

ADMISSIONS POLICY

1. Aim of this Policy

(a) To ensure compliance with the School's charitable purpose as a school providing independent day and boarding education for boys and girls between the ages of 4 and 18.

(b) To set selection criteria and procedures which are consistent with this charitable purpose and fair to applicants.

(c) To identify applicants whose academic and other abilities 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 to benefit from the many opportunities that are offered at St. Bees.

2. Entry

Preparatory Department

(a) Pupils may enter the Preparatory Department at any stage of their early years (Key Stage 1 & 2) education.

Senior School

(a) Pupils enter at 11+, 13+ or 16+. Pupils are, however, considered for places at 12+ and 14+ if places are available in the year group being considered. (Pupils for the International Centre must be of an age which would allow them to transfer into the Main School to complete a Sixth Form course.)

(b) The School takes the applicant's age on the 1st of September to determine the entry for 11+, 12+, 13+, 14+, 16+. Exceptions may be made in the case of an applicant whose birthday falls just after the 1st of September is considered to be sufficiently mature to accommodate him/herself to the academic and social demands of the School.

3. Admissions Timetable

(a) All candidates for admission must have completed the registration form and paid the £40 registration fee.

(b) Places in the Preparatory Department are offered following the outcome of an interview with the Key Stage 2 Coordinator of the class. Academic reports and references will be taken from the candidate's present schools.

(c) Formal 11+ and 13+ Entrance and Scholarship Examinations are held in the Easter Term (dates are published on the School's website). However entrance papers for all age groups may be taken at any time if a prospective pupil wishes to be considered for an available place before the next opportunity occurs for sitting the annually held examinations.

(d) At 11+ the examination consists of papers in English comprehension (with a separate essay), Mathematics and Reasoning. All papers are marked internally. In respect of the Reasoning paper, the actual age of the pupil is taken into account in producing an I.Q. score. All candidates also have short interviews with the Headmaster and one of his Deputies. A report from the Primary or Preparatory School is also taken into consideration.

(e) At 13+ candidates are required to sit examinations in English and Mathematics. The award of Senior Scholarships is dependent on other examinations in Science, French, History, Geography and an optional Latin paper. In all other respects the entrance procedure is identical to that at 11+.

(f) At 16+, pupils entering the Sixth form are required to have passed five GCSE subjects, at C grade or higher. Interviews take place with the Headmaster, Academic Deputy Head and the Heads of the appropriate academic departments. A satisfactory school report is also required.

(g) Prospective pupils being considered for places at 12+ and 14+ would be expected to sit entrance examinations in at least English and Mathematics.

(h) Overseas pupils entering the International Centre would not be expected to sit entrance tests. A report from the candidate's present school is requested and a full assessment of their English ability is undertaken when they arrive at St Bees. Transfer to the Main School is not automatic and an English Entrance Examination passed (or recognised external English qualification gained) before a place in the Main School will be offered.

(i) The outcome of entrance and scholarship papers is communicated in writing to parents within one week after the last paper is taken. The letters sent out offering places would also include details any scholarships or other awards. Parents are asked to accept the offer

and pay the acceptance deposit or decline the offer so that the place or award can be offered to another family if necessary.

4. Scholarships and Bursaries

(a) In the Senior School several academic scholarships are awarded each year and offer a fixed fee reduction for the time the pupil remains at St. Bees. Scholarships may be increased by a means-tested bursary to the value of the full tuition fee and where appropriate a proportion of the boarding fee.

(b) Music Scholarships and Exhibitions. There are also Music Scholarships and Exhibitions based on an applicants musical ability. For 11+ entry, candidates are expected to be playing two instruments, the first at Associated Board Grade 3 or above standard (or 1 instrument and singing). For 13+ entry, candidates are expected to be playing two instruments, the first at Associated Board Grade 5, the second at Grade 3 (or 1 instrument and singing). A Music Exhibition will offer individual tuition at St. Bees on one or two instruments.

(c) Sixth Form Awards are sometimes made to outstanding students applying for a place in the Sixth Form. These Awards offer a fee reduction in the Sixth Form and may be given to a student who has outstanding talent in the field of Art or Sports. For a Sports Award, the prospective pupil should have played his/her chosen sport representing at least the North of England.

(d) Bursaries. Certain bursaries are available – for details about eligibility, application and conditions, please contact the Bursar.

5. Responsibility for Admissions

(a) The Headmaster is responsible for admission and for the operation of this policy.

(b) The selection criteria and interview procedure are determined and reviewed from time to time.

(c) Documents supporting each application for admission together with selection and interview notes are retained by the School for at least one year after the interview, whether or not the applicant is offered a place.

(d) Each year the Governors review the admission statistics.

6. Selection

The preconditions for admission are that...

(a) the applicant is of appropriate age

(b) the applicant enjoys satisfactory general health

(c) the applicant's learning difficulties or other special needs (if any) can, in the opinion of the Headmaster be managed within the School's normal provision.

(d) the applicant's present school reports satisfactory attitudes and conduct on the part of parents and perspective pupil.

(e) fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Headmaster that they are in a position to pay fees for St. Bees.

The academic criteria for selection are....

(a) a mark on the entrance papers (if applicable) that shows the candidate will be able to engage positively with the academic curriculum offered by St. Bees.

(b) a positive recommendation from the Headteacher of the applicant's present school.

(c) a satisfactory interview.

7. Interview

(a) the aim of the interview is to explore some of the criteria set out in section 6 above. The style of interview is intended to be informal.

(b) the interview is carried out by an experienced and senior member of the academic staff.

8. The Offer of a Place

The parents of each applicant are informed in writing within one week of sitting the entrance papers whether a place is being offered or not.

The School is not obliged to state its reasons for rejection of an applicant.