



Shrewsbury School

## **ADMISSIONS POLICY AND PROCEDURE**

### **ADMISSIONS POLICY**

Shrewsbury School admits boys and girls into the Third Form (Year 9), Fourth Form (Year 10), and Lower Sixth (Year 12). The School does not normally admit pupils into the Fifth Form (Year 11) or Upper Sixth (Year 13).

All enquiries are dealt with fairly and equally, irrespective of nationality, race, or religion, or personal circumstances. Disability is not a bar to application, and parents are invited to disclose disabilities if they wish, which will be handled confidentially and sympathetically. The policy is therefore inclusive and non-discriminatory.

At all levels, the final offer of a place is dependent on:

- Successfully passing the relevant entry tests (and, where required for Sixth Form entrance, achieving the GCSE grades in a conditional offer)
- Receipt of a satisfactory reference from the pupil's current school to confirm suitability.

In cases where further information is required, the School reserves the right to request a formal interview, either with the pupil or parents. The School reserves the right to refuse admission if it does not feel it can provide a full duty of care to the pupil concerned.

### **ADMISSIONS PROCEDURE**

#### **I. Initial Enquiries**

The first point of contact for an enquiry about the School should be the Admissions Office. Those making an initial enquiry about the School are usually sent a School Prospectus, Information Booklet and Registration Form. In order to proceed and to maintain contact, the Admissions team gathers basic family details: names, addresses, telephone numbers, the pupil's date of birth, current school, and some personal details such as his/her interests and enthusiasms. These details are stored on the Entries Database, treated confidentially and securely, and protected by the appropriate legislation.

Parents who have made an enquiry about the School are encouraged to come and see the School for themselves. This can be done in two ways, either by coming to an Open Day or by arranging an individual family visit.

## **2. Visiting the School**

Open Days are held on a regular basis throughout the year, and the dates are published in advance on the School's website. Families will hear presentations from the Headmaster and other senior staff, and will receive a tour of the School to include a tour of a house with the Housemaster/Housemistress. Over lunch there is the opportunity to meet a range of the School's teaching staff. Open Days provide families with an ideal introduction to the School, and can be booked online.

An individual Family Visit lasts approximately half a day and allows families to meet the Headmaster, the Director of Admissions, usually two Housemasters or Housemistresses, and to have a tour of the Site with current pupils. It can also be possible to meet specific staff (e.g. Director of Music) if a boy or girl has an interest/strength in a particular area of school life. Families are allocated to houses on an equitable basis, but may express a wish to see a particular house if they wish.

## **3. Registration**

Registration is the formal first stage of the admissions process and involves the return of the appropriate form and submission of a £100 fee. The information gathered allows the School to keep closely in touch with the family. A boy or girl must be registered with the School before they can sit entrance examinations, take part in scholarship assessments, or have a bursary application considered.

## **4. Confirmation of Place**

Parents who wish to confirm a place for their son or daughter at Shrewsbury School can do so at any time by completing the Acceptance of a Conditional Place Form (Acceptance Form). This secures their place, subject to successfully meeting the relevant academic entrance requirements and receipt of a satisfactory reference from their current school.

The School does not formally enquire whether parents would like to confirm their place until 20 months prior to the September of the year of entry (for example January 2018 for entry in September 2019). At this stage an Acceptance of a Conditional Place Form is sent to all registered parents. This form requests a deposit, which is 10% of the current fee for one term. For pupils whose normal residence is outside the UK, there is an additional deposit which is 90% of the current fee for one term. A deposit is not normally refunded if a pupil does not take up the place that has been allocated to them. A deposit is, however, refunded if a pupil does not meet the academic entrance requirements.

The Acceptance Form asks parents to disclose any disability related to their son or daughter of which the School should be made aware. It also asks parents to acknowledge that they have noted the Terms and Conditions.

Confirming a place at Shrewsbury also secures for a boarding boy a place in the House chosen by him and his parents, subject to space being available in that house. [Please note, it is usual to limit the number of pupils from any one feeder school who are entering a single house.] For day boys, the Acceptance Form secures a place at Shrewsbury and the boy is allocated to a house in the June of the year of entry. For all girls (both day pupils and boarders), the Acceptance Form secures a place at Shrewsbury, and the girl is allocated to a house at the end of the Lent Term in the year of entry. In allocating day boys and girls to houses, the Admissions Department aims to produce a balanced entry between houses, but early submission of the Acceptance Form makes it more likely that a pupil will be placed in their first choice house.

From the point at which a family has confirmed the place, Housemasters, in close association with the Admissions Office, make contact with families applying to their Houses, and this continues through to them joining the School.

## 5. Entrance Examinations

**Please note – In advance of taking any entrance papers, pupils must be registered with Shrewsbury School, and parents must have informed the pupil's current school that the pupil is taking papers for Shrewsbury School.**

### 5.1 13+ Entry (Year 9)

13+ entrants who are currently at Prep Schools sit the **Common Entrance Examination** in June of their year of entry. The examination is administered by the ISEB (Independent Schools Examination Board). Pupils take the papers in their Prep School, and the scripts are marked by Shrewsbury School. The pass mark is an average of 55% across all papers. Results are issued to Prep Schools and to parents in the week following the examinations. As part of the Common Entrance process, the Prep School Head writes a reference for each pupil.

13 + entrants who are not at Prep Schools sit the **Shrewsbury School 13+ Entrance Examination** in November prior to the year of entry (or later if available places remain). The examination may be taken at Shrewsbury School, and the date is published in advance. For pupils who cannot attend Shrewsbury on this date, it is usually possible sit the examinations on another date and at another location; appropriate and secure arrangements are made by the Admissions Office in these circumstances, and the candidate will also undergo a SKYPE interview with a member of the Admissions Team. Candidates take papers in English, Mathematics and French (provided they have studied the language for at least a year), and past papers are available on request from the Admissions Office. Results will normally be issued within a week of the papers being sat. Pupils who take our 13+ Entrance papers will be asked to confirm their place after successfully completing the papers, in which case they must do so within a stated period of receiving their examination results.

Pupils may enter for the **Shrewsbury Academic Scholarship** and sit the examinations at Shrewsbury School in May of their year of entry. Full details of the assessment, including the syllabus, is available on the School's website.

### 5.2 14+ Entry

Fourth Form entrants sit the **Shrewsbury School 14+ Entrance Examination** and take papers in English and Mathematics. The details for the 14+ Entrance Examination are the same as for the 13+ Entrance Examination (see paragraph 5.1 above).

### 5.3 Sixth Form (16+) Entry

The **Sixth Form Assessment Weekend** takes place in November of the year prior to entry. Candidates come to Shrewsbury on the Friday morning and assessments finish around lunchtime on the Saturday. Candidates take papers in four subjects and also have an academic and pastoral interview. As part of the Sixth Form assessment process, offers are made to Sixth Form applicants on the basis of examination and interview performance, and are conditional on gaining 3 GCSE passes at Grade 7 and 3 GCSE passes at Grade 5. Offers will be made on 1<sup>st</sup> December and candidates will have approximately three weeks to accept their offer.

Pupils who are unable to attend the Assessment Weekend may take examinations at a later date; appropriate and secure arrangements are made by the Admissions Office in these circumstances, and the candidate will also undergo a SKYPE interview with a member of the Admissions Team. However, candidates should be aware that 16+ entry is highly competitive, and any places remaining after 1<sup>st</sup> December are awarded on a first come, first served basis.

## **6. Offer of a Place**

Once a pupil has passed the appropriate entrance papers, a formal letter will be sent by the School to the pupil's parents, confirming the offer of a place. The letter will make clear whether the offer is unconditional or whether any conditions remain (e.g. GCSE grades for a 16+ entrant, or a school reference).

## **7. Provision of information for new entrants**

Packs of information and enrolment forms (medical, etc.) from the Headmaster's Office and from the Bursary are published online via the School's website in mid-June. The Admissions Office will contact parents to let them know when this information is available. Housemasters/Housemistresses will also contact pupils to welcome them to their house and to provide appropriate joining instructions.

## **8. Additional Requirements for candidates living overseas**

Overseas entrants (i.e. entrants whose normal domicile is overseas) are required to nominate a legal guardian in the United Kingdom in advance of taking up their place at Shrewsbury. Overseas entrants therefore have to complete our Guardianship Form as part of the entry procedure.

Overseas entrants will in many cases need a visa to enter the United Kingdom. The School will issue a CAS (confirmation of acceptance for studies) which enables the pupil to apply for a visa. Further information can be found in the "overseas pupils" section of the School's website.

## **9. Scholarships**

Shrewsbury School has had a tradition, since its founding Charter in 1552, of making generous Scholarship awards. Awards are made either to pupils who join the School in the Third Form, or to those entering the School at Sixth Form level. Further information can be found in the scholarship section of the School's website.

## **10. Bursaries**

Means-tested bursary support is available for new applicants to the School. This is subject to rigorous testing of financial need and is limited by the overall bursaries budget. Individual awards will be dependent on the level of financial need identified, and funds will be directed to those pupils who are identified as having potential to benefit most from the opportunities Shrewsbury has to offer, and who will be able to contribute to the life of the School.

Applications for bursary support for 13+ entrants should normally be made between January and April of the year preceding entry to Shrewsbury School (i.e. between January and April 2020 for entry in 2021). In assessing bursary requests for 13+ entrants, the Director of Admissions is likely to contact the pupil's Prep School Head to gain further information about the pupil.

Applications for bursary support for 16+ entrants should be made prior to the Sixth Form Assessment Weekend in November. In assessing bursary applications for 16+ entrants, the results from the Sixth Form Assessment Weekend will be used.

**Martin Cropper**

**Director of Admissions**

**January 2020 (to be reviewed July 2020)**