 16+. Music and Sailing scholarships may also be available to exceptional new candidates entering the School at 11+. These are awarded by competition in recognition of outstanding talent and potential.
- 1.2 Excellent performance in the School's Entrance Examination and at interview is rewarded by way of an Academic Exhibition on entry at 11+ which conveys a discount on the fees in Years 7 and 8.
- 1.3 Talent in co-curricular areas such as sport, art, design and drama may be rewarded with a Talent Award which conveys a discount on the fees in Year 7 and 8.
- 1.4 Candidates entering the School at 11+, 13+ or 16+ may also be considered for an All Round Award where they are likely to contribute exceptionally to the overall life of the Royal Hospital School both academically and in one or more co-curricular areas.
- 1.5 All candidates are required to complete the School Registration Form, sit the Entrance Examination, Common Entrance or GCSE examinations and undergo an assessment in their relevant field and have an interview.
- 1.6 A Scholarship or Award is percentage discount on the normal fees or, if the candidate is in receipt of another discount or bursary, a non-monetary honorary award. The value of any Scholarship or Award is at the discretion of the Headmaster and subject to periodic review.
- 1.7 Scholarship and Award winners 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.
- 1.8 The School has the discretion to reduce or withdraw a Scholarship, Exhibition, 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.
- 1.9 The School respects the confidentiality of Awards and Bursaries made to families and recipients are expected to do likewise.

2 Sibling Discount

5% discount on the first sibling, 10% on the second and 15% on subsequent siblings when all are in the School at the same time. This discount cannot be combined with any other bursary or discount.

3 Services Families

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

4 Greenwich Hospital Bursaries and Discounts

The Royal Hospital School is part of Greenwich Hospital, a Crown naval charity, one of whose charitable objectives is to provide for the education of the children of seafarers. Children or grandchildren of Royal Navy, Royal Marines, UK Merchant Navy and certain other seafaring families may be eligible for assistance with 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.

Admissions Policy

1. Pupils applying for a place at the School will not be inappropriately discriminated against on the grounds of disability, gender, race, religion, sexual orientation, cultural or linguistic background, however parents who choose to send their children to the School must realise that the historical background of the School gives it a unique character and pupils should not seek admission unless they are prepared to support its traditions and routines (for example wearing of school and naval uniform, taking part in ceremonial parades, being a member of the Combined Cadet Force, attending Chapel).
2. An offer and acceptance of a place at the School is subject to the Admissions Procedure, the completion of a Confidential Medical Information Form, the terms of the offer letter, the conditions of any Awards and the School's Terms and Conditions. The signing and returning of an Acceptance Form together with the Acceptance Deposit, forms a legally binding contract between the parent and the School.
 - 2.1 Candidates are admitted on the basis of ability, potential and, if appropriate, suitability for boarding, as determined by written assessment, references from current school, a pastoral interview, a home visit (Greenwich Hospital Bursaries) and at the Headmaster's discretion.
 - 2.2 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.
 - 2.3 Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure.
 - 2.4 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.

3. English as an Additional Language

- 3.1 Pupils with English as an Additional Language (EAL) will receive additional learning support if necessary. The School will consult with the pupil and the parents as appropriate.
- 3.2 The School has appropriate welfare support for all such pupils through the supportive House culture.

4. Disability and Special Educational Needs

- 4.1 The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2014 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 4.2 The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration, or subsequently before accepting the offer of a place.
- 4.3 The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.
- 4.4 Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

5. Guardians

- 5.1 A number of pupils join RHS from overseas either via the normal process of entry or via an education agency. RHS does not 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.
- 5.2 Responsibility for the appointment of guardians rests with the parents of the pupil concerned.

HMC CODE OF PRACTICE

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