

Please note: Our Admissions Policy has been updated for Sixth Form admissions to reflect the change in GCSE grade descriptions which, starting with English and Maths, begin moving to a numerical system from summer 2017.

Admissions Policy for Admissions in September 2017

This policy sets out how places are allocated to children who apply to Old Swinford Hospital as boarders (Years 7, 9 & 12) and day pupils (Years 7 & 12).

We recommend that any questions you may have about this policy are taken in the first place to our Registrar Michelle Stanley whose contact details are mstanley@oshsch.com or 01384 817325. You may also be able to find the information you are looking for in our online 'Frequently Asked Questions Document' which although not a part of this policy provides general guidance for the admissions process and you can find this on www.oshsch.com under 'Admissions'. An admissions timeline is also on our website.

The policy has twelve sections:

Section 1	Introduction
Section 2	Admissions Numbers for the Academic Year 2017-2018
Section 3	Boarding Places
Section 4	Day Places
Section 5	Admissions Criteria for Boarding Places
Section 6	Additional Admissions Criteria for Year 7 (11+) Flexi-Boarder Places
Section 7	Admission Criteria for Year 7 (11+) Day Places
Section 8	Admissions Criteria for Year 12 (16+) Day Places
Section 9	Oversubscription Criteria
Section 10	Waiting Lists
Section 11	Other Admissions Information
Section 12	Grade Requirements for Sixth Form Courses 2017-2018

1. Introduction

- 1.1. Old Swinford Hospital¹ is a boarding and day school for boys aged 11-18 and a day school for girls in the Sixth Form. The majority of places are boarding places for boys. There are a limited number of day places in for boys aged 11-18 and a comparatively small number of girls may be admitted into the Sixth Form as day pupils².
- 1.2. The School does not have a catchment area. To be admitted to the School, pupils must have full United Kingdom or other EU/EEA nationality, Swiss, Norwegian or Icelandic nationality or have other approved residential status in the United Kingdom.
- 1.3. We are a school established in the traditions of the Church of England and Christian witness lies at the heart of school life. However, students and staff of all faiths and none, and of all backgrounds, are welcomed as part of our community for we believe that strength is best derived from diversity.

¹ Old Swinford Hospital is committed OSH is committed to safeguarding and promoting the welfare of children and has in place an appropriate and current Safeguarding Policy.

² The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, Schedule 2, section 1(2).

- 1.4. We consider that it is a natural extension of an education in a Church of England primary school for some children to continue their education at secondary level in another church school and so the School has three feeder schools for Year 7 day entry, all designated Church of England schools, and all located less than 1.5 miles from us (see section 9).
- 1.5. All parents/carers must complete the School's own application form which can be obtained from the Registrar or downloaded from our website.
- 1.6. Parents/carers of pupils from England will also need to complete their Local Authority Common Application Form (CAF) where their application is for a place in Year 7.
- 1.7. The Admissions Authority is the Governing Body.³
- 1.8. It is important that children who come here to board are able to engage with boarding life. We will not admit any child as a boarder unless he has satisfied the School that he is suitable to board (see section 5).⁴
- 1.9. We reserve the right to withdraw the offer of a place where it has been offered in error or parents/carers have not responded within the time stated in the offer letter or it is found that the offer was obtained through a fraudulent or intentionally misleading application. We also reserve the right to withdraw a place after a pupil has started at the School where that place was fraudulently obtained.
- 1.10. The principal years for admissions are Years 7, 9 and 12. For enquiries about vacancies in Years other than the principle admission years please contact the Registrar.
- 1.11. The School is partially selective in Year 7 (see section 6) where:
 - 1.11.1. Twenty four flexi-boarder places are awarded on academic ability; and
 - 1.11.2. Eight flexi-boarder places are awarded on aptitude in music or sport.
- 1.12. For entry to the Sixth Form (see section 7):
 - 1.12.1. There is a minimum grades requirement with further grades criteria for specific courses details of which may be found in section 12. Grades requirements are the same for internal and external pupils.
 - 1.12.2. Six day places in the Sixth Form will be awarded on aptitude in music or sport. Places awarded on aptitude are also subject to the general and subject specific grade requirements for Sixth Form entry.
- 1.13. Any query or enquiry about admissions, or the availability of places in any year, should in the first instance be directed to the Registrar at the School.

2. Admission Numbers for the Academic Year 2017- 2018

- 2.1. The formal admission numbers for each category for each year of entry presume that, once entered onto the School role, all pupils remain enrolled until the end of Year 13; so the admission numbers are formally as follows:

Year of Entry	Boarding Places	Day Pupils
7	77	13
9	30	0
12	13	47

³ Admissions are regulated by The School Standards and Framework Act 1998, The Education (Pupil Registration)(England) Regulations 2006, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012, and the School Admissions Code.

⁴ By doing so they are acting in accordance with their responsibilities under the Children Act 1989 (as amended).

2.2. **Year 7 (11+)**

This is the principal year of entry. The School has a boarding house especially for Year 7 boys and presently it may admit up to 77 boarders. It may admit up to 45 boarders who board on a termly or weekly basis. The number of flexi-boarders is limited to 32. Section 3 explains termly, weekly and flexi-boarder. There are 13 day places for boys.

2.3. **Year 9 (13+)**

In Year 9 the School may accommodate up to 108 boarders, made up of 75 boarders who board on a termly or weekly basis and 32 flexi-boarders. Assuming all Year 8 pupils stay and go into Year 9, the School may admit up to 30 new boarders who board on a termly or weekly basis.

2.4. **Year 12 (16+)**

Many pupils at the School continue their education into the Sixth Form. Assuming all Year 11 pupils qualify for a place in Year 12 the School may admit a further 13 boarders in the Sixth Form and 47 day pupils. However, not all existing pupils continue their education into the Sixth Form so in reality more spaces may be available.

3. **Boarding Places**

3.1. The majority of places available are boarding places in that the School provides pupils with overnight board and lodging.

3.2. There are different categories of boarders: termly boarders, weekly boarders and flexi-boarders although the admissions procedure is the same for all categories excepting Year 7 flexi-boarders.

3.2.1. **Termly boarders** reside at the School each and every day and night of each term, except over half-term. They may go home on exeat weekends, usually after sport on a Saturday, returning after supper the following day. They may go home more frequently if their parents/carers so chose.

3.2.2. **Weekly boarders** do everything that termly boarders do except stay overnight at the School on weekends. They reside at the School each and every day and night, Monday to Friday, of each term, except over half-term. They may go home more frequently if their parents/carers so chose.

3.2.3. **Flexi-boarders** do everything that termly boarders do except routinely stay overnight; their arrangement is more flexible to suit their, and their families, needs. They are required to stay over 3-4 times per term. On other occasions they may arrive for breakfast and may depart after the end of prep. They are full members of a boarding house with access to all of its facilities. They are provided with accommodation in the form of their own workstation and storage areas and a bed.

3.3. Parents/carers of boarders will be expected to pay boarding fees once their son is admitted into the School and full details of these boarding fees can be found on our website under Admissions.⁵

3.4. Eligible families may be able to reclaim at least part of the boarding fee as a Working Tax Credit and parents/carers should consult www.hmrc.gov.uk for details. There are also a number of charitable organisations who, in certain circumstances, may be able to offer some support towards fees, particularly to those boys with a boarding need. Applications to both HMRC and charitable organisations have to be made by parents/carers and cannot be done by the School but please contact the Registrar for information you need either to make an application or for information on possible sources of support.

⁵ Parents/carers ability to pay boarding fees is not part of the admissions process, but, under the Education (Pupil Registration)(England) Regulations 2006, reg. 8(1)(o), where parents/carers have not paid boarding fees (including any interest) in full by the end of the term to which the fees relate, the son of those parents/carers will be deleted from the school register forthwith and will not be admitted to the School the following term.

4. Day Places

- 4.1. There are 13 day places⁶ for boys in Year 7.
- 4.2. There are 47 day places in the Sixth Form and a comparatively small number of girls may be admitted into the Sixth Form as day pupils.

5. Admission Criteria for Boarding Places

- 5.1. We recognise our responsibility under the Children Act 1989 to safeguard and promote the welfare of boarders and accordingly boys who wish to board are necessarily assessed to determine their suitability for boarding. This assessment includes the following:
 - 5.1.1. An interview;
 - 5.1.2. A reference from the boy's present school and/or a previous school where the boy is not currently at school or has recently changed school;
 - 5.1.3. Consideration of any other information that the parents/carers may wish to provide to support the boy's application or which may be provided at the request of the parents/carers by another person;
 - 5.1.4. Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.
- 5.2. In determining whether or not a boy is suitable to board, the School has regard to the following questions:
 - 5.2.1. Does the boy wish to board?
 - 5.2.2. Does the boy have experience of staying away from his parents/carers whether or not he is currently a boarder?
 - 5.2.3. Does the boy show evidence of self-reliance and independence?
 - 5.2.4. Does the boy show evidence of understanding and relishing the challenges of a communal life?
 - 5.2.5. Does the boy show understanding of the responsibilities of a member of a boarding community?
 - 5.2.6. Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment under the Equalities Act 2010 to the boarding accommodation, routine and practice?
- 5.3. All boys must be assessed as suitable to board before they are admitted to the School as boarders.
- 5.4. For termly or weekly boarders in Years 7-11 there are no academic tests or grade requirements.
- 5.5. For flexi-boarder places in Year 7 twenty four places are awarded on the basis of academic ability and eight places are awarded on the basis of aptitude (see section 6).
- 5.6. For Sixth Form boarding places:
 - 5.6.1. Pupils need to obtain at least GCSE Grades A*-C, or GCSE Grades 9-4 where applicable,⁷ in 7 subjects, including English and Maths (or the agreed equivalent qualifications for pupils who did not sit GCSEs (see section 8)) in order to take up any place offered, and
 - 5.6.2. Further subject specific GSCE grades are required for particular courses (see section 12).

⁶ Day pupils are not boarders. They are not provided with overnight board or lodging or any boarding accommodation and do not have access to the facilities of a boarding house. Accordingly, day pupils are required to leave the School's premises shortly after 3.45pm unless they are involved in a performance or a match or are required to attend a rehearsal, training or discharge peer mentoring duties. Day pupils are not provided with meals, are not ordinarily permitted to use the School's facilities after school hours and do not stay at the School to do prep.

⁷ GSCE numeric grading is being introduced nationally on a phased basis from Summer 2017

- 5.7. In the event of oversubscription places are allocated to pupils using the oversubscription criteria set out in section 9.
- 5.8. Boarding places are not available to girls.

6. Additional Admission Criteria for Year 7 (11+) Flexi-Boarder Places

Places by Ability

- 6.1. Twenty four flexi-boarder places in Year 7 will be awarded on the basis of academic ability as determined by an assessment test taken in the Michaelmas Term, (usually at the end of September), before the year of entry.
- 6.2. The assessment test is presently the Old Swinford Hospital Online Test (OSHOT). It has been developed for the School by the University of Durham and is designed to assess academic potential in a more objective and less stressful way than traditional IQ-type tests.
- 6.3. OSHOT is to be taken in the School at a computer terminal and thus requires familiarity with a computer keyboard and mouse. It is not, however, a test of computer proficiency.
- 6.4. OSHOT is designed to be novel and engaging for the boys who take it and comprises tests for the following qualities:
 - assessing visuo-spatial skills
 - assessing speed and accuracy in number skills
 - tasks aimed to assess understanding in reading
 - assessing abstract reasoning
 - assessing vocabulary skills
 - applying mathematical skills to novel situations
- 6.5. The nature of the tasks set means that there is little or no advantage to be gained from using commercially available materials to prepare for OSHOT. OSHOT may be taken by different boys at different times without compromising the integrity of the test.
- 6.6. A minimum score on OSHOT is not required.
- 6.7. A rank order of boys' results will be drawn up.
- 6.8. In the event that the OSHOT produces two or more equally placed boys, then the oversubscription criteria for Year 7 entry will be applied to determine the order in the rank of the equally placed boys (see section 9).
- 6.9. Results will be sent to parents/carers after the Governors' Admission Committee have met in accordance with the Schools Admission Code.
- 6.10. The rank order will be sent to the Local Authority who offer places in rank order to those parents/carers having selected the School as a preferred choice under the co-ordinated admissions arrangements.
- 6.11. Boys unsuccessful in obtaining a place on ability may apply for one of the remaining boarding or day places.

Places by Aptitude

- 6.12. Four places will be awarded for musical aptitude and four places will be awarded for sports aptitude.
- 6.13. Musical aptitude:

Boys wishing to be considered for a place based on musical aptitude are required to sit an aptitude assessment test. The test has four component parts: pitch, melody, texture and rhythm. It is a test which requires them to listen to music, to write about what they hear and reply, for example, clap-out a rhythm or sing back a series of notes.

- 6.14. Sports aptitude:
Boys wishing to be considered for a place based on sports aptitude are required to sit an aptitude assessment test. The test is designed to measure agility, balance, coordination and movement as well as teamwork and leadership.
- 6.15. A minimum score on aptitude assessment tests in music or sport is not required.
- 6.16. A rank order of boys' aptitude assessment tests results will be drawn up.
- 6.17. In the event of the aptitude assessment tests producing two or more equally placed boys, then the oversubscription criteria for Year 7 entry will be applied to determine the order in the rank of the equally placed boys (see section 9).
- 6.18. In the event that there are insufficient applications to fill the four places to be awarded on aptitude in music the unfilled places will be added to the places that can be awarded on aptitude in sport.
- 6.19. In the event that there are insufficient applications to fill the four places to be awarded on aptitude in sport the unfilled places will be added to the places that can be awarded on aptitude in music.
- 6.20. Results will be sent to parents/carers after the Governors' Admission Committee have met in accordance with the Schools Admission Code.
- 6.21. The rank order of results will be sent to the Local Authority who offer places in rank order to those parents/carers having selected the School as a preferred choice under the co-ordinated admissions arrangements.
- 6.22. Boys unsuccessful in obtaining a place on aptitude may apply for one of the remaining boarding or day places.

Order

- 6.23. Where boys have applied in more than one flexi-boarder category the order of allocating places will firstly be by rank in the test for ability then, if they are unsuccessful in gaining this place, by rank in aptitude.

7. Admission Criteria for Year 7 (11+) Day Places

- 7.1. There are no academic tests or grade requirements for day places in Year 7.
- 7.2. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).
- 7.3. Boys unsuccessful in obtaining a day place may apply for one of the remaining boarding places.

8. Admission Criteria for Year 12 (16+) Day Places

- 8.1. All day places in Year 12 will be awarded on the basis of academic achievement as determined by GCSE grades provided by the pupil's statement of results generated by their school on results day.
- 8.2. Six of the day places in Year 12 will be awarded on the basis of aptitude in music or sport as well as academic achievement. The remaining places will be awarded solely on academic achievement.
- 8.3. All pupils, both internal and external, must achieve the minimum grades requirement of GCSE Grades A*-C, or GCSE Grades 9-4 where applicable, in at least 7 subjects, including English and Maths (or the agreed equivalent for pupils who did not sit GCSEs) and the further subject specific GCSE grades that are required for particular courses (see section 12), in order to take up a place offered.
- 8.4. For pupils who did not sit GCSEs an equivalent can be submitted. Parents/carers should contact the Registrar to ascertain the acceptability of those equivalents.
- 8.5. Subject to there being places available in the Sixth Form, and on the required course, pupils who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place.

Places by Aptitude

- 8.6. Three places will be awarded for musical aptitude and three places will be awarded for sports aptitude.
- 8.7. Places awarded on aptitude are also subject to the general and subject specific entry grade requirements for the Sixth Form (see section 12).
- 8.8. Boys and girls will be considered equally for the award of these places.
- 8.9. Musical aptitude:
Pupils wishing to be considered for a place based on musical aptitude are required to sit an aptitude assessment test. The test has four component parts: pitch, melody, texture and rhythm. It is a test which requires them to listen to music, to write about what they hear and reply, for example, clap-out a rhythm or sing back a series of notes.
- 8.10. Sports aptitude:
Pupils wishing to be considered for a place based on sports aptitude are required to sit an aptitude assessment test. The test is designed to measure agility, balance, coordination and movement as well as teamwork and leadership.
- 8.11. A minimum score on aptitude assessment tests in music or sport is not required.
- 8.12. A rank order of pupils' aptitude assessment tests results will be drawn up. .
- 8.13. Places will be awarded according to the rank order of results will be sent to parents/carers.
- 8.14. In the event of the aptitude assessment tests producing two or more equally placed pupils, then the oversubscription criteria for Year 12 entry will be applied to determine the order in the rank of the equally placed pupils (see section 9).
- 8.15. In the event that there are insufficient applications to fill the 3 places to be awarded on aptitude in music or in sport the unfilled places will be added to the remaining Sixth Form day places awarded solely on academic achievement.
- 8.16. Pupils unsuccessful in obtaining a place on aptitude may apply for one of the remaining boarding or day places.

Remaining Places

- 8.17. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).

9. Oversubscription Criteria

Termly and Weekly Boarding Places

- 9.1. First priority for admission shall be given to any boy who is a 'looked after child'⁸ and all previously looked after children.⁹
- 9.2. Priority will then be given to the sons of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- 9.3. Thereafter to boys who have satisfied the Governors that they have a significant degree of boarding need.¹⁰

⁸ A 'looked after child' is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

⁹ Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements order are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangement order. A 'special guardianship order' is an order under S14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian (or special guardians).

- 9.4. Thereafter to boys who are eligible for armed forces premium.¹¹
- 9.5. Thereafter to boys who are eligible for pupil premium.¹²
- 9.6. Thereafter to boys with a brother, half-brother,¹³ step brother, adopted brother or foster brother living at the same address who is, or was, a boarder at the School.
- 9.7. Thereafter to boys of staff.¹⁴
- 9.8. The final oversubscription criterion for termly and weekly boarding places shall be a random ballot.

Flexi-Boarder Places

- 9.9. Year 7 places offered on ability will be awarded first, and in rank order, to those who sat the OSHOT test for a place in the relevant academic year. Thereafter priority is then as for termly and weekly boarders.
- 9.10. Year 7 places offered on aptitude will be awarded:
 - 9.10.1. Firstly to any boy who is a 'looked after child' and all previously looked after children (as defined by 9.1 above).
 - 9.10.2. Priority will then be given to the sons of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
 - 9.10.3. Thereafter to boys who have satisfied the Governors that they have a significant degree of boarding need (as defined by 9.3 above).
 - 9.10.4. Thereafter in rank order, to those who sat the aptitude assessment tests.

Year 7 Day Places

- 9.11. First priority will be given to any boy who is a 'looked after child' and all previously looked after children (as defined by 9.1 above).
- 9.12. Thereafter to boys who at the time of the application were attending a primary school from the list below¹⁵:

Oldswinford Church of England Primary School, Field Lane, Stourbridge
Pedmore Church of England Primary School, Hagley Road, Pedmore, Stourbridge
St James's Church of England School, Kingsway. Stourbridge
- 9.13. Thereafter to boys who are eligible for armed forces premium (as defined by 9.4 above).
- 9.14. Thereafter to boys who are eligible for pupil premium (as defined by 9.5 above).
- 9.15. Thereafter to boys with a brother, half-brother, step brother, adopted brother or foster brother living at the same address who is, or was, a pupil in the School.
- 9.16. Thereafter to boys of staff (as defined by 9.7 above).
- 9.17. The final oversubscription criteria will be boys whose normal¹⁶ place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the School in Heath Lane.

¹⁰ Parents will be asked to demonstrate boarding need and the degree of boarding need. This may include for example, but not be limited to, children of Crown Servants and other parents/carers working abroad, children who ordinarily live in remote locations and children at risk or with an unstable home environment or other family circumstance which generates a need that may best be met from an education in a boarding environment.

¹¹ The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of Armed Services personnel.

¹² The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children

¹³ Sharing one common parent.

¹⁴ Sons of staff where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

¹⁵ There is no order of priority between feeder schools and therefore no order of priority between boys based on the feeder school they attend.

Sixth Form Day Places

- 9.18. Day places in Year 12 will be awarded to pupils who have met the minimum academic entry standards, including subject specific standards.
- 9.19. Where oversubscribed the following oversubscription criteria will be applied.
- 9.19.1. First priority will be given to any pupil who is a 'looked after child' and all previously looked after children (as defined by 9.1 above).
- 9.19.2. Thereafter places in Year 12 offered on aptitude will be awarded in rank order to those who sat the aptitude tests.
- 9.19.3. Thereafter to pupils who are eligible for armed forces premium (as defined by 9.4 above).
- 9.19.4. Thereafter to pupils who are eligible for pupil premium (as defined by 9.5 above).
- 9.19.5. Thereafter to pupils with a brother/sister, half-brother/half-sister, step brother/sister, adopted brother/sister or foster brother/sister living at the same address who is, or was, a pupil in the School.
- 9.19.6. Thereafter to pupils of staff (as defined by 9.7 above).
- 9.19.7. The final oversubscription criteria will be pupils whose normal (as defined by 9.17 above) place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the School in Heath Lane.

Tie Break

- 9.20. In the event of there being pupils who rank or otherwise equally meet admission criteria in any admission category, year group or other criteria, including in-year admissions, out of year admissions and change of status, and there being insufficient places, the place will be awarded according to the oversubscription criteria for each category and if these do not resolve the tie there shall be a random ballot of tied pupils.

10. Waiting Lists

- 10.1. Parents/carers will be asked to indicate whether they wish to be placed on a waiting list if the pupil is unsuccessful in obtaining a place.
- 10.2. Pupils on the waiting list will be considered along with any new applications by the date when any vacancy occurs. The length of time on the waiting list is not material to whether or not a place is finally awarded. The place will be awarded according to the stated oversubscription criteria.
- 10.3. The waiting list will operate from the point of allocation of places until the September following the year in which they would have been admitted. For example, for admission in September 2016 the waiting list will remain until 1st September 2017.
- 10.4. Those not awarded a place are welcome to reapply in subsequent years.
- 10.5. Pupils assessed to be unsuitable for boarding will not be placed on a waiting list for a boarding place. Their parents/carers may reapply and the pupil be reassessed for each year of entry.

11. Other Admissions Information

Special Educational Needs

- 11.1. The School is required to admit all children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHC) names the School.

¹⁶ Parents may be required to provide evidence in support of their normal place of residence with their application. If the parents do not live together, 'normal' place of residence will be taken as residence of the parent/carers with whom the child spends the majority of the time. An application can only be made from a single address, and only a single application can be made for each child.

Admission over or under age

- 11.2. The School will not normally admit a pupil other than into his/her chronological year group. However, in exceptional circumstances where there is a compelling educational or social justification, the School may permit an application for admission on behalf of a pupil who is over or under the normal age for his or her year group.
- 11.3. Applications should be made following the processes previously outlined for the relevant admission category together with an accompanying letter, addressed to the Headmaster, and any other relevant information including:
 - 11.3.1. Setting out the parents/carers views as to why their child should be admitted outside of their normal age group.
 - 11.3.2. Information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional.
 - 11.3.3. Whether the child has been previously educated out of their normal age group.
 - 11.3.4. Where relevant, whether the child may have fallen into a lower age group if it were not for being born prematurely.
- 11.4. If the Headmaster considers admission outside of a pupil's normal age group is in the best interests of the pupil then the parents/carers application for that pupil will be entered into the normal admissions process and be treated the same as all other applications including, in the case of an application for a boarding place, for suitability to board.
- 11.5. Parents/carers are asked to make applications for places outside of a pupil's normal age group as soon as possible so that the relevant information can be considered and, if appropriate, in order for the application then to be included in the usual admissions process.

Applications for Children from a Multiple Birth

- 11.6. Special conditions will apply in the event that one child from a multiple birth does not gain admission to the School through the admissions criteria when the other or others do. In this instance the School will exceed the published admission number for the benefit of family concerned so as to prevent separation of such children provided, if the application is for a boarding place, the child is assessed as suitable to board (see section 5).

Late Applications

- 11.7. Applications received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.
- 11.8. Where circumstances are such that the parents/carers could not have reasonably submitted the application within the deadline, the application will be considered alongside all other applications.
- 11.9. If a late application is unsuccessful parents/carers will be asked to indicate whether they wish to be placed on a waiting list.

Applications to Change Boarding/Day Status

- 11.10. There is no automatic transfer between categories for pupils already in the School.
- 11.11. Changing status will be subject to their being a vacancy in that category and for a boarding place that there is also accommodation available.
- 11.12. Applications must be made to the Headmaster and will be considered alongside, and in competition with, all other applications for a place in that Year and in that category.
- 11.13. Applications to change status to become a boarder will be subject to the boy being assessed as suitable to board.

12. Grade Requirements for Sixth Form Courses 2017-2018

Primary Requirement: For any course of study all pupils require 7 GCSE at Grades A*-C, or Grades 9-4 where applicable, including English and Maths.

Additional Requirement: Additional to the primary requirement specific subjects have the following minimum grade requirements:

SUBJECT	Additional GCSE grade requirements
Art and Design	Grade B in Art
Biology	Grade 5 or B in English Language and Grade B in either Biology or Additional Science
BTEC Sport	Grade C in PE or Science
BTEC Science	Grade C in Science and Additional Science
Business OCR Cambridge Technical	No additional grade requirement
Chemistry	Grade 5 or B Maths and Grade B in either Chemistry or Additional Science
Classical Civilisation	No additional grade requirement
Computer Science	Grade 5 or B in English Language, Grade 5 or B in Maths and Grade B at least one science or Additional Science
Design and Technology	Grade 5 or B in Maths and/or Grade B in Technology
Economics	Grade 5 or B in Maths and Grade 5 or B in English Language
English Language & Literature	Grade 5 or B in English Language and Grade 5 or B in English Literature
English Literature	Grade 6 or B in English Language and Grade 6 or B in English Literature
French	Grade B in French
Geography	Grade B in Geography and Grade 5 or B in English Language
German	Grade B in German
History	Grade B in History and Grade 5 or B in English Language
ICT OCR Cambridge Technical	Grade B in ICT, Grade 5 or B in English Language and Grade 5 or B in Maths
Maths	Grade 7 or A in Maths
Further Maths	Grade 8 or A* in Maths
Music	Grade B in Music or Grade 5 in RSM Theory and Grade 5 in RSM practical
Performing Arts OCR Cambridge Technical	Grade B or equivalent in any performing arts related subject
Politics	Grade 5 or B in English Language
Physics	Grade 5 or B in Maths and Grade B in Physics or Additional Science
Psychology	Grade B in either Biology or Double Science and Grade 5 or B in Maths
Philosophy & Ethics	Grade B in any humanities subject