Admissions

General Statement of Admissions Policy

Kingston Grammar School is a co-educational academically selective school offering an all-round approach to education for students aged 11 - 18 years.

The school seeks to promote accessibility, regardless of background, and provides a range of scholarships, awards and means-tested bursaries. We aim to identify and admit those students who show the potential to benefit from the academic education offered by the School, its ethos and opportunities, and to contribute to the active life of our community.

Admission to the school is by selection on academic merit. All applicants are required to sit the entrance assessments as described in the rest of this Policy. The interview is an important part of the admissions process and places will not generally be offered without an interview. The school also takes into consideration the applicant’s age and a report from the current school.

Applicants will be considered only when a completed Registration Form has been received with payment of the non-returnable Registration Fee. Any applications received after the published deadline will be accepted at the School’s discretion. Admissions will be subject to the availability of a place and conditional on the fulfilment of the current admissions requirements. Entrance assessments may be varied and/or held at times other than those published.

We are committed to preventing, challenging and eliminating unlawful racial discrimination, to promoting equality of opportunity between people of different racial or cultural groups, religion, gender, sexual orientation and gender reassignment.
The school’s policy is to conduct its admissions on a fair and non-discriminatory basis. Reasonable adjustments, such as extra time, will be made available in the entrance assessment if supported by an Educational Psychologist’s Report or equivalent independent medical report. The school may also seek from a candidate’s current school details of normal working provision and practices for the student. Where possible the school will make all reasonable adjustments to ensure that students with disabilities have full access to the curriculum, culture, policies and procedures of the school.

**Entrance Procedure (Years 7-10)**

All entrance examinations are broadly in line with the expected expertise gained from National Curriculum teaching at the appropriate Key Stage in English and Mathematics for all entry levels and additionally Modern Languages (French, German or Spanish) and Science for 13+ and 14+ entry.

Candidates are expected to join the school into the correct year of entry for their age. Applications for students wanting to join the school ‘out of year’ will be considered on an individual basis, taking account of the circumstances.

For all points of entry references will be taken up from the candidate’s current school prior to the date of the entrance examination.

**Interview**

The interview is an important part of the examination process at all entry levels and except in exceptional circumstances places will not be offered without an interview. All interviews are on a one-to-one basis and can either be of a general nature, or subject specific (Mathematics or English at 11+ and 12+). Only candidates being considered for a place will be interviewed and not everyone interviewed will be offered a place.

**Students in Year 5 - Deferred Entry 10+ examination**

This examination will take place in early January for candidates in Year 5 for deferred entry at 11+ in September the following year. Candidates that accept a Deferred Entry place will not need to take any further examinations for entry but can sit to be considered for an Academic award or Bursary by taking the 11+ examination the following January. Further details can be obtained from the Registrar ([registrar@kgs.org.uk](mailto:registrar@kgs.org.uk)).

Candidates who either reject or are not offered a Deferred Entry place can re-register to sit the 11+ examination in the following year.
The 10+ examination is designed on the same principles as the 11+ but to suit the different age-group. Broadly based on the National Curriculum the papers are appropriate for a wide range of feeder schools. Examination papers are produced in-house, and past papers are not available.

Extra time is allowed in all papers and a laptop computer may be used, provided that this is recommended by a professional (current school or Education Psychologist). A copy of the report or recommendation should be attached to the registration form and be received by the end of the Autumn term prior to the examination.

**11+ Entrance Examinations**

**Entry**
Entry to the First Form (Year 7) is for pupils who will have reached the age of 11 by 1st September immediately following the entrance examination. There are up to 100 places available. The examination will take place in early January. The closing date for registrations is early December.

11+ candidates sit an examination consisting of Verbal Reasoning, Mathematics and English papers. Past papers are not published, but some specimen Mathematics questions are available on request. On the basis of the examination performance, interviews will then take place for those candidates who are being considered for a place.

Broadly based on the National Curriculum the papers are appropriate for a wide range of feeder schools. Examination papers are produced in-house, and past papers are not available.

Extra time is allowed in the Mathematics, English and Verbal Reasoning papers and a laptop computer may be used, provided that this is recommended by a professional (current school or Education Psychologist). A copy of the report or recommendation should be attached to the registration form and be received by the end of the Autumn term prior to the examination.

**English**
Candidates are assessed in the three National Curriculum areas:

- **EN1** Speaking and Listening (informally at the interview stage)
- **EN2** Reading
- **EN3** Writing
The English examination will test a candidate’s ability to: read, understand and respond to writing (EN2); construct and convey meaning in written language (EN3); spell and punctuate correctly in clear, legible, joined-up writing (EN3).

These abilities will be tested by asking the candidate to answer questions on a passage and to write a short composition, usually related to the passage.

The questions range from simple understanding (‘why does x do y?’) to more difficult matters of interpretation (‘What reasons might there be for…….?’) There may also be questions about the meanings of words and phrases. Candidates are expected to write in sentences and to use their own words. The composition is likely to be a narrative task, continuing the story of the passage or using it as stimulus material for an original piece.

Emphasis will be placed on accuracy in: following instructions and retrieving and conveying information (EN2); using correct spelling, grammar and punctuation (EN3); responding with imagination and sensitivity to what is read (EN2, EN3).

The scholarship paper invited candidates to explore how a writer’s choice of language, structure and form shapes meaning and to produce a well-structured, creative written composition with a technically fluent style.

**Mathematics**
Candidates are tested in these three National Curriculum areas:

- Ma 2: Number and Algebra
- Ma 3: Shape, Space and Measures
- Ma 4: Handling Data

In terms of the National Curriculum, 11+ candidates are asked to answer questions based on any of the Attainment Targets up to and including Level 5, though the main focus of the paper requires a thorough understanding of work up to and including Level 4. (For 10+ candidates, the questions will largely be based on work up to and including Level 4).

By way of a summary of the types of questions set, candidates may be asked to:

1. Add, subtract, multiply and divide a. whole numbers b. decimals c. fractions (simple fractions only)
2. Demonstrate an understanding of ordering and measuring.
3. Perform calculations involving: a. money b. time c. length d. area e. volume f. speed g. mass based largely on metric units, but including other commonly encountered units (e.g. mph).
4. Interpret statistical information presented in a variety of simple forms.

Calculators may not be used. All necessary working should be shown throughout.

Should an interview be offered, the school is prepared to view a sample of the mathematical project work undertaken by candidates at their school over the course of the previous year.

The Scholarship Paper will place greater emphasis on problem solving, and is expected to challenge all candidates.

Verbal Reasoning
Marks are standardised by age. The questions set are similar to those shown in the various practice papers available commercially.

Admissions: Decision Procedure

10+ assessments
Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- Age standardisation is then applied.
- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Applicants are interviewed individually by a member of staff.
- The interviews are scored.
- A final list is drawn up.
- Members of the Admissions Committee decide on those that should be offered places. Not everyone interviewed will be offered a place.
- Except in exceptional circumstances places will not be offered without an interview.
11+ assessments
Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- Age standardisation is then applied.
- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Potential scholars are invited back for further assessment in Mathematics and English and are then interviewed.
- Other applicants are interviewed individually by a member of staff. These interviews are either general or subject specific, depending upon the examination score.
- The interviews are scored.
- A final list is drawn up.
- Members of the Admissions Committee estimate how many awards and main list places to offer to attempt to achieve the desired level of acceptances. Not everyone interviewed will be offered a place. Those who are not offered a main list place may be offered a place on the reserve list.
- Except in exceptional circumstances places will not be offered without an interview.

Academic Scholarship at 11+
Those 11+ candidates who achieve a high standard in the qualifying examination will be asked to return a week later to sit scholarship papers in English and Mathematics, each of 1 hour. All candidates sitting the scholarship examination will be invited for a series of interviews. A letter advising of the date and time of these interviews will be given to the candidates at the scholarship examination.
13+ entry
Between 5 and 10 places will be available for entry at 13+.

The examination will be held in the Autumn term prior to the year of entry (when the candidate is in Year 8). The closing date for registrations will be early October with the examinations taking place in November. Reference will be requested from the current school in October.

Papers will be taken in English, Mathematics, a Modern Language (French, German or Spanish) and Science.

Those candidates being considered for a place will be invited for interview and will be asked to bring along samples of work in selected subjects.

Firm places will be offered and those accepting from Prep Schools will not be required to sit Common Entrance to confirm their place. However, the Prep school may still require candidates to sit the Common Entrance papers for internal marking.

Assessments
Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Applicants are interviewed individually by a member of staff.
- The interviews are scored.
- A final list is drawn up.
- Members of the Admissions Committee estimate how many places to offer to attempt to achieve the desired level of acceptances. Not everyone interviewed will be offered a place.
- Except in exceptional circumstances places will not be offered without an interview.

Academic Scholarships at 13+
These will be at the discretion of the Head Master.
Entry to the Sixth Form is based on candidates attending an interview session (November, December or February), predicted GCSE (or international equivalent) grades and a report from the candidate’s current school. Some subjects require a written pre-test to be sat in advance. During the interview session candidates will have four subject interviews based on their provisional A Level choices and a general interview.

Conditional offers, giving details of the GCSE grade requirements and any other conditions, will be made either by the end of the Autumn term or at the beginning of the Spring term depending on the interview session attended. Offers are not confirmed until after GCSE results are received in August.

For a conditional offer to be confirmed post GCSE results candidates are required to fulfil two criteria: based on a points’ system where A* = 4, A = 3, B = 2, C = 1, students must have a GCSE score with an average of at least 2.5; they must also achieve at least A grades at GCSE in their chosen AS subjects, and normally an A* in Maths if they wish to pursue this subject in the Sixth Form. Some subjects do not require previous study at GCSE: Classical Civilisation, Design and Technology, Economics, Philosophy and Ethics, Politics, Psychology, Sports’ Studies, and Theatre Studies. Of these, the following require an A grade in a specific equivalent GCSE subject which demonstrates similar skills: Economics – A grade in Maths; Psychology and Sports’ Studies – A grade in Biology; Philosophy & Ethics, and Classical Civilisation – A grade in an essay-based subject, preferably English Literature; Theatre Studies – A grade in English Literature. Those wishing to study Maths at A Level will require an A* at GCSE, and an A* may also be required for some science options.

Sixth Form assessments
- Predicted GCSE grades and report from current school are evaluated.
- Subject and general interviews are scored.
- Members of the Admissions Committee decide which offers are to be made.
- Offers are made conditional on specific grades at GCSE (or international equivalent).

Academic Scholarships at 16+
The Sixth Form Scholarship examination will take place in January. Current Fifth Form students can apply to sit the examination. In addition, the Head of Fifth Form and Deputy Head can recommend prospective students for the examination. Following the examination successful students are interviewed by the Head of Sixth Form, the Deputy Head and the Head Master.
No special preparation is recommended or required for this examination and past papers are not available. Candidates will be required to show that they have the potential to achieve the highest academic standards by answering essay questions and/or problems designed to test their reasoning ability.

**Other Points of entry**

Year 8 and Year 10: examinations for entry into these year groups will be held in March of the year of entry, provided whole school numbers indicate that spaces will be available. Please contact the Registrar for further information and before submitting a registration form.

Entry into Year 11 and Year 13 is only considered in exceptional circumstances and at the discretion of the Head Master.

**12+ and 14+ assessments**

Each component of the written entrance examination is carefully marked by a teacher specialising in that subject.

- The feeder school report is evaluated.
- An interview list is drawn up based on the examination scores and the feeder school report.
- Applicants are interviewed individually by a member of staff. These interviews are either general or subject specific, depending upon the examination score.
- The interviews are scored.
- A final list is drawn up.
- Members of the Admissions Committee decide which applicants should be offered places taking into account whole school numbers. Those who are not offered a main list place may be offered a place on the reserve list.
- Except in exceptional circumstances places will not be offered without an interview.
Scholarships and Bursaries

Available for new entrants at 11+ and for current and prospective pupils at 16+

Scholarships are awarded subject to achieving either the required academic or practical criteria. They are generally awarded for the duration of the student’s time at the school subject to continued satisfactory performance, good conduct and adherence to the Terms and Conditions in force at the time.

Art, Music and Sports Scholarships (see also Fees section)
1. The Music Scholarship auditions will take place at the end of January/early February.
2. The Art Scholarship tests will take place in January.
3. The Sports Award trials for candidates will take place in January for 11+ entry and in the Spring term for 16+ entry.

The closing date for applying for the above scholarships is early December prior to the year of entry.

Bursaries
Means tested Bursaries are available for 11+, 13+ and 16+ entry. Bursaries are variable according to means, up to 100% of full fees. The award of a Bursary is subject to reaching the required academic standard in the relevant entrance examination. If the demand exceeds the number of awards available, Bursaries will be awarded with reference to the performance in the entrance examination.

As parents’ individual circumstances differ, the criteria for qualifying for a bursary are not disclosed and are confidential to the School. All aspects of the family financial situation are taken into account including salary, assets including property, additional income, siblings, dependent relatives and other relevant factors.

Monitoring Arrangements

The Admissions Committee
Comprising of the Head Master, Deputy Head, Registrar, Assistant Head Curriculum and Learning and/or Bursar and relevant Head of Year, the Admissions Committee will be responsible for establishing, monitoring and reviewing the Admissions Policy and Entrance Procedure.

Audits
The Governors will arrange random audits (independent of the Admissions Committee) on the various aspects of this Policy to ensure that it is being implemented across the school.

**Review Process**
This policy will be reviewed annually by the Admissions Committee. The School Governors will be advised of any review findings.

**Data Retention**
Entrance examination scripts, registration forms and associated documents of applicants who withdraw or who are not offered a place are destroyed after 1 year.