



## ADMISSIONS POLICY

<b>Member of Staff Responsible</b>	<b>Headmaster, Bursar</b>
<b>Date of Policy</b>	<b>August 2020</b>
<b>Date for review</b>	<b>August 2021</b>
<b>Approved By Governors</b>	<b>Yes</b>
<b>Distribution:</b>	<b>All staff</b>

### GENERAL

Rokeby School is a boys' independent school for pupils from ages 4+ to 13. 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 son will visit Rokeby School. We hold a number of coffee mornings throughout the school year and at least one Open Day during the Autumn Term, which gives a general introduction to the school. Details are published on our website. Please contact the Admissions Registrar on 020 8942 2247 or at [admissions@rokeby.org.uk](mailto:admissions@rokeby.org.uk) for further details or to arrange a visit.

### ENTRY PROCEDURE

#### **Entry at 4+**

Boys can be registered on the School waiting list at any time from birth. The cost of registration, which includes a visit to the school, is £100.00 and is non-refundable. Eighteen months prior to entry, at the beginning of March, a ballot is drawn. Before being entered into the ballot there are certain requirements that need to be fulfilled. Boys must be registered and parents must have visited the school **by 28<sup>th</sup> February**, prior to the ballot taking place for their son's year of entry, i.e. eighteen months before the September when he will start. The first 44 names out of the hat will be offered places, with siblings being given priority (provided that the older sibling is doing well at Rokeby). All further names will be drawn out and placed on a waiting list. All places offered will be subject to a positive nursery report and a positive experience at the school's 'Discovery Morning' where boys have an opportunity to spend some time at the school. Please note: this is not a formal assessment.

Once offered a place, parents or guardians must within two weeks of the date of offer, sign and return the Acceptance of Offer Letter, the Application Form for Membership of Rokeby Educational Trust Ltd, and they will be required to pay a deposit of £2,500. Half of this will be deducted from their first term's bill and the rest will be held as a deposit until their son leaves at 13. If he leaves before this time, the remainder of the deposit will be refunded *only* if the Headmaster has agreed the reason for their son's move. If we

have not heard after the two-week deadline we will automatically assume that the offer is not required and the place will be offered to the first person on the Waiting List.

**Parents or guardians of a boy who accept but do not take up a place will forfeit the whole deposit paid. If less than a term's notice is given a whole term's fee in lieu of notice will be payable.**

As mentioned, Rokeby School will ask for a nursery report. Should we find the report raises concerns, we will investigate these and ensure we are all in agreement on the correct pathway for your son, as we want him to thrive with us.

Rokeby is a high-achieving school with an impressive academic record, that does its very best to help all boys in every year group to achieve their potential. Parents will be kept informed of their son's progress throughout his time at Rokeby. Progress through the School is conditional on pupils achieving good standards of learning. In the event that a boy is not achieving the standards required, parents will be contacted by the School, to discuss their son's academic progress and a plan of action for improvement, usually by way of additional support, will be offered. However, on occasion, it may be necessary for parents to seek an alternative school where their son will thrive. We will always work with you to ensure any move is handled with sensitivity. Rokeby does hope and expect that all boys entering the school at four will remain until 13.

### **Entry at 7+ or later**

For entry into all year groups, but especially at 7+ and 8+, the school operates a waiting list for external candidates only. Key points of entry are at 7+ and 8+ years.

For 7+ entry a boy must have reached the age of 7 prior to September 1<sup>st</sup> in the year of entry.

Boys can be registered on the School waiting list at any time from birth. The cost of registration, which includes a visit to the school, is £100.00 and is non-refundable. Boys already in the school *do not* need to be registered on the waiting list and will not be required to take an assessment.

Entry to the School at 7+ or 8+ is based on the entrance examinations held in the November prior to the year of entry. All external candidates for entry to the School at 7+ or 8+ sit an assessment.

The fee for the external candidates to sit an assessment is £100. This fee is non-refundable.

There is a maximum of forty-eight places (of which priority is given to the boys already in the school) available at the 7+ entry level in each academic year. As the majority of boys move up from Year 2, the number of places normally available is usually between 4 and 8.

Once offered an occasional place in the School (such as at 7+ or 8+), parents or guardians must, within two weeks of the date of offer, sign and return the Acceptance of Offer Letter and Medical Conditions form together with a non-refundable deposit of £2,500. From the first term's fees, £1,250 will be deducted and the remainder will be held by the school and refunded after the boy has left Rokeby and all disbursements have been cleared.

If he leaves before this time, the remainder of the deposit will be refunded *only* if the Headmaster has agreed the reason for their son's move. If we have not heard after the two-week deadline we will automatically assume that the place is not required and the place will be offered to the first person on the Waiting List.

**Parents or guardians of a boy who accept, but do not take up a place, will forfeit the whole deposit paid.**

### **Occasional Places**

From time to time a place becomes available within other Year Groups or at other times of the year. Boys are assessed for these places, in English and Maths and often Science (in Years 4 and above). Entry may be into the school in September or at another time agreed with the Headmaster. For boys entering Year 6 and above, a senior school discussion with parents will be included as part of the process. A reference from the present school will always be sought, once the boy has been assessed.

### **Please note:**

We do understand that parents may wish to move their son from one local independent school to another. However, we do ask that an open and honest discussion is held with the present school's Head to avoid difficulty.

### **EQUAL TREATMENT**

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our boys for today's world. Bursaries are available in order to make it possible for as many as possible who meet the school's admission criteria to attend the school (see below).

Rokeby School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### **SPECIAL NEEDS**

We do not discriminate in any way regarding entry other than by assigned gender (as we are a single sex school). We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support they require (there may be an additional charge for this support). We welcome boys with physical disabilities provided that our site can support their needs. However, we advise

parents of children with learning difficulties or physical disabilities to discuss their child's requirements with the School before he sits the assessment so that we can make adequate provision for him. Parents should provide a copy of an Educational Psychologist's report or a Medical Report to support their request: for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he becomes a pupil at the School.

### THE ASSESSMENT PROCESS

Our assessment process is designed to be in keeping with our core values of kindness and a culture of happiness and support. The aim of the process is to identify potential, especially as the boys are relatively young at entry. The school has strong traditions in Music, Drama, Art, Debating and Sport as well as a strong Academic core. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance examinations is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Other than for Reception (4+ entry), candidates sit papers in aspects of English, Maths and Science (depending of the proposed age of entry), that are appropriate for their age group and applicable to those from a variety of educational backgrounds.

The dates for the assessment process for the current year are sent to those who have registered for a place in the forthcoming year, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances as quickly as possible.

We welcome boys from state-maintained primary schools to apply and will make allowances for them where the experience, or content, of the assessment is unfamiliar.

### SIBLING POLICY

Most male siblings join us at Rokeby School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. We will ask for a sibling above the 4+ entry point to take an entry assessment.

### OUT OF YEAR

Occasionally parents may wish for their son to join the school out of his normal year or late within the year (for example summer-born boys joining Reception). The school is sympathetic to such requests and assesses this possibility on a case-by-case basis. In the case of summer-born boys, we do make some allowances in the assessment process.

## INTERNAL AWARDS

The School offers its most able pupils internal awards given every two years after an internal selection process for transition into Years 5 and 7. The value of these awards is £100 and they may be given for achievement in the Academic arena, Art, Design Technology, Drama, Music or Sport. It is hoped that the recipient will use the award to further his area of skill and even to seek to leave a legacy for the school. We also hold our own internal scholarship awards in certain academic subjects for boys in Years 7 and 8

## BURSARIES/FINANCIAL ASSISTANCE

Our bursary programme is designed to make it possible for as many as possible of those who meet Rokeby School's entry criteria to take up a place here. We offer means tested awards annually to entrants at the 7+ entry, where the parents have indicated on the registration form that they require financial support. Bursaries are means-tested and each case is reviewed individually by the Finance Committee. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission/ % remission in cases of proven need. Before the offer of a bursary is confirmed, a member of senior staff or governing body will normally visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about their circumstances for every year that their son attends the School. Levels of support may vary with fluctuations in income.

Bursaries are only offered to families who are resident in the UK.

The School's expectation is that parents who do not choose to apply for a bursary at the time that their son is being assessed, will not require financial support throughout the time that their son attends the school, except due to wholly unforeseen circumstances.

## SCHOOL'S CONTRACTUAL TERMS & CONDITIONS (Parent Contract)

Copies of this are on the School's website and will be made available to parents as part of the admissions process.

## COMPLAINTS

We hope that you and your son do not have any complaints about our admissions process; but a copy of the School's complaints procedure can be provided for you on request or taken from the school website.