



ADMISSIONS POLICY

School update	
Responsible for review of policy	Deputy Head Academic
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Governor Sub-Committee review	
Sub Committee to review	Academic/Board
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Related policies	
Uploaded to Staff Shared	January 2022
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ADMISSIONS POLICY

1. POLICY STATEMENT

1.1 RMS is an Independent Day and Boarding School for girls aged 2-18. Boys are accepted into Ruspini House Pre-School and leave at 3+. There is no assessment for entry into Ruspini House. At all other points of entry, there is an assessment process to select pupils. The School considers applications for all year groups, subject to availability of places.

1.2 The School is committed to encouraging applications from candidates with a diverse range of backgrounds, diversity enriches the community and is vital in preparing pupils for today's world. The bursary policy is outlined below.

1.3 The School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

2. DISABILITY AND SPECIAL EDUCATIONAL NEEDS

2.1 The School endeavours to make entry as accessible as reasonably possible. Pupils with learning difficulties are welcomed, providing that our Assisted Learning Support Department can offer the support they require and that the school can continue to meet the pupil's needs throughout the period they are enrolled at the school.

2.2 Pupils with physical disabilities are welcome provided that the site is negotiable. The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

2.3 Parents of children with learning difficulties or physical difficulties are invited to discuss their child's requirements with the School well before the entrance examination so that the School is able to make adequate provision for 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 or other special arrangements.

2.4 The School will discuss thoroughly with parents and their medical advisors the adjustments that can reasonably be made for the child if she becomes a pupil at the School.

3. THE UNDERLYING PRINCIPLES OF THE ASSESSMENT PROCESS

3.1 The aim of the process is to identify potential. The School is 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.

3.2 Although the School conducts assessment tests at all points of entry into Cadogan House and Senior School, academic ability is not the only criterion for selection, although girls must meet a standard that will enable them to cope happily at the School. Family links, enthusiasm, a request or recommendation from the Headteacher of a previous school are all important factors in the selection process for a school where strong pastoral care is a traditional feature and from which the Head of Senior School may consider that certain girls will benefit because of individual circumstances.

3.3 Children of the family are given priority at all levels but their place is not automatic. It is most important that the School suits the individual child and the Head of School will advise if the School is not an appropriate choice.

3.4 No specific preparation for entrance testing is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude (and extra-curricular skills).

3.5 The dates for the assessment days for the current year are published on the website, together with the dates that results are posted to families and the closing date for acceptances. Places are offered to candidates from the waiting list after the closing date for acceptances.

4. ADMISSION TO CADOGAN HOUSE

4.1 Girls are admitted to Reception in September of the year in which they attain their fifth birthday. Transfer from Ruspini House Pre-school is not automatic.

4.2 Cadogan House pupils are guaranteed a place in Senior School in all but the most exceptional circumstances but, in Year 6 they take the same assessment tests as external candidates to provide a benchmark.

4.3 All candidates for entry into the Reception year of Cadogan House are assessed during a visit to the candidate's Early Years provider or in a group or class situation. Certain levels of numeracy and literacy are required, but attitude, potential and special talent and ability are also recognised.

5. ADMISSION TO SENIOR DEPARTMENT

5.1 The School is academically selective. Selection is based upon academic merit which is assessed for entry in to the Senior Department through the entry examination, an interview at the School and references from the candidate's previous school.

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

5.3 The major point of entry is 11+, but pupils are accepted into all year groups where there are spaces, with an entry from Prep Schools at 13+ and transfer from other senior schools into Year 10 for GCSE.

6. FOR ENTRY TO YEAR 7

6.1 Candidates spend a full day at school and sit an online test provided by the CEM service which assesses literacy and numeracy skills. Pupils also complete a piece of creative writing. In addition all pupils take part in a small group discussion with the Head of Senior School and choose a larger group activity that may include Art, PE or Drama. The purpose of these activities is: -

- to make the day a positive interactive experience
- to put candidates at ease
- to enable girls to display their strengths at interview
- to ascertain individual interests
- to observe girls in group activities
- to observe behaviour

7. FOR ENTRY TO YEARS 8-10

Candidates complete written tests in English and Maths and are interviewed by the Head of Senior School. Year 10 candidates additionally sit a Science paper.

Some Scholarships are reserved to recognise outstanding achievement at these points of entry.

8. OVERSEAS APPLICANTS

8.1 Overseas boarders are welcome, provided that the candidate has a relative or legal guardian living in the U.K with whom she can stay for some weekends. Test papers may be sent abroad and must be professionally supervised.

8.2 Pupils with English as a second language will sit an English Language test to be sure that they will be able to cope with the high academic and social demands of the School. Additional Language (EAL tuition) can be arranged at the parents' expense should it be determined that these will be needed in order for the pupil to access the curriculum.

9. ADMISSION TO THE SIXTH FORM

9.1 Transition to Sixth Form for current RMS pupils

All RMS pupils are welcomed into the Sixth Form if appropriate courses of study can be devised for them. In very exceptional circumstances it may not be considered to be in a pupil's best interests to undertake A Level study and there will be timely consultation with parents if this is the case. In equally exceptional circumstances pupils may be warned in Year 11 that their behaviour record is such that it would be inappropriate for them to join the Sixth Form where pupils are expected to be role models for the rest of the School.

9.2 Admission to Sixth Form

There is no examination for entry, but a pupil's course will be based on her GCSE performance.

9.3 Most academic courses require a pupil to have achieved at least a grade 6 in that or a related subject and more demanding courses require 8-9 grades. Vocational courses require at least a grade 4 in Maths and/or English Language, and practical subjects require pupils to demonstrate by portfolio or audition their suitability for and commitment to study at this level.

9.4 After interview and a reference from the previous school, a place will be offered on the basis that the pupil follows the guidance of the Head of Sixth Form about an appropriate

choice of courses.

9.5 Candidates who have English as a second language will be required to demonstrate a sufficient level of English Language proficiency in order to access the curriculum. If it is felt that they will require some support to develop their English language proficiency, they may be asked to attend EAL support sessions at an additional cost to the student.

9.6 Where students do not hold GCSE qualifications, they will be required to take a written test in the subjects they want to study in the Sixth Form. They will only be permitted on the course of study if the HoD feels their basic knowledge and level of English is such that they will manage the demands of the course.

10. PUPILS IN THE CARE OF THE ROYAL MASONIC TRUST FOR GIRLS AND BOYS

10.1 A pupil who, because of family or personal circumstances, is under the protection of RMTGB has automatic right of a place in the School, if the Trust recommends that she should come to the School. Where possible an extended visit is made to gauge whether or not she will be likely to settle happily.

10.2 After such a visit, the Head of School advises the Trust whether or not the girl will be able to take advantage of the opportunities available in school. The girl may then be admitted at any time during the school year. Her previous school provides reports but she will not be required to take an entrance test.

11.0 SCHOLARSHIPS IN THE SENIOR SCHOOL

11.1 The School offers scholarships for excellence in:

- academic ability
- music
- sports
- art
- drama

11.2 Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of their achievement, the scholar is offered a maximum award of 25% reduction in fees without means testing throughout her time at the School. In addition, music scholars are offered free tuition in a musical instrument. Details of potential scholarships will be sent to all who express an interest. All scholars undertake to maintain the highest standards of work and behaviour while at RMS.

11.3 The parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, are encouraged to apply at the same time to the Bursar for additional means tested fees assistance in the form of a Scholarship Support Bursary described below, when they register the child.

11.4 Academic Scholarship

All Candidates are considered for academic scholarships at 11+ . The most outstanding performers in the entrance examinations are invited back for further testing and interview.

Scholarships are held for the duration of a pupil's time at the school, provided her conduct is satisfactory.

Some Scholarships are reserved to recognise outstanding achievement at these points of entry.

11.5 Music Scholarship

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Criteria and the audition process are outlined on the website. Candidates will be expected to demonstrate enthusiasm for and commitment to music, and will be expected to make a contribution to the musical life of the School throughout their time here.

11.6 Sports Scholarship

Sports scholarships are awarded to outstanding, all-round sportswomen who have achieved a high level of competence in one or more sports. Candidates will be assessed and interviewed by the Director of Sport, and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current Director of Sport. They will be expected to make a contribution to the sporting life of the School throughout their time at RMS.

Criteria and assessment process are outlined on the website

11.8 Art and Drama Scholarship

Candidates will be asked to bring a portfolio of work, a record of performance and/or to complete a piece of assessed work at RMS under supervision

12. SCHOLARSHIPS AT 16+

Scholarships are available to internal and external candidates with a particular talent in Art, Sport, Performing Arts, Music or general academic merit. Tests are taken in the November of Year 11.

13. SCHOLARSHIP SUPPORT BURSARIES

13.1 The Scholarship Support programme is designed to enable as many talented pupils as possible who meet the School's Scholarship criteria to take up a place here. Means-tested awards, in the form of Scholarship Support Bursaries, may be offered additionally to scholarship candidates at the usual points of entry, where the parents have indicated on the registration form or by other means that they require financial support.

13.2 Scholarship Support Bursaries are means-tested in accordance with the criteria published on the School's website including the financial information provided to the Bursar via the School's "Confidential Statement of Financial Circumstances" form which can be downloaded from the website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; typically it is limited to a maximum of 25% of fees payable.

13.3 Depending upon the particular family financial position, Scholarship Support Bursaries will be subject to periodic review. In this case the family will be required to provide fresh information about its financial circumstances, and levels of support may vary with fluctuations in income. This is to ensure that the limited funds available for this purpose are allocated on a fair, transparent and consistent basis.

13.4 Please note that Scholarship Support Bursaries will not be considered for unsuccessful Scholarship applicants. The School is regrettably currently unable to

offer Entrance Bursaries for non-scholars other in exceptional circumstances relating to significant welfare needs.

13.5 The Cadogan Rose Bursary Award and the Grace Robinson Bursary Award are to enable a pupil displaying strong academic promise or potential in Sport, Art or Performing Arts to attend The Royal Masonic School for Girls allowing her to benefit from the educational opportunities offered and in turn make a positive contribution to the life within the School, but who would not be able to do so without financial help. The Cadogan Rose Bursary award shall be for an appropriate proportion, or the total amount of the day fees, as determined after allowing for the financial contribution to be made by the parents using the School's financial assessment criteria. The Grace Robinson Bursary Award shall provide for 50% of the total amount of the day fees. The Award shall not normally be given to a pupil whose parents are assessed as being able to afford more than 25% of the school fee.

14. 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.

15. COMPLAINTS

Advice and support in making a complaint can be requested via the school office.