



# WISBECH GRAMMAR SCHOOL

## Admissions Policy (A1)

Scope:	Whole School
Release date:	February 2017
Review date:	February 2018
Author:	Registrar
Reviewer:	Headmaster
Approval body:	Risk and Governance Committee of the Board of Governors

### Linked documents

This policy should be read in conjunction with the following published documents

- Registration Form
- Acceptance Form
- Parent/School Contract
- Bursary Application Pack
- SEND Policy (A2)
- SEND 3 Year Accessibility Plan (A15)
- Complaints Policy (A14)

### Availability

This policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Offices/Pupil Services Team.

## Admissions Principles

Wisbech Grammar School is an academically selective co-educational day school for children aged 4 – 18. The School comprises Magdalene House Preparatory School (ages 4-11), Senior School (ages 11-16) and Upper School/6<sup>th</sup> Form (ages 16-18). The main entry points are Reception aged 4, 1<sup>st</sup> Form aged 11, 3<sup>rd</sup> Form aged 13 and 6<sup>th</sup> Form aged 16, however, children often join in other year groups and throughout the academic year.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Wisbech Grammar School. We hold a number of open events, which give a general introduction to the School, but we are also very happy to welcome prospective parents and children at other times. Please contact the School's Admission Team, on 01945 586750 or email [Admissions@wisbechgrammar.com](mailto:Admissions@wisbechgrammar.com), and we will be happy to organise a visit at a time that is convenient.

All prospective pupils are assessed and interviewed by the Headmaster or Senior Deputy Head of the Prep School, Magdalene House, before a place is offered. The aim of this process is to explore a child's potential and to ensure that they have the capability to cope with the pace of the academic curriculum and to engage in the co-curricular activities on offer. We seek to identify children with a lively, interested and enquiring approach with interests and talents that stretch beyond the confines of the academic curriculum. The School has strong traditions in sport, drama, music, art and community activities, all of which are important in developing a well-balanced, confident individual.

Our admissions processes are designed to give boys and girls a chance to shine and demonstrate their strengths; the aim is to find reasons to accept them, not to reject. The school is anxious to ensure that nothing in its admissions process should deter boys and girls and their families from applying, and parents with any doubts or worries are urged to contact the School, initially through the Admissions Team, to seek clarification and reassurance.

We are committed to equal treatment for all, regardless of a prospective pupil's sex, race, ethnicity, religion, disability, sexual orientation or social background.

## **Admissions Process**

### Overview

1. Visit: Enquires for admission can be made at any stage of the year by contacting the School's Admissions Team. Parents are invited to visit the School at their convenience or join an Open Event.
2. Register for Admission: parents can register by using the Registration Form and paying the Registration Fee of £95. This will enable the prospective pupil to enjoy a Taster Day and sit the Entrance Assessment or Exam. At this point, a reference will be requested from the child's current school, if appropriate.
3. Attend a Taster Day and Entrance Exam/Assessment: once registered, prospective pupils will be invited to attend a Taster Day, sit an Entrance Exam or Assessment. No specific preparation for the entrance assessments is needed; all prospective pupils start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.
4. Offer of a Place: after the Exam/Assessments, the Admissions Team will contact prospective parents in writing within one week to communicate whether the School is able to offer the prospective pupil a place. Applications will be considered in the order that they have been received.
5. Acceptance: Parents can accept a place by completing the Acceptance Forms and paying the Acceptance Fee of £300 (refunded to parents on completion of their child's education). At this point, both parents and pupils will be included in a comprehensive welcome programme and become part of the School's community.

### **Preparatory School Entry**

Young children approaching school age may join the Reception class at the beginning of the school year in which they turn five.

Children are admitted to Magdalene House at any stage during the academic year subject to a satisfactory assessment. All children who come to the School will be invited to spend a Taster Day and sit an Entrance Assessment with us. Children are assessed in a manner appropriate to their age.

For entry into Reception to Year 2, assessments are based in the classroom and are activity led. Children will be supported by a classroom assistant. For entry into Year 3 to Year 6, assessments are computer based. Places will be offered on the basis of the assessment.

## **Senior School Entry**

For entry into Year 7 to Year 11 all prospective pupils sit an Entrance Exam comprising a Maths and an English paper. This is usually held in October but may be arranged throughout the year. Sample papers are available on request from the Admissions Team. Following the Entrance Exam, all pupils are invited to an interview with the Headmaster.

## **Upper School/6<sup>th</sup> Form Entry**

For entry into the 6<sup>th</sup> Form applicants will have conversations with specialist teachers and the Sixth Form staff for an assessment of their potential in the subjects they wish to study, and then be invited to an interview with the Headmaster. The Admissions Team will contact prospective parents in writing within one week to communicate whether the School is able to offer the prospective pupil a place, but pupils are expected to achieve at least a B at GCSE level in the subjects that they would like to pursue at A-level in addition to B grades in Mathematics and English Language. Each individual's situation is given careful and individual attention and the standards outlined are to be taken as a guide.

## **Overseas Prospective pupils**

We welcome overseas pupils, who can study at Wisbech Grammar School provided that there is a relative or legal guardian living in the UK with whom they can reside. Overseas pupils are required to apply for a Tier 4 Visa.

## **Fluency in English**

In order to cope with the academic and social demands of Wisbech Grammar School, pupils must be fluent English speakers. Normally pupils should have been educated in the English language for at least two years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

## **Siblings**

Most siblings join us at Wisbech Grammar School. However, admission is not automatic, and there may be occasions where the School judges that a sibling is more likely to thrive in a different academic environment.

## **Scholarships**

Wisbech Grammar School's Scholarships are awards recognising a very high level of achievement in a competitive examination or assessment. They carry the title 'Scholar' and include financial support. There are three entry points: Year 7 (1<sup>st</sup> Form), Year 9 (3<sup>rd</sup> Form) and Year 12 (Lower 6<sup>th</sup> Form).

The two types of Scholarship on offer are: Academic and All-Rounder. Academic Scholarships are awarded on the basis of the very strongest academic performance assessed by the entrance exam or internal exam and supported by predicted grades, interview and by references from the Head of the child's current school. All-Rounder Scholarships are awarded on the basis of strong academic performance and outstanding performance in Art, Drama, Music or Sport.

Where a Scholarship is awarded, a fee remission of £1000 per annum will be granted for Year 7 and Year 9 pupils, rising to £1500 per annum for Sixth Form pupils.

To apply for a Scholarship, you will need to register your child for admission using the Registration Form and paying the £95 Registration Fee.

### **Bursaries**

Wisbech Grammar School is committed to ensuring access to its fast-paced, challenging academic curriculum for boys and girls from the widest possible range of backgrounds. The Governors have set up a bursary fund that has made it possible to provide financial assistance to pupils who would not otherwise be able to take up the offer of a place, allowing them to achieve their full potential.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

For parents that may require financial assistance, a Bursary Application Pack may be requested at Registration stage.

### **Equal treatment**

Wisbech Grammar School's aim is to encourage applications from prospective pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

We are committed to equal treatment for all, regardless of a prospective pupil's sex, race, ethnicity, religion, disability, sexual orientation or social background.

### **Special Needs**

Wisbech Grammar School does not discriminate in any way regarding entry. The School is committed to taking positive action in the spirit of the Equality Act 2010 and developing a culture of inclusion, support and awareness within the school. The school welcomes pupils with special educational needs providing that its Learning Support Department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them with reasonable adjustments. For further information, please refer to the SEND Policy (A2) available on the School's website or upon request.

However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Admissions Team before they sit the Entrance Exam or Assessment so that the School can make adequate provision for them.

Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents and their medical advisers the adjustments

that can reasonably be made for the child if they are to become a pupil at the school. For further information, please refer to the SEND 3 Year Accessibility Plan (A15) available on the School's website or on request.

### **Religious Beliefs**

Although Wisbech Grammar School has Christian roots, the school does not select for entry on the basis of religious belief, and it offers the opportunity for all to practise their own faiths.

### **School's contractual terms and conditions**

The School's contractual terms and conditions are set out in the Parent/School Contract which will be made available to parents as part of the admissions process, but a copy can be requested from the Admissions Team.

### **Complaints**

The School hopes that parents and pupils do not have any complaints about the School's admissions process; in the event that a parent does wish to complain, copies of the School's complaints procedure can be sent to parents on request.