



## ADMISSIONS POLICY

<b>Member of Staff Responsible</b>	<b>Bursar</b>
<b>Date of Policy</b>	<b>September 2025</b>
<b>Date for review</b>	<b>September 2027</b>
<b>Approved By Governors</b>	<b>August 2025</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 Morning 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 with the School any time from birth. The cost of registration, which includes a visit to the school, is £120.00 and is non-refundable. There are 44 places available for entry into the Reception Year. Typically, we are over-subscribed. We will offer places on a first come, first served basis from the December that is 21 months before your son would start in Reception. Once we reach capacity a waiting list will be created. All places offered are 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. Siblings are given priority.

Once families have accepted an offer of a place, parents will be invited to some taster days and social events at Rokeby so you and your son can become familiar with the environment and meet the teachers and the other boys who will be joining the class.

Once offered a place, parents or guardians must within six weeks of the date of offer, sign and return the Acceptance of Offer Letter and pay a deposit of £2,500. The deposit is non-refundable except in very specific circumstances as outlined in the parent contract. The deposit is held until your son leaves the school. After acceptance of a place if the required notice is not given in accordance with the Parent Contract, the

deposit will be offset against any fees or fees in lieu of notice that are owing or outstanding.

If we have not heard after the six-week deadline, we will automatically assume that the offer is not required, and the place will be offered to another person.

As mentioned above, Rokeby School will ask for a nursery report. Should we find the report raises concerns, we will investigate these and endeavour to 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. 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. For 8+ entry a boy must have reached the age of 8 prior to September 1<sup>st</sup> in the year of entry.

Boys can be registered with the School any time from birth. The cost of registration, which includes a visit to the school, is £120.00 and is non-refundable.

Entry into the School at 7+ or 8+ is based on 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. Boys are assessed for these places, in English and Maths, Verbal and non-Verbal reasoning and have an interview with a relevant member of the teaching staff. A reference from the present school will be sought as part of the assessment process.

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

There is a maximum of fifty-four places (of which priority is given to the boys already in the school) available at the 7+ entry level in each academic year. However, there are extra places available to external candidates at this entry point which are typically between 10 and 15 places.

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 pay a deposit of £2,500. The deposit is non-refundable except in very specific circumstances as outlined in the parent contract. The deposit will be held until your son leaves the school. After acceptance of a place, if the required notice is not given in accordance with the Parent Contract, the deposit will be offset against any fees or fees in lieu of notice that are owing or outstanding.

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 next person on the waiting list.

### **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 for entry into Year 3 and above verbal and non-verbal reasoning. In addition they will have an age appropriate interview with a relevant member of the teaching staff. 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 as part of the assessment process.

#### **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 at the point of application 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). Parents should advise us at the time of application of any intention to apply for a Bursary.

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

### SPECIAL EDUCATIONAL NEEDS

We do not unlawfully discriminate in any way regarding entry. We welcome boys 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.

We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

However, we require parents of children with learning difficulties or physical disabilities to discuss their child's requirements with the School at the outset of the admissions process and before he sits any assessment or attends the Discovery Morning so that we can make adequate provision for him.

Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or the health, safety and/or education of other pupils or the health and safety of staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

## THE ASSESSMENT PROCESS

Our assessment process is designed to be in keeping with our core values of being Smart, Skilful and Kind. The aim of the process is to identify potential, especially as the boys are relatively young at entry. As well as a strong academic core, the school has

strong traditions in Music, Drama, Art, Debating and Sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

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

For entry at 7+ and older, candidates sit papers in aspects of English, Maths and verbal and non-verbal reasoning, an informal interview and on occasions a group music/drama activity.

For in-year entry into Reception and entry at 5+ or 6+ the candidates undertake more informal assessments that are appropriate for their age group and applicable to those from a variety of educational backgrounds.

We will advise parents of the dates of the assessments as part of the admissions process. 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 the relevant entry assessment as outlined above.

#### 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 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 7+ entry and above, 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 and Capital Assets Committee. Both parents are required to complete a Bursary application form and provide evidence of their income and assets. The Bursary application is assessed by a third party company who may visit the family home or have a virtual meeting with the parents. The third party company makes a recommendation to the school, but it is at the sole discretion of the governors as to whether they make an award and the level of any such award. The academic ability of your son is considered as well as financial need by the governors when considering the award of a bursary. The level of support varies according to parental need; but can extend to full fee remission or a % remission in cases of proven need.

Bursaries are typically 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. However, if there is no change in the family's circumstances it would be expected that the school would continue to support your son on an ongoing basis subject to making suitable academic progress as well.

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.

Further details are in the Bursary Policy on our website.

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

The terms upon which the School educates each child are set out in the School's Parent Contract which is 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. The School's complaints procedure is on the School's website. The Complaints Procedure is not available for use by prospective parents.

## RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose and in accordance with our Storage and Retention of Records Policy. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain personal data for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.