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20 September 2016

## **ADMISSIONS POLICY - ENTRY TO COVENTRY SCHOOL FOUNDATION SCHOOLS**

### **Statement of Intent**

1. Admission to the Foundation's schools depends upon a prospective pupil meeting the criteria required to maintain and if possible, to improve the educational and general standards for all its pupils commensurate with the ethos to which the individual school aspires.
2. The Foundation's schools must also feel reasonably sure that they will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded adult with a good prospect of a satisfying life. These criteria must continue to be met throughout the pupil's time at the school.
3. The Foundation's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his or her disability.
4. The Foundation may ask parents to complete a medical form in respect of a prospective pupil at the time of application. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality. The Foundation acknowledges the enhancement of school education and life that can be brought about by inclusive policies and equally acknowledges the importance of ensuring that no pupil's education is impaired.
5. The Foundation offers bursaries with the intent of attracting the most able from disadvantaged backgrounds.

### **Reports from Previous Schools**

6. In most cases Foundation schools will call for reports from previous schools before making a confirmed offer of a place.

## **Early Entering of Children's Names for Prior to Normal Entry Age**

7. Parents are encouraged to put their children's names down for any of the Foundation schools at any time prior to entry. The act does not guarantee a place as in all cases an entrance examination must be taken or an assessment interview undertaken. It does, however, allow the school to ensure that parents are kept informed of open days and other events and in so doing build up a relationship with the family before the child seeks to enter school through the normal examination and assessment process

## **Entry below Age 5**

8. Entry below age 5 is by interview, observation and informal assessment.

## **Entry at Age 5 and above but before Year 3**

9. Entry is not subject to examination but assessments, interviews and observations are undertaken to gauge the academic ability of the child.

## **Entry at Year 3**

10. Entry for external candidates is by assessment from the age of 7. The assessment is set internally.

## **Entry to the Senior Schools at Age 11**

11. Entry to the Senior School is as follows:

- a. **From Foundation Schools** All pupils must sit the 11 Plus examination which consists of a Verbal and Non-verbal Reasoning, English and Mathematics papers.
- b. **From non-Foundation Schools.** All pupils from non-Foundation schools must sit the 11 Plus examination.

## **A Guaranteed Place in the Senior Schools for Internal Candidates**

12. As noted above, all pupils from Foundation schools must sit the 11 Plus examination. All in the summer term of Year 5 will take assessment papers in English and Mathematics. Heads will consider the results of these tests alongside evidence from

- a. Examinations in other subjects including Verbal Reasoning
- b. Classwork and home work completed throughout the year
- c. Form teachers and other teachers.

After consultation with the Senior School Head and on the basis of all the information available, suitable pupils will, at the end of the academic year in Year 5, be guaranteed a place in the Senior School. This guaranteed place will be conditional on satisfactory behaviour and academic progress throughout the whole of Year 6.

13. A pupil who is not considered suitable for a guaranteed place will still be able to gain entry to the Senior School through the 11 Plus examination.

## **Early Testing at Age 10 for Senior School Entry at Age 11**

14. Parents from non-Foundation schools may request 'early testing' at age 10 as a guide to whether their child is likely to pass the 11 Plus at the normal age of 11. It must be stressed that a good result at age 10 does not guarantee a place at age 11 and that without exception the child must sit the 11 Plus.

## **Entry to the Sixth Form**

15. Entry to the Sixth Form is as follows:

- a. **Senior School Pupils** Entry to the Sixth Form is not guaranteed and depends on a proven commitment to learning backed up by minimum GCSE results as stipulated by the School in the Sixth Form information booklet.
- b. **From non-Foundation Schools.** The schools are keen to offer places in the Sixth Form to pupils from non-Foundation schools. Selection is by interview, stipulated GCSE results and a report from their existing school; in particular Heads will be looking for a proven commitment to learning, indication of a high level of self-discipline and what the pupil can offer to the school.

## **Entry to the Senior Schools at Other Ages**

16. The senior schools are always prepared to accept children at other ages if vacancies exist. If a child was previously at a selective school the normal procedure will be to call for reports from the previous school and undertake a series of interviews/ examinations to determine the aptitude of the child to the educational regime of the schools. Those coming from non-selective schools will generally be required to sit examinations applicable to the year group. In all cases reports from previous schools will be requested. Entry into Year 11 (the second year of GCSE courses) will be considered in exceptional cases, but can be problematic due to the requirements of different examination boards.

## **Scholarships and Bursaries**

17. Scholarships and bursaries are awarded according to academic and financial need respectively. No distinction is made between entrants from Foundation or non-Foundation schools.

- a. **Scholarships based on Year 3 Performance** Scholarships based on academic ability are awarded based on performance during Year 3 and are effective at Year 4. Failure to maintain academic performance may lead to the award being withdrawn. Such awards do not carry forward to the Senior Schools.
- b. **Scholarships to Senior Schools** The Senior School Heads recommend to the Governors those they consider suitable for scholarships based on performance in the 11 Plus examination or Sixth Form Scholarship examination and at interview.
- c. **Entry Bursaries at Year 3, Year 7 and Year 12 (Sixth Form)** Candidates for bursaries are recommended based on a dual consideration of academic ability and financial need. To be considered parents must fully complete a Financial Assistance form.

## **Appeals**

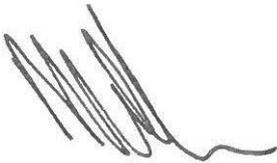
18. Parents whose child is not accepted for a place may appeal in writing to the Governors.

## **Internal Communication**

19. The Preparatory School and Junior School Heads will discuss with the Senior School Heads any cases where a candidate is to be rejected or judged marginal prior to such notifications being communicated to the parent concerned. Any disagreements arising from such discussions shall be referred to the Chairman of the Governors.

## **Review**

20. This is policy is to be reviewed by 3 Sep 17 or on change of higher policies.

A handwritten signature in black ink, consisting of several overlapping, slanted strokes that form a cursive-like shape, followed by a short horizontal line at the end.

Mr Shaw  
Bursar