

## Admissions Policy

### Applies to:

- The whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the school.

**In our school the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and proprietor.**

### Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

### Monitoring and Review:


This policy will be subject to continuous monitoring, refinement and audit by the Head.

The Board of Directors undertake a formal annual review of this policy.

Signed:



Fraser Halliwell  
Head  
August 2023



Dr Colin Diggory  
Chairman of the Board of Directors

## **1 Introduction**

- 1.1 Radnor House Sevenoaks is a selective co-educational independent school catering for boys and girls from Nursery to age 18. Entry to the school is by assessment, and in coming to a final decision on entry the Head, together with the appropriate senior leadership, will take other factors into consideration.
- 1.2 No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. For children with SEND and/or EAL, please see sections 9 and 10 below.
- 1.3 Prior to admission parents may visit the school, meet the Head or a member of the senior leadership of the school to discuss our entrance procedures and requirements. For entrance to the EYFS, parents will meet with the Head of the Preschool or a senior member of staff. For entrance to Year 1 and above, following this meeting an assessment day will be organised.
- 1.4 Parents are able to register their interest and their child may participate in any interviews and/or assessments by completing a Registration Form and paying a fee of £100.

## **2 Entrance Procedures: The Preschool, and the Preparatory School**

### ***The Preschool***

- 2.1 Children may start Preschool from the day they turn 2 years old. We aim to have a balanced intake of boys and girls in order to offer the best experience for each child.
- 2.2 Prior to admission, parents are invited to come and discuss their child and his/her entry to the Preschool with the Head of Preschool. Parents will be asked about their child's general development and any identified special needs prior to a place being offered. If appropriate, a formal offer of a place will be made after this meeting. Parents will meet Preschool staff and have a tour of the area and the school with the Head of Preschool.
- 2.3 We expect children to have basic toilet training, however staff are aware that children entering our Preschool are not always completely reliable in that respect.

### ***The Preparatory (Prep) School***

- 2.4 Each child seeking admission will undergo a range of assessments which are designed to identify (a) their current academic progress and (b) their willingness to engage in the tasks. The assessment days are tailored to parents' convenience and can take place at any time of the academic year. Your son/daughter will join the correct age group and participate in normal activities for the day.
- 2.5 Pupils wishing to join Years Reception – Year 3 will be subject to an informal assessment undertaken by the Head of the Prep School or a senior member of staff. In this assessment pupils will be observed undertaking a range of classroom and playground activities. This will include some reading, writing and mathematics activities. Emphasis will also be placed on interaction and behaviour with other pupils and teachers. Applicants will be observed during outside play and each applicant will have the opportunity for an individual interview. Places will be offered subject to their suitability within the existing class, and a satisfactory report from their current setting. Pupils applying to join Years 4, 5 and 6 will be required to complete an online standardised assessment for verbal reasoning, quantitative, and non-verbal skills as well as a Creative Writing task.
- 2.6 The expectation is that pupils will have a reading age at least on a par with their chronological age and that their general attainment is at or above the national average. The entry procedure for the Prep school consists of the entrance outlined above, plus a confidential report from the child's current school giving information about behaviour, motivation, baseline scores and assessment in the core subjects.

## **3 Entrance Procedures: Senior School (Years 7 to 11)**

- 3.1 Entry to Years 7 and 9 at the ages of 11 and 13 respectively is based on a range of evidence of the pupil's attitude and ability. We are mindful that each Primary school and Preparatory School works in a slightly different way and we are keen to enable every pupil to exhibit their skills. The entrance procedure to Radnor

House Sevenoaks is therefore straightforward and accessible to all pupils whether they are joining us from a state school, independent school or from overseas.

3.2 The entrance procedure In Years 7 to 11 is as follows:

- A 90 minute computer-based test which is made up of English, Maths and non-verbal reasoning questions
- A half an hour creative writing paper
- A confidential report from the pupil's current school giving information related to behaviour, motivation, strengths and baseline scores.
- An interview with a member of the Senior Leadership Team.

3.4 Following successful assessments and interview, candidates will be made an unconditional offer.

3.5 Past papers are not available for the entrance tests. Completed examination scripts will remain the property of Radnor House Sevenoaks. Radnor House Sevenoaks does not use Common Entrance papers for entry purposes.

3.6 As part of the procedures outlined above, all pupils are invited to a personal interview with the Head or member of the Senior Leadership Team on the day of the entrance examination. This will offer them the opportunity to celebrate their achievements to date, whilst enabling them to illustrate their many skills other than the academic. Once the registration form has been submitted, the Admissions Registrar will confirm their application and provide dates for the entrance examination.

3.7 Places at Radnor House Sevenoaks are offered on completion of a successful interview, satisfactory performance in the entrance examinations and a positive reference from the pupil's current school.

## **4 Sixth Form**

4.1 Entry to the Sixth Form is by interview and achievement at GCSE level. The minimum entry requirement is six Grade 9 to Grade 5 passes at GCSE with a minimum of Grade 7 in chosen A Level subjects. Commitment and high standards of behaviour will also be a pre-requisite for entry.

4.2 The academic curriculum is supplemented by a rich and varied enrichment programme to equip every pupil with the skills to make them stand out in the crowd when applying for a place at University or entering the world of work.

4.3 The school will advise on Sixth Form courses and Higher Education options and is always delighted to arrange individual interviews with parents and pupils to discuss options in our Sixth Form and beyond.

## **5 Scholarships and Bursaries**

5.1 Radnor House Sevenoaks offers a range of Academic, Art, Drama, Music, Sport and All-Rounder scholarships for entry into Year 4, Year 7, Year 9 and the Sixth Form. Scholars participate in an engaging enrichment programme and may receive a fee discount typically worth 10%. This may, in exceptional circumstances, be increased through the award of an Outstanding Scholarship at the discretion of the Admissions Committee. In addition, a limited number of means-tested bursaries worth up to 50% of the tuition fee, are also available but only after a scholarship has been awarded.

Scholarships are available at Year 4 in the Prep School and at Year 7 and 9 entry into the Senior School or at the transition to Year 9 or Sixth Form. Scholarships are not awarded at any other point in a child's educational journey through Radnor House.

All internal Year 6 pupils progressing from the Radnor House Sevenoaks Prep School will sit the normal Year 7 entrance examination and interview. Scholarship applications for internal Year 6 pupils, currently attending the Radnor House Prep School, should be submitted in the same way as external applicants.

All pupils applying for entry at Year 4, Year 7 (including internal pupils), Year 9 or Sixth Form are automatically considered for an academic scholarship.

The school offers a range of additional scholarships in the Senior School in Art, Drama, Music, Sport and an All-rounder (Values) Scholarship. Candidates may hold a maximum of one scholarship. We know that pupils

continue to develop as they move through Senior School and so these scholarships are also available for internal candidates at Year 9 and Sixth Form.

For those pupils who are already in possession of a scholarship and continue to make significant and rapid development in their area of interest there is also the opportunity to apply for an enhanced Outstanding Scholarship at Year 7, Year 9 and Sixth Form. Internal candidates should apply in the same way, as outlined on the following pages.

- 5.2 Limited bursary assistance may be available in exceptional circumstances, usually to provide short-term help when parental circumstances change. Resources are not available to fund long-term or substantial levels of financial support. All enquiries about bursaries should be made to the Head in the first instance.

Additional bursary funding may be provided by the Radnor Charitable Trust (RCT). Applications in the first instance are made by completing a Statement of Financial Circumstances form, after speaking first to the Head. The trustees of the RCT consider each application on an individual basis and awards are made in writing to the applicant following the successful completion of the admissions procedure.

## **6 References**

- 6.1 Radnor House Sevenoaks aims to educate pupils who have a commitment to their work and will benefit from the structures operating at the school. For the benefit of all pupils at Radnor House Sevenoaks, those who have a poor attendance, behaviour or motivation record will not be considered for a place. A reference for each pupil seeking admission will be sought from the current school. This will be in the format of a questionnaire that will be simple for the school to complete but will give specific information enabling Radnor House Sevenoaks to make judgments.
- 6.2 We are mindful that some parents will not wish us to formally contact their child's school at an early stage and therefore, as an alternative to the reference request, the latest copy of the child's written report will be acceptable.
- 6.3 The previous overall achievement of each pupil will be taken into consideration. Educational attainment data will be reviewed and parents can supplement the application form with details of school activities, hobbies, sports clubs and achievements etc.

## **7 Interview**

- 7.1 We know that some pupils at a very young age may underperform in written examinations and therefore we place great emphasis on the personal interview. Each applicant will be invited into Radnor House Sevenoaks for a meeting with one of our Senior Leadership Team. This will be an opportunity for pupils to demonstrate their commitment to our values and share their strengths whilst undertaking some practical tasks.
- 7.2 It is important for all candidates to perform well in the interview process as we consider it of equal importance to the written papers.

## **8 Pupils attending Radnor House Sevenoaks**

- 8.1 Radnor House Sevenoaks is one school, comprising Preschool, Prep and Secondary. Once a pupil has been admitted into any year at the school, we expect them to progress right through to the end of Sixth Form education. If a pupil is unable to cope with academic demands despite interventions and support, then parents will be consulted in a timely manner to consider if a transition to Year 7 or Sixth Form is in the child's best interest.
- 8.2 This removes the stress many parents and pupils experience when they are expected to jump through repeated entrance examination hurdles at various stages of their school career.
- 8.3 The final decision on admission rests with the Head of Radnor House Sevenoaks.

## **9 Pupils with Special Educational (SEND) and Medical Needs**

- 9.1 Radnor House Sevenoaks aims to celebrate every individual and enable pupils to realise their potential. The school will consider admitting a pupil if we are confident their special educational or medical needs can be met. Failure to disclose SEND or medical needs during the application process could result in an offer being withdrawn before or after admission.
- 9.2 Parents are invited to discuss their individual requirements with the SENDCo to ascertain if the school can meet the individual needs of their child.
- 9.3 If a pupil who has an Educational Health Care (EHC) Plan of Special Educational Needs is admitted to Radnor House Sevenoaks, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this is specified. For further information on EHC Plans, see section 6 of the Learning Differences and Special Educational Needs (SEND) Policy.
- 9.4 Our school has a policy and procedures for pupils with Special Educational Needs and/or Disabilities (SEND), the Learning Differences and Special Educational Needs (SEND) Policy, which is on the school website.

## **10 Pupils requiring English as an Additional Language**

- 10.1 We do not regard pupils as having a 'learning difficulty' solely because the language or medium of communication of the home is different from the language in which he or she is or will be taught. However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet the Radnor House Sevenoaks entrance academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Radnor House Sevenoaks.
- 10.2 Our school has a policy for pupils requiring English as an Additional Language (EAL), the Learning Differences and Special Educational Needs (SEND) Policy, which is on the school website.
- 10.3 Radnor House Sevenoaks offers specific support to pupils for whom English is an additional language if, as part of the entrance procedure to the school for Year 7 and above, they successfully undertake an examination in English which tests their understanding of a piece of prose and the ability to create an imaginative piece of writing through the medium of written English. Pupils for entry to all years will have the opportunity to demonstrate their linguistic skills at interview.

## **11 Appeal against Admission Decisions**

- 11.1 Parents may appeal against a decision not to offer a place at Radnor House Sevenoaks. The parents' notice of appeal (stating their grounds for appeal) should be sent to the Head in the first instance within 10 working days of the receipt of the written decision. The appeal will be referred to the Appeals Committee of the Board of Directors.
- 11.2 Appeal hearings will be held as soon as possible after receipt of the appeal and in any case within 28 working days of the receipt of the appeal. The appeal will be heard strictly on the basis of the application of the Admissions Policy.
- 11.3 The decision of the Appeals Committee is final. There is no further right of appeal against a decision of the Appeals Committee of the Directors.