



15a Admissions Policy

Scope:	Whole School including EYFS
Release date:	September 2023
Review date:	September 2024
Author:	Head, P Logan
Reviewer:	Head of Admissions, Marketing and Development
Approval body:	Board of Governors

Linked documents

This Policy should be read in conjunction with the:

- The Parent/School Contract
- EAL Policy
- Complaints Policy

Acronyms

KCSIE – Keeping Children Safe in Education

IEP – Individual Education Plan

EAL – English as an Additional Language

EHCP – Education, Health and Care Plan

STEM – Science, Technology, Engineering and Mathematics

Availability

This policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Office.

Principles

At Derby Grammar School we seek to ensure that all those pupils who are admitted have the potential to thrive in an environment of high expectation and achievement, where they will be able to benefit from the rounded education provided and be happy within the School community.

We seek to offer places to those whom we believe can contribute positively to the School community, and whom we can educate within our own teaching, pastoral and learning support structure.

Progression from one part of the School to another is expected but cannot be guaranteed; there are occasions when such progression is not in the interests of either the child or the wider community. In such circumstances we would inform the parents well in advance and offer guidance for future options for schooling. All those joining the School must abide by the Standard Terms and Conditions of Derby Grammar School and to adhere to relevant School rules and policies.

Derby Grammar School welcomes applicants from all backgrounds and does not discriminate on the basis of disability, gender, race, religion or belief, or sexual orientation. Should a candidate be disabled under the definition of the Equality Act 2010 or the Special Education Needs and Disability Act 2001, then all reasonable special arrangements can be made on request. Derby Grammar School, an independent Primary and Secondary School, recognises that 'all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special education needs they may have'. (KCSIE)

Application process

The usual points of entry are at Reception, Year 3, Year 7 and Year 12. The School may also have places in other year groups and we recommend you contact Admissions for details. We also accept pupils during the academic year. Admissions will respond to enquiries within 24 hours, sending a School prospectus and inviting the enquirer to visit the School.

A completed registration form should be returned to the School with a non-refundable registration fee if you wish to apply to the School. Fees are updated yearly and are available for review on the website and in the prospectus pack. A Taster Day is offered to all registrants during term time. Senior School Entrance Examinations take place during the application process with Scholarships and Awards trials taking place in January. All Primary School applicants are invited to spend a Taster Day in School and teaching staff will observe learning and contributions during the day.

If your child is successful in the examinations or assessments, then an offer of a place is given. We ask that the contract is signed and returned with a £500 deposit. In June of each year, we offer an Induction Day to those pupils who are starting in the new academic year.

Special Educational Needs and Disabilities

Derby Grammar School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before registration so that we can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report, IEP, EHCP or a medical report if they have one.

The School will discuss thoroughly with parents and, if appropriate, with external agencies working with the child the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Entrance Examination and Assessment

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education and interests that stretch beyond the curriculum. The School has strong traditions in sport, music, science and community projects. Our co-curricular activities are designed to develop pupils, supporting them as they become successful members of society.

No specific preparation is required to sit the entrance exams and assessments. If, however, you would like to practise before the day, then you can purchase example assessments easily online from a number of well-known suppliers.

Admissions will contact the applicant's current school for a recent report and a reference as part of the admissions process.

Infant School

A full or half day in class, with no formal assessments. Teaching staff will observe your child at play and use their observations, along with the report and reference from their current Nursery or School to aid their decision.

Junior School

A full day in class, with no formal assessments. Teaching staff will observe your child during the day and use their observations, along with a report and a reference from your child's current school.

Senior School

Entrance is assessed by the GL Assessment CAT4 online tests, observation during a Taster Day together with a report and reference from your child's current school.

Sixth Form

Entry to the Sixth Form is subject to a minimum requirement of 5 GCSEs at Grade 5 or above to include maths, science and English. Candidates should have achieved a minimum Grade 6 in the subject to be studied at A Level. In addition, there will be an interview with the Director of Post 16 Education before a 'conditional' offer can be made. This will be made unconditional when the results for GCSEs are published and the conditions of offer have been met.

Scholarships and Exhibitions

Derby Grammar School offers scholarships and exhibitions in the Senior School in Years 7, 9 and 10, for excellence in the following areas:

- Academic
- Music
- Creative Arts, including Drama, Design & Technology and Art
- Sport

In addition, we offer a STEM scholarship in the Sixth Form for excellence in any of the following areas:

- DT
- Biology
- Chemistry
- Physics
- Computer Science
- Maths

The purpose of the scholarship is to reward excellence and to celebrate talent in the above areas. In recognition of this achievement, a maximum of 15% reduction in the fees throughout the pupil's time at Derby Grammar School. Awards are reviewed annually, and existing scholars must reapply for awardson entry to the 6th Form and Senior School.

Academic Scholarship

An academic scholarship is awarded in Senior School based on the results of the scholarship assessments held in January. For pupils looking to gain entry into the Sixth Form, the scholarship is awarded based on GCSE results.

Music

Music scholarships are awarded to outstanding musicians who play an instrument or sing with exceptional ability. We assess music ability by a performance interview with the Head of Music. Applicants should be prepared to perform a piece of their choice and have an aural test. Music Scholars will be expected to contribute to the musical life of School.

Derby Grammar School has close links with Derby Cathedral and its choir. Music Scholarships are offered to pupils who are members of the Choir at Derby Cathedral. Choristers are asked to contact the Master of Music at the Cathedral for details.

Sports Scholarship

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in one or more sports. Sports Trials are held in January. The Director of

Sport will assess sporting ability as well as reviewing a report from the child's current sports coach. Sports scholars will be expected to contribute to the sporting life of School.

Creative Arts Scholarship

We offer a Creative Arts scholarship in drama, DT and art. Applicants are invited to submit examples of work or to audition, depending on the scholarship applied for.

STEM Scholarship (Sixth Form)

Applicants are invited to select a STEM subject and will then sit a short examination paper on the subject they have applied for. The applicant is expected to study this subject as an A Level.

Bursaries

Derby Grammar School's bursary programme seeks to extend access to Derby Grammar School to pupils who might otherwise not be able to afford the fees. Bursaries are means-tested and both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Bursaries are always offered for 12 months at a time after which a review of the parents' current financial circumstances will be reassessed.

The School's normal practice is to allocate its available bursary funding to pupils on entry to the School. The School's expectation is that parents, who do not apply for a bursary at the time their child is being assessed, will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances. Parents who wish to apply for a bursary are asked to Admissions to request an application form. Typically, bursaries awarded are between 5% to 60% of School fees.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Religious Beliefs

Derby Grammar School welcomes applications from prospective pupils of all faiths and of no faith. We do not select pupils on the basis of religious beliefs. Derby Grammar School has an Anglican chaplaincy, although it also offers the opportunity for each child to practise their own faiths. Parents should be made aware that all pupils are expected to attend certain religious services and celebrations throughout the academic year.

Sibling Policy

Most siblings join us at Derby Grammar School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in another academic environment.

Automatic Entry into Senior School for current DGS Pupils

We normally guarantee a place in Senior School for pupils in our Primary School. They do not need to sit the entrance examinations, although they will need to sit for a scholarship, if they apply for one.

Fluency in English

In order to cope with the high academic and social demands of Derby Grammar School, pupils should be fluent English speakers and be educated in the English medium before coming to the School. However, to recognise Derby's diverse population, the School may review applications from candidates with English as an Additional Language (EAL) on an individual basis.

Parental Co-operation

Derby Grammar School promotes a safe and friendly environment where teachers can teach and pupils can learn. Pupils have the right to an education, which offers them the best opportunity to attain their potential. Our policies on the School Rules and Code of Conduct can be found on the website. Parents agree to their child adhering to these rules when they enrol their child at Derby Grammar School. We ask that parents support the School by ensuring their children are available to attend such

things as sports fixtures or musical/drama events in which they may be chosen to represent the School.

Schools Terms and Conditions, Parent Contract and Exclusions

Copies of the School's Terms and Conditions can be found in the Parent Contract, which is issued to all parents when a place is offered. This includes the School's particulars in reference to exclusions. This information will be made available to parents as part of the admissions process as well as being made available upon request.

Complaints

The School hopes that parents and pupils will not have any complaints about the School's admissions process. However, if they do, then they should write to the Head of Admissions, Marketing and Development initially. The School's Complaints Policy is available on our website.