Name of Policy	Admissions Policy, including Scholarships, Bursaries and Financial Assistance (Senior School)
ISSR	Part 3: Welfare, Health and Safety of Pupils and other Legislation
Reviewed by	Alleyn's Governing Board
Author/SMT	Ms L Mawer, Registrar/Mrs JT Lunnon, Head
Date of school review	June 2026
Date of next school review	June 2027

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. Alleyn's is keen to develop its aims of inclusivity and diversity through its admissions processes.

11+ ADMISSIONS POLICY

Entry to Alleyn's

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. Under normal circumstances candidates may go through the 11+ admissions process only once.

Entry is primarily academically selective by examination and in-person tasks.

Stage 1: Entrance examinations in literacy, numeracy and reasoning.

Stage 2: An assessment day to involve group and individual tasks.

In addition, a confidential report will be requested from the candidate's current school and this will be used to inform the selection process.

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 or their parents are in receipt of either Universal Credit or Income Support. In order for the registration fee to be waived, written evidence 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.

Assessment Day

If for any reason a candidate is unable to attend any of the scheduled assessment days, there is no guarantee that they may be assessed at a later date.

11+ Scholarships (Academic, Art, Design Technology, Dance, Drama, Music, Sports)

Scholarships are open to all candidates, and are not means-tested and awarded on merit. All 11+ candidates are automatically considered for an **Academic Scholarship** and scholarship awards are based on the results of the assessment and scholarship process. The value of the scholarship will vary according to the merits of a candidate's performance.

Academic Scholarships

The School has a historic partnership with the Worshipful Company of Saddlers, whose support over the last fifty years has enabled many young people to attend, and thrive at, Alleyn's. The Saddlers' financial support of the School continues to this day in its generous donation to the bursary programme.

Saddlers' Scholarships are still awarded to candidates who have demonstrated outstanding merit and ability in the 11+ assessment process. The Saddlers' Scholarships are recognised as our top academic awards and every Saddlers' Scholar will carry the named scholarship with them and will enjoy an ongoing relationship with the livery company whilst at School.

In addition, we offer Alleyn's Academic Scholarships which are also awarded according to academic merit.

All academic scholarships awarded, whether Saddlers' Scholarships or Alleyn's Scholarships, are usually worth up to £5,000 per year. A particularly gifted candidate awarded academic scholarship funding could, in exceptional circumstances, be awarded an additional award in Music, Sports, Art, Design Technology or Drama to recognise outstanding ability.

For **Art, Dance, Design Technology, Drama, Music and Sports Scholarships**, candidates need to apply when registering to be considered and assessed. We award these scholarships based on assessment in the discipline, subject to candidates being offered a place following satisfactory performance in the entrance procedure. We offer the following awards:

- **Art Scholarships** are worth up to £2000 per year. They are awarded to candidates demonstrating outstanding skills, creativity and imagination.

- **Art Exhibitions** are worth up to £100 per year towards the cost of art materials and equipment.
- **Dance Scholarships** are worth up to £5000 per year. They are awarded to candidates demonstrating potential and ability in this area of the curriculum.
- **Dance Exhibitions** are worth up to £250 towards the cost of materials and equipment.
- **Design Technology Scholarships** are worth up to £2000 per year and are awarded to candidates demonstrating potential and ability in this area of the curriculum.
- **Design Technology Exhibitions** are worth up to £100 towards the cost of materials and equipment.
- **Drama Scholarships** are worth up to £5000 per year and are awarded to candidates demonstrating potential and ability in this area of the curriculum.
- **Drama Exhibitions** are worth up to £250 towards the cost of materials and equipment.
- **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).
- **Honorary Music Scholarships** 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.
- **Honorary Sports Scholarships** are awarded to talented sports players who do not qualify for a Sports Scholarship. There is no monetary value to these awards.

Scholarships and Exhibitions 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. An award holder 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 award may be withdrawn with one term's notice. More details are available in the Scholarship Booklet.

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. There is considerable competition for these awards, and 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. On average over 20 such places are awarded each year.

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

Bursary funding may be available to support the two most able sports scholarship candidates who also require financial support to attend the School.

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.

Bursary funding is reviewed annually and may be adjusted according to changes in a family's circumstances.

We cannot, under any circumstances, accept late applications for bursaries. If a bursary application form is not returned with supporting documentation on or before the deadline we will have to adjust the application to one for a fee-paying place.

The School keeps the names of all bursary holders strictly confidential.

11+ Summary of Scholarships and Bursaries

Scholarships at 11+	**Value per year**
Saddlers' Scholarship	Up to £5000/year
Academic Scholarship	Up to £5000/year
Art Scholarship	Up to £2000/year
Art Exhibition	£100/year
Dance Scholarship	Up to £5,000/year
Dance Exhibition	£250/year
Design Technology Scholarship	Up to £2000/year
Design Technology Exhibition	£100/year
Drama Scholarship	Up to £5000/year
Drama Exhibition	£250/year
Music Scholarship	Up to £5000/year plus free tuition on principal instrument
Honorary Music Scholarship	Tuition on principal instrument each year
Sports Scholarship	Up to £5000/year
Honorary Sports Scholarship	n/a
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)
Sports Bursary Place	Can be up to 100% fee remission, depending on circumstances (reviewed annually)

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 Head 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

We do not offer automatic places to siblings. All candidates need to achieve an appropriate level of performance across stage 1 and stage 2 of the entry process for us to be confident that they will thrive at Alleyn's. Invitation for an interview does not indicate that such a candidate will definitely be offered a place. However, in cases of candidates with similar performance then priority, where possible, will be given to the sibling of a pupil already at Alleyn's.

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 complete the Senior School's 11+ admissions process. Normally they would expect to be offered an unconditional place in the Senior School. In very rare cases, should we feel it is not in the academic or pastoral interest of a child to progress into the Senior School, we would raise this with the parents in good time for discussion, to enable the pupil to apply to a different school.

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

Children 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. Invitation for an interview does not indicate that such a candidate will definitely be offered a place.

Overseas Applicants

Candidates who are living abroad at the time of the entrance assessments may sit the assessments at another approved test centre by prior arrangement. In order to cope with the academic and social demands of being at Alleyn's, candidates should be fluent English speakers.

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

It is the responsibility of the applicant to ensure that the properly completed registration form and registration fee are received on or before the published deadline as late applications 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 Head, candidates who apply after the entrance assessments have been held may still be considered on the basis of assessment, interviews and school reference if the possibility of a place is still available.

Emergency Admission

In exceptional circumstances the Head 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 another school where a particular pupil is at risk or in need. Such admission will take place only where the Head considers it an appropriate response to urgent need. The Head'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. However, in exceptional circumstances and particularly those outside of the School's control, this policy – including procedures for assessing candidates - may be amended at short notice and with immediate effect.

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. Under normal circumstances candidates may go through the admissions process only once. Entry is based on an academically selective procedure.

Stage 1: All candidates will sit written assessments in reasoning, mathematics, and critical writing. Candidates also submit a personal statement. It is intended that these assessments will enable candidates from all educational backgrounds to demonstrate their natural skills and no particular preparation is necessary.

Stage 2: Selected candidates will be invited for a general group interview and one-to-one subject interviews. The interview is a major factor in the selection procedure. Its aim 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 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 or their parents are in receipt of either Universal Credit or Income Support. In order for the registration fee to be waived, written evidence 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.

Assessment Day

If for any reason a candidate is unable to attend any of their scheduled assessment days there is no guarantee that they may be assessed at a later date.

16+ Scholarships (Academic, Performing Arts and Sports)

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

Scholarships are not means-tested but awarded 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 Performing Arts or Sports, to recognise outstanding ability.

Performing Arts Scholarships are worth up to £5000 per year, plus – in exceptional circumstances, where appropriate, and at the discretion of the Admissions Selection Committee - 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).

Sports Scholarships are worth up to £5,000 per year.

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 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 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 on the basis of family need and academic ability, as evidenced in the entrance assessments. There is considerable competition for these awards and bursaries are awarded only to candidates reaching a high standard in our entrance assessments. Up to 5 such places are awarded each year.

Priority is given to the most able children needing very significant financial help.

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 is not available to students who attend private schools. Where granted, this will be paid monthly, in arrears, during term time only.

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.

The School keeps the names of all bursary holders strictly confidential.

16+ Summary of Scholarship and Bursaries

Scholarships at 16+	Value per year
Academic Entrance Scholarship	Up to £5000/year
Performing Arts Scholarship	Up to £5000/year

Sports Scholarship	Up to £5000/year
Bursary Places	**Value per year**
Academic Bursary Place	Can be up to 100% fee remission, depending on circumstances (reviewed annually)

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 Head 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

We do not offer automatic places to siblings. All candidates need to achieve an appropriate level of performance across stage 1 and stage 2 of the entry process for us to be confident that they will thrive at Alleyn's. Invitation for an interview does not indicate that such a candidate will definitely be offered a place. However, in cases of candidates with similar performance then priority, where possible, will be given to the sibling of a pupil already at Alleyn's.

Staff Children

Children 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 may sit the assessments at another approved test centre by prior arrangement. 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.

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

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 Head, 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 Head 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 in response to a request from another head teacher at another school where a particular student is at risk or in need. Such admission will take place only where the Head considers it an appropriate response to urgent need. The Head'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. However, in exceptional circumstances and particularly those outside of the School's control, this policy – including procedures for assessing candidates - may be amended at short notice and with immediate effect.

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. Any such candidates will be selected for assessment at the Head's discretion.

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.

Conclusion

This policy lays out the Senior School entrance procedures at 11+ and 16+ which form the basis of the School's admissions practice. There are rare occasions where these might be varied, but this will occur only for exceptional reasons and only at the discretion of the Head.