

# Norwich School

## Admissions Policy

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Norwich School is an academically selective co-educational independent day school for pupils aged 4 - 18 years.

The Head Master is responsible for admissions and the operation of this policy.

The policy and admissions procedures are carried out in accordance with the Equality Act 2010 and are reviewed annually by the school's Senior Management Team and the Governors. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religious faith, disability, sexual orientation or socio-economic group.

### **Special Education Needs and Disability**

The school is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled people and those with special educational needs and it will not treat an applicant less favourably on these grounds. At present, its facilities, physical and otherwise, for the disabled are limited. However, the school will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, the Children and Families Act 2014, and the SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2015), in order to accommodate the needs of applicants who have disabilities which the school can adequately cater for, with reasonable adjustments.

The school must be made aware, at the point of application, of any known disability or special educational need which may affect an applicant's ability to participate in the admissions process and take full advantage of the education provided at the school. Parents or guardians of an applicant who has any disability or special educational needs will be required to disclose full written details during the admissions process. All relevant information must be provided to the Head Master at least six weeks before attending an entrance examination at the school. Additional information may be requested.

### **The admissions procedure**

Deciding on the right school for a child is very important and the school would recommend that prospective parents and pupils visit the school prior to making an application. The first visit should ideally be at one of the school's admissions events. Children of all ages, and other members of their family are welcome to these events. Details of when the school's open events are held can be found on its website. These events provide an excellent overall introduction to the school.

If prospective parents and applicants are unable to attend one of these open events or would like to see the school in more detail at another time, they are invited to make an appointment to visit the school privately. Please contact the school's Registrar on 01603 728449 or email [admissions@norwich-school.org.uk](mailto:admissions@norwich-school.org.uk) to arrange a visit.

The school requires parents or guardians of all applicants for all years to complete a Registration Form and pay the appropriate Registration Fee. The Registration Fee is set as a payment towards the cost incurred by the school in administering the admissions process before the offer of a place is made and is non-refundable irrespective of whether or not the registered child actually attends the external entrance examination or interview.

The school's key admissions dates are detailed on its website. The school does not accept applications which are made more than 18 months in advance of a child's potential entry date.

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### Entry points

The usual entry points are 4+ 7+, 11+, 13+ and 16+, although applicants may be accepted at other points if places are available. Offers made are not transferable from one entry point to another.

For the purposes of entry, applicants' ages are calculated according to UK custom. The school does not rigidly apply the 1 September birthday watershed for determining the applicant's eligibility for entry, but an applicant whose birthday falls before 1 September in the year of entry will need to demonstrate that they are of sufficient maturity to cope with the academic and social demands of the school.

Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the school may offer a place in a year lower than the applicant's age would normally imply. Occasionally, the school may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head Master, whose decision is final.

### Entry to the Lower School

For entry to Reception and Lower One (Year 1), all registered applicants will be assessed through a variety of individual and group activities. For entry to Upper one (year 2), applicants will be required to complete some simple, age-appropriate academic tests.

For entry to Lower Two (Year 3) to Upper Three (Year 6), all registered applicants will sit written entrance assessments in English and Maths. Shortlisted applicants will be invited to an interview with senior staff to ensure they are suited to Norwich School

For children in Lower 1 (Year 1) and above, the school will request a reference (covering all-round achievements, conduct and academic potential) from the Head of the applicant's current school.

The school will aim to make offers for the Lower School before February half term in the year of entry and the deadline for acceptance of these offers will not be before the first Monday in March.

### Entry to the Senior School

All registered applicants will sit written entrance examinations in English, Maths and Verbal Reasoning (except for applications entering Middle Five (Year 10)). Applicants will also be involved in group activities and an interview with staff to ensure they are suited to Norwich School.

The school will request a reference (covering all-round achievements, conduct and academic potential, including his/her predicted grades in standard assessments) from the Head of the applicant's current school.

The school will aim to make offers for the Senior School before February half term in the year of entry and the deadline for acceptance of these offers will not be before the first Monday in March.

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### Entry to the Sixth Form

The school welcomes external applications for the Sixth Form and the opportunity to meet and advise prospective pupils during their Upper Five year (Year 11).

Registered applicants are invited to attend an assessment day. The assessment day will involve a number of group activities and an interview with members of staff.

The school will request a reference (covering all-round achievements, conduct and academic potential, including the applicant's predicted grades at GCSE) from the Head of the applicant's current school.

The school will aim to make offers for the Sixth Form before Christmas in the year preceding entry and will allow parents a reasonable time to consider this offer. All offers will be subject to a minimum level of performance at GCSE, this will be detailed in the offer letter.

### International Entry

We welcome applications from international pupils into our Sixth Form.

Norwich School is a UK Visa and Immigration Tier 4 sponsor and requires international pupils to meet all legal requirements set down by UK Visa and Immigration authorities. The school reserves the right to withdraw an offer of a place should applicants fail to meet the requirements set down by UK Visa and Immigration authorities.

Norwich School is not a boarding school. International pupils will be put in contact with a homestay provider who will arrange accommodation and guardianship.

As well as the other admission requirements set out in this policy the school will require the following from all applicants to the school's international pupil programme:

- a reference from the applicant's current school;
- the applicant's latest school report;
- a copy of the photo page of the applicant's passport;
- applicants will need to demonstrate their current level of spoken and written English and this will normally be done by means of a written test and a face-to-face or video interview.

Further testing and interviewing may be necessary before the final decision on an offer to study is made.

Parents and guardians of international applicants should note that the fee structure for the school's international pupil programme is different to that of domestic pupils. Full details can be found in the international admissions section of the school website.

### Moving from the Lower School to the Senior School

Pupils who attend the Lower School will normally transfer to the Senior School at the end of Form 3 (Year 6). The Master of the Lower School will coordinate the passage of Lower School pupils to the Senior School with the Registrar and families of Lower School pupils will be advised accordingly.

Any concerns regarding the suitability of a pupil for the Senior School are raised directly with parents by the Master of the Lower School. The school shall not be obliged to permit a pupil to enter the Senior School unless the school is satisfied that it is appropriate to do so, having regard to a pupil's academic attainment, behaviour and other relevant circumstances.

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### **Moving from the Senior School to the Sixth Form**

Pupils who attend the Senior School will normally transfer to the Sixth Form at the end of their Upper Fifth year (Year 11).

Upon considering a pupil's suitability for progression to the Sixth Form, the school will consider a pupil's academic attainment, behaviour and other relevant circumstances. Parents will be consulted before the end of the Lent Term if, in the opinion of the Head Master, the pupil will not benefit from continuing to be educated at the school or has not attained a sufficiently high standard of work or behaviour to benefit from continuation or entry to the next stage, or there appears to be any reason why the pupil may be refused a place in the Sixth Form.

The school shall not be obliged to permit a pupil to enter the Sixth Form unless the school is satisfied that it is appropriate to do so, having regard to a pupil's academic attainment and behaviour and all other relevant circumstances.

### **Admissions during an academic year**

From time to time the school may consider applications to join the school part way through an academic year. These applications are accepted at the discretion of the Head Master subject to places being available.

The school will request a reference from the child's current school and he/she will be asked to attend for written assessment and interview.

### **Selection**

The pre-conditions for admission are that:

- The applicant is suited to the pace and manner in which the school's broad curriculum is taught and delivered.
- The school is able to provide adequately for any learning difficulty or special educational needs the applicant may have, making reasonable adjustments where necessary.
- The school, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
- The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant.
- Fees (if applicable) at the present school have been fully paid.
- The applicant has the legal right to live and study in the UK, or in the case of applicants (aged 16-18) for the international programme they will be sponsored by the school to obtain a suitable visa.
- Following entry to the school, the applicant will reside during term time within a reasonable daily travelling distance from the School with his/her parents or legal guardian (or in the case of those aged 16-18 with an authorised educational guardian).

The academic criteria for selection for the school are:

- for external applicants, success in the relevant entrance assessment and for Sixth Form entry, achieving the required grades at GCSE; and
- a positive confidential reference from the applicant's present school; and
- for all external applicants, a satisfactory interview at the school; and
- for Lower School pupils, being judged suitable for progression to the Senior School by continuous assessment of their work and by success in the entrance examinations, as required; and

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- the applicant's commitment to the school's academic, extra-curricular, pastoral and co-educational ethos as described in the school's aims.

The school is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the school offers and contribute to school life.

### **Bursaries and Scholarships**

Norwich School sets aside significant funds for the provision of bursaries to enable pupils to attend the school who would otherwise not be able to do so due to financial reasons. All bursaries are means-tested and can result in a reduction in fees of up to 100%; there is a sliding scale based on family income as well as finances and resources of the school.

Scholarships and awards are given to pupils with outstanding ability and flair in their particular field. Scholarships are not means tested. Further details can be found on the school's website.

### **Fluency in English**

Applicants for whom English is not their first language will need to demonstrate they have sufficient command of written and spoken English to cope with the curriculum, which is delivered in English, and with life at Norwich School.

### **Religious beliefs**

Norwich School has a church-orientated history and an ethos based on Christian values. However, the school does not select for entry on the basis of religious belief. Parents should be aware that all pupils are expected to attend Cathedral services and assemblies.

### **Records and Review**

The applicant's details will be held on file with due regard to the Data Protection legislation and the school's Data Protection Policy.