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See Distribution

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CSF ADMISSIONS POLICY – ENTRY TO COVENTRY SCHOOL FOUNDATION SCHOOLS

General Statement

Coventry School Foundation is a group of co-educational independent schools for pupils from ages 3 to 18. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit our schools. We hold a number of open events which give a general introduction to our schools. Details are published on our websites. We are also very happy to welcome prospective parents and their children at other times. Please contact individual school's admissions department to arrange a visit. All contact details are shown at Annex A.

The Entry Procedure

The Foundation's schools are academically selective and admission to the schools depends upon a prospective pupil meeting the criteria required to maintain and, if possible, to improve the educational and general standards for all the pupils commensurate with the ethos to which the individual school aspires.

The Foundation's schools must also feel reasonably sure that they will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded adult with a good prospect of a satisfying life. These criteria must continue to be met throughout the pupil's time at the school.

Equal Treatment

The Foundation schools' aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our school communities and is vital in preparing our pupils for today's world. Generous bursaries are offered to enable as many as possible who meet the Foundation's admission criteria to attend any of our schools.

The Foundation is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The Foundation's provision for bursaries is described below.



BABLAKE
SENIOR SCHOOL



BABLAKE
JUNIOR & PRE-PREP



KING HENRY VIII
SENIOR SCHOOL



KING HENRY VIII
PREPARATORY SCHOOL

Coventry School Foundation is a registered charity (charity number: 528961) with a corporate trustee, Coventry School Trustee Limited, a company limited by guarantee registered in England and Wales under company number 10138291, whose registered office is at Unit 1, Kings Chambers, Queens Road, Coventry, CV1 3EH.

Special Needs

The Foundation does not unlawfully discriminate in any way regarding entry. The Foundation 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 sites 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 individual school before he/she sits the entrance assessment 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 if they have one.

The individual school will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Fluency in English

In order to cope with the high academic and social demands of our schools, pupils' English should be of a sufficient level for them to be able to access the curriculum appropriate to their age.

Religious Beliefs

Whilst our schools have a Christian foundation, we today welcome pupils of all faiths or none and we celebrate the rich diversity of our school communities.

The Assessment Process

The aim of the process is to identify potential. The Foundation 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. All of our schools have 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.

No specific preparation for the entrance tests is needed: all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Entry below Age 5 – is by interview, observation and informal assessment.

Entry at Age 5 and above but before Year 3 - is not subject to examination but assessments, interviews and observations are undertaken to gauge the academic ability of the child.

Entry at Year 3 – for external candidates is by assessment from the age of 7. The assessment is set internally.

Entry to the Senior Schools at Age 11 – all pupils from external schools must sit the 11 Plus examination which consists of Verbal and Non-verbal Reasoning, English and Mathematics papers. Pupils from Foundation schools only need to sit the 11 Plus examination if they do not have a guaranteed place or wish to be considered for an academic scholarship or bursary.



Guaranteed Senior School places for Internal Candidates

All Foundation pupils, in the summer term of Year 5, will take assessment papers in English and Mathematics and the results of these will be considered alongside:-

- Examinations in other subjects including Verbal Reasoning
- Classwork and Homework completed throughout the year
- Reports from Form Teachers and other Subject Teachers

After consultation with the Senior School Head and on the basis of all the information available, suitable pupils will, at the end of the academic Year 5, be guaranteed a place in the Senior School. This guaranteed place will be conditional on satisfactory behaviour and academic progress throughout the whole of Year 6.

A pupil who has not been offered a guaranteed place will still be able to gain entry to the Senior School through the 11 Plus examination.

Early testing at Age 10 for Senior School entry at Age 11

Parents from Non-Foundation schools may request 'early testing' at age 10 as a guide to whether their child is likely to pass the 11 Plus examination at the normal age of 11. It must be stressed that a good result at age 10 does not guarantee a place at age 11 and that, without exception, the child must sit the 11 Plus examination.

Entry to the Senior Schools at Age 13 – is subject to a satisfactory result in the 13 Plus examination.

Entry to the Sixth Form

Internal Senior School pupils

Entry to the Sixth Form is not guaranteed and depends on a proven commitment to learning backed up by minimum GCSE results as stipulated by the School in the Sixth Form information booklet.

Non-Foundation School pupils

The Foundation is keen to offer places in the Sixth Form to pupils from Non-Foundation schools. Selection is by interview, stipulated GCSE results and a report from their existing school; in particular, Heads will be looking for a proven commitment to learning, indication of a high level of self-discipline and what the pupil can offer to the school.

Entry to the Senior School at other ages

The Senior Schools are always prepared to accept children at ages other than 11 and 13 if vacancies exist. If a child was previously at a selective school the normal procedure would be to call for reports from the previous school and undertake a series of interviews / examinations to determine the aptitude of the child for the educational regime of the schools. Those coming from non-selective schools will generally be required to sit examinations applicable to the year group. In all cases,



reports from previous schools will be requested. Entrance into Year 11 / Fifth Year will only be considered in exceptional cases, given the difficulty of transition at the mid-point of GCSE courses.

Scholarships and Bursaries

Scholarships and Bursaries are awarded according to academic and financial need respectively. No distinction is made between entrants from Foundation or Non-Foundation schools.

Scholarships based on Year 3 performance

Scholarships based on academic ability are awarded based on performance during Year 3 and are effective at Year 4. Failure to maintain academic performance may lead to the award being withdrawn. Such awards do not carry forward to the Senior Schools.

Scholarships to Senior Schools at 11 Plus

Academic Scholarships

The Senior School Heads recommend to the Governors those whom they consider suitable for scholarships based on performance in the 11 Plus examination and at interview.

Music Scholarships

Music Scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates will be required to demonstrate ability through interviews with the Director of Music or a member of the Music department. They will also 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 at the school.

Art Scholarships

Art Scholarships are awarded to outstanding artists who have achieved a high level of competency in more than one medium. Candidates will be assessed by the Head of Art and will be required to produce a portfolio of work for consideration. The portfolio should include a variety of art forms, such as painting, drawing, photography etc. Candidates will be expected to demonstrate a passion and flair for art throughout their time at the school.

Scholarships for Sixth Form Entry

These are available to both internal and external candidates as follows: Academic, Music, Sports.

Full details of all scholarships offered are available on the individual school websites. It is important to note that scholarships will only be offered to pupils who have met the academic entry requirements.



Bursaries

The Foundation's bursary programme is generous and is designed to make it possible for as many as possible of those who meet the entry criteria to take up a place within one of our schools. The Foundation offers means-tested awards annually to entrants at the main points of entry (Years 3, 7 and 12), where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with set criteria as detailed on the application form, based on a dual consideration of academic ability and financial need. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to 100% remission in exceptional cases of proven need. Before the offer of a bursary is confirmed a member of staff could arrange to visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that the child attends the school. Levels of support may vary with fluctuations in income or wealth.

The Foundation has a duty to ensure that all bursary grants are well focussed and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

- The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents or the requirements of their partner's work
- Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity value in houses.
- In cases of separation, the contribution made by the absent parent
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources

The award of a bursary is specifically to allow a child whose parents may not otherwise be able to afford tuition fees to benefit from a place at one of our schools. The award is intended for those with no other financial choice and who otherwise could not afford the tuition fees; it is not intended to facilitate other options or to support a pre-existing lifestyle. The Governors therefore consider that the following may not be consistent with the award of a bursary:

1. Household income in excess of £70,000
2. Substantial savings or investments
3. Investment in significant home improvements
4. Mortgages on excessively expensive properties
5. Substantial equity in homes
6. Frequent or expensive holidays
7. New or luxury cars

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



Sibling Policy

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

Appeals

Parents whose child is not accepted for a place at a Foundation School may appeal in writing to the Governors.

Schools' Terms and Conditions

Copies of the Terms and Conditions are on each schools website and will be made available to parents as part of the admissions process.

Review

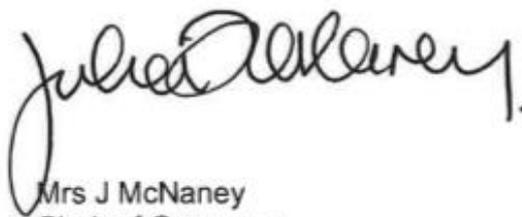
This policy is to be reviewed by 1st September 2021 or on change of related policies.

Drafted By



Mrs Jacqui Hammond
Director of Finance and Operations

Endorsed By



Mrs J McNaney
Chair of Governors

Appendix A – Contact Details for Schools

Bablake

Sarah Harris Director of Admissions and Marketing
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King Henry VIII

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