

## **Admissions Policy: Boys' Division (Senior School)**

Bolton School Boys' Division is an academically selective, independent, day school.

The admissions process is overseen and managed by the Deputy Head (Admissions and Achievement), Dr Fraser Mullins and the Admissions Registrar, Mrs Susan Yates. They can all be contacted at School at any point should you wish to discuss any element of entry to the Boys' Senior School (telephone: 01204 840201).

All applicants to the Boys' Division must complete an application form. This can be obtained in one of three ways:

- it is enclosed with our prospectus
- it can be download from the website [www.boltonschool.org](http://www.boltonschool.org)
- or it can be ordered by contacting the Admissions Registrar on 01204 840201 (e-mail: [seniorboys@boltonschool.org](mailto:seniorboys@boltonschool.org)).

The application form will provide us with various pieces of information, including your contact numbers and information about the applicant's current school. For older students, we shall also need to know which subjects he wishes to study.

The main points for entry into the Boys' Division Senior School and the Sixth Form, are 11+ (Year 7) and 16+ (Sixth Form). Admission to other year groups is dependent on there being vacancies.

Entry to the school is on a competitive basis: admission is subject to the availability of a place and to the candidate meeting the entry requirements at the time.

Whilst boys attending Park Road Junior School do not have automatic entry to the Senior School at 11+, their parents and they will be advised in Years 5 and 6, if they are unlikely to pass the Entrance Exam.

### **Admission at Age 11**

Assessments take place in the January prior to a September admission. The School will use test papers designed by GL Assessment. Candidates will sit four elements. These will be an English, Maths, a Non-Verbal Reasoning and a Verbal Reasoning Test. These tests will be marked and standardised. Standardisation means that each candidate's score can be compared with those achieved by other children of the same age. An allowance is made so that the youngest children are not disadvantaged. All applicants are invited for an interview with a senior member of staff.

The Entrance Examination and the interview are designed to gauge boys' potential, rather than prior teaching.

A written report is also requested from their current school. For this reason, it is vital that parents who wish to make an application should first discuss this with their son's current Headteacher. As a rough indication of the required standard, we would

normally expect your son's primary school to be predicting him to reach Level 5 at the end of Key Stage 2.

Subsequent to the interviews, and in agreement with the Manchester Consortium of Schools, offers of places are then posted at the beginning of March. Between 125 and 150 places are available for Year 7.

### **Application Procedure for Admission to Year 7 - September 2018**

All parents/guardians of candidates who wish to take the Entrance Examination must complete the School Application Form and return it by 4pm on Friday 12<sup>th</sup> January 2018.

Advice and help with the admissions procedure will be offered to prospective parents/carers during the Open Morning held on Saturday 14<sup>th</sup> October 2018 and at any time when prospective parents/carers ring our Admissions Registrar, Susan Yates on 01204 840201

Two passport sized photographs of the candidate are also required to be submitted with the Application Form.

### **Admissions into Years 8 to 10 (from another secondary school)**

These procedures apply both to candidates who have previously been unsuccessful in the School's Entrance Examination and to candidates who have not previously been tested.

Candidates who have previously applied and sat the Entrance Examination and who did not receive an offer cannot re-apply in the same academic year and must leave a minimum of 12 months before applying for re-assessment. Thus, applicants who have previously been unsuccessful in the School's Entrance Examination procedure in 2017 are able to be reassessed in Summer Term 2018.

All candidates will be assessed for their suitability for admission to the School using the following procedure:

- candidates will complete an on-line computer adaptive test which comprises of verbal, quantitative, non-verbal and skills sections and their score will be standardised
- receipt of a report from the candidate's current school, setting out the candidate's current level of attainment and progress.
- an interview, most usually with the Deputy Head, Dr F H Mullins, or Admissions Tutor, Mr M H J Prentki, but on occasions together with the Head of English; the Head of Mathematics; Head of Learning Support or one of the language departments' Heads. A scrutiny of the candidate's work, including Maths, English, Science, Modern

Foreign Languages, History and Geography may also be undertaken. Candidates may bring work in other subjects if they wish.

To register your child for assessment, please contact the Admissions Registrar, Susan Yates on 01204 840201.

### **Admissions 16+**

Assessments usually take place in February or March prior to a September admission. The School will use an on-line computer adaptive test that includes elements of verbal reasoning, non-verbal reasoning, mathematics and proof reading. The test will be marked and standardised. Standardisation means that each candidate's score can be compared with those achieved by other candidates of the same age. The test is designed to gauge candidates' aptitude to learning

Candidates will be asked to bring their school reports (including GCSE predictions), record of achievement (if appropriate) and Mock Examination results with them. Candidates considering Art or Technology must also bring in a portfolio.

Offers will be based on an interview with a member of the Sixth Form management team, an interview with at least two Heads of Department, the candidate's performance in an online test (designed to assess potential) and the school reference. Any offers made at this stage will be provisional until the GCSE results are known. The minimum requirement for entry from outside Bolton School into the Sixth Form is at least 4 grades at A (or 7 and above) and 3 grades at B (or 6) at GCSE.

External candidates must have at least a Grade B (or 6) in English, Maths and Science (whether Dual Award or one of the single science subjects.) External candidates will normally be expected to have a grade A (or 7 or above) in a subject chosen for 'A' Level if they have taken that subject to GCSE.

A written report is also requested from their current school. For this reason, it is vital that parents who wish to make an application should first discuss this with their son's current Headteacher.

Candidates from schools where GCSEs are not taken (including overseas schools) should have equivalent qualifications as defined and verified by NARIC (<http://www.ecctis.co.uk/naric>) and be able to demonstrate that they are working at a level comparable to the minimum academic requirement for entry into the Sixth Form. Equivalent qualifications will only be accepted, if the course content provides suitable preparation for A Level study, but students will only be permitted to start once qualifications have been verified in writing.

## **Application Procedure for Admission to Sixth Form September 2018**

All parents/carers of candidates who wish to apply for a place in the Sixth Form must complete the School Application Form.

Advice and help with the admissions procedure will be offered to prospective parents/carers during the Sixth Form Open Evening held on 7<sup>th</sup> November 2017 and at any time when prospective parents/carers ring our Admissions Registrar, Susan Yates on 01204 840201

### **Arrangements for Pupils with Special Educational Needs and Disabilities.**

The Special Educational Needs and Disability Act 2001 requires us to take reasonable steps to ensure that disabled pupils are not placed at a substantial disadvantage.

The provision of our special arrangements and access for the Entrance Examination can only be based on support a child regularly receives in school (normal way of working). For example large-print test papers for visually impaired pupils, the use of magnifying aids, coloured filters, templates or the provision of a scribe to record the child's answers.

Requests for special arrangements should be made at the same time as an application form is submitted to the School and should be accompanied by a current Statement of Special Educational Needs or EHC report. Both reports must be current and be dated no more than 2 years before the testing date.

All special arrangement requests, including additional time to a maximum of 25%, will only be approved in exceptional circumstances. Special arrangements must not provide an unfair advantage over others. The Admissions registrar should be contacted, if you think your child is eligible to access special arrangements. Each case will be considered on its own merit, by our Learning Support and Admissions team.

Visually impaired students need to contact the school to discuss extra time options.

EAL applicants are subject to the same admissions procedures as other applicants, taking the English, VR, NVR and Mathematics papers. Those applicants with EAL needs are normally identified by parents being asked to state the language normally spoken at home on the application form or sometimes through information provided by their junior school's reference. At the admissions interview, we seek to discover a boy's strengths, qualities and skills, which may not be reflected in his performance in the entrance exam. The level of required EAL support for a successful applicant will be identified at this stage and reasonable adjustments will be made by the School to accommodate these needs.

As it may not be possible to establish for certain that special arrangements perfectly compensate for the nature and extent of the disadvantage, the special testing

arrangement or absence thereof, will be noted and taken into account in any borderline admissions decisions.

In certain circumstances, it may be decided that a test is wholly inappropriate for a particular pupil and this will also need to be taken into account in the decision process.

All paperwork/requests for any special circumstances and/or extra time must be received by the closing date for applications; Friday 12<sup>th</sup> January 2018.

### **Equal Opportunities**

In its dealings with pupils, Bolton School Boys' Division will have regard only to the merits, abilities and potential of the individuals concerned and not to their colour, ethnic origin, age\*, socio-economic background, disability\*\*, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

*\* Subject to the School's regulations on pupil admission, which are reviewed from time to time to ensure they are appropriate for achieving the School's objectives and for avoiding unlawful discrimination.*

*\*\* Every reasonable effort will be made to ensure that children with a disability can participate fully.*

In accordance with the Equality Act 2010, the School will take appropriate measures when admitting pupils to ensure that those with protected characteristics, including disability, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation are fairly treated.

As a single sex school the Boys' Division is exempt from the Equality Act 2010 in respect of discrimination by gender. We accept applications only from applicants whose sex is identified as male at birth.

### **Provision for Pupils with Statements and Pupils for Whom English is an Additional Language**

Bolton School is an academically selective school to which entry is achieved through a competitive process and/ or examination. There will, however, always be within the school a small number of pupils with identified special educational needs and/or disabilities (SEND). Parents of pupils with a SEND are asked to inform the school at the time of application by sending a supporting letter.

Currently we have a small number of pupils with SEND such as mild dyslexia, dyspraxia, ADHD, hearing disability and limited sight. In the Senior School, we may withdraw pupils with a specific learning difficulty from lessons for specialist teaching as well as endeavouring to cater for such pupils alongside their peers by adopting appropriate classroom practice. We aim to work in partnership with pupils and parents to ensure

that those with SEND are able to fulfil their true potential and to play a full part in the life of the School.

Where a boy who passes the Entrance Examination has a statement of needs or an EHC plan and their parents decide that they would like their son to attend Bolton School, we work with the authority maintaining the statement/ plan to ensure that the latter is satisfied that the arrangements are suitable and that we are able to provide effective education. Such statements/ EHC plans are reviewed annually by the local authority to ensure that the required curriculum is being provided.

The School also makes provision for pupils with EAL who pass the Entrance Examination or fulfil other Entrance criteria, both through support in the normal curriculum and by arranging extra tuition when appropriate, for which a supplementary fee may be charged.

The level of support needed will be arranged following discussion between the Deputy Head (Admissions and Achievement), the Deputy Head (Academic), the EAL Coordinator, the Head of Learning Support, the Head of Year and the Head of English.

Candidates, especially from overseas schools, may be asked to take an International English Language Test (IELTS) or equivalent to help gauge the level of support candidate may require.

### **Bursaries and Financial Support**

Bursary support is available to students applying to join the Boys' Division at 11+ and at Sixth Form. Bursaries are, in effect, means-tested Scholarships and are awarded after consideration of *both* family income *and* a student's academic merit, as seen in the Entrance Examination, interview and in any further testing which is carried out. (Further information about the academic thresholds for bursary allocation can be obtained from the Clerk and Treasurer's Office).

Those pupils who join the school in Year 7 on bursarial support continue to receive this financial aid until the end of Year 11 or Year 13 (depending on the year of entry), so long as they remain eligible on financial grounds and on their academic merit and commitment . Bursary support may be available to internal candidates moving from Year 11 into the Sixth Form, after consideration of family income and a student's academic merit and commitment, as demonstrated in the previous years in School.

It is expected that pupils who are in receipt of a bursary will set a positive lead to other pupils in their year group and in the School, both through their academic example and their commitment to the curricular and co/extra-curricular life of the school.

Bursarial grants may be withdrawn at the discretion of the Trustees, Head or the Clerk & Treasurer, in the event a pupil is not playing a positive role in the life of School through engagement with their studies and in making an active contribution to the wider life of the community, poor conduct, failure to pay fees or supply accurate

financial assessment information that is requested each year or failure to fulfil the terms of the Parent Contract.

Temporary financial support may also be found for current students whose parents suffer hardship during the child's time at School. In addition, the Headmaster's Fund is used for existing pupils to ensure that all children can take part in school visits and extra-curricular activities, regardless of means.

In addition, a number of Scholarships are available to pupils entering either the Boys' Division in Year 7. These Scholarships are not means-tested and are awarded to those pupils who, we believe, will make a strong contribution to the academic and wider life of the School. The Scholarships are offered at the discretion of the Headmaster following the Bolton School Entrance Examination and interview.

### **Tours of the School**

There are opportunities to visit the School at various points of the School year on top of the annual Open Day (held on a Saturday in mid-October each year). Each year, 'Taster Days' provide an opportunity for families to be guided around classrooms by members of our School whilst their son experiences lessons in School.

Parents and their sons are encouraged to telephone Mrs Susan Yates, the Admissions Registrar, to arrange a mutually convenient time to be given a private tour of the School and its facilities with usually the Deputy Head, Dr Fraser Mullins or the Admissions Tutor, Mr Martin Prentki.

May 2017

Review May 2018