



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

ADMISSIONS

General Statement of Admissions Policy

Kingston Grammar School is a co-educational academically selective school offering an all-round approach to education for students aged 11 - 18 years.

The school seeks to promote accessibility, regardless of background, and provides a range of scholarships and means-tested bursaries. We aim to identify and admit those students who show the potential to benefit from the academic education offered by the School, its ethos and opportunities, and to contribute to the active life of our community.

Admission to the school is by selection on academic merit. All applicants are required to sit the entrance assessments as described in the rest of this Policy. The interview is an important part of the admissions process. The school also takes into consideration the applicant's age and a report from the current school.

Applicants will be considered only when a completed Registration Form has been received with payment of the non-returnable Registration Fee. Any applications received after the published deadline will be accepted at the School's discretion. Admissions will be subject to the availability of a place and conditional on the fulfilment of the current admissions requirements. Entrance assessments may be varied and may be at times other than those published.

We are committed to preventing, challenging and eliminating unlawful racial discrimination, to promoting equality of opportunity between people of different racial or cultural groups, religion, gender, sexual orientation and gender reassignment.



The school's policy is to conduct its admissions on a fair and non-discriminatory basis. Reasonable adjustments, such as extra time, will be made available in the entrance assessment if supported by an Educational Psychologist's Report or equivalent independent medical report. The school may also seek from a candidate's current school details of normal working provision and practices for the student. The school will make all reasonable adjustments to ensure that students with disabilities have full access to the curriculum, culture, policies and procedures of the school.

Entrance Procedure (Years 7-10)

All entrance examinations are broadly in line with the expected expertise gained from National Curriculum teaching at the appropriate Key Stage in English and Mathematics for all entry levels and additionally Modern Languages (French, German or Spanish) and Science for 13+ and 14+ entry.

Candidates are expected to join the school into the correct year of entry for their age. Applications for students wanting to join the school 'out of year' will be considered on an individual basis, taking account of individual circumstances.

For all points of entry references will be taken up from the candidate's current school, normally before the date of the entrance examination.

The interview is an important part of the assessment process at all entry levels. Interviews are on a one-to-one basis and can either be of a general nature, or subject specific (Mathematics or English at 11+ and 12+, chosen A level subjects at 16+). Only candidates being considered for a place will be interviewed, and not everyone interviewed will be offered a place.

Students in Year 5 - Deferred Entry 10+ examination

This examination will take place in early January for candidates in Year 5 for deferred entry at 11+ in September the following year. Candidates that accept a Deferred Entry place will not need to take any further examinations for entry and will automatically be invited to sit the Academic Scholarship examination the following January. They can also apply for a bursary and scholarship in Art, Music and Sport. Further details can be obtained from the Registrar (registrar@kgs.org.uk).

Candidates who either reject or are not offered a Deferred Entry place can re-register to sit the 11+ examination in the following year. Their performance in the 10+ examination will not prejudice their application at 11+.



The 10+ examination is designed on the same principles as the 11+ but to suit the different age-group; it is broadly based on the National Curriculum the papers are appropriate for a wide range of feeder schools. Examination papers are produced in-house, and past papers are not available.

Extra time is allowed in all papers and a laptop computer may be used, provided that this is recommended by a professional (current school or Education Psychologist). A copy of the report or recommendation should be attached to the registration form and be received by the end of the Autumn term prior to the examination.

11+ Entrance Examinations

Entry

Entry to the First Form (Year 7) is for students who will have reached the age of 11 by 1st September immediately following the entrance examination. There are approximately 100 places available. The examination will take place in early January. The closing date for registrations is early December, normally 1st December unless this falls on a weekend.

11+ candidates sit an examination consisting of Verbal Reasoning, Mathematics and English papers. Past papers are not published, but some specimen Mathematics questions are available on request. On the basis of the examination performance, interviews will then take place for those candidates who are being considered for a place.

Broadly based on the National Curriculum the papers are appropriate for a wide range of feeder schools. Examination papers are produced in-house, and past papers are not available.

Extra time is allowed in the Mathematics, English and Verbal Reasoning papers and a laptop computer may be used, provided that this is recommended by a professional (current school or Education Psychologist). A copy of the report or recommendation should be attached to the registration form and be received by the end of the Autumn term prior to the examination.

English

Candidates are assessed in the three National Curriculum areas:

- EN1 Speaking and Listening (informally at the interview stage)
- EN2 Reading
- EN3 Writing



The English examination will test a candidate's ability to: read, understand and respond to writing (EN2); construct and convey meaning in written language (EN3); spell and punctuate correctly in clear, legible, joined-up writing (EN3).

These abilities will be tested by asking the candidate to complete a three part examination paper which will be based around a given passage. Section A will comprise of 20 multiple choice questions, Section B will be a single question requiring a detailed analytical response and Section C will ask candidates to write a short composition.

The questions range from simple understanding ('why does x do y?') to more difficult matters of interpretation ('What reasons might there be for ...?') There may also be questions about the meanings of words and phrases. In Section B, candidates are expected to write in sentences and to use their own words. The composition is likely to be a narrative task, continuing the story of the passage or using it as stimulus material for an original piece.

Emphasis will be placed on accuracy in: following instructions and retrieving and conveying information (EN2); using correct spelling, grammar and punctuation (EN3); responding with imagination and sensitivity to what is read (EN2, EN3).

The scholarship paper invited candidates to explore how a writer's choice of language, structure and form shapes meaning and to produce a well-structured, creative written composition with a technically fluent style.

Mathematics

Candidates are tested in these three National Curriculum areas:

- Ma 2: Number and Algebra
- Ma 3: Shape, Space and Measures
- Ma 4: Handling Data

In terms of the National Curriculum, 11+ candidates are asked to answer questions based on any of the Attainment Targets up to and including Level 5, though the main focus of the paper requires a thorough understanding of work up to and including Level 4. (For 10+ candidates, the questions will largely be based on work up to and including Level 4).

Examples of the types of questions set include:

1. Add, subtract, multiply and divide a. whole numbers b. decimals c. fractions (simple fractions only)
2. Demonstrate an understanding of ordering and measuring.



3. Perform calculations involving: a. money b. time c. length d. area e. volume f. speed g. mass based largely on metric units, but including other commonly encountered units (e.g. mph).
4. Interpret statistical information presented in a variety of simple forms.

Calculators may **not** be used. All necessary working should be shown throughout.

The Scholarship Paper will place greater emphasis on problem solving, and is expected to challenge all candidates.

Verbal Reasoning

Marks are standardised by age. The questions set are similar to those shown in the various practice papers available commercially.

Admissions: Decision Procedure

10+ assessments

Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- Age standardisation is then applied.
- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Applicants are interviewed individually by a member of staff.
- The interviews are scored using a four point system.
- A final list is drawn up.
- Members of the Admissions Committee decide on those that should be offered places. Not everyone interviewed will be offered a place.
- Places will not be offered without an interview.



11+ assessments

Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- Age standardisation is then applied.
- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Potential scholars are invited back for further assessment in Mathematics and English and are then interviewed.
- Other applicants are interviewed individually by a member of staff. These interviews are either general or subject specific, depending upon the examination score.
- The interviews are scored.
- A final list is drawn up.
- Members of the Admissions Committee estimate how many awards and main list places to offer to attempt to achieve the desired level of acceptances. Not everyone interviewed will be offered a place. Those who are not offered a main list place may be offered a place on the reserve list.
- Except in exceptional circumstances places will not be offered without an interview.

Applications for Academic Scholarship at 11+

Those 11+ candidates who achieve a high standard in the qualifying examination will be asked to return a week later to sit scholarship papers in English and Mathematics; each paper is for one hour in duration. All candidates sitting the scholarship examination will be invited for a series of interviews. A letter advising of the date and time of these interviews will be sent to the candidates after the results of the scholarship are collated.

Applications for Co-Curricular Scholarship at 11+

11+ candidates may apply for scholarships in Music, Sport and Art. A separate assessment for these is carried out in January/February. (More details regarding the scholarship process are included on page 10 of this policy.)

Oversubscription at 11+

Admission at 11+ is subject to availability.



Those 11+ candidates who meet the admissions criteria will receive an offer of an available place. Parents are required to accept the offer by the date set out in the letter of offer.

The School makes more offers than there are places available and in the event of oversubscription, valid acceptances will be prioritised based on the time of receipt. Prioritisation takes place after the deadline for acceptance has passed.

The School will write to the parents to confirm the place or to inform them that the candidate has been placed on a waiting list in the order of receipt of acceptance. Confirmation will be sent by the date set out in the letter of offer.



13+ entry

A small number of places will be available for entry at 13+.

The examination will be held in the Autumn term prior to the year of entry (when the candidate is in Year 8). The closing date for registrations will be early October with the examinations taking place in November. Reference will be requested from the current school in October.

Papers will be taken in English, Mathematics, a Modern Language (French, German or Spanish) and Science.

Firm places will be offered and candidates from Prep Schools will not be required to sit Common Entrance to confirm their place. However, the Prep school may still require candidates to sit the Common Entrance papers for internal marking.

Assessments

Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Applicants are interviewed individually by a member of staff.
- The interviews are scored.
- A final list is drawn up.
- Members of the Admissions Committee estimate how many places to offer to attempt to achieve the desired level of acceptances. Not everyone interviewed will be offered a place
- Places will not be offered without an interview.

Academic Scholarships at 13+

These will be at the discretion of the Head Master.



Sixth Form Entry

Applications for 16+ candidates need to be registered in October and entrance examination/assessment will take place in November. This will involve assessment in four nominated A Level subjects. Successful candidates will then be invited for interview in November.

Entry to the Sixth Form is based on candidates sitting an examination, attending an interview session, predicted GCSE (or international equivalent) grades and a report from the candidate's current school. During the interview session candidates will have a general interview, together with a subject based interviews in selected areas.

Students who apply later will still be considered in the Spring term and will follow the same assessment format.

Conditional offers, giving details of the GCSE grade requirements and any other conditions, will be made either by the end of the Autumn term or at the end of the Spring term depending on the interview session attended. Offers are not confirmed until after GCSE results are received in August and are conditional on achieving the required GCSE grades and average GCSE point score.

For a conditional offer to be confirmed post GCSE results candidates are required to fulfil two criteria: based on a points' system where A* = 4, A = 3, B = 2, C = 1, students must have a GCSE score with an average of at least 2.5; they must also achieve at least A grades at GCSE in their chosen A Level subjects, and normally an A* in Maths if they wish to pursue this subject in the Sixth Form. Some subjects do not require previous study at GCSE: Classical Civilisation, Design and Technology, Economics, Philosophy and Ethics, Politics, Psychology, Sports' Studies, and Theatre Studies. Of these, the following require an A grade in a specific equivalent GCSE subject which demonstrates similar skills: Economics - A grade in Maths; Psychology and Sports' Studies - A grade in Biology; Philosophy & Ethics, and Classical Civilisation - A grade in an essay-based subject, preferably English Literature; Drama and Theatre - A grade in English Literature. Those wishing to study Maths at A Level will require an A* at GCSE, and an A* may also be required for some science options.

Sixth Form assessments

- Predicted GCSE grades and report from current school are evaluated.
- Subject and general interviews are scored.
- Members of the Admissions Committee decide which offers are to be made.
- Offers are made conditional on specific grades at GCSE (or international equivalent).

Academic Scholarships at 16+



Current Fifth Form students can apply for a scholarship in the first part of the Autumn Term (late September). Scholarships are available in a number of areas: Academic; Sport; Drama; Art; Music. Applications will be reviewed by the Scholarship Committee and successful candidates will be invited for interview/assessment.

Final decisions regarding scholarships will be made by the end of November when students and parents are informed of the outcome.

External candidates applying for an academic scholarship will be invited for interview in November and will be notified before the end of the Autumn Term. External candidates applying for Scholarships in co-curricular areas will be invited for auditions/assessments in January and will be notified in late January/early February.

Students who achieve a Drama or Art scholarship at 16+ are required to take the subject at A Level. This does not apply to Music or Sport (Sports Studies).

Applications for Sixth Form entry will also be considered at other times of the year.

Other Points of entry

Year 8 (12+) and Year 10 (14+): examinations for entry into these year groups will be held in March of the year of entry, provided whole school numbers indicate that spaces will be available. Please contact the Registrar for further information and before submitting a registration form.

Entry into Year 11 and Year 13 is only considered in exceptional circumstances and at the discretion of the Head Master.

12+ and 14+ assessments

Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Applicants are interviewed individually by a member of staff. These interviews are either general or subject specific, depending upon the examination score.
- The interviews are scored.
- A final list is drawn up.



- Members of the Admissions Committee decide which applicants should be offered places taking into account whole school numbers. Those who are not offered a main list place may be offered a place on the reserve list.

Scholarships

Available for new entrants at 11+, 13+ and 16+. Review of current students takes place at 13+, 15+ and 16+.

Scholarships are awarded subject to achieving either the required academic or practical criteria. They are generally awarded for the duration of the student's time at the school subject to continued satisfactory performance, good conduct and adherence to the Terms and Conditions in force at the time.

Art, Music, Sports and Drama Scholarships (see also Fees section) for External Candidates

1. The Music Scholarship auditions will take place at the end of January/early February.
2. The Art Scholarship tests will take place in January.
3. The Sports Award trials for candidates will take place in January for 11+ entry and in the Spring term for 16+ entry.

The Drama Scholarship auditions (16+ only) will take place in January.

Students who achieve Drama, Music and Art scholarships at 11+ and 13+ will be required to take that subject at GCSE.

The closing date for applying for the above scholarships is early December prior to the year of entry.

Fee Assistance

Means tested Bursaries are available for 11+, 13+ and 16+ entry. Fee assistance are variable according to means, up to 100% of full fees. The award of a fee assistance is subject to reaching the required academic standard in the relevant entrance examination. If the demand exceeds the number of awards available, fee assistance will be awarded with reference to the performance in the entrance examination.

The criteria for qualifying for fee assistance are not disclosed and are confidential to the School. All aspects of the family financial situation are taken into account including salary, assets including property, additional income, siblings, dependent relatives and other relevant factors.



Monitoring Arrangements

The Admissions Committee

Comprising of the Head Master, Deputy Head (Academic), Registrar, Assistant Head and/or Bursar and relevant Heads of Department. The Admissions Committee will be responsible for establishing, monitoring and reviewing the Admissions Policy and Entrance Procedure.

Audits

The Governors will arrange random audits (independent of the Admissions Committee) on the various aspects of this Policy to ensure that it is being implemented across the school.

Review Process

This policy will be reviewed annually by the Admissions Committee. The School Governors will be advised of any review findings.

Data Retention

All entrance examination scripts, registration forms and associated documents of applicants who apply during the 2018-19 cycle will be kept according to the detail provided below.

2018 10+ Accepted	All examination scripts retained until the start of the 2019/20 academic year.
2019 10+ Accepted	All examination scripts retained until the start of the 2019/2020 academic year
2018 11+/12+/13+ Accepted	All examination scripts retained for one academic year after joining
2018 11+/12+/13+ Offered but declined	All examination scripts retained until the start of the 2019/20 academic year
2019 11+ Offered but declined	All examination scripts retained until the start of the 2019/2020 academic year
2018 11+/12+/13+ Rejected	All examination scripts retained until the start of the 2018/19 academic year
2018 All 16+ applications	All examination scripts retained until October half term 2018



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