



Ruthin School

ADMISSIONS POLICY	
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ADMISSIONS POLICY

Ruthin School is a co-educational independent School for pupils from ages 11 to 19. The School has approximately 350 pupils, 220 of whom are boarders. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Ruthin School. We hold an Open Morning in the autumn term, which gives a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's registrar, Mrs Sian Williams, on +44 1824 702543 or email on registrar@ruthinschool.co.uk to arrange a visit.

1. The Entry Procedure

Ruthin School is an academically selective school. Selection is based upon academic merit which is assessed through examination, an interview at the School and references from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are 11+/Form 1, 13+/Form3, 14+/Form 4 and 16+/Lower Sixth. The child's age must be suitable for the year of entry. Please contact the Registrar for details.

Applicants for admissions should register by 1st March of the year preceding the desired year of admission. Application forms can be downloaded from our website and should be submitted with the pupil's last two most recent school reports, (including tutor reports and any reports relevant to SEN), copy of passport and birth certificate. Those applying to Ruthin School for Sixth Form (16+) may also be asked to provide a personal statements.

2. Pre-entry Assessment Process – UK

The aim of the process is to identify potential. The School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

All candidates for entry (below 16+) sit papers in English and Mathematics and will have an interview with the Headmaster, Deputy Headmaster and Assistant Deputy Head (Academic).

For entry at 16+ candidates are tested in 3 subjects that they wish to take at A Level and must achieve grade 7 in six subjects at GCSE (including a grade 7 or higher in their three chosen subjects).

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Results are usually posted to families within 3 weeks of the examination date.

3. Pre-entry Assessment Process - Overseas

The School assesses the ability of individuals before a place is offered, but the methods used are necessarily dependent on context, such as their age. Please see Appendix I to this policy, which sets out the process that the School uses to assess international applicants.

Overseas pupils must complete the School's Parents Resident Overseas form to indicate their preference as to who may exercise parental responsibility over their child when they are in the UK.

Fluency in English

In order to cope with the academic and social demands of Ruthin School, pupils must have a level of English proficiency that the School considers appropriate to successfully follow the demands of the curriculum.

The following English levels are desired. Typically for younger years (11+, 12+ and 13+) an English level equivalent to CEFR A2, for entry to GCSE (14+) an English level equivalent to CEFR B1 and for entry to A Level (16+) and English level iGCSE grade 7, IELTS 6.0/6.5 CEFR B2 to C1 is desired. Tuition in English as an Additional Language (EAL) is arranged where necessary, with no additional cost to parents.

Pupils entering outside the UK based system are required to take UKiset. (The UK independent schools' entry test).

After the initial assessment of documents if a student satisfies the required academic standard they will be invited to an interview, face to face or via video call as appropriate.

Tier 4 Child Visa Applicants

Applicants who require a Tier 4 (Child) Student visa will be required to demonstrate that they are able to satisfy the requirements of the UK Immigration Rules and Tier 4 Policy Guidance in order to proceed with the assessment process.

The School is able to issue a CAS (Confirmation of Acceptance of Studies) which enables pupils to apply for a Visa provided all the admissions criteria have been met. The responsibility for the rest of the visa falls with the applicants and their parents.

4. Equal Treatment

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

Ruthin School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. The school's provision for bursaries is described at section 9 below.

5. Special Education Needs (SEN) Pupils

Ruthin School does not discriminate in any way regarding entry. The School welcomes pupils with disabilities and special education needs providing that it can offer them the support that they require and our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements (including extra time) with Ruthin School before he/she sits the entrance exam so that the School can make adequate provision for him/her. Parents should provide a copy of any medical or educational psychologist's report or medical report if they have one. For further information please refer to our Disability Inclusion, Special Educational Needs and Learning Support Policy.

6. Place Offers

Following satisfactory completion of the assessments, the Headmaster will write to parents making an offer of a place. The letter will make clear whether the offer is unconditional or whether any conditions remain. The letter will provide a response time frame and should be met; if this date presents a difficulty for parents they should let the Registrar know immediately.

7. Sibling Policy

Most siblings join Ruthin School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

8. Scholarships

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the School's means tested bursaries described below, when they register their child.

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered as a reduction in the fees. Scholarships are means tested. Parents are asked to indicate on the application form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

Scholarships are available at entry to Form 1 (11+) and to the Sixth Form (16+). Scholarships awarded on entry to Form 1 are tenable to the end of Form 5 provided his/her conduct is satisfactory and is subject to performance review. Scholarships awarded for entry to Sixth Form are held for the duration of the pupil's time at the School provided his/her conduct is satisfactory and is subject to performance review.

Music excellence may be considered in support of an Academic Scholarship.

9. Bursaries

Ruthin School welcomes bursary applications from families who might, under ordinary circumstances, not consider Ruthin school for their child for financial reasons.

Ruthin School's bursary programme is generous and designed to make it possible for as many as possible of those who meet Ruthin school's entry criteria to take up a place here. The School offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the application form that they require financial support. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. The Bursar will make an assessment based on the application received and this assessment may include a home visit to help inform the process. The bursary is reviewed on an annual basis.

Ruthin School is committed to widening access by enabling children, to remain at the School in the event of an unforeseen change in a family's financial circumstances. The School's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances. Parents are encouraged to contact the Bursar in the event of financial difficulty.

Please refer to our Bursary policy available on the School's website or from the Bursar's office.

10. Religious Beliefs

Although Ruthin school has Christian roots, we do not select for entry on the basis of religious belief and pupils may be asked to participate in certain Christian religious services.

11. Ruthin School's Contractual terms & Conditions

Copies are made available to parents as part of the admissions process or on request.

12. Complaints

The School hopes that parents and pupils do not have any complaints about the School's admission process; but copies of the School's complaints procedure can be sent to parents on request.

13. Records

Applicants' details will be held on file in accordance with data protection legislation and the School's Privacy Notice. The School will not hold personal data of you or your child for longer than necessary for lawful purpose.

Appendix I

1.	Initial Contact – email direct from parent or through Agent
2.	Request for documents: <ul style="list-style-type: none"> • Application Form, • 2 latest reports • Copy Passport and birth certificate
3.	Initial assessment: <p>Yr 12 prior knowledge:</p> <ul style="list-style-type: none"> • Age suitable for year of entry • iGCSE/GCSE Grade 7+ in 6 or more subjects • MYB - Grade 6, 7 across subjects • Chinese assessment % above 70 and high position in year • English level iGCSE grade 7, IELTS 6.0/6.5 CEFR B2 to C1 • Other country, match attainment against scale provided. Looking for exceptional performance within school. <p>Yr 10 prior knowledge</p> <ul style="list-style-type: none"> • Age suitable for year of entry • Good school report indicating high achievement and high effort marks. • Positive attitude to studies • Position within cohort • English level equivalent to CEFR B1 <p>Younger Years</p> <ul style="list-style-type: none"> • Age suitable for year of entry • Good school report with high achievement and high effort marks. • Positive attitude to studies • Position within cohort • English level equivalent to CEFR A2

4.	<p>Further Enquiry. After initial assessment of documents if a student satisfies the required academic standards we will</p> <ul style="list-style-type: none"> a. Video interview to visual match to passport photo and passport numbers. or b. Face to face interview in country to visual match to passport photo and passport numbers. or c. Face to face interview at school to visual match to passport photo and passport numbers. <p>If there is doubt about the suitability of a student to meet academic requirements then further information may be sort by</p> <ul style="list-style-type: none"> a) Video interview to check for level of English, ask questions relating to reports. Ascertain reasons for applying to the school. b) UKiSet – Check Verbal and non-verbal reasoning +115, check level of English according to Yr group criteria. c) Request further character reference d) Request further school report
5.	Decision