



## Durham School

### Admissions Policy

#### 1. Policy

- 1.1 All admissions to the foundation are considered within the broad framework of its educational aims which are: 'to provide an outstanding educational experience which promotes equality of opportunity for all our pupils, 3-18, allows them to fulfil their potential, and fully prepares them for further education and the global environment beyond.'
- 1.2 Both Durham and Bow Schools are academically selective, but a large emphasis of the selection is placed on identifying potential in pupils to develop a range of interests and aptitudes which the schools believe is important to foster and develop.
- 1.3 Admissions to the schools are governed by the wish to build up a community of students with a wide and diverse range of skills who are capable of pursuing an essentially academic curriculum.
- 1.4 All admission processes will take due regard to:
- Entrance examinations criteria
  - Reference from previous schools including pastoral information
  - Legislation, specifically the provision of the Equality Act 2010, in as far as they relate to reasonable adjustments during entrance examinations or ongoing support for a pupil who joins the School.
- 1.5 Admissions may be accepted at any year but approval is strictly subject to:
- Completion of the relevant exam papers and achievement of required assessment standard
  - Providing relevant paperwork- school report, reference/evidence of all external assessment results
  - Interview with the Headmaster or delegated member of staff.
  - The Headmaster's formal decision to offer a place
- 1.6 Once admitted to the Foundation, admission to the next year group is automatic except between Year 6 and Year 7, Year 11 and 12 and Year 12 to 13 where separate criteria exist. All pupils in Year 6 progressing to Year 7 will take the 11+ entrance papers for the purpose of assessment, setting and scholarships and admission may be reviewed on a case by case basis if necessary.
- 1.7 This policy adheres to the philosophy underlying the Equalities Act 2010. The School commits to observing its principles and does not discriminate on any grounds.

#### 2. Procedure

##### 2.1 Enquiries

Enquiries are normally made to the Admissions Officer. Formal Registration will include payment of a non-refundable administrative charge. The Admissions officer will then arrange for the collection of references and the sitting of the relevant entrance examination for Durham School (11+, 13+, and IELTS test in the case of students for whom English is not the first language) and an interview with the Headmaster or delegated member of staff. Online interviews are conducted if a student is not able to attend in person. In the case of

students for whom English is a second language, this will normally be undertaken by the Head of English as an Additional Language.

- Any requests for bursary funding are dealt with initially by the Bursar and the Bursary Awards Panel.
- A formal offer will include Terms and Conditions and Acceptance Letter. At this stage a deposit is required, refundable when a pupil leaves the School.

## 2.2 Entrance Requirements

- It is a requirement that all students joining the Bow and Durham Schools take some form of assessment.
- Access arrangements for pupils with specific educational needs are provided, in consultation with parents and current school as well as any educational statement if applicable.
- For pupils with other needs, such as a disability, additional arrangements can be made as required.
- The results of entrance examinations are not routinely given out.
- Entrance requirements are laid out in the table below.  
[All Pupils joining the academic year mid-way through will take the most age-appropriate test.]

Year at point of test	Test	Criteria
3-5	Interview with Head of Bow Age appropriate assessments of literacy and numeracy	Ability to adapt to the Bow curriculum Acceptable school report
6	Durham School 11+ - English and Mathematics - VR and Non-VR test [GL Assessment]	% Pass Standardised score of 90+ Acceptable school report
7	Durham School 11+ - English and Mathematics - VR and Non-VR test [GL Assessment]	% Pass [Age adjusted] Standardised score of 90+ Acceptable school report
8	Durham School 13+ -English and Mathematics	% Pass Acceptable school report
9	Durham School 13+ -English and Mathematics	% Pass [Age adjusted] Acceptable school report
10	School Report Durham School 13+ -English and Mathematics	Good/excellent progress/ability to fit option blocks/exam board compatibility [EAL- online interview/Durham School English & Mathematics Test 70%+]
11	GCSE or other recognised qualifications School Report	GCSE 5 Grade 6s (or equivalent) and English Language/Mathematics at Grade C/4 [EAL- IELTS score of 5.5/online interview/Durham School English & Mathematics Test 70%+]
12/13	School Report	GCSE 5 Grade 6s (or equivalent) and English Language/Mathematics at Grade C/4 Excellent progress/ability to fit option blocks/exam board compatibility

## 2.3 Reasonable Adjustments

- The School is mindful of its obligation under the Equality Act 2010 to undertake to make reasonable adjustments to ensure pupils who meet the necessary entrance examination standards are able to join the School.
- Each case will need reasonable adjustments as required and will be looked at individually and on merit, in consultation with parents and where appropriate off-site agencies.

### **3. Responsibilities**

- 3.1 The Admissions Officer is responsible for handling enquiries and ensuring age-appropriate tests are conducted and references requested and processed.
- 3.2 The Deputy Head [Academic] will have oversight of the entrance examinations process as delegated to the Heads of Section and Examinations Officer and will, alongside the Deputy Head [Pastoral] provide advice on suitability of admission enquiries.
- 3.3 The Head of Bow will make all final decisions with regards to admitting pupils to Bow School.
- 3.4 The Headmaster will make all final decisions with regards to admitting pupils to Durham School.

### **4. Links to other policies and documents**

- 4.1 This policy is not specifically linked to any other policies or documents.

### **5. Oversight**

Oversight of this policy is undertaken by the Education Committee. The policy will be reviewed at least every other year.

**Policy written:**

19/10/2014

**Reviewed:**

14/04/2015

05/08/2015

08/06/17

**By Andrew Pearson, Deputy Head (Academic)**

**07/06/19**