

ADMISSIONS POLICY, including SCHOLARSHIPS, BURSARIES & FINANCIAL ASSISTANCE (SENIOR SCHOOL)

This policy applies to the Senior School.

Aim of this Admissions Policy

Alleyn's is an independent, fee-paying, academically selective, fully co-educational HMC day school. It welcomes applications from children who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider life of the School, regardless of disability, ethnicity, gender, religion, belief or sexual orientation.

11+ ADMISSIONS POLICY

Entry to Alleyn's

Entry is primarily academically selective by examination and then interview. Candidates should normally be under 12 on 1 September in the proposed year of entry and must be in the equivalent of a Year 6 class at the time of the examination. Applications should be submitted during the registration period, normally between 1 September and early November in the year before entry. Under normal circumstances candidates may only go through the admissions process once at each entry stage.

The examination consists of papers in Mathematics, English and Reasoning which are taken in the January before admission the following September. This is the first stage of the selection procedure. It acts as a screening process to suggest those who might have the potential to cope with the rigour of the academic education which Alleyn's has to offer. Selected candidates will then be invited for interview. The criteria by which the candidates will be chosen for interview are:

- i) **The results gained in the examination papers**
It is expected that successful candidates will fare well in all aspects of the examination but a candidate who fares poorly in one paper but outstandingly in another will be considered.
- ii) **The report from the candidate's current school**
In particular its assessment of candidate progress and identification of innate potential by teachers at the candidate's current school.

The Registration Fee

A registration fee is payable on registration of a candidate for 11+ entry. This fee shall be waived if, at the time of registration, the candidate qualifies for the Pupil Premium. In order for the registration fee to be waived, written evidence of the Pupil Premium status must be provided with the registration form at the time of registration.

Access Arrangements

In line with the Equality Act 2010, the intention behind concessions and access arrangements for Alleyn's School entrance examinations is to make 'reasonable adjustments' to allow candidates with specific learning differences, disabilities, long-term medical conditions or for whom English is an Additional Language to access the examination and show what they know and can do. Parents are advised to consult the separate policy document *Entrance Examination Concessions & Access Arrangements* for specific details. Such "reasonable adjustments" will be determined in accordance with the Joint Council for Qualifications guidelines.

Examination Day

If for any reason a candidate is unable to attend either the main exam day or the supplementary exam day there is no guarantee that they may be examined at a later date.

Interviews

- i) The School's policy is to interview selected candidates after the written examinations, which is primarily to ensure parity for all candidates. Rather than interviewing candidates at different times between September and January, and thereby possibly seeing them at different stages of their intellectual, academic and emotional development, all potential candidates are interviewed in a 2-3 week period immediately following the examination. Since the interview is a major factor in the selection process, the aim is to make the procedure fair and consistent for all candidates.
- ii) The aim of the interview is to explore the candidate's intellectual curiosity, to discover his/her co-curricular interests and talents and to evaluate his/her interpersonal skills in order to choose those who will be most suited to life at Alleyn's, both in and out of the classroom.

The interview process is two-fold. Members of the 11+ Admissions Panel will assess candidates in small groups and in individual interviews. The Admissions Panel consists of members of the Senior Management Team, Housemasters, Heads of academic departments and experienced members of staff.

- iii) Candidates invited for a Scholarship interview will have a general interview with either the Headmaster or a Deputy Head, or the Head of the Lower School. They will also have individual 'academic' interviews with the Heads of English and Mathematics or their deputies.

11+ Scholarships (Academic, Art, Music, Sports)

All 11+ candidates are automatically considered for an **Academic Scholarship** and everyone sits the same entrance examination papers (English, Mathematics, Verbal, Non-Verbal and Spatial Reasoning). Scholarship awards are based on the results of the examination and scholarship interviews (general, Mathematics and English) and the value will vary according to the merits of a candidate's performance.

Scholarships are open to all candidates, and are not means-tested but awarded strictly on merit.

The maximum scholarship award to any one pupil is normally £5000 per year. A particularly gifted candidate awarded academic scholarship funding could, in exceptional circumstances, be awarded an additional scholarship in Music, Sport or Art, or a Music or Sports Exhibition, to recognise outstanding ability.

Academic Scholarships fall into two categories:

- **Saddlers' Scholarships** are normally awarded to the six highest-achieving Year 7 pupils on entry, based on their performance in the 11+ entrance examination (written papers and scholarship interviews). Each award is worth up to £5000 per year. They are partly funded by the Worshipful Company of Saddlers who, in addition to funding Bursary places, wish to support academically able candidates who will contribute markedly to the academic life of the School.
- **Academic Scholarships** are awarded according to academic merit, and are worth up to £5000 per year.

For **Music, Sports and Art Scholarships**, candidates need to apply when registering to be considered and assessed (see application form and School prospectus for details). We award these scholarships based on assessment in the discipline, subject to candidates being offered a place following satisfactory performance in the entrance examination and interview. We offer the following awards:

- **Music Scholarships** are worth up to £5000 per year, plus free tuition on the scholar's principal instrument (set at the current rate of termly music lessons at Alleyn's, although lessons may be taken outside School). Candidates attend a 30-minute audition to play two instruments (usually to at least Grade V standard on their principal instrument).
- **Music Exhibitions** are awarded to those who have exceptional musical ability but do not qualify for a Music Scholarship. A Music Exhibition funds tuition in one instrument throughout a pupil's time at the School (set at the current rate of termly music lessons at Alleyn's, although lessons may be taken outside School).
- **Sports Scholarships** are worth up to £5000 per year. They are awarded to candidates with considerable potential in recognition of a very high sporting standard. Candidates are assessed through a range of group activities involving a variety of sporting skills.
- **Sports Exhibitions** are worth £250 per year, and may be made to those demonstrating significant ability as a contribution towards the cost of participation in, and equipment for, sports activities.
- **Art Scholarships** are worth up to £2000 per year. Candidates submit a folder of work and a small group is then invited to attend a drawing session, following which Art Scholars are selected.

Scholarships are awarded for the duration of the pupil's attendance at Alleyn's, and normally remain at the level of the initial award throughout the recipient's schooling. A scholar is expected to provide a positive lead to fellow pupils and to maintain satisfactory standards of academic progress and conduct at all times. This is reviewed periodically by the Head of Section.

All holders of Scholarships and Exhibitions are expected to contribute positively and significantly to the life of the School as appropriate. In the unlikely event that this proves not to be the case, the relevant Section Head will, together with the relevant Head of Department, meet with the pupil and his/her parents to discuss the matter. In exceptional cases, following a meeting with the Headmaster, the award may be withdrawn with one term's notice.

11+ Bursaries

Bursaries at 11+ are means-tested and are available:

- to fund an Academic Bursary Place based on academic ability (up to 100% fee remission, based on family need)
- to *supplement* a scholarship award (up to 100% fee remission based on family need)

Academic Bursary Places are awarded at 11+ on the basis of family need and academic ability, as evidenced in the entrance assessments (written papers, assessments and interview/s). There is considerable competition for these awards, with on average over 20 such places being awarded each year. The School keeps the names of all bursary holders strictly confidential.

Funding may be available from the WJ Smith Trust for very able musicians to help fund Bursary places and/or instrumental tuition.

Please note that bursaries are awarded only to candidates reaching a high standard in our entrance assessments.

Priority is given to the most able children needing *very* significant financial help. We take account of capital assets and the family's overall financial position. Bursary funding is reviewed annually and may be adjusted according to changes in a family's circumstances.

Further funding may be also available to help with the cost of coach travel to and from School (where no suitable public transport is available), with the cost of school meals, and uniform grants may be made. Recipients of substantial fee bursaries will be prioritised when considering such awards.

How to apply for bursary assistance

Parents who believe their child could not attend the School without financial assistance should tick the appropriate box on the *Application for Admission* form and will be sent a bursary application form. The form asks for detailed information about a family's income and outgoings and must be fully completed and returned, with supporting documentation (such as parents' P60s, self-assessment tax returns, mortgage or rent statements, etc).

Please note that there is much competition for this assistance and we cannot, under any circumstances, accept late applications for bursaries. If a bursary application form is not returned with supporting documentation before the deadline we will have to adjust the application to one for a fee-paying place.

Parents applying for a bursary may tick the additional box on the *Confidential Bursary Application Form* to advise us if they want their child considered for a fee-paying place if their bursary application is unsuccessful.

11+ Summary of Scholarships and Bursaries

Scholarships at 11+	Value per year
Saddlers' Scholarship	Up to £5000/year
Academic Scholarship	Up to £5000/year
Music Scholarship	Up to £5000/year plus free tuition on principal instrument
Music Exhibition	Tuition on principal instrument each year
Sports Scholarship	Up to £5000/year
Sports Exhibition	£250/year
Art Scholarship	Up to £2000/year
Bursary Places	Value
Academic Bursary Place	Can be up to 100% fee remission, depending on circumstances (reviewed annually)
WJ Smith Trust Bursary Place	Can be up to 100% fee remission, depending on circumstances (reviewed annually)

Final selection procedure

As a result of the interviews and after consultation with, and advice from, the 11+ Admissions Panel, the Selection Committee (consisting of the Headmaster and Deputy Heads of the whole School and the Head of the Lower School) will convene to consider collectively to whom the offers shall be made, including any Scholarships and Bursaries, with the Headmaster's decision being final. The Bursar will be asked to advise on financial aspects concerning the award of Bursaries and Scholarships.

Feedback

Candidates are not entitled to feedback on the outcomes of the assessment process. Please note that examination answers are not retained once the assessment process is complete.

Appeal

There is no recourse to an appeal against the decision of the Headmaster with regards to the offer of a place or the award of Bursaries and Scholarships.

Financial Matters

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying the fees for a sibling who is already a pupil in the School. Where relevant, the School further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

Siblings Policy

In keeping with the School's family ethos, in cases of candidates with relatively similar academic merit, assessment and interview performance, priority will, where possible, be given to siblings of current Alleyn's Senior School pupils and to those with a recent family connection with the School.

Such priority assumes that the sibling candidate has done sufficiently well in the written examination papers to be invited for an interview and, in the School's view, shows the potential to take advantage of all that the School has to offer. It is important to note that invitation for an interview does not indicate that a sibling will definitely be offered a place.

Transfer of Alleyn's Junior School Pupils

Although there is automatic transfer for Alleyn's Junior School pupils to the Senior School, they are required to sit the Senior School's 11+ Entrance & Scholarship Examination. Normally they would expect to be offered an unconditional place in the Senior School. However, for those whose performance in the entrance examination falls below the required standard for external candidates, entry to Alleyn's Senior School may be offered subject to a probationary period of two years in Alleyn's Lower School (Years 7 & 8 in Alleyn's Senior School). This will involve a formal assessment of their progress being made at the end of Year 7. Only Junior School pupils who are under consideration for a scholarship will be required for interview.

If a Junior School pupil does not sit the Alleyn's Senior School entrance examination on the published date (for example, because they or their parents intend for them to attend another secondary school) they will forfeit their right to automatic transfer to the Senior School.

Staff Children

Sons and daughters of permanent members of staff at Alleyn's School and Alleyn's Junior School will be subject to the same selection process as siblings of current Senior School pupils. They will be admitted, provided they do sufficiently well in the written examinations to be called for interview and can demonstrate that they will benefit from a place in the School.

Overseas Applicants

Candidates who are living abroad at the time of the entrance assessments will be required to come to the School for examination and interview. In order to cope with the academic and social demands of being at Alleyn's, candidates should be fluent English speakers.

Alleyn's is a fully co-educational day school which does not offer any boarding facilities, and it is expected that pupils will live with one or both parents while studying at the School. The School requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place at the School. The School reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the young person. Any offer of a place at Alleyn's is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). School fees must be paid by direct debit in £sterling from a UK bank account.

Closing Date

The School operates a closing date system for all applications to Alleyn's. It is the responsibility of the applicant to ensure that the properly completed registration form, scholarship application form, supporting references and registration fee are received on or before the published closing date as applications that arrive later than that date will not be accepted. All applications are normally acknowledged by email within two working days of receipt and it is the responsibility of the applicant to confirm safe receipt of their application if such acknowledgement is not forthcoming.

Late Applications

In special circumstances and at the discretion of the Headmaster, candidates who apply after the entrance assessments have been held may still be considered on the basis of an examination, interviews and school reference if the possibility of a place is still available.

Emergency Admission

In exceptional circumstances the Headmaster reserves the right to admit a pupil on compassionate or other grounds, subject to interview and subject to there being an occasional vacancy. This will normally be in response to a request from another head teacher at an HMC or similar school where a particular pupil is at risk or in need. Such admission will take place only where the Headmaster considers it an appropriate response to urgent need. The Headmaster's decision in such cases is final.

Future Policy Changes

This policy may be amended at any meeting of the Governing Board, in which case the revised policy would normally operate from the start of the following academic year.

16+ ADMISSIONS POLICY

Entry to Alleyn's

Candidates must be in a Year 11 class (or its equivalent) at the time of the assessments and would normally be under 17 on 1 September in the proposed year of entry. In exceptional circumstances, older candidates may be considered at the discretion of the Selection Committee. Entry is based on an academically selective procedure by means of an application form including a personal statement written by the candidate, written assessment, interview and any information received from the current school. Under normal circumstances candidates may only go through the admissions process once.

Our written assessment takes place in the autumn prior to the proposed year of entry and all candidates will be automatically considered for an academic scholarship.

The written assessment consists of three papers: a qualitative reasoning paper, a quantitative reasoning paper and a critical writing paper. This, together with the candidate's personal statement which forms part of the application form, is the first stage of the selection procedure. It acts as a screening process to suggest those who might have the potential to cope with the academic education Alleyn's has to offer. It is intended that our written assessment will enable candidates from all educational backgrounds to demonstrate their natural skills and no particular preparation is necessary.

Selected candidates will be invited for interview. The evidence on which the School bases its selection of candidates for interview includes the following:

i) **The personal statement**

Candidates must write a personal statement as part of the application form, explaining why they would like to join the Upper School at Alleyn's, giving further details on the subjects they have chosen for A level study and the qualities and achievements they believe they possess that will make them a successful A level student.

ii) **The results gained in the written assessment papers**

Although the written assessment papers will be accessible to Year 11 students regardless of the subjects they want to study at A level, it is expected that successful candidates will fare well in all aspects of the written assessment. A candidate who fares poorly in one paper but does well in the others may still be considered.

iii) **The report from the candidate's current school**

In particular its assessment of candidate progress, including completion of required coursework components, predicted GCSE grades and teachers' identification of innate potential. Weight will also be given to candidates who have a track-record of co-curricular involvement.

iv) **Other relevant information**

Qualities, achievement or special circumstances that are considered relevant and that have been notified to the School at the time of the application.

The Registration Fee

A registration fee is payable on registration of a candidate for 16+ entry. This fee shall be waived if, at the time of registration, the candidate qualifies for the Pupil Premium. In order for the registration fee to be waived, written evidence of the Pupil Premium status must be provided with the registration form at the time of registration.

Access Arrangements

In line with the Equality Act 2010, the intention behind concessions and access arrangements for Alleyn's School entrance examinations/written assessments is to make 'reasonable adjustments' to allow candidates with specific learning differences, disabilities, long-term medical conditions or for whom English is an Additional Language to access the written assessment and show what they know and can do. Parents are advised to consult the separate policy document *Entrance Examination Concessions & Access Arrangements* for specific details. Such "reasonable adjustments" will be determined in accordance with the Joint Council for Qualifications guidelines.

Assessment Day

If for any reason a candidate is unable to attend either the main assessment day or the supplementary assessment day there is no guarantee that they may be assessed at a later date.

Interviews

- i) Our policy is to interview selected candidates after the written assessments in the autumn term. The interview is a major factor in the selection procedure, and the aim is to make the procedure fair and consistent for all candidates. At the discretion of the Head of Upper School, candidates may be interviewed at any time following the receipt of their application form; while some late candidates may still be interviewed before the commencement of the next academic year. All interviews take place at Alleyn's school.
- ii) The aim of the interview is to explore the candidate's intellectual curiosity, level of knowledge in particular subjects, to discover his/her co-curricular interests and talents and to evaluate his/her interpersonal skills in order to choose those who will be most suited to life at Alleyn's, both in and out of the classroom.

The interview process is two-fold. Members of the 16+ Admissions Panel will assess candidates in small groups and in individual interviews. The Admissions Panel consists of members of the Senior Management Team, Housemasters, Heads of academic departments and experienced members of staff.

16+ Scholarships (Academic, Music)

All 16+ candidates are automatically considered for an **Academic Scholarship** and everyone goes through the same entrance procedure consisting of written assessments and interviews. Scholarship awards are based on the results of these assessments as well as the interviews and the value will vary according to the merits of the candidate's performance.

Scholarships are open to all candidates, and are not means-tested but awarded strictly on merit. **The maximum scholarship award to any one pupil is normally £5000 per year.** A particularly gifted candidate awarded Academic Scholarship funding could, in exceptional circumstances, be awarded an additional Scholarship in music or a Music Exhibition, to recognise outstanding ability.

Music Scholarships are worth up to £5000 per year, plus free tuition on the scholar's principal instrument (set at the current rate of termly music lessons at Alleyn's, although lessons may be taken outside School). Candidates attend a 30-minute audition to play two instruments (usually to at least Grade VIII standard on their principal instrument).

Scholarships are awarded for the duration of the student's attendance at Alleyn's, and normally remain at the level of the initial award throughout the recipient's schooling. A scholar is expected to provide a positive lead to fellow students and to maintain satisfactory standards of academic progress and conduct at all times. This is reviewed periodically by the Head of Section.

All holders of Scholarships and Exhibitions are expected to contribute positively and significantly to the life of the School as appropriate. In the unlikely event that this proves not to be the case, the relevant Section Head will, together with the relevant Head of Department, meet with the pupil and his/her parents to discuss the matter. In exceptional cases, following a meeting with the Headmaster, the award may be withdrawn with one term's notice.

16+ Bursaries

Bursaries at 16+ are means-tested and are available:

- To fund an Academic Bursary Place based on academic ability (up to 100% fee remission based on family need)
- To *supplement* a scholarship award (up to 100% fee remission based on family need)

Academic Bursary Places are awarded at 16+ on the basis of family need and academic ability, as evidenced in the entrance assessments (written papers and interviews). There is considerable competition for these awards, with up to 5 such places being awarded each year. The School keeps the names of all bursary holders strictly confidential

Please note that bursaries are awarded only to candidates reaching a high standard in our entrance assessments.

Priority is given to the most able children needing very significant financial help. We take account of capital assets and the family's overall financial position. Bursary funding is reviewed annually and may be adjusted according to changes in a family's circumstances.

Sixth Form students may be entitled to a weekly payment to help with transport and equipment expenses. This is similar to the Government's Post-16 Bursary Scheme, which replaced the Educational Maintenance Allowance and which is not available to students who attend private schools. Where granted, this will be paid monthly, in arrears, during term time only.

How to apply for bursary assistance

Parents who believe their child could not attend the School without financial assistance should tick the appropriate box on the *Application for Admission* form and will be sent a bursary application form. The form asks for detailed information about a family's income and outgoings and must be fully completed and returned, with supporting documentation (such as parents' P60s, self-assessment tax returns, mortgage or rent statements, etc).

Please note that there is much competition for this assistance and we cannot, under any circumstances, accept late applications for bursaries. If a bursary application form is not returned with supporting documentation before the deadline we will have to adjust the application to one for a fee-paying place.

Parents applying for a bursary may tick the additional box on the *Confidential Bursary Application Form* to advise us if they want their child considered for a fee-paying place if their bursary application is unsuccessful.

16+ Summary of Scholarship and Bursaries

Scholarships at 16+	Value per year
Academic Entrance Scholarship	Up to £5000/year
Music Scholarship	Up to £5000/year plus free tuition on principal instrument
Bursary Places	Value per year
Academic Bursary Place	Can be up to 100% fee remission, depending on circumstances (reviewed annually)

Final Selection Procedure

As a result of the interviews and after consultation with, and advice from, the 16+ Admissions Panel, the Admissions Selection Committee (consisting of the Headmaster and Deputy Heads of the whole School and the Head of the Upper School) will convene to consider collectively to whom the offers shall be made, including any Scholarships and Bursaries, with the Headmaster's decision being final. The Bursar will be asked to advise on financial aspects concerning the award of Bursaries and Scholarships.

Feedback

Candidates are not entitled to feedback on the outcomes of the assessment process. Please note that examination answers are not retained once the assessment process is complete.

Appeal

There is no recourse to an appeal against the decision of the Headmaster with regards to the offer of a place or the award of Bursaries or Scholarships.

Financial Matters

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying the fees for a sibling who is already a pupil in the School. Where relevant, the School further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

Siblings Policy

In keeping with the School's family ethos, in cases of candidates with relatively similar academic merit, assessment and interview performance, priority will, where possible, be given to siblings of current Alleyn's Senior School pupils and to those with a recent family connection with the School. Such priority assumes that the sibling candidate has done sufficiently well in the written papers to be invited for an interview and, in the School's view, shows the potential to take advantage of all that the School has to offer. It is important to note that invitation for an interview does not indicate that a sibling will definitely be offered a place.

Staff Children

Sons and daughters of permanent members of staff at Alleyn's School and Alleyn's Junior School will be subject to the same selection procedure as siblings of current Senior School pupils. They will be admitted, provided they do sufficiently well in the written assessments to be called for interview and can demonstrate that they will benefit from a place in the School

Overseas Applicants

Candidates who are living abroad at the time of the entrance assessments will normally be required to come to the School for assessment but may, on occasion, sit the assessments at another approved test centre by prior arrangement (please note this is usually only applicable to overseas applicants). All candidates are required to come to the School in person if invited to interview. In order to cope with the academic and social demands of being at Alleyn's, candidates should be fluent English speakers. Successful candidates will have completed a course of study equivalent to GCSE standard in the UK before entering the School.

Alleyn's is a fully co-educational day school which does not offer any boarding facilities, and it is expected that students will live with one or both parents while studying at the School. The School requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place at the School. The School reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the young person. Any offer of a place at Alleyn's is dependent on the student satisfying the appropriate UK government visa requirements in place at the time (where relevant). School fees must be paid by direct debit in £sterling from a UK bank account. Please note that under no circumstances will the School pay introduction fees to agencies.

Closing Date

The School operates a closing date system for all applications to Alleyn's. It is the responsibility of the applicant to ensure that the properly completed registration form, supporting references and registration fee are received on or before the published closing date as applications that arrive later than that date will not be accepted. All applications are normally acknowledged by email within two working days of receipt and it is the responsibility of the applicant to confirm safe receipt of their application if such acknowledgement is not forthcoming.

Late Applications

In special circumstances and at the discretion of the Headmaster, candidates who apply after the entrance assessments have been held may still be considered on the basis of an assessment, interviews and school reference if the possibility of a place is still available.

Emergency Admission

In exceptional circumstances the Headmaster reserves the right to admit a student on compassionate or other grounds, subject to interview and subject to there being an occasional vacancy. This will normally be only in response to a request from another headteacher at an HMC or similar school where a particular student is at risk or in need. Such admission will take place only where the Headmaster considers it an appropriate response to urgent need. The Headmaster's decision in such cases is final.

Future Policy Changes

This policy may be amended at any meeting of the Governing Board, in which case the revised policy would normally operate from the start of the following academic year.

Occasional Vacancies - admission outside of the formal entry points

Vacancies may arise from time-to-time outside of the formal 11+ and 16+ entry periods. Should such a vacancy arise, the School may invite selected candidates to complete an assessment process with a view to being offered a place.

Only those candidates who have expressed or confirmed their interest in an occasional vacancy within the then current academic year will be considered.

Occasional vacancies will not be filled in Year 11 or Year 13.

Any parent interested in occasional vacancies and how they work should contact the Registrar.