



ADMISSIONS POLICY

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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, Dr Fraser Mullins and the Admissions Registrar, Miss Angela Fenton. 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
- or it can be ordered by contacting the Admissions Registrar on 01204 840201 (e-mail: BDadmissions@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 (Year 7)

Assessments take place in the January prior to a September admission. The School will use test papers designed by GL Assessment. There are three GL assessment tests which will assess English, Maths, and Non-Verbal Reasoning skills. 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. Usually, all candidates are invited for an interview with a senior member of staff.

The admissions procedures 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.

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

All parents/guardians of candidates who wish to take the Entrance Examination must complete the School Application Form and return it by the Christmas break before the examination in January.

Advice and help with the admissions procedures will be offered to prospective parents/carers during the Open Morning held in early/mid October and at any time when prospective parents/carers ring our Admissions Registrar, Angela Fenton on 01204 840201.

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

These procedures apply to candidates who have previously been unsuccessful in the admission procedures for Y7 entry and to candidates who have not previously been tested.

Candidates who have previously applied and completed the relevant admission procedures, 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 are able to be reassessed in following Summer Term.

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, as appropriate. 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, Angela Fenton on 01204 840201.

Admissions 16+ (Sixth Form)

Assessments for external candidates 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), other records of achievement (if appropriate) and their Mock Examination results (where available) with them. Candidates considering Art or Technology must also bring in a portfolio.

External candidates must have at least a grade 6 in English, Maths and Science (whether Dual Award or one of the single science subjects.) In addition, they will normally be expected to have a grade 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 first discuss this with their son's current Headteacher before they make an application.

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 a reference from their current school. 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 7 and above and 3 grades at 6 at GCSE.

Candidates from schools where GCSEs are not taken (including overseas schools) should have equivalent qualifications as defined and verified by NARIC (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 in September

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 mid-November and at any time when prospective parents/carers ring our Admissions Registrar, Angela Fenton on 01204 840201.

Access Arrangements

When requested by a parent any access arrangements will be discussed before any assessment including entrance examinations. They allow candidates with special educational needs, disabilities or temporary injuries to access the assessment and show what they can do without affecting the integrity of the assessment process. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

Whether an adjustment will be considered reasonable will depend on a number of factors, which will include, but are not limited to:

- the needs of the applicant;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the access arrangement(s) discussed. Each case will be considered on its own merit.

As an example of the evidence we will require to make reasonable adjustments whilst preserving the integrity of the assessment, a request for 25% extra time would only be granted where there is a current Local Authority Statement of Special Educational Needs; an Education, Health and Care Plan or primary school SEND support information. Information from the applicant's current educational setting will be required which details the applicant's normal way of working and the applicant's current educational setting may be consulted directly about those needs.

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 race, culture, 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, sex 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.

Bursaries and Financial Support

All bursaries are awarded on academic merit. They are means-tested and available to a proportion of the entry at Years 7 and 12; some funding may also be available to applicants to other year groups.

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 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 Head following the Bolton School Entrance Examination and interview.

Overseas students

Candidates relocating from Non-UK schools, are usually required to take an International English Language Test (IELTS) or equivalent to help gauge the level of support candidate may require. An overseas fee may be applied to any student who does not hold a UK passport or UK citizenship, and further administrative procedures are required before the admissions process can be completed for overseas students.

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 Miss Angela Fenton, 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.

Related policies

This policy should be read together with the School's policies for:

- *Curriculum Policy*
- *SEND Policy*
- *Provision for English as an Additional Language policy*

Appendix 1

Admissions administrative procedures for non-UK candidates

All candidates are subject to the admissions procedures outlined in the Admissions policy; however, if a pupil is not from the UK they will need to be in the UK as an authorised dependant on their parents' visas or they will need to apply for a Child Student Visa in their own right through our Child Student sponsor licence.

Following a successful admissions process, which involves an admissions test (and a language capability test, as appropriate), a report from a student's current school and an interview (a Skype or equivalent if the admission process is conducted overseas) the School will issue a CAS number in compliance with UK Border guidelines. Admission into Sixth Form course will also require evidence of prior qualifications (either the certificate(s) of qualification; or the transcript of results; or a printout of the qualification or transcript results from the awarding body).

Before a CAS can be issued, Bolton School requires evidence of funding* for the fees (parents also need to prove this as part of parental requirement for as part of points-based Child Student visa application), usually a photocopy of bank statement or fees paid up-front. In addition, the School requires, a signed copy of joining papers in response to the offer letter, a copy of the student's passport, a copy of the student's birth certificate and details of guardians as applicable.

Bolton School has a Sponsor Licence and makes all reasonable efforts to assist pupils and parents to comply with the UK Government's requirements for boys who wish to come to the UK to study but require a Visa (Child Student or Student). The School will generally issue a Child Student CAS (Confirmation of Acceptance for Study) and may issue a Student CAS in exceptional circumstances.

The responsibility for making a visa application to attend Bolton School rests with the parents. The School cannot assist with resolving visa related issues other than those under Child Student sponsor arrangements either for a current student or for a student who is proposed to be admitted. All parents who are not permanently resident in the UK must appoint a guardian** in the UK to act with their full authority (a letter of consent is required as part of the Child student visa applications. Guardians should be provided by the student's own family. The guardian would normally be a nominated family member or 'connected' person.

**For applicants living during term-time with a private foster carer, or close relative, who is a British Citizen, or settled in the UK, there should be sufficient funds to pay the course fees for one academic year. Alternatively, the private foster carer (or close relative) must have funds of at least £570 per month for each month of the course up to the maximum of 9 months.*

For applicants living with a parent or legal guardian who holds permission as a Parent of a Child Student, there should be sufficient funds to pay the outstanding course fees for one academic year,

or up to £1,560 per month for each month of the course up to maximum of 9 months. If other children are accompanying the parent, £625 per month for each month of the course for each additional child, up to maximum of 9 months).

Accounts relied on must be in the name of the name of the Child Student's parent, or their legal guardian (either alone or as a joint account holder). If a close relative is caring for the Child Student, or a private foster care arrangement has been made which complies with the requirements, the account may be in the name of the applicant's close relative or private foster carer.

***A private fostering arrangement needs to be put in place for guardians of students under 16 years of age (or under 18 if disabled), not living with parents or 'close' relative or 'connected' person with parental responsibility for over 28 days. A connected person is defined as a 'relative, friend or other person connected with a child'.*

Bolton School will give notice to the relevant local authority and to ensure it has been contacted by a private foster parent (and social worker assigned for vetting procedures) six weeks before the arrangement by private foster parents.

Guardians are expected to encourage and support the student, safeguarding and promote the student's welfare, including helping a student's understanding of British culture and the development of their understanding of the English language.

Guardians are to act in *loco parentis* and to take responsibility for the welfare of the student outside of school but also as a point of contact for discussion of matters concerning general welfare or academic progress of the student. Guardians are expected to meet the relevant Head of Year or Deputy Head when a student starts. They are expected to attend parents' meetings (and report back to parents abroad afterwards) and monitor the academic* and social development of the students. Guardians also have parental responsibility deferred to them to provide medical details and provide general consent for activities and/or emergency medical treatment.

**where agency agreements are in place, parents may also nominate the agent as an additional person to oversee and support legal guardians with respect to academic progress. These are nominally known as 'educational guardians'*

Parents/Guardians are requested to adhere to the term dates when booking international flights. All **unauthorised** student absences must be reported to the UKVI, including students who arrive late at the beginning of term or leave early at the end of term. The UKVI/UK Border agency (and relevant Council Authorities where a private fostering arrangement exists) are informed if a student has finished their course and/ or leaves the School.

UKBA Visa Documentation

When applying for a Child Student Visa the following documentation is required

- a current passport or other valid travel documentation
- proof that a student can support themselves (or be supported by a guardian) and the ability to pay school fees (and maintenance costs) - this will vary depending on circumstances
- proof of parental or other legal guardian consent
- further proof of your relationship between the applicant and parent or legal guardian
- tuberculosis (TB) test results if a student is from a country where they have to take the test
- documents will usually be sent back to parents/guardians within 14 days.

The School will take a photocopy of a student's updated passport and visa (BPR residence permit) before or on the first day of term, or the first day that a student arrives at the School. Details of visas/ passport numbers and CAS numbers are recorded. The School will also keep independent visa files on each international student, available for inspection by the UKBA.