

Admissions Policy

Applies to:

- All staff (teaching and non-teaching), directors and volunteers working in the School.
- Pupils, Parents and Caregivers and Prospective Pupils

Availability:

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head



Ian Davies
Chairman of the Board of Directors

Reviewed: September 2025
Next Review: September 2026

1. Introduction

- 1.1 Radnor House Sevenoaks (the School) is a selective, co-educational, independent School catering for boys and girls aged 2 to 18. Entry is based on an assessment, and the Head makes the final decision in consultation with appropriate senior leadership.
- 1.2 Before admission, parents may visit the School and meet with the Head or a member of the Senior Leadership team to discuss our entrance procedures and requirements. For entrance to the EYFS, parents will meet with the Head of the Prep School or a senior member of staff. For entrance to Year 1 and above, a meeting will be followed by an assessment day.
- 1.3 Parents can register their interest and their child may participate in any interviews and/or assessments by completing a Registration Form and paying a fee of £100.

2 Entrance Procedures: The Preschool and the Preparatory School

The Pre-School

- 2.1 Children may start pre-school from the day they turn 2 years old. Children must enrol for a minimum of 3 sessions per week.
- 2.2 From September, before a child starts Reception, it is a requirement that all children have to do a minimum of 5 sessions. This is to help ensure that the transition happens with ease and confidence into Reception.
- 2.3 Before admission, parents are invited to meet with the Head of Prep School to discuss their child's entry to the Preschool. Parents will be asked about their child's general development and any identified special needs before a place is offered. If appropriate, a formal offer of a place will be made after this meeting. Parents will meet Pre-School staff and have a tour of the area and the School with the Head of Prep.
- 2.4 We expect children to have basic toilet training; however, staff are aware that children entering our Preschool are not always completely reliable in that respect.

The Preparatory (Prep) School

- 2.5 Each pupil seeking admission will undergo a range of assessments which are designed to identify:
 - Their current academic progress and
 - Their willingness to engage in the tasks. The assessment days are tailored to parents' convenience and can take place at any time of the academic year. The pupil will join the correct age group and participate in normal activities for the day.
- 2.6 Pupils wishing to join Years Reception – Year 3 will be subject to an informal assessment undertaken by the Head of the Prep School or a senior member of staff. In this assessment, pupils will be observed undertaking a range of classroom and playground activities. This will include some reading, writing and mathematics activities. Emphasis will also be placed on interaction and behaviour with other pupils and teachers. Applicants will be observed during outside play and each applicant will have the opportunity for an individual interview. Places will be offered subject to their suitability within the existing class, and a satisfactory report from their current setting.
- 2.7 Pupils applying to join Years 4, 5 and 6 will be required to complete an online standardised

assessment for verbal reasoning, quantitative, and non-verbal skills as well as a Creative Writing task.

- 2.8 The expectation is that pupils will have a reading age at least on a par with their chronological age and that their general attainment is at or above the national average. The entry procedure for the Prep School consists of the entrance outlined above, plus a confidential report from the pupil's current school, which provides information about behaviour, motivation, baseline scores, and assessment in the core subjects.

3 Entrance Procedures: Senior School (Years 7 to 11)

- 3.1 Entry to Years 7 and 9 at the ages of 11 and 13, respectively, is based on a range of evidence of the pupil's attitude and ability. We understand that each Primary School and Preparatory School operates differently, and we want to give each pupil the opportunity to showcase their abilities. The entrance procedure to the School is therefore straightforward and accessible to all pupils, whether they are joining us from a state school, an independent school or from overseas.

- 3.2 The entrance procedure In Years 7 to 11 is as follows:

- A 90-minute computer-based test which is made up of English, Maths and non-verbal reasoning questions
- A half an hour creative writing paper
- A confidential report from the pupil's current school giving information related to behaviour, motivation, strengths and baseline scores.
- An interview with a member of the Senior Leadership Team.
- Following successful assessments and interviews, candidates will be made an unconditional offer.

- 3.4 Past papers are not available for the entrance tests. Completed examination scripts will remain the property of the School. The School does not use Common Entrance papers for entry purposes.

- 3.5 As part of the procedures outlined above, all pupils are invited to a personal interview with the Head or a member of the Senior Leadership Team on the day of the entrance examination. This will offer them the opportunity to celebrate their achievements to date, whilst enabling them to illustrate their many skills beyond the academic. Once the registration form has been submitted, the Admissions Registrar will confirm their application and provide dates for the entrance examination.

- 3.6 Places at the School are offered on completion of a successful interview, satisfactory performance in the entrance examinations and a positive reference from the pupil's current school.

4 Sixth Form

- 4.1 The School will advise on Sixth Form courses and Higher Education options and is always delighted to arrange individual interviews with parents and pupils to discuss options in our Sixth Form and beyond.

- 4.2 Places are offered on a conditional offer based on expected GCSE grades and satisfactory

completion of the admissions procedure.

4.3 The Sixth Form admissions process is made up of three equally weighted components:

- Fulfilment of the grade criteria for your chosen subjects.
- An interview with a member of our Senior Leadership Team.
- A reference from your current school.

4.4 You will be required to inform us of your results on GCSE results day and bring evidence with you on your first day in Sixth Form.

5 Equal Treatment

5.1 The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. The School's provision for bursaries is described below.

5.2 The School is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

6 Scholarships

6.1 The School offers scholarships for entry into Year 7, Year 9 and the Sixth Form in:

- Art
- Sports
- Drama
- Music
- Academic
- All Rounder

6.2 Scholarships are typically worth between 5% and 10% of the annual tuition fee but may, in exceptional circumstances, be increased through the award of an Outstanding Scholarship which is entirely at the Scholarship Board's discretion.

6.3 For those pupils who are already in possession of a scholarship and continue to make significant and rapid development in their area of interest there is also the opportunity to apply for an enhanced Outstanding Scholarship at Year 7, Year 9 and Sixth Form.

7 Academic Scholarships

7.1 All pupils applying for entry at Year 7, Year 9 or Sixth Form (internal and external) are automatically considered for an academic scholarship. For internal and external Year 11 pupils, Sixth Form Academic Scholarships will be based on their mock GCSE results and school reports.

8 Art, Drama, Music and Sport Scholarships

8.1 Pupils with a particular talent in Art, Drama, Music or Sport are invited to apply for a place on the scholarship programme so they can continue to make significant and rapid development in their area of interest.

8.2 For Art, Drama and Music scholars, there is an expectation that scholars will opt to study GCSEs in those subjects.

9 All Rounder (Values) Scholarship

9.1 We understand that young people do not always fit into a specific category but rather have a broad range of skills and interests. The All Rounder Scholarship is awarded to those pupils who are considered 'all rounders' and can demonstrate a considerable commitment to the school's values of Respect, Courage, Excellence and Perseverance in a range of disciplines.

10 Exhibitions

10.1 An exhibition may be awarded to pupils who have performed well during the assessment process, but who narrowly miss out on a scholarship. The exhibition carries a one-off fee remission and does not include entry onto the scholarship programme. Only scholars may apply for a means tested bursary.

11 Bursaries

11.1 A limited number of means-tested bursaries are available, however, as resources are limited not all bursary applicants will receive an award. All enquiries about bursaries should be made to the Director of Finance and Operations in the first instance.

11.2 Additional bursary funding may be provided by the Radnor Sevenoaks Charitable Trust (RSCT). Applications in the first instance are made by completing a Statement of Financial Circumstances form, after speaking first to the Director of Finance and Operations. The trustees of the RSCT consider each application on an individual basis and awards are made in writing to the applicant following the successful completion of the admissions procedure.

12 Pupils attending Radnor House Sevenoaks

12.1 Radnor House Sevenoaks is one School, comprising Preschool, Prep, Senior and Sixth Form. Once a pupil has been admitted into any year at the School, we expect them to progress right through to the end of Sixth Form education. If a pupil is unable to cope with academic demands despite interventions and support, then parents will be consulted in a timely manner to consider if a transition to Year 7 or Sixth Form is in the child's best interest.

12.2 This removes the stress many parents and pupils experience when they are expected to jump through repeated entrance examination hurdles at various stages of their school career.

12.3 The final decision on admission rests with the Head of the School.

13 Pupils with Special Educational (SEND) and Medical Needs

13.1 The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

13.2 Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed)

to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

- 13.3 Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.
- 13.4 Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.
- 13.5 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.
- 13.6 Our School has a policy and procedures for pupils with Special Educational Needs and/or Disabilities (SEND), the Learning Differences and Special Educational Needs (SEND) Policy, which is on the School website.

14 Overseas Applicants

- 14.1 We welcome overseas pupils, who can study at the School provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

15 Fluency In English

- 15.1 In order to cope with the academic and social demands of the School, pupils must be fluent English speakers. Normally, pupils should have been educated in the English medium before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

16 Sibling Discount

- 16.1 A discount of 10% will be applied to the tuition fees for any third or subsequent children enrolled at the School. The discount will be applied to the youngest child, with the exception of children in Nursery, where we would apply the discount to the next youngest. When the nursery children progress into Reception, the discount is removed from the older child and applied to the youngest.

17 Appeal against Admission Decisions

- 17.1 Parents may appeal against a decision not to offer a place at the School. The parents' notice of appeal (stating their grounds for appeal) should be sent to the Head in the first instance within

10 working days of the receipt of the written decision. The appeal will be referred to the Chairman of the Board of Directors who will appoint an Appeals Committee comprised of two non-executive directors and an external person independent of the running of the School.

17.2 Appeal hearings will be held as soon as possible after receipt of the appeal and in any case within 28 working days of the receipt of the appeal. The appeal will be heard strictly based on the application of the Admissions Policy.

17.3 The decision of the Appeals Committee is final. There is no further right of appeal against a decision of the Appeals Committee of the Directors.

18 Records And Review

18.1 Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

18.2 The School will not hold the personal data of you or your child for longer than is necessary for a lawful. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain personal data for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.