

Admissions Policy

Senior School

2023 / 2024



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Admissions Policy

Senior School

Scope

This policy applies to all applicants to Ibstock Place Senior School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Executive Director for Admissions and Pathways is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

1. Introduction

The document will be revised in line with changes in best practice and legislation. Staff should familiarise themselves with its contents, and any questions about the document should be directed to the Executive Director of Admissions and Pathways or the Registrar.

2. General Statement of Policy

Ibstock Place School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, gender, sexual orientation or social background. Our provision for bursaries is described below.

The School must feel confident that it will be able to educate fully any applicant child in line with his/her potential and in line with the standards achieved by the prospective pupil's peers, and that he/she would support the aims, ethos and expectations to which the School aspires.

Entry to the School is by selection on academic merit, likely developmental progress and on assessment of a pupil's projected positive contribution to the aims, ethos and co-curricular life of the School. At the age of eleven, prospective pupils apply for admission through competitive examination. Arrangements for Senior School progression of Ibstock Prep School pupils in Prep 6 are as described in the relevant section below. These

notwithstanding, they will be expected to participate in the Senior School's entrance examinations and assessments along with external applicants, though performance on said examinations and assessments may not have a bearing on progression to the Senior School. Siblings do not have priority for entry to the Senior School. There may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. All applicants are invited to attend a participatory Learning Workshop and to sit a CAT online test. Shortlisted applicants are invited to sit the other entrance assessments as described in the rest of this Policy. The School takes into due consideration the applicant's age.

Ibstock aims to encourage applications from applicants with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Means tested fee assistance may be offered to appropriate applicants. Details of scholarships and bursaries are given below and on the School's website.

Ibstock welcomes overseas pupils providing that the pupil has a relative or legal guardian living in London at the time of admission to the School, a good command of the English language, and has been granted a visa under Home Office Tier 4 arrangements.

The School's policy is to conduct its admissions on a fair and non-discriminatory basis. Extra time is allowed in all papers and a School computer will be used, where appropriate, if such accommodations are deemed to be the applicant's "normal way of working" in their current school. Other reasonable adjustments will be made following receipt of details of any accommodations made by the applicant's current school.

All requests for extra time must be made by the registration closing date of Tuesday 31 October. Where supporting evidence is provided in respect of a request for extra time under Access Arrangements, and this is accepted, the School makes an additional time allowance of 25% in all entrance papers, including the computer-based assessment taken by 11+ applicants. Should the accommodation of a laptop be granted, it will be provided by Ibstock Place School. It should be noted that, in line with the regulations of the Joint Council for Qualifications, any Access Arrangement awarded in Entrance Examinations is not automatically granted once the pupil is in Senior 7. A picture of need must be established in a pupil's Senior 7 year on a subject-by-subject basis and the effectiveness and suitability of the Access Arrangement constantly monitored. In order for the arrangement to continue, it must become the pupil's normal way of working. The School will make all reasonable adjustments to ensure that children with disabilities have full access to the School's curriculum, culture, policies and procedures.

3. Open Mornings

There are regular opportunities for the parents of prospective pupils to visit the Senior School through Open events held in May, September, and October. These include an Open Morning on a Saturday in late September/early October for prospective applicants and their parents considering entry to the Senior School the following year, and an Open Evening

held in early May for those considering entry in a subsequent year. A Sixth Form Open Evening is also held in late September. Small group tours are also offered on a regular basis for those families unable to attend the larger events. If parents are unable to attend any of the regular Open events, the Executive Director of Admissions or the Registrar is pleased to show them around by prior appointment.

4. Registration

Parents may register their child with the School at any time prior to the published deadline (see section 17). Registration is made through our Admissions Platform OpenApply, a link to which can be found on the 'Registration Form' page of the School website. A form should be completed and submitted for each child. There is a non-refundable registration fee of £160 for each child payable at the time of registering.

5. Admission to the Senior School

External Applicants

Once registered by the closing date at the end of October, all external applicants for entry to the Senior School are invited to sit a computer-based test to assess cognitive ability and to take part in a Learning Workshop. This Cognitive Ability Test is adaptive and is set and marked externally. The computer-based test and the Learning Workshop take place on a Saturday in late November. Performance on the computer-based test, the learning workshop and the confidential reference from the applicant's current school are analysed and applicants may be shortlisted to sit the English and Mathematics Entrance Examinations based on their performance. This is due to take place in early December. The school sets its own papers in English and Mathematics. From 2023, applicants at the second stage will also take part in a 'one-to-one getting to know you session' with a member of the Senior teaching staff.

The examination papers are based on the National Curriculum and they are appropriate for a wide range of feeder schools. The School does not issue past papers.

All requests for extra time must be made by the registration closing date of Tuesday 31 October. Where supporting evidence is provided in respect of a request for extra time under Access Arrangements, and this is accepted, the School makes an additional time allowance of 25% in all entrance papers, including the computer-based assessment taken by 11+ applicants. Should the accommodation of a laptop be granted, it will be provided by Ibstock Place School. It should be noted that, in line with the regulations of the Joint Council for Qualifications, any Access Arrangement awarded in Entrance Examinations is not automatically granted once the pupil is in Senior 7. A picture of need must be established in a pupil's Senior 7 year on a subject-by-subject basis and the effectiveness and suitability of the Access Arrangement constantly monitored. In order for the arrangement to continue, it must become the pupil's normal way of working. The School will make all reasonable adjustments to ensure that children with disabilities have full access to the School's curriculum, culture, policies and procedures.

A confidential reference is requested from the current Head Teacher. The School bases its decision whether to offer a place on the Head's report, the written entrance examinations, the computer-based test, and the applicant's performance in the Learning Workshop.

Offers to applicants are made by the end of the day on Friday 9 February. Applicants who are placed on the Waiting List are asked if they wish to be considered for a place should one become available after the initial offers have been accepted. From 2023, applicants will be informed of which third of the waiting list they are positioned in at the time of the release of initial offers.

Please note that owing to the volume of applications the School is unable to engage in a dialogue about an individual applicant's performance and does not return completed examination scripts.

Internal Applicants (Progression of Prep School pupils through the School)

For pupils in Kindergarten or Prep 1, pupils will proceed to the following year. Regular assessments will be carried out throughout Kindergarten and Prep 1 to monitor progress and attainment. These assessments will provide parents with a guide to progress and developmental areas of particular achievement and, if applicable, potential concern.

Prep 2 pupils' progression into Prep 3 also follows successful completion of assessments at the end of the Prep 2 year. **For these, pupils who reach the expected level in these assessments shall be granted an automatic right of progression to the Senior School, as well as progression to the Prep School.** While they will be required to sit the Senior School's 11+ Entrance Examinations at around the same time as all other applicants, progression will not be contingent upon their examination performance.

For any pupil identified by the Co-heads of the Prep School as not having met the expected level of progress in the assessments taken at the end of Prep 2, learning support will be offered and further assessment opportunities will be made available to secure automatic progression to the Senior School in the end-of-year assessments of Prep 4 and Prep 5.

Should these also demonstrate unsatisfactory progress, the pupil will be permitted to continue into the final year of the Prep School where they will be expected to sit the Senior School's 11+ Entrance Examinations, with the award of a place subject to satisfactory performance. For those Prep School pupils who may not thrive in the Senior School, consultations will take place in a timely manner in advance. Parents will have had sufficient notice through meetings with staff and the Prep School Head so that this does not come as a surprise.

The School is aware that some pupils will be sitting entrance examinations for other schools. Our Prep 5 and 6 curricula prepare pupils for the rigours of 11+ examinations.

At the end of each academic year all pupils in Prep 3, Prep 4 and Prep 5 will have their performance reviewed through assessment. For those who have yet to be awarded safe-passage to the Senior School, where their performance on the aforementioned assessments is judged satisfactory, pupils shall be granted an automatic right of progression to the Senior

School on the same basis as that set out above. Where unsatisfactory, a procedure similar to that outlined in above will obtain.

From September 2023, pupils sitting the NTS assessments may have use of an English language dictionary as an access arrangement to assist with the spelling section, if agreed by the School.

All pupils in Prep 6 will be shortlisted to sit the Senior Schools 11+ Entrance Examinations; however, for the majority of pupils, progression will not be contingent upon their examination performance.

External applicants for 7+ (Prep 3) entry (or above) from September 2022 who are offered a place following successful completion of the assessment procedure, will be granted an automatic right of progression to the Senior School. While they will be required to sit the Senior School's 11+ Entrance Examinations at around the same time as all other applicants, progression will not be contingent upon their examination performance. While they will be required to sit the Senior School's 11+ Entrance Examinations at around the same time as all other applicants, progression will not be contingent upon their examination performance.

6. Occasional Vacancies

Applicants for occasional vacancies in Years 8, 9 and 10 are invited to spend the morning in School completing papers in English and Mathematics. Following completion of these examinations, shortlisted applicants are interviewed by a member of the Senior Management Team or senior member of the teaching staff. A confidential reference is requested from the current Head and must be received and reviewed before an admissions decision is made.

7. Sixth Form Entry

External applicants for Sixth Form entry are asked to sit an online computer-based test which assesses cognitive ability. Where relevant, applicants must also meet any subject specific requirements for their chosen A-Level or Pre-U course. Applicants are also interviewed by the Heads of Faculty or relevant A-Level subject teacher. Following successful performance at interview and examination, the offer of a place is conditional upon the applicant achieving a minimum of 59 points in nine GCSE/(I)GCSE subjects. (The tariff conversion for these examinations is as follows: 9=8, 8=8, 7=7, 6=6, 5=5, 4=4, 3=3.) Other qualifications, such Grade 8 music on an individual instrument, may be considered to sit pro rata on the points tariff, and will be reviewed on a case-by-case basis.

8. Scholarships, Exhibitions and Bursaries

Applicants must meet the academic criteria for selection into the Senior School before being considered for a bursary or scholarship.

Bursaries

A limited number of means tested awards are available annually on entry to the Senior School, at all entry points, to those who meet the academic entry criteria but where parents have indicated that they require financial support. The level of support varies according to proven parental need. Bursaries are always offered for 12 months and are reviewed at the end of each year for possible renewal. The family is required to provide current information about its circumstances for each year that its child attends the School and this information is scrutinised. Levels of support will vary with fluctuations in income and a bursary is not guaranteed for the duration of a child's education at the School. Further information may be obtained from the Bursar.

Scholarships

We welcome applications for scholarships for entrants at 11+, 13+ and 16+. All applicants must have reached the final stage of the admission process for the offer of a place at the School in order for their application to be considered. We welcome applications from current pupils at the aforementioned entry points.

Definitions

At Ibstock Place School:

- A scholar is a pupil receiving a financial award as a percentage reduction of school fees.
- Academic scholarships may be retained throughout a pupil's career if they continue to fulfil the conditions for academic Scholarships (below).
- An exhibition holder is a pupil who receives a smaller financial award but is beholden to the same expectations as a scholar.

Scholarships are available in the following areas:

- Academic
- Sport
- Music (Richard Hastie-Smith)
- Expressive Arts
- Impact
- STEM
- Critical Thinking and Innovation

Scholarships (apart from the Richard Hastie-Smith award) are worth a reduction of 10% of the school fee, and Exhibitions are worth a reduction of 5%.

Scholarships are available at 11+, 13+ and 16+ entry.

All awards come with a range of additional benefits for recipients. One of these benefits is a percentage fee remission for the duration of the recipient's career at the School, subject to maintaining sufficiently high academic standards.

9. Achieve Awards

Scholarships will be granted to those who demonstrate outstanding potential for academic excellence. Recipients will be granted a 10% fee remittance (5% for Exhibitions) for the duration of their time at the School, subject to maintaining sufficiently high academic standards. Current pupils may apply for this award and are assessed using the same criteria as external applicants to the School.

11+ Entry All external applicants shortlisted to sit the 11+ entrance examinations will automatically be considered for this scholarship. There is no application process. Assessment is based on examination performance.

13+ Entry All external applicants shortlisted for interview will automatically be considered for this scholarship. There is no application process. Assessment is based on entrance examinations performance.

16+ Entry All external applicants shortlisted for interview will automatically be considered for this scholarship. There is no application process. Assessment is based on entrance examinations performance.

10. Richard Hastie-Smith Music Awards

Scholarships will be granted to those who demonstrate outstanding musical potential. Recipients will be granted a 7.5% fee remittance or 3.5% fee remittance (for exhibitions), paid individual tuition at School on a nominated instrument (or voice) and significant support from the School of Music, such as workshops led by professional musicians. The award is held for the duration of the recipient's time at the School, subject to maintaining a high standard of performance.

11+ Entry Applicants are expected to have reached Grade 5 standard in their chosen instrument (or voice), or Grade 4 standard across multiple instruments.

All external applicants shortlisted to sit the 11+ entrance examinations are eligible for consideration and should contact the Registrar for further application details. Auditions and interviews will be held in early January.

13+ Entry Applicants are expected to have reached Grade 6 standard in their chosen instrument (or voice), or Grade 5 standard across multiple instruments.

All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details. Auditions and interviews will be held in early January.

16+ Entry Applicants are expected to have reached Grade 8 standard in their chosen instrument (or voice), or Grade 6 standard across multiple instruments.

All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details. Auditions and interviews will be held in early December 2023.

11. Sports Excellence Awards

Scholarships will be granted to those who demonstrate outstanding sporting potential.

Applicants need to have competed in one of our majority sports to a minimum of a county standard (or equivalent) in order to be considered for this award. Recipients will be granted a 10% fee remittance (5% for exhibitions) for the duration of their time at the School, subject to maintaining a high standard of performance.

11+ All external applicants shortlisted to sit the 11+ entrance examinations are eligible for consideration and should contact the Registrar for further application details.

13+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

16+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

12. Expressive Arts Awards

Scholarships will be granted to those who demonstrate outstanding potential in either dance, drama, technical theatre (e.g. set design, costume design, stage management, sound design) fine art or design technology. Recipients will be granted a 10% fee remittance for the duration of their time at the School, subject to maintaining a high standard of performance in the award holder's specific area of interest. This will also include significant contributions to key events such as the Upper and Lower Senior Productions.

Applicants with specialisms in set design, fine art or design technology will be asked to create a portfolio for consideration. Applicants with specialisms in drama or dance will be invited for a workshop, interview and audition.

11+ All external applicants shortlisted to sit the 11+ entrance examinations are eligible for consideration and should contact the Registrar for further application details.

13+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

16+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

13. Critical Thinking and Innovation Awards

Scholarships will be awarded to those who demonstrate outstanding potential and achievement in either chess, debating or computer programming and coding. Recipients will be granted a 10% fee remittance (5% for exhibitions) for the duration of their time at the

School, subject to maintaining a high standard of performance through competitions or other contributions to the wider co-curricular life of the School.

11+ All external applicants shortlisted to sit the 11+ entrance examinations are eligible for consideration and should contact the Registrar for further application details.

13+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

16+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

14. Impact Awards

Scholarships will be awarded to those who have made an outstanding positive contribution to either community engagement, charitable activities or activism. Recipients will be granted a 10% fee remittance (5% for exhibitions) for the duration of their career at the School, subject to maintaining a high standard of performance.

11+ All external applicants shortlisted to sit the 11+ entrance examinations are eligible for consideration and should contact the Registrar for further application details.

13+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

16+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

15. STEM Awards

Scholarships will be awarded to those who demonstrate outstanding potential in either Science, Technology, Engineering or Mathematics. Recipients will be granted a 10% fee remittance (5% for exhibitions) for the duration of their career at the school, subject to maintain a high standard of performance.

11+ All external applicants shortlisted to sit the 11+ entrance examinations are eligible for consideration and should contact the Registrar for further application details.

13+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

16+ All external applicants shortlisted for interview are eligible for consideration and should contact the Registrar for further application details.

Expectations of Scholars and Exhibitioners

All Scholars and Exhibitioners are expected to play a full role in the life of the School and to support the relevant Head of Faculty or Department at School events and on Open Days. Scholarships may be withdrawn at any time if the holder fails to meet the School's expectations.

All applicants for scholarship must attend the School for assessment purposes. Where this is impossible owing to travel restrictions put in place at a national level at the time of scheduled assessments or applicants compelled to be in self-isolation, efforts will be made to provide online assessment alternatives for the affected applicants.

16. Overseas Applicants

Whilst we prefer all applicants to present in person for assessment, we also accept applications from applicants overseas who are unable to present in person. If applicants are not able to present in person, we accept remote applications through UKiset. Overseas applicants seeking entry from 11+ to 16+, are required to submit a UKiset result. This is an adaptive cognitive online test taken in English and assesses a pupil's underlying academic ability. For more information or to register for the test, please visit the UKiset website or contact UKiset at enquiries@ukiset.com.

17. Financial Matters

There is a Registration fee of £160. A formal offer of a place will be made if a child is successful at assessment. The offer of a place will be deemed to have lapsed if it is not formally accepted by the deadline date and time. A completed Acceptance Form must be submitted together with an Acceptance Deposit of £1,750. This will be retained in the general funds of the School until the pupil leaves. It will then be repaid, after all sums due to the School have been settled. The deposit is not refundable should the place subsequently be declined, should more than 14 days have elapsed after the acceptance deadline. Under the Standard Terms and Conditions, School fees are due on or before the first day of term. Interest at 1.5% per month accruing on a daily basis will be added to all outstanding accounts after the start of Term. Payment of fees can be made by cheque or BACS. A termly direct debit scheme is available by arrangement with the Bursary. A full Term's notice of the intention to withdraw a pupil from School must be given in writing to the Head of Ibstock Place School. In the absence of such notice, a full Term's fees will be charged. The Governors reserve the right to raise the fees during the course of the year; normally at least one Term's notice is given of an increase in School fees.

Please note that while our Senior School offers bursaries and scholarships, the Prep School does not.

17. Key dates for Cycle 2023-24

11+

Registration deadline: Tuesday 31 October 2023

Stage One Assessment: Saturday 25 November (if an applicant is unable to sit the assessment on this date, an alternative will be offered)

Stage Two Assessment: Thursday 14 or Friday 15 December 2023

Offers made: Friday 9 February 2024 (by the end of the day)

Acceptance of offers: Friday 1 March (noon)

Occasional Places (12+, 13+ or 14+)

Registration deadline: Tuesday 31 October 2023

English and Mathematics Examinations: Friday 12 January 2024

Interviews (Shortlisted applicants only): week commencing Monday 29 January 2024

Offers made: Friday 9 February 2024 (by the end of the day)

Acceptance of offers: Friday 1 March (noon)

16+

Registration deadline: Friday 13 October 2023

Assessment Day: Monday 6 November 2023

Offers made: early December 2023

Acceptance of offers: Friday 5 January 2024

21. When pupils leave the School

In the event of a pupil leaving without informing Ibstock Place School of the name of school the pupil is moving to, the Registrar will inform the Education Department of Wandsworth Local Authority, or the appropriate local authority.

22. Data Retention

Registration forms and associated documents of applicants who withdraw or who are not offered a place are held in accordance with the School's Data Retention Policy. Please note that data relating to the interviews of unsuccessful applicants are destroyed once they are no longer needed for the purposes for which they are being processed.

Queries

Queries on this policy should be directed to the Executive Director for Admissions and Pathways.

Review and Verification

This policy is reviewed annually by the Executive Director for Admissions and Pathways.