



REIGATE GRAMMAR SCHOOL

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## Admissions Policy

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<b>ISI Code:</b>	I5a Admissions Policy
<b>Policy Author:</b>	Shaun Fenton, Headmaster
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## Admissions criteria

Admission to Reigate Grammar School depends upon a prospective pupil meeting the criteria required to maintain and, if possible, improve the educational and general standards for all its students commensurate with the school's ethos and aims. The school must also feel reasonably sure that it 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.

### The school's criteria for admissions are:

- a. that a prospective pupil achieves a sufficiently high mark in the school's Entrance Examination to satisfy the Headmaster that he or she can cope with the general pace of learning at RGS;
- b. that a prospective pupil, in the judgement of the Headmaster, shows sufficient aptitude, commitment and willingness to benefit from the educational and extra-curricular opportunities on offer at RGS;
- c. that the school receives a satisfactory reference from the prospective pupil's school;
- d. that the school is able to meet the educational, social and personal needs of a prospective pupil;
- e. that there are sufficient vacancies in the appropriate year group or that, in the judgement of the Headmaster, the pupil will make an exceptional academic or other contribution to the school community.
- f. We will consider making early offers in exceptional circumstances, at the Headmaster's discretion, such as to further develop our public benefit partnerships with maintained schools, to help with Looked After Children or where there is a case to act early to promote social mobility via our means tested bursary scheme.

## Age of entry

Students are normally admitted to the school at the ages of 11, 13 or 16. New students usually enter the school in September.

- The majority of our students enter at age 11 (Year 7). They come from a mixture of local primary and preparatory schools. In a typical year we take approximately 150-160 pupils at this stage.
- Pupils also join the school at age 13 (Year 9) from preparatory schools or from local schools. In a typical year we take approximately 20-25 pupils at this stage. We recommend that a place for age 13+ entry is secured via our 13+ pre testing arrangement, as outlined on page 9.
- We also accept pupils into the Sixth Form (Year 12). There is no set number of places.

## Registration

Parents may register a child at any time. There is a Registration Fee<sup>1</sup> (non-returnable) of £100 (UK applications) and £150 (overseas applications) which should be sent with the completed Application Form. Acceptance of this fee does not guarantee the offer of a place.

## References

In advance of any entrance examination or interview, we will always ask each candidate's current school for a confidential written report. It is therefore important that parents inform their child's current school that they have lodged an application with us.

## Entrance Deposit

On accepting a place at RGS, an entrance deposit of £1,000 must be paid. Of this sum, £250 will be assigned to your first term's fee account and a further £250 is a lifetime subscription to the RGS Foundation's Reigatian Society. The remainder will be reimbursed at the end of a child's time at the school.

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<sup>1</sup> This fee may be waived in cases of serious need. For details, please speak to the Admissions Secretary.

Where a pupil is withdrawn more than one term before admission, the entrance deposit will be forfeited. In the event of a withdrawal less than one term before admission, a full term's fees (less the amount of the acceptance deposit) will be payable in lieu of notice.

## Scholarships and Bursaries

Scholarships at RGS are awarded for academic excellence and for outstanding ability and potential in music, sport and other extra-curricular activities such as art, drama, dance and chess. The majority of scholarships will be a fixed set amount (i.e. £1,000). In exceptional circumstances a percentage off fees may be given.

RGS bursaries are intended to enable gifted children to attend the school irrespective of family income. The exact amount of fee reduction will depend upon family circumstances, however, families with a total gross annual income over £75,000 are unlikely to qualify for a bursary.

## Terms and Conditions

All offers of places are made subject to the school's Terms and Conditions, which will be made available to all successful candidates, or which can be obtained in advance from the Admissions Secretary. Pupils are admitted to the school at the discretion of the Headmaster, whose decision is final.

## Reigate St Mary's Preparatory School and Chinthurst School

Strong relationships exist between RGS and its junior schools Reigate St Mary's Preparatory and Choir School (RSM) and Chinthurst School and there is complete alignment in terms of expectations and understanding of the performance criteria which predicts future success at RGS. Pupils at RSM and Chinthurst may receive an early 11+ offer to RGS whilst they are in Year 5.

Pupils from RSM and Chinthurst may still sit the Entrance Examination if their parents wish them to do so.

## Disability and Special Needs

The school welcomes applications from any prospective pupil with a physical and/or mental impairment. The school's policy is to apply the criteria stated above to all pupils and potential pupils regardless of any disability of which it is aware, and not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of a disability. All applications will be judged fairly and the school will consider any reasonable adjustments that may need to be made to cater for the child's disabilities.

When applying for a place, parents are asked to write to the Headmaster setting out the nature and extent of any disability, and whether or not they wish the school to take any disability into account during the admissions process. In cases of doubt, parents should consult the school well in advance of any application.

For further details, please read the school's *Equal Opportunities Policy – Appendix 1: Admission for pupils with a disability or other special need* (please visit [reigategrammar.org/policies](http://reigategrammar.org/policies)).

## Equal Opportunities

The school ensures that equal treatment is afforded to all applicants, regardless of gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, special educational needs and disability.

## Admissions Procedure

The procedure for admission, including closing dates and dates and details of entrance examinations, is available in the Prospectus, and is also available to download on the school's website [www.reigategrammar.org](http://www.reigategrammar.org).

### **This policy should be read in conjunction with:**

- Learning Support Policy
- Behaviour Policy
- Exclusions Policy