

POLICY TITLE	Admissions Policy
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Policy Area	General
Author	AWS
Relevant Statutory Regulations	ISSR Part 6, 32(3)(a) / Equality Act 2010
Senior Team Lead	Head of School
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## Admissions Policy

### 1 Introduction

- 1.1 Roedean School ('the School') is a single-sex girls' day and boarding school for pupils aged 11 – 19 years old.
- 1.2 The School is an academically selective school. Selection is based upon academic merit which is assessed through entry examinations, school interview, review of current achievements and grades, references from the applicant's current and/or previous school(s). As English is the language of instruction, entry is also dependent on language proficiency as determined through the entrance assessments and, in addition, a specific level in an approved English Language qualification. The School's selection process is designed to identify prospective pupils who will be academically suitable to the pace and challenge of the curriculum and also able to fully engage with the School's enrichment and co-curricular provision and make a positive contribution towards the life of the School.

### 2 Aims

- 2.1 We believe that every pupil should receive an excellent education and we want to ensure that pupils who join the School find that it is a place where they can flourish academically, socially and through participation, and leadership, in the broadest range of extra-curricular activities and enrichment opportunities.
- 2.2 The School welcomes applications from pupils in all year groups seeking to make the most of the opportunities on offer at the School, and also to contribute to the School community and beyond.
- 2.3 The School aims to encourage applications from applicants from a diverse range of backgrounds. This enriches the School community and is vital in preparing pupils for today's world. Through our bursary scheme, we remain determined to widen access to the School to pupils who will substantially benefit from an education at Roedean regardless of parental means.

- 2.4 The School accepts children from all backgrounds. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010. The Equality Act 2010 defines these as disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 2.5 The School seeks to apply its Admissions Policy fairly and sensitively to all applicants.
- 2.6 This policy can be made available in larger print or more accessible format if required.

### 3 Condition of Admission

- 3.1 Admission to the School is at the Head's discretion and the right is reserved to vary these procedures and criteria (in exceptional circumstances/in respect of applicants with refugee status).

- 3.2 It is a condition of admission to the School that:

All stated and applicable conditions of entry as outlined in Section 5 are fulfilled;

The School receives payment of an Acceptance Deposit as detailed below;

The applicant is of appropriate age and maturity;

The School can adequately cater for and meet the needs of any disability and/or special educational needs.

### 4 Application Process

- 4.1 The aim of the process is to identify academic quality, achievement and potential in addition to an ability and interest in fully engaging with enrichment opportunities and the life of the School and the School is looking for well-rounded pupils with a genuine interest in learning and education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. There are many enrichment opportunities and extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 4.2 The School's admissions process enables the School to offer places to those for whom our style and pace of education seems most appropriate; for those who are most likely to benefit from what we offer and who appear to match the ethos and standards of the School; and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here.

- 4.3 The application process is as follows:

#### Registration

In order for applications to be processed a registration form must be completed to ensure that applicants are able to receive invitations for visits, and for testing.

The registration form must be accompanied by payment of a registration fee (as detailed in the Fees List/Schedule of Fees), which is non-refundable, regardless of whether or not a child is offered a place. Parents may register an interest in a place at any time, including prior to any visit to the School. A registration form is available via the Roedean website. By clicking on the 'Apply' button, applicants will be taken to the Roedean admissions portal, Open Apply, where the registration form will be completed and submitted online. Registration does not constitute an offer or guarantee of a place.

For entry to the School at any level, prospective pupils and their parents may visit the School before or after registering an interest in a place at the School. Parents and prospective pupils can attend any of the Open Days as advised and may also request a personal visit and tour at any other time by contacting the Admissions team via [admissions@roedean.co.uk](mailto:admissions@roedean.co.uk).

## 5 Conditions of Entry

### 5.1 Testing

All applicants must meet the School's required standards in the School's chosen entrance tests. The required standard will change each year as entry is competitive and there are more applicants for places on offer. The content and range of tests may change each year and the specific tests required by the School are dependent on the entry year and the specific pathway being applied for. Currently, all applicants are required to meet the required standard in English, Maths, Verbal and Non- Verbal reasoning tests which are designed for their year and age of entry. Additional language tests will also be required for pupils for whom English is an Additional Language. Specific subject tests and general knowledge tests may be required for entry to the Sixth Form or, at the School's discretion, where further evidence of suitability is required. No specific preparation for the entrance tests is required and all candidates will have an opportunity to display their academic aptitude and their qualities.

The applicants test results will be reviewed once marked and should these meet the required academic requirements, the applicant will be invited for an interview as the next step of the application process. If the academic requirements are not met, the School has the right to decline the application and the applicant will not progress to the interview stage.

Applicants applying for scholarships will be required to undertake additional assessments.

### 5.2 Report

On registration, all applicants must provide confidential reports from the applicant's current and/or previous school(s) that show that the pupil will be able to meet the requirements of the School. These reports should be uploaded onto the admissions portal. If not uploaded, these reports will be requested by Roedean. The School will also request predicted grades for external applicants.

### 5.3 Interview

The School will only interview candidates who have fulfilled the academic requirements in the testing process and who are invited to have an interview as the next step of the application process. For candidates unable to visit the school or meet us overseas, these interviews will be arranged via Microsoft Teams. To receive an offer, applicants must pass the required standard in a school interview.

### 5.4 Offers

An offer of a place at the School will be made to those applicants who successfully pass the entrance testing and the interview process, and after careful consideration of the applicant's predicted grades (for exam years), previous school report, and any external assessments (such as medical reports).

Where an offer of a place is made, parents may accept the offer by completing an acceptance form and paying an acceptance deposit.

## 6 Sixth Form Entry

- 6.1 Entry into the Sixth Form is based on the same processes and procedures outlined in Section 1.2.
- 6.2 Internal and external applicants will be required to meet the minimum entry for the Sixth Form on the basis of their GCSE results, or equivalent e.g: IGCSEs, Oxford placement test, or similar, or on the basis of additional examinations set by the School to determine academic suitability to the Sixth Form.
- 6.3 Internal and external applicants will also be required to meet the minimum entry requirement for each of their chosen Sixth Form courses. This will be determined on the basis of their GCSE results, or equivalent e.g: IGCSEs, Oxford placement or similar, or on the basis of additional examinations set by the School to determine academic suitability to their specific course.

For all applicants who are also applying for scholarships, the application process will include a test and an interview.

### 6.4 Sixth Form Entry Requirements:

- a) Entry into Roedean Sixth Form and the programme of study at A Level will be determined by performance at GCSE (or equivalent). The minimum entry requirement is to achieve at least 7 Grades 9-7.
- b) In addition, Grades 9-7 may be required for specific A level subjects, as detailed in the Sixth Form Curriculum Guide, which is updated annually.
- c) For those candidates who have not done GCSEs at their schools, a determination will be made based on the exams taken.
- d) For those candidates for whom English is not their first language, the entry level in terms of language is C1.

### 6.5 Alternative Arrangements:

- a) For pupils who do not meet the minimum requirement for study, the School can, at its discretion, offer an alternative programme which is considered suitable for successful Sixth Form study at the School.
- b) The alternative programme is available as an option to pupils who gain GCSE grades (or equivalent) that contain at least four GCSEs at level Grade 9-7 or equivalent.
- c) The alternative programme could, for instance, involve taking 2 A-Levels in addition to other internal courses or external courses and/or taking A levels over a three-year period.
- d) The alternative programme could include a BTEC diploma.
- e) The programme offered will be discussed with the candidate but the offer would be solely at the discretion of the School.
- f) For pupils who do not meet the minimum requirement for study of a specific A Level subject, the School can, at its discretion, if other entry requirements have been met, offer alternative means for a pupil to show suitability for the course, such as via a further examination; a probationary period with testing; or alternative course(s).
- g) For candidates for whom English is not their first language, and depending on their proficiency, an offer of a place on an alternative Rachel could be made as an alternative arrangement.
- h) For those candidates for whom English is not their first language and who do not meet the English entry level of C1, consideration will be given based on all other areas of the entry process being sufficiently met.

### 6.6 For existing pupils at the School who are offered a place to remain at the School and proceed to

the Sixth Form, parents will not be required to re-sign an acceptance form or pay another deposit; the School will simply confirm the pupil's entrance into the Sixth Form based on predicted and/or actual grades as described in Section 5 above.

## **7 Special Educational Needs and Disability**

- 7.1 The School welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with significant learning needs are currently limited. The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can adequately cater.
- 7.2 The School will treat every application for a place in a fair and open-minded way. However, the School will assess all prospective pupils for admission on the basis of its standard selection criteria.
- 7.3 The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary.
- 7.4 The School endeavours to ensure that it is fully able to support the needs of all prospective pupils. Parents are advised to discuss with the School any disabilities, learning support needs or SEN before the School considers an application for a place. Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School, so that any reasonable adjustments required to the admissions process can be considered. The School may request further information, such as a medical certificate and/or a current Educational Psychologist's report, as well as a possible internal school assessment that the School considers necessary to make a fair assessment.
- 7.5 Before an offer of a place is made, the School will assess whether it is able to adequately cater for and meet any of the child's SEN or disabilities (if known) through discussion and meeting with parents, consideration of any specialist reports and school references, and assessment of the pupil during the admissions process, as appropriate.
- 7.6 An offer of a place will not be made if the School determines, following consultation with parents, that they are unable to meet the child's needs. The School will always consider its obligations under the Equality Act 2010.

## Roedean Scholarship and Bursary Provision

Roedean offers Academic, Art, Dance, Drama, Music, Performing Arts and Sport scholarships as well as means-tested bursaries for girls entering Year 7, Year 9, and the Sixth Form.

Applications for scholarships and bursaries must be completed in full and submitted by the deadline date provided for the particular year of entry in order to be considered. Applications received after the deadline may not be considered.

All scholarship applicants will be required to participate in an assessment as well as an interview. Successful scholarship candidates will be awarded an annual pound-based fee remission. All scholarship awards are reviewed on an annual basis in line with the Conditions of Award document which is signed on acceptance of the award.

All applications for bursary assistance will need to be completed in full and submitted together with all necessary supporting documentation. Unfortunately, the School is unable to consider applications where there is missing documentation. All bursary applications are means tested and successful applications will receive an annual percentage ( %) fee remission. All bursary awards are reviewed on an annual basis in line with the Conditions of Award document which is signed on acceptance of the award.

### Available Scholarships:

Criteria for scholarships should be viewed in conjunction with the scholarship requirements on the Roedean website. Requirements differ for each year of entry. Those provided below are largely applicable to Year 7.

#### Academic

The applicant's results following the assessment process should be in the top 5 % to 10 % of the cohort be strong across a range of subjects in the current school report, but probably with particular interest in one area where they excel.

#### Art

Applicants should have a range of art skills and be able to demonstrate a high level of creativity.

#### Dance

Applicants should be dancing at a minimum of a Grade 4 standard or equivalent in one genre.

#### Drama

Applicants should have experience of several performances, probably including some key roles.

**Music** Applicants should offer at least two instruments or one instrument and voice, and be playing or singing at at a minimum of Grade 4-5 standard or equivalent on the main instrument or voice. Candidates of promise offering one instrument, rather than two, will always be given due consideration.

#### Performing Arts

Applicants should have a natural stage presence, have a good sense of performance, demonstrating imagination and creativity, and show leadership potential. Applicants should have

experience of performance, ideally, but not essentially, including some key roles, in at least two of the following: drama, dance, singing or musical theatre. Applicants should be singing to a good standard and have at least some dance experience.

### Sport

Applicants applying for a Sport scholarship must display a high level of performance, or show outstanding potential, in at least one of our major sports: Hockey, Netball, Swimming and Cricket. Awards may also be considered in Tennis and Athletics.

### Brighthelm Award

Brighthelm awards are for students who are entering Year 7 (up to 50 % award) and Year 12, (between 50 % and 100 % award) who are from the state sector and live within 20 miles of the school. The value of the award is based on a means-tested bursarial application assessment. All Brighthelm applicants should perform at a level equal to or better than the requirements of a straightforward academic scholarship.

**At the School's discretion, the following may be awarded:**

- Lawrence Award
- Sussex Award
- Newnham Award