



# RENDCOMB COLLEGE

NURSERY • JUNIOR • SENIOR

## Admissions Policy

(ISI: 15a)

**Monitoring:**

Headmaster and Head of Juniors

**Reviewed:**

August 2019

**Next Review:**

August 2020

## Introduction

Rendcomb College (the School) is an independent day and boarding school in Gloucestershire for boys and girls aged between 3 and 18.

The Headmaster and Junior School Head are responsible for admissions and the operation of this policy.

The aims of this policy are:

- To ensure compliance with the School's charitable purposes;
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants;
- To identify applicants whose academic and other abilities appear to match the ethos of the School, and whose personal qualities suggest they have the potential to contribute sufficiently to the Rendcomb community and benefit from the many opportunities that are offered at the School.

## Mission

Our mission is to develop **thoughtful, adventurous** and **academically ambitious** young people who are life-long learners. We aim to prepare them with the character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and tolerance in a safe, caring community and magnificent natural environment.

### TO ACHIEVE THIS WE WILL:

- Promote a growth mind-set, where abilities can be developed through dedication and hard-work;
- Provide a co-curriculum that will challenge and support character development, leadership and teamwork;
- Encourage individualism, creativity and contribution to a nurturing and collaborative community;
- Engender physical, spiritual and mental well-being through a strong pastoral system;
- Prepare pupils for a life beyond school;
- Develop an appreciation for and responsible attitude towards their environment and surroundings.

### **Rendcomb is a Wills School**

Our Founder, Noel Wills, had a clear vision for Rendcomb College. Although the School has changed, evolved and grown over the years, it remains true to the Founder's vision for an inclusive and broad-ranging education for its pupils. The School has benefitted from the stewardship of the Wills family for almost a century and from the two-tiered Governance of the Trustees and Governing Body.

### **Rendcomb values learning**

To teach is a privilege. Rendcomb works with families to ensure that pupils have realistic academic ambitions, are well-prepared for public examinations and discover enthusiasms that will stay with them for life. We hope to encourage Rendcombians to think independently, to challenge and to engage. Rendcomb intends to stretch the brightest and to provide structured support for those who need it.

### **Rendcomb has a strong tradition of boarding**

The School is committed to remain a traditional school with a strong boarding ethos. This means that throughout each day, there are things to do and people with whom to do them. All our boys and girls, boarding and day, benefit from this culture. The academic, sport and music co-curricular activities and drama opportunities open to our students at Rendcomb are central to our idea of curriculum. Weekends for boarders are full, busy and purposeful.

### **Rendcomb's day pupils are valued members of its Houses**

The School does not have day houses. Day pupils are integrated members of the School's boarding houses and this assimilation is central to the inclusive sense of community nurtured at Rendcomb.

### **Equality**

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, orientation or socio-economic group. The School is keen to meet families from all backgrounds to discuss whether a child's needs and aspirations can be best supported through education at Rendcomb. Generous 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.

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

Rendcomb does not discriminate in any way regarding entry; the School maintains and drives 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 without justification. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, at present, the School's facilities, physical and otherwise, for the disabled are limited, but it will do all that is reasonable to comply with its legal and moral responsibilities under the Disability Discrimination Act 1995 (as amended by the *Special Educational Needs and Disability Act 2001* and the *Equality Act 2010*) in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Rendcomb before he or she sits the entrance exam 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 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.

### **Bursaries and Scholarships**

Rendcomb College offers a limited number of bursaries (age 11-18) and scholarships (7-18) for candidates demonstrating potential, talent and who would flourish and benefit from the ethos and life at the school. Details of the School's Bursaries and Scholarships are published in a separate policy document.

### **Entry Points**

The main entry points are at Nursery (2/3 years), Reception (rising 5 years), Juniors (rising 7 years), 11+, 13+ and 16+. Students may be accepted at other points if places are available.

Occasionally, an applicant may have fallen behind in his/her education owing to, for example, illness. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. 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, whose decision is final.

### **Admissions Process**

#### **Initial Contact**

Parents/guardians are invited to make contact with the Admissions team either in writing, by e-mail or by phone. At this stage, all relevant details will be requested and a member of the Admissions team will provide further information about the school; a prospectus is sent by post and parents/guardians are invited to arrange their first visit to the school.

#### **First Visit**

The first visit may be on an Open Day - typically these take place twice a year - when parents and their children, are taken on a tour around the school by a current pupil. Alternatively, families may contact the Admissions team to arrange a personal visit. Such a visit would include a tour of the school and a brief meeting with the Head of College/Junior School or another significant senior member of staff.

## **Registration**

Following the initial visit, parents/guardians are invited to register their child/children by completing a registration form supported by the registration fee. Children may be registered at any age and when the number of registrations for a particular year reaches capacity, the year list will be closed and a waiting list will be brought into operation.

At the point of registration, the College should be notified if the applicant has any special educational needs or disability and where applicable provide a copy of any supporting documentation e.g. IEP, Educational Psychologist's report. The family are requested to supply a copy of their child's most recent school report and the College will seek parental consent to obtain a reference from the child's current school (where applicable).

Registration does not guarantee admission into the College and the registration fee is non-refundable. On receipt of a registration form, the applicant will be invited to attend a shadow day and in some instances to meet with the Head. For those pupils seeking 11+ entry, an invitation to attend our 11+ entrance day will be sent; this is normally held in the January preceding the September they wish to enter the school. For those pupils seeking 13+ entry, applicants who do not complete CE will be invited to attend the College for appropriate entrance tests. For those pupils seeking 16+ entry, will be based upon satisfactory GCSE results.

## **The Taster Day: Junior School**

Wherever possible, pupils interested in joining the Junior School will take part in a Taster Day. The purpose of the Taster Day is to assess whether the child would fit comfortably into life at Rendcomb. Children interested in entering the Nursery may join us for a morning or an afternoon session as part of their shadow day experience. They are observed during their visit to establish whether they are ready emotionally and socially to engage in our nursery environment. In Reception – Year 2, children may be asked to read an appropriate text to ascertain their reading level, complete a piece of age related written work and join in with the class maths lesson. Children doing a shadow day in Year 3 to Year 6 will complete tasks which are occurring in lessons. In addition, they may be asked to complete a short piece of writing, read from an age appropriate text or complete an age appropriate mathematical assessment.

Feedback will be sought from staff in regard to a child's suitability to become a pupil at Rendcomb. Following a successful Taster Day and subject to references and current school reports, a firm place will be offered. Once optimum numbers are reached, children will be placed on a waiting list. Once a child is registered they are welcome to attend a number of Taster Days to aid transition.

## **The Shadow Day: Senior School**

Where possible pupils will be required to attend a shadow day for their intended entry year group. Assessment is based upon feedback from staff during the shadow day. This feedback is collated by the Admissions team. If no previous meeting has taken place with the Head of College, the pupil will be scheduled a meeting at some point during their shadow day. Once a child is registered they are welcome to attend a number of shadow days to aid transition.

## **Admissions Criteria**

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity;
- The College is able to provide adequately for any special educational needs (if any) the applicant may have, following assessment of the student by the College's SENDCO if required;
- The College, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have;
- Fees (if applicable) at the present school have been paid.

The criteria for admission in Nursery, Junior and Senior are:

- Passing the Rendcomb entrance requirements
- The provision of satisfactory evidence of academic ability sufficient to access the School curriculum
- A satisfactory reference from the applicant's current school.

The criteria for admission at 16+ are:

- Satisfactory results at GCSE or equivalent and at least B grades\* or equivalent in subjects to be studied in the Sixth Form
- A satisfactory reference from the applicant's current school
- For international pupils, a standard of English that will allow for full access to the curriculum

\* Some subjects (for example, Mathematics) may have more exacting requirements in order for a student to be admitted onto a sixth form course.

## **Offer of a Place**

For Junior and Senior School, a written offer of a place will be sent via post from the relevant Head. Families will then be required to complete our acceptance form and agree to our parental contract and standard terms and conditions by a set date. They will also be asked to confirm the offer of a place with a deposit. This deposit is refundable upon a child leaving Rendcomb College providing all fees are up to date.

Confirmations received after the closing date cannot be guaranteed a place at the School. The School cannot accept responsibility for administrative errors or post going astray.

Ultimately, admission to the School is at the discretion of the Head. A confidential admissions record will be completed for each applicant.