



BARNARD CASTLE SCHOOL

Admissions Policy

This is a whole school policy.

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Action	Responsibility	Date
Reviewed	Headmaster (ACJ)	September 2023
Approved	Headmaster (ACJ)	September 2023
Next Review	Headmaster (ACJ)	September 2024

Admissions Protocol and Entry Criteria

The School is committed to operating an open and fair Admissions Policy.

The School does not take into account race, religion, ethnicity or nationality when awarding places or making awards. The School expects tolerance of, and invites participation in, its non-denominational Christian Foundation and ethos.

The Admissions Protocol and Entry Requirements are reviewed annually.

1. Senior School: Sixth Form

- a) The School requires those proceeding to or joining the Sixth Form to have a minimum of 7 'good' GCSE passes (grades 9-4), and preferably 6 grade minimum in those subjects chosen for study at A Level. Grade 7 is normally necessary for the study of Mathematics in the Sixth Form.
- b) Where possible, preference should be given to those who also demonstrate talents in other areas, to include art, drama, music and sport.
- c) The Headmaster may agree to admit a few pupils into the Sixth Form who, for good reason, would benefit from continuing their academic studies for one or two years; however, such status would be reviewed each term and be conditional upon the pupil being able, in the School's opinion, to access effectively their A level curriculum.
- d) The Entrance Exam Day is usually in late January or early February prior to entry and dates are posted on the School's website.

2. Senior School: Year 7, 8, 9 and 10

- a) The Headmaster will determine the number of places available in each Year prior to the Entrance Exam. Due consideration will be given to the number of boarding places and the numbers of boy and girl places.
- b) All prospective pupils, who have completed and returned a School Registration Form, should sit the Entrance Exam. For the majority, this will be in late January prior to admission. There may be a later date for examination for those who register later or who, for some good reason, were unable to sit the Entrance Exam in late January. Awards (scholarships and bursaries) are made annually following the Entrance Exams. Completion of a Registration Form does not guarantee the offer of a place in the School.
- c) The following prospective pupils' information will be considered prior to making offers:
 - ❖ Entrance Exam results,
 - ❖ Previous academic performance,
 - ❖ Interests as detailed on the additional information sheet completed by those who are not existing members of Barnard Castle School,
 - ❖ Primary or Junior school references for those seeking admission from outside the School,
 - ❖ Headmistress's reference for those from the Prep School,

- ❖ Meeting/interview with each candidate and, where possible, their parents and/or guardian,
- ❖ Any other relevant information brought to the attention of the Headmaster.

Admissions criteria:

- ❖ it is essential that the entrant is able to access the Barnard Castle School curriculum independently and show a commitment to learning successfully,
 - ❖ it is important that the child demonstrates a commitment to the opportunity to learn, as evidenced on meeting or/and as detailed in the reference,
 - ❖ gender, to ensure a generally even allocation of places to both girls and boys given that this is a co-educational School,
 - ❖ the duration of existing (Prep School) membership should be recognised wherever possible,
 - ❖ where possible, preference should be given to those who also demonstrate talents in other areas, to include art, drama, music and sport,
 - ❖ prospective boarders should be given entry priority when boarding places are available,
 - ❖ preference should be given to those who have siblings in School,
 - ❖ date of registration in the event of oversubscription to a year group.
 - ❖ due notice should be given to those with younger siblings who are likely to join the school, and those whose parents are former pupils or members of staff.
- d) Parents of those in Barnard Castle Prep School, and all those who indicate a wish to sit the Year 7 Entrance Exam, are made aware that entry to the Senior School is not automatic and places cannot be guaranteed. The Entrance Exam, taken in late January or early February prior to entry, must be passed; membership of the Prep School does not automatically qualify pupils for entry to the Senior School.
- e) Letters, with Conditions of Admission, which offer places to those who have been successful, will be sent by post approximately ten days after the Entrance Exam. This letter will detail whether a place is being offered or if a place with an Award is made. A final date for returning the Conditions of Acceptance of a place in the School will be detailed in this letter. If a candidate's parents are separated we will send an offer letter to both parents.
- f) Parents of those boys and girls who cannot be offered a place will also be informed by letter and at the same time. The reasons for not offering a place will be given but specific details of attainment in the Exams, as well as primary or junior school references, will not be disclosed.
- g) Should places become available as a result of some candidates' parents not accepting an offer, these will be offered to those on the waiting list; it may thus be possible to make a few additional offers of standard places at a later stage. Any such offers will be made according to the criteria set out above.

3. Prep School:

Years 3 to 6 inclusive

- Children who express interest into Prep School are encouraged to book a taster day to spend a day/night in Prep school and the Junior Boarding House.
- Within this day, the children are observed by various Prep School teaching staff their interactions in the classroom, on the playground, with members of staff and with other children.
- A Maths and English test will be sat and their results analysed before offering a place

Admissions criteria:

- Academic Test results,
- Supporting reference from their current school,
- Given the co-educational nature of the school and the fact that boarders and day pupils are admitted, gender and preference for boarding or day may also be considered,
- The school's perception of the ability of a prospective pupil to access the School's curriculum,
- The presence of brothers or sisters in School,
- Due notice should be given to those with younger siblings who are likely to join the School,
- Recognition will be given to those whose parents are former pupils, or members of staff.
- Date of registration

Letters, with Conditions of Admission, which offer places to those who have been successful, will be sent by post. This letter will state that parents should not automatically expect their son or daughter to be admitted to the Senior School at the end of Year 6; children must sit and pass the competitive Senior School Entrance Examination.

The parents of those who cannot be admitted as there are no places available, or who have not reached the required standard of entry, will also be informed by letter at this time.

Should any unsuccessful applicants wish it, their names may be put on the waiting list but this will not guarantee a place. Any available places will be offered successively to those on

the waiting list; the order of making such offers will be according to the criteria set out above. These applicants' parents will be informed if a place becomes available and a written offer will then be made.

4. Pre-Prep:

The Headmistress of the Prep School will meet parents to discuss a possible application. She will explain that the number of places is fixed, and that early Registration is highly advisable.

Admissions criteria to a Reception Class:

- Date of Registration will be the main determining factor,
- Given the co-educational nature of the School, it is desirable both boys and girls should be admitted,
- Presence of older brothers and sisters in the School may also be taken into account.

Parents will be informed by letter of offers of places in September/October prior to the September entry. The Conditions of Acceptance reply will be required within three weeks of the date of the offer letter to confirm acceptance of the place. A late return of the Conditions of Acceptance may see the offer of the place lost. Parents whose children cannot be accommodated will be informed by letter and children will be placed on a waiting list, if requested.

Should places become available, for whatever reason, the place will be offered to the next prospective entrant on the waiting list. Parents of Registered children can contact the Head any time after the end of the Michaelmas term to enquire if places have or might become available.

For entry into Years 1 and 2:

The Headmistress of the Prep School will identify, in October each year, the number of places available in each class for the following September. This will take into account the existing number of pupils, the capacity of the School to accommodate the children, the gender balance and the presence of brothers and sisters in other classes in the School.

Completion of a Registration Form does not guarantee the offer of a place in the School. Early Registration is highly advisable

Admissions criteria to Years 1 and 2:

- The Head must be satisfied that a child will be able to access the School's curriculum,

- Additional supporting information from parents and Schools may also be considered,
- Given the co-educational nature of the School, the balance between the numbers of boys and girls in Year groups will be taken into account,
- The date on which a Registration Form has been received may be an important factor in a year of strong demand for places.

Offers of places will be made in writing in the October/November prior to a September entry. The Conditions of Acceptance reply will be required within three weeks of the date of the offer letter to confirm acceptance of the place. Late returns may see the offer of a place lost.