



# The Peterborough School

## Admissions Policy

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<b>Review Date:</b>	September 2020
<b>Reviewed by:</b>	Headmaster
<b>Next Review:</b>	September 2021
<b>Review Frequency:</b>	Annual



## Introduction

We are an academically high-achieving, coeducational School and we welcome children who can make the most of the opportunities that we offer and can flourish in the caring environment of our School. This is a through School and pupils usually automatically transfer from the Preparatory School into Senior School. Pupils are selected on their ability to maintain or improve the educational standards of the School.

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

The Peterborough School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

The procedure for entry is specific to a child's age and/or stage of education and is explained in full below.

## Accessibility Arrangements

### Physical Accessibility

Treating every child as an individual is important to us, and we welcome pupils with physical disabilities provided that they can cope with our site. Access to and passage through the School buildings, due to their age, layout and make up, is not straightforward for all children.

Each pupil with a disability requires special consideration and treatment. If appropriate, we will assess whether reasonable adjustments can be put in place to allow a prospective pupil safe and viable access to the School. We will discuss thoroughly with parents and their medical advisers, if appropriate, the adjustments that can sensibly be made for their child prior to the offer of a place and before he or she becomes a pupil at the School. We recognise that some disabled pupils may also require specialist support from our Individual Learning Department, and we would normally discuss this with parents before their child enters the School.

The School in its future development will take account of the need for disabled access and there are plans for improved access to current buildings. We will do our best to make reasonable and achievable adjustments to take account of an individual pupil's needs, within the constraints imposed by our diverse and historic buildings on a challenging site. We plan to make our buildings progressively more accessible to disabled pupils, parents and visitors.

We advise parents of children with physical disabilities to discuss their child's requirements with us before he or she registers their child so that we can assess their physical and other needs. We will advise parents whether the School is suitable for their child. Parents should provide a copy of any medical reports to support their requests for entry, for example, for large print material or other special arrangements relating to examinations.

## Special Educational Needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Individual Learning Department can offer them the

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support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with The Peterborough School before he or she undergoes assessment for entry so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time in examinations or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

### Staff

Our teaching staff and childcare practitioners are made aware of the learning requirements of pupils with special education needs and disabilities, led by our Individual Learning Department.

### Entry Procedures

Most parents learn of the School and Nursery through their good reputations and make contact with the School Admissions Team or Nursery Manager by telephone or via the School's website. In response to enquiries, a prospectus is sent out. Parents may then call to make an appointment to view the School or Nursery and to have an interview with the Headmaster, Head of the Preparatory School or the Nursery Manager, as appropriate. Those who are interested in the Senior School are encouraged to bring their son or daughter with them and to allow them to participate in the discussion with the Headmaster. There is also the opportunity to consult with the Admissions Officer about practical arrangements such as the routes of the School buses and uniform supply.

The Peterborough School's selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry for School are from 4 years of age (Reception), at 11+ (Year 7) and 16+ (Lower Sixth). We also accept applications for entry at other ages subject to places being available. Please contact the Admissions Team for details.

Applicants for admission at the start of an academic year should register by December of the year preceding the desired year of admission. Registration is by completion and return of the Application Form, along with the registration fee, as specified on the fees schedule.

### 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. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.



### *Nursery*

To apply for a Nursery place, an Application Form must be completed, stating the preferred starting date and the number of sessions requested per week, together with the administration fee. A letter is then sent confirming when a place will be available. Where applications exceed the number of places available, a waiting list is created for each Room and the following criteria apply in priority order:

- Babies and children of parents who work at The Peterborough School and the Peterborough School Nursery.
- Siblings of children who are attending The Peterborough School at the time of admission.
- Siblings of babies and children who attend the Nursery.
- Babies and children who require full time places at the Nursery.

The date of the application will also be considered when allocating places. The number of children is strictly regulated so that the maximum permitted in each Room is not exceeded.

The Nursery Manager monitors closely the development of Pre-school children and works with the Head of the Preparatory School to ensure a smooth transition. Nursery children have to be separately registered for Reception Class by the completion of a School Application Form but the registration fee is not applicable and children do not undertake the usual hurdle of a Familiarisation Assessment Visit. Instead, children spend a morning during the year preceding entry with the Reception Class to familiarise themselves with the classroom environment. Should any child not be ready for the next step, the Nursery Manager will advise parents of alternative options. The overall School requirement remains that children must meet the standards commensurate with the ethos to which the School aspires and continue to do so throughout their time at School.

Nursery children will be advised of a date for their familiarisation morning in the Spring term preceding entry to the Reception Class in September. The Head of the Preparatory School will contact parents to provide feedback after this visit. Children also attend the formal Familiarisation Day in the June prior to starting School in September.

### *Preparatory School*

Suitability for admission to the Preparatory School is decided by the Head of the Preparatory School, in consultation with Key Stage Leaders and appropriate Form Tutors. Applicants will spend a day with their peers, during which time their academic and behavioural suitability for entry is assessed. Children applying for entry who are currently in Years 4, 5 or 6 are also asked to sit tests in order to ensure their academic ability will allow them to flourish in the Senior School and the Head of the Preparatory School will ask to view the latest school report from their current school. Parents are informed as soon as possible of their children's performance.

### *Senior School*



Candidates for entry in to Year 7 sit Entrance Examination papers in English, Mathematics and Reasoning in the January prior to proposed entry the following September.<sup>1</sup> A reference from the applicant's current school is also requested prior to the Examinations to assist in making a decision as to whether boys or girls would benefit from an education at The Peterborough School.

Academic, Music, Art and Sport Scholarships are available for applicants for entry in to Year 7 to compete for. Woodard All-rounder Scholarships are also available at the Headmaster's discretion. Please see the separate section on Scholarships.

Parents are informed in writing within two weeks of the Examinations whether their son or daughter has been successful. Almost all successful applicants are students who will achieve the 'expected level' or above at the end of Year 6. However, on receipt of good reports from their primary or preparatory schools, places may be offered to those with minor learning difficulties, such as mild dyslexia. Occasionally, places are offered under review during the first three years of the Senior School; in these rare cases, the School will inform parents as soon as possible in the event of a student being unable to cope with the academic demands. While there is a Head of Individual Learning, the School is not equipped to meet the needs of those with severe learning difficulties.

Applicants to join the School in Years 8-11 are assessed by scrutiny of their two most recent school reports and sometimes references from their current schools are requested. Upon registration, applicants are invited in to School to sit Cognitive Ability Tests (CATs) and experience taster lessons with the appropriate year group at a mutually convenient time. Parents are informed of their child's performance as soon as possible after the CATs have been taken, which is usually within three days.

### *Sixth Form*

Applicants to join the Sixth Form are assessed by successful interview with the Headmaster and scrutiny of references or reports from their current schools. Our offer of places in to the Lower Sixth is usually conditional upon a candidate achieving a minimum of five GCSEs at grade 6 or better, ideally with grade 7 in the subjects proposed for study at A Level. Subject specific criteria also apply

Pupils currently in Year 11 progress automatically into the Sixth Form, provided they meet the minimum entry requirements, as above.

### *Sibling Policy*

Most siblings join us at The Peterborough School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

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<sup>1</sup> Current school pupils in Year 6 do not sit the entrance exam but automatically progress to Year 7, unless their parents have been advised that the Senior School will not suit their academic ability. Pupils for Year 7 can apply for scholarships and bursaries in accordance with this policy. Parents will be asked to confirm to the Head of Admissions in December which if any scholarships they wish their child to compete for.



## Senior School Scholarships

- There is one Helen Belgion Memorial Scholarship, worth 50% of tuition fees annually, which is awarded each year on the results of the Entrance Examinations. Competition for this is open to all boys and girls entering Year 7.
- There is also a range of minor academic scholarships carrying tuition fee remission awarded to pupils entering Year 7 on the basis of their performance in the Entrance Examinations.
- Academic Scholarships are awarded to pupils who gain the highest marks on the combined score across all three examination papers combined.
- Three Music Scholarships, worth 10% of tuition fees annually plus a weekly music lesson, are awarded each year and are open to all pupils entering Year 7. Pupils are usually be expected to be working towards Grade 3 standard or higher. Those who apply for the Music Scholarships audition in front of the Head of Music during the afternoon of the Entrance Examinations.
- The Hannah Warner Scholarship is awarded to a boy or girl wishing to enter Year 7 who shows outstanding promise in art and design. It is worth 12.5% annually in tuition fee remission and tenable until the end of Year 11. It is reviewed for Sixth Form and continuation of the award is dependent upon the Scholar continuing with their study of artistic subjects to A Level. Those who apply for the Hannah Warner Scholarship are required to bring evidence of their work on the day of the Entrance Examinations and to discuss it with the Head of Art.
- A Sport Scholarship is available for pupils entering Year 7. The Scholarship, worth up to £1000 annually as a grant, is awarded to further the recipient's ambition in sport and may be used for a number of different activities including coaching in one or more sports, equipment, sports summer camps etc. Those who apply for the Sport Scholarship will meet with the Head of Boys' Sport and Head of Girls' Sport on the day of the Entrance Examinations and be asked to provide evidence of their excellence in sport via completion of an application form.
- A small number of Woodard All-rounder Scholarships are available to students who combine a strong academic performance, as indicated on entrance assessments, with clear potential in one or more of the following categories: creative arts (music, drama, dance, art), sport or leadership. Woodard All-rounder Scholarships are awarded at the Headmaster's discretion to pupils in Year 7 and those joining in other Senior School year groups. An application form is available upon request.
- A number of Academic Scholarships are available to pupils entering the Sixth Form. Students will sit a maximum of two subject specific scholarship papers on a specified day in the November or December prior to the year of entry. Scholarship papers are available in certain subjects only – further details may be obtained from the Admissions Officer. Sixth Form Academic Scholarships are also available to pupils currently attending The Peterborough School in Year 11. Scholarships will be awarded to those pupils who demonstrate outstanding academic potential for success at A Level and beyond.

Parents are asked to indicate on the appropriate document which is sent to them prior to all Scholarship Examinations whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.



We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the School's means tested bursaries as described in the Bursaries Policy, when they register their child.

Scholarships are held on conditions of academic progress, good behaviour and that the pupil remains at the School until the Upper Sixth year has been completed, or Year 11 for the Hannah Warner Scholarship. Early withdrawal of a pupil from School will result in recovery of the whole scholarship awarded.

Only those who pass the Entrance Examinations will be eligible for the Music, Sport or Hannah Warner Art Scholarships, but these are open for competition to all applicants.

Current pupils in Year 6 who will transfer automatically to the Senior School need not sit the Entrance Examinations if they wish to compete for Music, Sport, Woodard All-rounder or Hannah Warner Scholarships

### School Bursaries

The Governors of The Peterborough School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support towards the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a remission of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Requests for financial support usually fall into two categories:

- Applicants to the Senior School<sup>2</sup>, where a place has been offered but parents/guardians are unable to fund the tuition fees. The Bursar will initiate this application process.
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn.

Bursary Awards to Preparatory pupils are only made in compassionate circumstances. Requests for Bursaries in these circumstances should be made to the Bursar.

Additionally, existing bursaries will be re-assessed during the academic year if parents' circumstances change unexpectedly for the worse.

Awards are made on the basis of The Peterborough School's Scale of Awards, which sets out award levels in relation to a family's financial circumstances. The Scale of Awards is reviewed and revised annually by the Bursar, to reflect any changes in fee costs. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parents'/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations. Bursary awards are subject to repeat testing of parental means each year and the level granted may be varied, depending on parental circumstances. Bursaries are awarded on the understanding that pupils will remain in the School to the end of the Upper Sixth, subject to satisfactory educational progress. Early withdrawal of a pupil from School will result in recovery of the whole bursary awarded unless extenuating reasons can be provided e.g. relocation away from the area.

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<sup>2</sup> Bursaries are not, under normal circumstances, awarded to pupils in the Preparatory School.  
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Our Bursary Policy can be viewed in full on our website or can be obtained from the Bursar.

### Overseas Applicants

We welcome overseas pupils to study at The Peterborough School. The School does not provide boarding accommodation and therefore it is a requirement that a relative or guardian is available to provide residential accommodation during term-time and any holidays when the student remains in the UK. It is a requirement that, where pupils are not staying with a close relative, guardians inform the local authority that they will be providing accommodation for pupils. Parents of overseas pupils should appreciate that The Peterborough School does not run a short-term study programme and expects overseas pupils to finish a complete course of study.

### Fluency in English

In order to cope with the high academic and social demands of Senior School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for a number of years before coming to the School. Typically, students will be achieving IELTS Level 5.5<sup>3</sup>, depending on age on entry. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense. For more information, please contact the Bursar or the Admissions Officer.

### Religious Beliefs

The Peterborough School exists to educate young people based on Christian principles. It is an integral part of the Woodard Corporation, supporting the tenets of the founder, Nathaniel Woodard, offering an experience of Anglican worship and welcoming children from all faiths and no faith at all. Parents should be aware that there is a weekly Chapel service<sup>4</sup>, which all pupils aged 4 to 18 are required to attend. In addition, there are other services which pupils are required to attend, e.g. the annual Carol Service.

### School's Contractual Terms & Conditions

Copies are on the School's website and will be made available to parents as part of the admissions process.

Once a place is offered, parents accept a place by returning a signed copy of the Parent Contract Acceptance Form and fees deposit within the time period stated in the offer letter. The Parent Contract Acceptance Form is sent with the Terms and Conditions. The School cannot guarantee to hold the place offer open longer than the specified time period.

In accepting a place offered by the School parents are entering in to a contract with the School. A full term's notice, (or a term's fees in lieu of notice), must be given by parents or guardians when it is intended to withdraw a pupil or rescind the acceptance of a place offered to a pupil, whatever the reason. This notice should be received by the Headmaster in writing, on or before the first day of term<sup>5</sup>.

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<sup>3</sup> Expected proficiency in English on entry to the Senior School.

<sup>4</sup> Eucharistic for Senior School pupils.

<sup>5</sup> Term dates are available upon request, on the School's website and in the Parents' Handbook.



## Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.