



## **Exeter School**

### **Admissions Policy**

<b>Status:</b>	Approved
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## General statement of the school's admissions criteria

1. Exeter School is an independent school for pupils aged between 7 and 18, which aims to be as accessible as possible to boys and girls who would benefit from its academic, cultural, sporting and wide extra-curricular provision. The governors of the school recognize that many of its parents have to make personal sacrifices to secure their children's education. Fees are set at levels which offer excellent value for money, particularly in the light of what is on offer to all pupils at the school and means-tested awards (bursaries) are available.
2. Parents with prospective pupils are encouraged to visit the school to assist their decision-making process and several open events are held each year which give a general introduction to the school. For a more personal visit during the working day the admissions department may arrange an appointment.
3. Exeter School is academically selective and offers of places are made on the basis of an assessment of broad academic potential appropriate to the age group, determined through an interview, entrance examination or assessment and a reference from the candidate's current school.
4. The usual points of entry are at 7+ (Year 3), 9+ (Year 5), 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12), although applicants may also be considered for entry at other ages where places are available.
5. A pupil must first be registered with the school to be eligible for entrance assessment.
6. The school will require information of any disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school, so that the school can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the candidate and that the school can cater adequately for the pupil should the offer of a place be made.
7. All pupils admitted to the junior school and senior school are required to reside within the local area, with either a parent or legal guardian, for the duration of their time at the school. The school will admit pupils to the Sixth Form whose accommodation is arranged with a home stay family through our guardianship partner, Gabbitas.



### **ADMISSIONS SYSTEM - OVERALL RESPONSIBILITIES**

1. The school admissions register is contained within the school's management information system (iSAMS). All aspects of the operation of iSAMS are the overall responsibility of the Information Systems Manager.
2. The day-to-day updating of the applicant section of iSAMS is operated under the responsibility of the Director of Admissions and Marketing (DAM). Pupil details are entered and updated as appropriate from the first enquiry to the time of joining the school, when the record is transferred to the current pupil section of iSAMS, and the responsibility transfers to the Head's PA in either the senior school or junior school as appropriate.
3. Details of enquirers and applicants who have not progressed to join the school will be archived on iSAMS once their age would prevent this being an option.

### **ADMISSIONS SYSTEM – FROM INITIAL ENQUIRY TO PUPIL ATTENDANCE**

1. Information on the school is sent from the admissions office upon enquiry. This includes details of open events, taster days, registration, fees, scholarships, and bursaries. Parents may then register their child as an applicant to join the school by submitting the appropriate form electronically or paper based.
2. Following a successful assessment at the appropriate level, places are offered by letter enclosing a copy of the parent contract and acceptance form for completion and return to the admissions office.
3. Once a registration for the junior school has been received, a pupil file is created. Once a place is accepted, a form is allocated by the Headmistress or Assistant Head of the junior School. The pupil file, together with any transfer documentation provided by the previous school is passed to the Headmistress of the junior school with whom it remains during the pupil's time at the junior school.
4. Once a registration for the senior school has been received, a pupil file is created. Once a place is accepted, a house and form are allocated by the Deputy Head (Pastoral). The pupil file, together with any transfer documentation provided by the previous school, is passed to the Head's PA, where it can be consulted by the appropriate house staff. It remains with the Head's PA throughout the pupil's time in the senior school.
5. If a pupil joins or leaves the school at a non-standard transition point, the relevant Head's PA will notify the local authority within five days of the addition of the pupil to the admission register.

### **ADMISSIONS: ASSESSMENT PROCEDURES**

#### **Junior School**

1. Selection of pupils for admission to the junior school is by assessment and a report from the applicant's current school early in the spring term. During the assessment, applicants will be given the opportunity to demonstrate literacy and numeracy skills appropriate to their age.
2. The Headmistress of the junior school and the DAM are responsible for the organisation and conduct of the entrance assessment of applicants to the junior school. Children attending The New School will sit the standard assessment papers but are not required to attend the assessment day, their testing will take place during the normal school day at The New School.



3. The decision on whether to offer a place is made by the Headmistress of the junior school, following consultation with the DAM.
4. It is not our policy to re-assess children within the same academic year.

### **Admissions procedure at 11+ and 13+ (for all applicants except those already attending Exeter Junior School)**

1. Selection of pupils for admission at 11+ and 13+ is based on examination, and a report from the applicant's current school in January. An interview with the Head should be expected for a 13+ admission. An interview with the Head or a senior leader may be included for an 11+ admission.
2. Examinations for entry at 11+ and 13+ are normally held in January for entry in the September of the same year.
3. The decision on whether to offer a place is made by Head, following consultation with the senior leadership team and the DAM.

### **Admissions procedure at 11+ (for applicants already attending Exeter Junior School)**

1. Pupils in form Upper Two (Year 6) who have attended the junior school from the start of year 5, or before, will have been continuously assessed since joining the school. During the autumn term, they will also complete computer-based assessments.
2. The Head, in agreement with the Headmistress of the junior school, using the data from the continuous assessment and in consultation with the DAM will confirm the transition of Upper Two (Year 6) pupils to the senior school. Only in exceptional circumstances will the senior school expect an Upper Two pupil to sit the 11+ entrance assessments.
3. Pupils in Upper Two who have joined the junior school after the autumn term of year 5 may be required to take the entrance examination for the senior school alongside external 11+ candidates.
4. The Headmistress of the junior school is responsible for the continuous assessment of pupils in the junior school.

### **Admissions at 16+**

1. Selection of pupils for admission at 16+ is based on:
  - An interview with the Head.
  - An interview with the Head of Sixth Form.
  - Interviews with the heads of departments of the four subjects a pupil wishes to study at A Level. These are designed to discover a candidate's motivation, future potential, and existing subject knowledge.
  - A CAT4 pre-A Level online assessment.
  - Evaluation of a reference provided by the candidate's present school.
  - Consideration of extra-curricular commitments and skills already possessed by the candidate in such areas as the arts, music, outdoor activities, and sport.
2. The offer of a place will include a minimum GCSE grade requirement of 3 6s and 3 7s, to include English and maths. Where pupils are not completing these standard qualifications, perhaps because their school does not offer them, then additional tests (eg IELTS) may be required.



3. Selection for entry at 16+ occurs during sixth form interview days, held in November and the Spring term.
4. The DAM and admissions team is responsible for the organisation of Sixth Form interview days and the timetable of interviews and tests.

### **OVERSUBSCRIPTION**

When admission to a year group is oversubscribed with successful candidates, a waiting list system is applied until such time as a place becomes available or the pupil's name is withdrawn.

### **SIBLING POLICY**

Many siblings, following the usual entry procedure, join existing pupils at Exeter School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

Sibling discounts are available when two or more children from the same family attend the school simultaneously. They are not available where pupils already receive fee discounts through scholarships, bursaries or other discounts. Sibling discounts are applied to the youngest child's fee. Where applicable, the discount for a second child is 5%, and for subsequent children the discount is 10%. When an older sibling leaves the school, the sibling discount will be reduced accordingly.

### **SCHOLARSHIPS AND AWARDS**

The governors of Exeter School recognise that many parents must make personal sacrifices to secure their children's education. Fees are set at levels which represent excellent value for money, particularly considering the opportunities offered by the school.

#### **Scholarship awards**

Entrance scholarships and exhibitions, awarded at 7+ (Year 3), 11+ (Year 7) and 13+ (Year 9), offer a prize to top performers in the entrance assessments and examinations taken in January. Scholarships are also available in other areas of school life, more details of which can be obtained from the Director of Admissions and Marketing.

#### **Bursaries**

Bursaries are means-tested awards based on parental circumstances and are awarded on an annual basis. They are available to external candidates who meet the school's academic entry requirement and whose parents could not afford to send their child to Exeter School without financial assistance.

The financial support available through the school's bursary programme is necessarily limited and applications must be supported by a full, written, verified statement of financial circumstances. Parents who wish their child to be considered for a bursary should make an application by completing a bursary application form, available from the Director of Admissions and Marketing, once they have confirmed their child is a candidate for the coming year, the child has been registered and the registration fee paid.

As a general guide, gross parental income will need to be below £60,000 p.a. to allow consideration for a bursary. The assessment process will include a home visit.

**Free Places** – As part of its bursary programme, Exeter School is able to offer up to eight free places in the senior school and Sixth Form as a result of donations and legacies from former pupils and grants from a local charity, as follows:



- **Foundation bursaries** - Funded from alumni legacies and gifts, these offer free places to up to three pupils entering the school at 11+ (Year 7).
- **St John's bursaries** - The St John's Hospital Educational Foundation grant will offer up to three full bursaries for Sixth Form entry.
- **George Williams bursaries** – These offer up to two free places to study the sciences at Sixth Form and have been made possible by a generous bequest and continuing donations from the estate of a deceased former pupil.

The generosity of our alumni and others with connections to the school is central to our being able to provide the large amount of support we can give to bright children from families in modest circumstances, families who would otherwise be unable to take advantage of our splendid facilities and first-class education.

Please note that a bursary may be awarded in addition to a scholarship award.

### REMISSIONS

Please note that where more than one remission or discount with a financial value is applicable, only the highest value will apply.

### EQUALITY, DIVERSITY AND DISABILITY

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

The school is inclusive and welcomes applicants with disabilities and special educational needs. The school currently has limited facilities for pupils with disabilities but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately.

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 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.

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.