

Admissions Policy [Paragraph 32, Part 6 ISSR]

Authors	CEO & Principal Foundation Director of Admissions, Marketing and Communications.
Version Number	1.1
Approval Date	April 2023
Approved By	Full Governing Board
Date of Last Review	April 2023
Review Cycle	Annually
Date of Next Review	June 2024
Date of Next Approval	Summer 2024

Regulatory / Statutory Authority(ies)	<ul style="list-style-type: none"> ▪ Independent Schools Inspectorate (ISI) - Para 32, Part 6 ISSR 'Provision of Information'; with particular regard to paragraphs 394 to 404 of the Commentary on the Regulatory Standards September 2021; ▪ Section 94, Education (Independent School Standards) Regulations 2014.
Related Policies, Procedures, and/or Documentation	<p>Admissions sections on Bablake and King Henry VIII School Websites: for further information such as:</p> <ul style="list-style-type: none"> ▪ School fees; application fee and deposit; ▪ Application Form / Terms and Conditions ▪ Specimen papers and further sample papers. ▪ CSF Bursaries and Scholarship Policy.
Published To	<input checked="" type="checkbox"/> CSF Website <input type="checkbox"/> School Website <input checked="" type="checkbox"/> Shared Staff Area <input checked="" type="checkbox"/> ISI Portal <input checked="" type="checkbox"/> Available to Parents

VERSION HISTORY

Version Number	Amendment(s) Or Formal Review	Date [Month/Year]	Summary of change(s)
1.0	Formal Review	April 2023	Formal Review and Approval at Full Governing Board
1.1	Amendment	March 2024	Updated Role Descriptors / Titles; Converted to new policy template and structure. Presented as a CSF-wide policy rather than school-specific.

TABLE OF CONTENTS

1	INTRODUCTION / GENERAL STATEMENT	3
2	SCOPE	3
3	POLICY & PROCEDURE	3
3.1	The Entry Procedure	3
3.2	The Assessment Process	3
3.3	Entry Below Age 5	4
3.4	Entry at Year 3 and Above into the Junior School	4
3.5	Entry to the Senior School at Age 11	4
3.6	Guaranteed Senior School Places for Internal Candidates	4
3.7	Early Testing at Age 10 for Senior School Entry at Age 11	5
3.8	Entry to the Senior School Mid-Stream	5
3.9	Entry to the Sixth Form	5
3.9.1	Internal Senior School Pupils	5
3.9.2	External Pupils	5
3.10	Equal Treatment	5
3.11	Special Needs	6
3.12	Fluency in English	6
3.13	Scholarships and Bursaries	6
3.13.1	Scholarships to Senior School at Year 7	6
3.13.2	Academic Scholarships	6
3.13.3	Music Scholarships	7
3.13.4	Art Scholarships	7
3.13.5	Scholarships for Sixth Form Entry	7
3.13.6	Bursaries	7
3.14	Further Information	7
3.15	Terms and Conditions	8
4.	REVIEW	8
5.	RELATED POLICIES AND PROCEDURES	8
END		8



1 INTRODUCTION / GENERAL STATEMENT

This policy has been written to meet the standards as set out in the Education (Independent Schools Standards) Regulations 2014 (ISSR) as amended under section 94 of the Education and Skills Act 2008 and has particular regard for the interpretation of these as set out in paragraphs 394 to 404 of the Commentary on the Regulatory Standards September 2021.

2 SCOPE

This procedure applies to all schools within Coventry School Foundation (CSF / the Foundation), including those with Early Years Foundation Stage departments. The Foundation Schools comprise Bablake Senior and Junior, King Henry VIII Senior and Junior, and Bablake and King Henry VIII Pre-Prep.

3 POLICY & PROCEDURE

3.1 The Entry Procedure

Bablake and King Henry VIII are academically selective, independent day schools for children aged from 5 years to 18 years. The Schools admit pupils from Nursery up to and including National Curriculum Year 9 and Year 12. All admissions are based upon assessments and tests appropriate to the age of each applicant, together with a satisfactory reference from an applicant's current school.

Schools require a completed application form, a non-refundable application fee and a copy of an applicant's birth certificate before pupils are invited for an assessment.

Offers will be made on academic merit alongside any other indicators of potential. All admissions are subject to the availability of places. The Principal or Head of School's decision in accepting or refusing a candidate into a Foundation School is final. In order to protect the integrity of the system, results of assessments are not discussed with parents or made public.

Any offer of a place is accepted by returning a completed Acceptance Form accompanied by the payment of a deposit. By accepting a place, parents are entering into a contract with Coventry School Foundation. If parents subsequently decide that their child will not enrol at a Foundation School, the deposit paid on acceptance is retained; a term's notice, or fees in lieu of notice are required under the terms of that contract.

Current charges for the school fees, application fee and deposit can be found on our website.

3.2 The Assessment Process

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. We have strong traditions in music, drama, art, debating,



community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed. Specimen papers and further sample papers are available on the website. All candidates start on an equal footing, with identical opportunities to display their academic aptitude.

3.3 Entry Below Age 5

Pupils can join from the beginning of the term in which they celebrate their third birthday. Offers are decided following child-friendly, informal assessment:

- We invite children to come into school for a morning to spend some time with their prospective classmates and to meet the teachers.
- The experience is planned to be a positive one; children join us from many different backgrounds, and we are looking for potential.
- Your child's assessment can take place at any point in the academic year as we approach the date of their enrolment.
- For entry into Nursery, assessments will take place in the Spring Term preceding entry.

3.4 Entry at Year 3 and Above into the Junior School

Nursery pupils normally transition seamlessly into Reception and onwards unless there is reason to believe that any individual may not thrive with us. In these circumstances, discussions will have already taken place with parents. For external candidates, offers are decided following internally set assessment. Applications are accepted at any point in the academic year. Bursaries and scholarships are not available for these applications. Offers will only be made if places are available.

3.5 Entry to the Senior School at Age 11

All external candidates must sit an examination which consists of English and Mathematics papers. Scores in all areas are combined and candidates are placed in a final order of merit. There is no set 'pass mark' for the examination, the pass mark changes depending on the ability of the cohort and the difficulty of the examination. Applicants who are close to the pass mark will have their papers looked at by a subject specialist and may be invited in for interview.

Pupils from the Junior School are required to sit this examination if they do not have a guaranteed place (see below). Those wishing to be considered for an academic scholarship or bursary are also required to sit the examination to ensure that all applications are judged on an equal basis.

All places are offered on the condition of receiving a satisfactory reference from a child's current school.

3.6 Guaranteed Senior School Places for Internal Candidates

Pupils from our Junior Schools are not required to sit the entrance examination, provided



assessment data shows they are working at the appropriate standard. A tracking system through the Junior School identifies the progress being made by pupils towards a place at the Senior School. During Year 5, pupils are informed officially of their place at the Senior School.

The vast majority of pupils progress into the Senior School and the minority that do not, are informed well in advance and supported accordingly. Transfer to the Senior School is therefore not automatic, but it is the norm. Any place will be conditional on satisfactory behaviour and academic progress throughout Year 6.

A pupil who has not been offered a guaranteed place will still be able to gain entry to the Senior School through passing the entrance examination.

3.7 Early Testing at Age 10 for Senior School Entry at Age 11

Prospective parents whose children attend schools other than a Foundation School may request 'early testing' at age 10 as a guide to whether their child is likely to pass the entrance examination 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 entrance examination.

3.8 Entry to the Senior School Mid-Stream

Applicants for a place in Year 7 after the academic year has started, and applicants for places in Year 8, Year 9 and at the start of Year 10 are invited to sit papers in English, mathematics, reasoning and science (Year 10 entry only). Applications are accepted at any point in the academic year. Bursaries and scholarships are not normally available for these applications. Offers will only be made if places are available.

3.9 Entry to the Sixth Form

3.9.1 Internal 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 prospectus.

3.9.2 External Pupils

The School is keen to offer places in the Sixth Form to external applicants. Selection is by interview, stipulated GCSE results and a report from their existing school; in particular, Heads of School 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.

3.10 Equal Treatment

The Foundation's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our school community and is vital in preparing our pupils for today's world. Bursaries are offered to enable as many as possible who meet our admission criteria to attend our senior schools.



We are committed to making sure that our admission decisions are made by processes that are free from any discrimination. All applicants for admissions will be treated equally, irrespective of race, culture, language, religion, national or social origin, association with a minority, disability, sexual orientation, political or other opinion, property, birth, or other status. The Foundation's provision for bursaries is described [later](#) in this policy.

3.11 Special Needs

We welcome pupils with disabilities and/or special educational needs, providing we can offer them the support that they require and cater for any additional needs, and that our sites can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Learning Support and Inclusion Department at the School before they sit the entrance assessment so that we can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report, if they have one.

We will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School.

3.12 Fluency in English

In order to cope with the high academic and social demands of our schools, pupils' English should be of a sufficient level for them to be able to access the curriculum appropriate to their age.

3.13 Scholarships and Bursaries

Scholarships and Bursaries are awarded according to academic and financial need respectively. No distinction is made between internal or external candidates.

3.13.1 Scholarships to Senior School at Year 7

The Senior School Heads recommend to Governors those whom they consider suitable for scholarships.

3.13.2 Academic Scholarships

Academic scholarships are based on performance in the entrance examination, further assessment, and an interview. Internal candidates must therefore sit the entrance examination if they wish to be considered for an academic scholarship. These scholarships are reviewed on an annual basis by the Heads of School and will usually continue until the pupil leaves the school. They are contingent on continued academic performance and engagement in academic study or scholarship area.



3.13.3 Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates will be required to demonstrate ability through interviews and performance with members of the Music department. They will also be expected to demonstrate enthusiasm for and commitment to music and will need to contribute to the musical life of the School throughout their time at school. The award is contingent on this criterion being met. Internal candidates do not need to have sat the entrance examination to be considered for a music scholarship.

3.13.4 Art Scholarships

Art scholarships are awarded to outstanding artists who have achieved a high level of competency in more than one medium. Candidates will be assessed by members of the Art Department and will be required to produce a portfolio of work for consideration. The portfolio should include a variety of art forms, such as painting, drawing, photography etc. Candidates will be expected to demonstrate a passion and flair for art throughout their time at school. This award will be contingent on this criterion being met. Internal candidates do not need to have sat the entrance examination to be considered for an art scholarship.

3.13.5 Scholarships for Sixth Form Entry

These are available to both internal and external candidates as follows: Academic, Music, Sport. Further information about these scholarships can be found in the Sixth Form prospectus.

3.13.6 Bursaries

The Senior Schools offer a bursary programme which is designed to make it possible for as many as possible of those who meet the entry criteria to take up a place within our schools.

Further information can be found on our School websites or contact:

- bablakeadmissions@csfoundation.org.uk
- henrysadmissions@csfoundation.org.uk

3.14 Further Information

Our Admissions Department is always happy to speak to prospective parents and pupils and to arrange tours of any School site. Please contact them at:

- For Entry to **Bablake or King Henry VIII Prep-Prep**: admissions@csfoundation.org.uk
- For Entry to **Bablake Junior or Senior School**: bablakeadmissions@csfoundation.org.uk
- For Entry to **King Henry VIII Junior or Senior School**: henrysadmissions@csfoundation.org.uk

Further information can be found on the Foundation / School websites, which is frequently updated.

- For Admissions to Bablake, visit [Bablake Admissions](#).
- For Admissions to King Henry VIII, visit [KHVIII Admissions](#).



Follow us on Twitter, Facebook and Instagram to find out more about life at Coventry School Foundation.

3.15 Terms and Conditions

Copies of the Terms and Conditions are on the Foundation/School websites and will be made available to parents as part of the admissions process.

4. REVIEW

The Principal and Foundation Director of Admissions, Marketing and Communications have strategic oversight of this policy which is reviewed every year unless otherwise required owing to a change in policy/legislation or guidance; once reviewed, the policy is presented to the Education Oversight Committee for their review and recommendation to the Full Governing Board for final approval.

5. RELATED POLICIES AND PROCEDURES

This policy may need to be read in conjunction with CSF Bursary and Scholarship Policy and alongside information available in the Admissions sections on each of the School websites.

6. APPENDICES

There are no appendices in relation to this policy.

END

