



King Edward's School, Birmingham

Admissions Policy and Procedure

1. Introduction

King Edward's School ('The School') is an academically selective, independent day school for boys from the age of 11 to 18. The School's stated aim is

'to make available to the widest possible range of able boys an educational experience that is the richest, most diverse, and most exciting possible in an atmosphere that provides support, encouragement and care for everyone, pupils and staff, here. We want our pupils to love coming here and to go from here prepared for all that human life has to offer.'

Throughout its history the school has striven to be open to all boys of ability. In the last seventy years, that purpose was supported by government funds, first through the Direct Grant scheme and then through the Government Assisted Places scheme. Since the abolition of the latter in 1997, the school has created its own Assisted Places scheme with funds provided by the Foundation of the Schools of King Edward in Birmingham and, increasingly, by alumni and other institutions with close links with the School. The School is deeply committed to the extension of its provision in this area. At the moment, there are over 30% of pupils who receive some kind of financial support and well over 10% of pupils have full fee remission. The School's total expenditure on Assisted Places each year is over £1.5m and over £10m has been raised from alumni for that purpose in the last seven years.

The purpose of our Admissions Policy is to ensure that we continue to fulfil that aim of accessibility to all pupils of ability and potential. The School also provides over 20 academic and music scholarships each year, awarded purely on the basis of merit, to attract the most able pupils.

The School strives to ensure that its existence and accessibility are known to as wide a range of parents and potential pupils as possible. This is pursued through the school's publications, the prospectus, the website, termly school newsletters, regular and well-advertised Open Days, extensive and increasing communication and collaboration with a wide range of junior schools through our extensive Outreach programme, press advertising and articles and a very active Admissions Department and Marketing and PR Department. In addition, the King Edward's Foundation shares information about candidates for the grammar schools to ensure that they, too, are made aware of the opportunities here.

The school's entry process is centred upon entry through examination at 11+ and, to a lesser degree, 13+ and 16+. However, in special circumstances the school will consider pupils who

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apply on an individual basis and are not able to take the school's exam at the appropriate time. However, such candidates, of whatever age, are required to sit written papers and are interviewed.

The School is not licensed by the UK Border Agency to sponsor pupils from outside the European Economic Area (or accept transfers from other schools who can), and by making this application you confirm that you and your child have the right to enter, live and study in the UK for the duration of the education offered by the School.

2. Equal Opportunities

The School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. In a city and a school of such ethnic and cultural diversity, it is vital that we take due account of these differences. Indeed, the School is one of the most socially and ethnically diverse independent school in this country.

We also welcome applications from pupils with disabilities or special educational needs and the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act and Special Needs and Disability Act, in order to accommodate the needs of candidates who have special needs or disabilities for which, with reasonable adjustments and support, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School before the entrance exam so that we can consult about the adjustments which can reasonably be made to ensure that the admissions procedure is accessible and the School can cater adequately should an offer of a place be made. This is why there is a slightly earlier deadline for registration for pupils requiring special consideration (although late applications up to the normal closing date may still be accepted).

Generally, candidates will be allowed extra time in our examinations at 11+ and 13+ on the presentation of the relevant information from an educational psychologist or appropriate medical evidence which meet the current criteria for special arrangements in the JCQ (Joint Council for Qualifications) and, in the process of selection, due cognisance is taken of all relevant factors to ensure that selection is fair. In particular, the Head of Learning Support will be closely involved in the whole process of admissions, making contact with parents and the candidate's previous school and supervising the examination.

If special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments which can be made in order to allow the boy to continue at the School.

There may be a number of candidates whose experience of English may be limited for reasons of their family and educational history. Every effort is made to ensure that these candidates are not disadvantaged as a result of this situation.

3. Entry procedure

The application form is available from the School's Director of Admissions and can be downloaded from the School's website.

In its search for those pupils who will be best suited to the education here, the School makes use of as many forms of evidence about the pupil as possible and invests a great deal of time in the process of selection. It also strives to ensure that its examination papers are accessible to pupils from a wide range of educational, family and ethnic backgrounds and that due consideration is given to the individual circumstances of candidates. The School is making individual choices about individual candidates.

The School requires the payment of an entry fee of £25, unless the family is in receipt of Job Seekers Allowance or Income Support. Once a place has been accepted, there is also a payment of £400 to secure a full fee place, a lesser amount for a partially funded Assisted Place and nothing to pay for a free place.

a) 11+

i) The examination

The school's main entry point is at 11+ and each year about 125 pupils are accepted into five forms. The 11+ examination takes place in October of Year 6 and candidates must register for the examination by mid September of that year by filling out an Application Form (Appendix A). The examinations all take place on one day and every effort is made to ensure that the experience is friendly and not daunting.

All of the examinations are based on the National Curriculum, so that there should be no need for pupils to make extra preparation for them. Specimen questions in English and Mathematics are made available on the website and an advice sheet is available giving an outline of what is expected in each exam. (Appendix B).

The 11+ examinations consist of three papers:

English (1 hour + 10 minutes reading time): a comprehension and a piece of continuous written English in response to a title or range of titles.

Mathematics (1 hour): a paper of three sections of increasing difficulty, designed to enable all to cope and the best to show their excellence.

Verbal Reasoning (1 hour): a paper of questions similar to the nationally recognized and commercially available tests leading to an age standardised score.

ii) Other information

The School also requests detailed information, both academic and non-academic, from every candidate's junior school and this information forms a significant part of the selection process.

In addition, the school conducts a large number of interviews (over 150 each year on average) of candidates who fall mainly into three categories:

1. Scholarship candidates
2. Candidates for Assisted Places
3. Borderline candidates

The interviews are conducted by the Chief Master and other senior members of staff. In particular, the interview process enables the School to assess pupils whose performance in the different elements of the examination is disparate. The school will also speak directly to the Heads of junior schools for guidance, particularly in circumstances where a candidate's performance has been out of line with expectation. The final decision on selection is taken by the Chief Master in consultation with other members of staff who have been involved in the interview and examination process.

iii) Scholarships

The School awards Academic Scholarships to over 15 boys each year. These are awarded simply on academic merit without any consideration of the financial situation of the candidate's family and the decision is made on the basis of performance in the examination, the school report and the interview. No scholarship is awarded for more than 50% of the school fee, and the awards range in value normally from 50% to 10%.

The top 5 candidates are awarded Foundation Scholarships on entry, and this is marked by the presentation of a medal at Founder's Day in the October of the year in which the boy enters the school.

A candidate who is also eligible for an Assisted Place can win both an Academic Scholarship and be awarded an Assisted Place, and this is quite a common occurrence.

Each year the school is also able to award two or three Music Scholarships. Candidates for a Music Scholarship are required to do an audition for the Director of Music and other music staff. Candidates apply for a Music Scholarship as part of their application and formal and informal guidance is given to potential candidates about the necessary standard.

iv) Assisted Places

Assisted Places are awarded on the basis of financial need to candidates according to a sliding scale that forms part of this policy.

However, the funds for Assisted Places are necessarily finite and more candidates eligible for an Assisted Place do well in the examination than can be funded. Therefore, it is necessary to select those candidates to whom the funds are made available on the basis of their performance in the examination, an interview and the junior school report.

Those parents who wish to apply for an Assisted Place for their son register this on the application form, return an additional form (Form 1), and a preliminary assessment of the family's financial situation takes place during the interview process. If the candidate is successful in winning a place and being awarded an Assisted Place, there is a more detailed

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assessment (Form 2) and the level of support is fixed. That level of support is subject to annual review. The School's scrutiny of the family's situation is rigorous to ensure that the funds are being properly used.

Candidates who are awarded Assisted Places are also supported during their time in the school. For example, for pupils who are receiving 90% or more fee remission, all school trips that form part of the curriculum are provided free.

For further details see the School's separate policy on Assisted Places.

b) 13+

There is a much smaller entry and acceptance at 13+, with, on average, fewer than 5 pupils being accepted. The procedure for registration and examination at 13+ is similar to that for 11+ except that the exam takes place in the January of Year 8 and registrations close in early December. Boys who sat our 11+ Entrance Exam can only apply for the 13+ Entrance Exam in certain circumstances and need to have individual discussions with the Director of Admissions.

At 13+ all candidates who have performed well in the examination are interviewed by the Chief Master and another senior member of staff. There are no Assisted Places available at 13+ and Academic Scholarships are only awarded in exceptional circumstances.

The 13+ Examinations consist of three papers:

English (1½ hours): a comprehension and a piece of continuous written English in response to a title or range of titles.

Mathematics (1½ hours): a paper with questions based on Level 6 of the National Curriculum.

Verbal Reasoning (1 hour): a paper of questions similar to the nationally recognized and commercially available tests leading to an age standardised score.

c) 16+

Candidates for entry at 16+ are required to register for the examination by February of the year of entry. Admission at 16+ is based upon the existing school's report and predicted grades and on interviews with the Chief Master and senior members of staff.

On the basis of this evidence provisional offers are made to the successful candidates. It is likely that external candidates will be asked to achieve some combination of A* and A grades at GCSE which will equip them for the IB Diploma. There are funds available for the award of scholarships at 16+ and some funds are also made available for candidates eligible for Assisted Places at this age-group.

For further details see the School's separate policy on Assisted Places.

4. Offers at 11+

The announcement of offers, usually in early December, and the deadline for acceptance, usually mid-March, are co-ordinated, as far as possible, with other local independent schools and the local Education Authority to ensure that there is a fair chance to make a decision.

All candidates are informed of the outcome of the entrance exam, either being offered a place or being informed that we are not able to offer a place. A number of candidates are offered waiting list places and may be offered a place after the deadline for acceptance, if there are still places available.

To accept a place parents are required to sign the Acceptance Form, indicating that they have read, and agree to, the Terms and Conditions under which the place is offered and return it to the School, together with payment of the appropriate deposit. (Appendix C).

5. Offers at 13+

Offers at 13+ are made in the February following the January exam.

All candidates are informed of the outcome of the entrance exam, either being offered a place or being informed that we are not able to offer a place. A number of candidates are offered waiting list places and may be offered a place after the deadline for acceptance, if there are still places available.

To accept a place parents are required to sign the Acceptance Form, indicating that they have read, and agree to, the Terms and Conditions under which the place is offered and return it to the School, together with payment of the appropriate deposit. (Appendix C).

6. Information on examinations, appeals and complaints

The School will do all that it can to ensure that the process of selection is fair and meticulous. After the examination, the School is willing to offer guidance as to the strengths and weaknesses of a candidate's performance, but it does not reveal exact details of the performance of individual candidates.

The decision of the Chief Master in awarding places, Scholarships and Assisted Places is final and not subject to appeal.

If a parent has a complaint about the admissions process, he/she should write to the Chief Master setting out reasons for the complaint within two months of the date of receipt of results. The Chief Master will examine the grounds for the complaint and will respond in writing within 14 school working days.

7. Siblings policy

The School understands that families are often keen to have siblings in the same school. However, in a competitive examination we cannot give preference to siblings and each candidate is assessed on his individual merits. There is currently a sibling discount 25% for the oldest child when three siblings attend KES or KEHS.

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8. Staff children

Sons of members of staff at King Edward's School, King Edward's High School for Girls and the Foundation Office will be subject to the same selection procedure as external applicants. However, members of staff are given a fee discount.

9. Additional Information

If parents require further information, they should contact Mrs Nicole Phillips, the Director of Admissions, on 0121 472 1672 or admissions@kes.org.uk. Attached to this document are the following Appendices:

Appendix A: Application Form

Appendix B: Examination Advice Sheet

Appendix C: Terms and Conditions



KING EDWARD'S SCHOOL
BIRMINGHAM

11+ Application for entry in September 2018

Application forms to be returned no later than Friday, 22 September 2017 to:
ADMISSIONS, KING EDWARD'S SCHOOL, EDGBASTON PARK ROAD, BIRMINGHAM B15 2UA

Please complete all sections of this form in BLOCK CAPITALS

Affix a recent passport size photograph of your son here

For office use only

MUSIC		
AP		

Boy's personal details

Surname: _____

Forename(s): _____

Preferred forename: _____

Date of birth: - -

Evidence of date of birth must accompany the application e.g. copy of passport or birth certificate (please send a photocopy rather than the original document).

Home address: _____

Postcode: _____

Home telephone: _____

Boy's current school

Name of school: _____

Name of headteacher: _____

School address: _____

Postcode: _____

Telephone: _____

Date attended from: - -

Assisted Places

Up to 30 places at reduced fees for 11+ entrants living in the West Midlands region can be offered through the Assisted Places Scheme. The level of reduced fees is on a sliding scale linked to family income and number of dependent children. Some level of support is available up to a gross family income of about £72,000. The Assisted Places Policy and sliding scale for fee remission are available at:
www.kes.org.uk/assisted-places

Please tick the box if you wish to be considered for an Assisted Place at 11+. An application form will be sent to you, which must be returned by **Friday, 6 October 2017** for it to be considered.

We regret it is not possible to grant fee assistance to everyone who is eligible for it.

Academic scholarships

There is no need to apply separately for an academic scholarship. All candidates are automatically considered for a scholarship on the basis of their performance in the examination.

Music scholarships

On average, three music scholarships are awarded each year. Candidates shortlisted for a music scholarship will be required to audition. Please tick the box if you require an application form. The minimum standard normally expected is Grade 6 (11+).

Family links

Do you already have a child attending King Edward's School or King Edward VI High School for Girls? (i.e. one of the two independent schools) YES / NO

If YES, please circle which school: KES / KEHS / BOTH

Special consideration

Does your son have any disability/medical condition/Special Educational Need? YES / NO

If YES, please give details in a separate note and attach it to this form, including a copy of any formal report, assessment or statement.

Please apply by the earlier date of **Friday, 8 September 2017** so that we have time to discuss with you any special arrangements needed for the exam.

Registration fee

A non-refundable fee of £25 is payable to register to take the examination at 11+. Please make your cheque (or postal order) payable to "SKE Foundation" and enclose it with this application form. If you receive Income Support or Job Seeker's Allowance (not Tax Credits), please send a photocopy of a letter proving that you receive the benefit, instead of the £25.

Details of parents, step-parents or legal guardians

Title: _____

Title: _____

Forename(s): _____

Forename(s): _____

Surname: _____

Surname: _____

Job title: _____

Job title: _____

Place of work: _____

Place of work: _____

Telephone (day): _____

Telephone (day): _____

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Relationship to child: _____

Relationship to child: _____

Signature: _____

Signature: _____

Date: - -

Date: - -

The following three documents must be enclosed with the application form:

Evidence of date of birth (photocopy) Photograph Registration fee

It is a rule of the Governors that boys shall reside with their parent(s) or legal guardian. If, for any reason, this candidate would not do so, an application must be made in writing at this stage to seek the Governors' sanction to other arrangements. Offers of places are made in accordance with the School's Admissions Policy. A copy of the School's Terms and Conditions will be supplied on request.

Other people with parental responsibility

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility for the named child). Their consent to the child attending the School will be required if an offer of a place is made.

Title: _____ Forename: _____ Surname: _____

Address: _____

How we will use the information provided in this form

This information will be used by the School during the admissions process.

For example:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- c) information about Special Educational Needs and medical conditions will be used to ensure that we have made any reasonable adjustments for your child when they visit the School or during any entrance assessments; and
- d) we may share your information with credit reference agencies.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

If your child joins the School we will use the information on this form in accordance with our privacy notice for pupils and our privacy notice for parents. Both of these documents will be provided to you before your child enters the School and are published on the School's website.

Please return to Admissions in the enclosed pre-paid envelope. Acknowledgement and exam timetable will be sent by return.

The examination will take place on: **Saturday, 7 October 2017.**

Application to King Edward's School does not count as one of the choices on your Local Education Authority application form. **Do not list King Edward's School on that form.**



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD'S SCHOOL
BIRMINGHAM

13+ Application for entry in September 2018

Application forms to be returned no later than Friday, 1 December 2017 to:
ADMISSIONS, KING EDWARD'S SCHOOL, EDGBASTON PARK ROAD, BIRMINGHAM B15 2UA

Boys who sat our 11+ entrance exam may only apply for the 13+ entrance exam in certain circumstances.
Please contact Admissions to discuss your particular situation.

Please complete all sections of this form in BLOCK CAPITALS

*Affix a recent passport
size photograph of
your son here*

For office use only

MUSIC		
AP		

Boy's personal details

Surname: _____

Forename(s): _____

Preferred forename: _____

Date of birth: - -

Evidence of date of birth must accompany the application e.g. copy of passport or birth certificate (please send a photocopy rather than the original document).

Home address: _____

Postcode: _____

Home telephone: _____

Boy's current school

Name of school: _____

Name of headteacher: _____

School address: _____

Postcode: _____

Telephone: _____

Date attended from: - -

Family links

Do you already have a child attending King Edward's School or King Edward VI High School for Girls?
(i.e. one of the two independent schools) YES / NO

If YES, please circle which school: KES / KEHS / BOTH

Academic scholarships

There is no need to apply separately for an academic scholarship. All candidates are automatically considered for a scholarship on the basis of their performance in the examination.

Special consideration

Does your son have any disability/medical condition/Special Educational Need? YES / NO

If YES, please give details in a separate note and attach it to this form, including a copy of any formal report, assessment or statement.

Music scholarships

Music scholarships are occasionally awarded at 13+. Candidates shortlisted for a music scholarship will be required to audition. Please tick the box if you require an application form. The minimum standard normally expected is Grade 7 (13+).

Assisted Places

There are no Assisted Places available at 13+.

Registration fee

A non-refundable fee of £25 is payable to register to take the examination at 11+. Please make your cheque (or postal order) payable to "SKE Foundation" and enclose it with this application form.

Details of parents, step-parents or legal guardians

Title: _____

Title: _____

Forename(s): _____

Forename(s): _____

Surname: _____

Surname: _____

Job title: _____

Job title: _____

Place of work: _____

Place of work: _____

Telephone (day): _____

Telephone (day): _____

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Relationship to child: _____

Relationship to child: _____

Signature: _____

Signature: _____

Date: - -

Date: - -

The following three documents must be enclosed with the application form:

Evidence of date of birth (photocopy) Photograph Registration fee

It is a rule of the Governors that boys shall reside with their parent(s) or legal guardian. If, for any reason, this candidate would not do so, an application must be made in writing at this stage to seek the Governors' sanction to other arrangements. Offers of places are made in accordance with the School's Admissions Policy. A copy of the School's Terms and Conditions will be supplied on request.

Other people with parental responsibility

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility for the named child). Their consent to the child attending the School will be required if an offer of a place is made.

Title: _____ Forename: _____ Surname: _____

Address: _____

How we will use the information provided in this form

This information will be used by the School during the admissions process.

For example:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- c) information about Special Educational Needs and medical conditions will be used to ensure that we have made any reasonable adjustments for your child when they visit the School or during any entrance assessments; and
- d) we may share your information with credit reference agencies.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

If your child joins the School we will use the information on this form in accordance with our privacy notice for pupils and our privacy notice for parents. Both of these documents will be provided to you before your child enters the School and are published on the School's website.

Please return to Admissions in the enclosed pre-paid envelope. Acknowledgement and exam timetable will be sent by return.

The examination will take place on: **Saturday, 13 January 2018.**



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD'S SCHOOL
BIRMINGHAM

16+ Application for entry in September 2018

Application forms to be returned no later than Friday, 2 February 2018 to:
ADMISSIONS, KING EDWARD'S SCHOOL, EDGBASTON PARK ROAD, BIRMINGHAM B15 2UA

Please complete all sections of this form in BLOCK CAPITALS

Affix a recent passport
size photograph of
your son here

For office use only

MUSIC		
AP		

Boy's personal details

Surname: _____

Forename(s): _____

Preferred forename: _____

Date of birth: - -

Evidence of date of birth must accompany the application e.g. copy of passport or birth certificate (please send a photocopy rather than the original document).

Home address: _____

Postcode: _____

Home telephone: _____

Boy's current school

Name of school: _____

Name of headteacher: _____

School address: _____

Postcode: _____

Telephone: _____

Date attended from: - -

Assisted Places

There are several places at reduced fees available for 16+ entrants living in the West Midlands region that can be offered through the Assisted Places Scheme. The level of reduced fees is on a sliding scale linked to family income and number of dependent children. Some level of support is available up to a gross family income of about £72,000. The Assisted Places Policy and sliding scale for fee remission are available at: www.kes.org.uk/assisted-places

Please tick the box if you wish to be considered for an Assisted Place at 16+. An application form will be sent to you, which must be returned by **Friday, 16 February 2018** for it to be considered.

Academic scholarships

There is no need to apply separately for an academic scholarship. All candidates are automatically considered for a scholarship on the basis of their predicted GCSE grades, headteacher's report and their performance at interview.

Music scholarships

Music scholarships are occasionally awarded at 16+. Candidates shortlisted for a music scholarship will be required to audition. Please tick the box if you require an application form. The minimum standard normally expected is Grade 8 (16+).

Family links

Do you already have a child attending King Edward's School or King Edward VI High School for Girls? (i.e. one of the two independent schools) YES / NO

If YES, please circle which school: KES / KEHS / BOTH

Special consideration

Does your son have any disability/medical condition/Special Educational Need? YES / NO

If YES, please give details in a separate note and attach it to this form, including a copy of any formal report, assessment or statement.

Details of parents, step-parents or legal guardians

Title: _____

Title: _____

Forename(s): _____

Forename(s): _____

Surname: _____

Surname: _____

Job title: _____

Job title: _____

Place of work: _____

Place of work: _____

Telephone (day): _____

Telephone (day): _____

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Relationship to child: _____

Relationship to child: _____

Signature: _____

Signature: _____

Date: - -

Date: - -

The following two documents must be enclosed with the application form:

Evidence of date of birth (photocopy) Photograph

It is a rule of the Governors that boys shall reside with their parent(s) or legal guardian. If, for any reason, this candidate would not do so, an application must be made in writing at this stage to seek the Governors' sanction to other arrangements. Offers of places are made in accordance with the School's Admissions Policy. A copy of the School's Terms and Conditions will be supplied on request.

Other people with parental responsibility

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility for the named child). Their consent to the child attending the School will be required if an offer of a place is made.

Title: _____ Forename: _____ Surname: _____

Address: _____

How we will use the information provided in this form

This information will be used by the School during the admissions process.

For example:

- we may contact your child's current or previous school to ask for a reference;
- we may contact other people with parental responsibility to check that they consent to your child joining the School;
- information about Special Educational Needs and medical conditions will be used to ensure that we have made any reasonable adjustments for your child when they visit the School or during any entrance assessments; and
- we may share your information with credit reference agencies.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

If your child joins the School we will use the information on this form in accordance with our privacy notice for pupils and our privacy notice for parents. Both of these documents will be provided to you before your child enters the School and are published on the School's website.

Please return to Admissions in the enclosed pre-paid envelope.



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD'S SCHOOL
BIRMINGHAM

ADVICE TO PARENTS OF CANDIDATES PREPARING FOR THE 11+ ADMISSION EXAMINATION

Your son will sit three one hour examinations in **English, Mathematics** and **Verbal Reasoning**. Although we try to put boys at their ease on the day, it should be understood that they will be sitting in a series of formal examinations which will mean that they have to sit at a desk for up to 60 minutes working in silence in a room with about 24 other boys.

It is assumed that the work of all candidates will have been based on the relevant material of the National Curriculum up to the end of Year 5 and the examinations will reflect this. The questions will be set on the assumption that the normal syllabus for those of their age in English and Mathematics has been covered.

In **Mathematics**, the paper is in three sections, starting at quite an elementary level and becoming progressively more complex.

- The only factual knowledge assumed will be that of the basic arithmetical operations of addition, subtraction, multiplication and division, and work up to level 5 of the National Curriculum (Key Stage 2).
- What we are looking for is an ability to see how these operations are applied to solve particular problems.
- Most questions involve straightforward mathematical calculations. A few are designed to test a candidate's ability to extract the necessary information to solve a mathematical problem from sentences written in English.
- The paper is designed not only to test candidates for admission but also to select scholarship winners, so it would be expected that only the very best candidates would be able to solve the more difficult problems. The majority will probably make a reasonable attempt at about half of them.
- Calculators are not allowed.

In **English**, the paper has a comprehension and the opportunity for continuous writing. We are looking for evidence of skills or potential in the following areas:

- To read and understand a passage of English and be able to cope not only with literal language but also with figurative language, as in the case of proverbs, colloquial expressions and metaphors. (We do not expect a boy to recognise these terms.)
- To answer questions by selecting information from a passage.
- To show some ability to 'read between the lines' recognising that a passage can imply something.
- To express an opinion on paper and offer some evidence to support it.
- To spell, punctuate and paragraph correctly.
- To employ a good vocabulary, avoiding slang and empty expressions.
- To be prepared to use language to do things other than assert facts, e.g. to create a mood or an atmosphere in a piece of descriptive writing.

A typical examination paper might be expected to include a passage or passages of prose writing and/or poetry on which questions will be asked to test understanding. Candidates will also be required to produce a piece of continuous writing. This might take the form of a factual essay, a story, or a piece of imaginative writing.

The **Verbal Reasoning** test will be similar to the nationally recognized and commercially available tests leading to an age-standardised score.

Past papers for English, Maths and Verbal Reasoning are not available. However, there are sample questions for the English and Maths exams on the website: www.kes.org.uk/admissions. For the Verbal Reasoning paper 11+ Practice Papers (Standard) NFER-Nelson (now taken over by GL Learning / Letts) may be helpful.



KING EDWARD'S SCHOOL
BIRMINGHAM

**ADVICE TO PARENTS OF CANDIDATES PREPARING FOR THE
13+ ADMISSION EXAMINATION**

Your son will sit two one and a half hour examinations in **English, Mathematics and a one hour exam in Verbal Reasoning.**

It is assumed that the work of all candidates will have been based on the relevant material of the National Curriculum up to the end of Year 7 and the examinations will reflect this. The questions will be set on the assumption that the normal syllabus for those of their age in English and Mathematics has been covered.

In **Mathematics** questions requiring knowledge of computers will not be set. A calculator will be needed for some questions.

In **English** candidates will be expected to show ability in the following areas:

- (1) They should be able to read a poem and a passage of fiction or non-fiction with reasonably full comprehension, and to answer a range of questions on them. Questions might call for an understanding of the explicit meaning of the passage; for an understanding of some of its implications and under-tones; for a reasonable description of its tone and attitude; or for an explicit discussion of some of its technical features, such as vocabulary, imagery, structure and characterisation.
- (2) They should be able to produce, independently, a piece of continuous writing of reasonable length on a set subject. This piece should be correctly paragraphed and clearly organised, written in a style appropriate to the kind of writing (eg story, autobiographical fragment, argumentative essay) and should demonstrate the candidate's ability to develop ideas, arguments, episodes or scenes to appropriate length and in appropriate detail. Spelling and punctuation should be accurate, and presentation neat. Candidates are expected to know the basic parts of speech (noun, verb, adjective etc).

The **Verbal Reasoning** test will be similar to the nationally recognized and commercially available tests leading to an age-standardised score.

Past papers for English, Maths and Verbal Reasoning are not available. However, there are sample questions for the 11+ English and Maths exams on the website: www.kes.org.uk/admissions. For the Verbal Reasoning paper 11+ Practice Papers (Standard) NFER-Nelson (now taken over by GL Learning / Letts) may be helpful.



**KING EDWARD'S SCHOOL
BIRMINGHAM**

Terms and Conditions

1 Acceptance and Deposit

- a) An offer of a place for your son at the School is accepted by you submitting the duly completed Acceptance Form and paying the appropriate deposit.
- b) The deposit is not refundable if your son does not take up a place at the School.
- c) The deposit will form part of the general funds of the School until it is credited without interest to the final payment of the fees or other sums due to the School on your son leaving.
- d) If you wish to withdraw your acceptance of a place after submitting the Acceptance Form and paying the deposit but before your son starts at the School you shall give written notice to that effect prior to the first day of the term immediately preceding the term in which your son was due to start. For boys intending to join the School at the beginning of the Autumn term, written notice must be given to the School by 1 May.

If such notice is received by the School by that time the deposit will be forfeited in accordance with clause 1(b) but no further fees will be payable.

If such notice is received on or after that date, a term's fees shall be payable and shall become due and owing to the School as a debt. Where applicable, such fees shall be reduced to take account of any scholarship awarded to you.

2 School Fees

- a) School fees and supplementary charges for the relevant academic year are posted on the School website.
- b) Any extra-curricular activities such as private music lessons, trips and visits in which you agree your son may participate shall be deemed to be supplemental to items met by the fees and charged accordingly.
- c) Each person who has signed the Acceptance Form is jointly and severally liable for the whole of the fees due and any supplemental charges. An agreement with a third party to pay the fees or any other sum due to the School does not release you from liability if that third party defaults and does not affect the operation of any other of these terms and conditions, unless an express release has been given in writing by the School signed by the Chief Master.
- d) Where two parents have signed the Acceptance Form, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained the prior written consent of both the School and the remaining parent.

- e) If your son has been awarded a scholarship or an Assisted Place your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn with immediate effect if, in the opinion of the Chief Master, your child's attendance, progress or behaviour no longer merits the continuation of the award, but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced. An award may also be withdrawn if parents do not comply with the annual documentation requirements for means testing on a timely basis. If, within 14 days following the withdrawal of a scholarship or Assisted Place, a son is withdrawn from the School, no fees in lieu of notice will be payable.
- f) Each invoice must be paid either in full by cheque or by direct bank transfer from a UK bank on or before the first day of term or, if fees are paid by direct debit, in monthly or termly instalments (each instalment being due as stated on the fee invoice) with supplemental charges being collected separately at the start of each term. Where fees are paid by direct debit, standing order or an instalment agreement, the fees for each term accrue separately.
- g) An arrangement for payment of fees by direct debit, standing order or an instalment agreement is a matter for the discretion of the School and may be cancelled by the School in the event of any default for 30 days or more, and will be cancelled automatically by the School on the occasion of a second default. On cancellation the full amount of the fees then due shall be payable forthwith as a debt. For the avoidance of doubt Clause 2h) shall not apply to the arrangements set out in this Clause 2g).
- h) The School reserves the right to make late payment charges. We may make an interest charge of 3 per cent above the base rate for the time being of the School's bank on late payment. Late payment charges will include any and all administrative costs incurred by the School, bank charges and legal costs and disbursements incurred respectively in relation to recovery of any sums that are unpaid by the due date.
- i) Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges will be applied to any unpaid balance of fees. You agree that a payment made in respect of one of your children at the School may be appropriated to the unpaid account of any other children you may have at the School.
- j) We reserve the right to refuse to allow your son to attend the School or to withhold any references and/or public examination certificates while fees remain unpaid or there is a persistent default relating to supplemental charges. You consent to our informing any other school or educational establishment to which you propose to send your son of any outstanding fees. If your son has previously attended a fee-paying school, you confirm that all fees and other sums payable to the last school attended have been, or will be paid, before he takes up the place that has been offered.
- k) The fees will be reviewed from time to time and may be increased by such amount as the Governors consider necessary and reasonable. We shall endeavour to give at least three months prior notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.
- l) Fees and any prepaid supplemental charges will not be reduced as a result of absence due to illness or otherwise. There are insurance policies available to cover against exceptional absences. In the event that your son takes study leave at home before or during public examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.

3 Notice Requirements

- a) If you wish to withdraw your son from the School (other than at the end of the Fifth Form or Sixth Form), you shall either give a term's notice to that effect or shall pay to the School a term's fees in lieu of

notice, at such a rate as would have been charged for the final term of provision if a term's notice had been given.

- b) In cases under clause 3a) above where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.
- c) If you wish to withdraw your son from an activity charged for as a supplemental, you shall either give a term's notice to that effect or shall pay to the School a term's charges for the activity in which your son has ceased to participate.
- d) The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of supplemental charges due or to obtain a refund of supplemental charges by withdrawing your son or by your son's ceasing to participate in an activity part-way through a term.
- e) You must notify us in writing immediately of any court orders in relation to your son for example as to parental responsibility, residence, contact, prohibited steps, specific issues or periodical payments.

4 School Rules

- a) It is a condition of remaining at the School that your son complies with the School's Rules as amended from time to time. In particular you undertake to ensure that your son attends School punctually and that your son conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.
- b) You undertake not to take family holidays in term-time unless specific written permission has been granted by the Chief Master at least a term in advance. Such permission will only be granted in exceptional circumstances.
- c) You undertake that your son will reside in the parental home while he is a pupil of the School. For the avoidance of doubt parental home means the home of either or both parents. Any change to these arrangements would require written consent of the Governors prior to the change taking place.
- d) The School reserves the right to monitor your son's e-mail communication and internet use for the purpose of ensuring compliance with the School's Rules.

5 Disciplinary Procedures

- a) The Chief Master may in his absolute discretion require you to remove or may temporarily or permanently exclude your son from the School if he considers that your son's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory and in the reasonable opinion of the Chief Master the removal is in the School's best interests or those of your son or other boys. There would be no refund of fees if your son were to be required to be removed or were to be permanently excluded from the School. Fees would be payable up to the end of the term in which your son is excluded.
- b) The Chief Master may in his absolute discretion require you to remove or may temporarily or permanently exclude your son if the behaviour of you or either of you is in the opinion of the Chief Master unreasonable and affects or is likely to affect adversely your son's or other boys' progress at the School or the well-being of School staff or to bring the School in disrepute. There would be no refund of fees if your son were to be required to be removed or were to be permanently excluded from the School. Fees would be payable up to the end of the term in which your son is excluded.

- c) The Exclusions Policy sets out examples of offences likely to be punishable by temporary or permanent exclusion. These examples are not exhaustive, and in particular the Chief Master may decide that temporary or permanent exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of your son's record at the School may be taken into account.
- d) The Chief Master will consult parents before any removal or exclusion of a boy, will give sufficient information, reasons for and warning of the impending decision and will give time and opportunity for representations and due consideration of such representations.
- e) The review of serious disciplinary matters is governed by the Complaints Procedure.

6 The School's Obligations

- a) Subject to these terms and conditions, the School undertakes to accept your son as a pupil of the School from the time of joining until the end of his secondary schooling. However, the School shall not be obliged to permit your son to enter the Sixth Form unless the Chief Master is satisfied that it is appropriate to do so having regard to his academic attainments and all other circumstances (including pupil attitude and up to date payment of fees). The School may make a decision as to whether your son may join the Sixth Form after the results of GCSE or equivalent examinations are known, and may make entry to the Sixth Form conditional upon the results of such examinations and other circumstances.
- b) While your son remains a pupil of the School, we undertake to exercise such skill and care as is reasonable in the circumstances in respect of his education and welfare. This obligation will only apply during school hours and at other times when your son is permitted to be on School premises or is participating in activities organised by the School.
- c) In order to fulfil our obligations, we need your co-operation, in particular by: fulfilling your own obligations under these terms and conditions; encouraging your son in his studies, and giving appropriate support at home; keeping the School informed of matters which affect your son; maintaining a courteous and constructive relationship with School staff; and attending meetings and otherwise keeping in touch with the School where your son's interests so require.
- d) We undertake not to subject your son to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your son's safety, the safety of other boys at the School, the safety of School staff, or otherwise as is reasonable and justifiable in the circumstances.
- e) Unless you notify us in writing to the contrary, (and where in such case exceptional circumstances apply) you consent to your son participating, under proper supervision, in contact sports and in any other sports and activities which may entail some risk of physical injury
- f) If your son requires urgent medical attention while under the School's care, we will, if practicable, attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation or blood transfusion unless you have previously notified us you object to blood transfusions) recommended by a doctor.
- g) Although the prospectus describes the broad principles on which the School is presently run and is believed to be correct at the time of printing, it does not form part of the contract between you and the School. We reserve the right to make changes to any aspects of the School, including the curriculum. We will give parents a term's notice of any changes at the School including changes in the curriculum that we regard as significant to your son, and where practicable will consult with parents on such changes.

- h) We shall monitor your son's progress at the School and produce regular written reports. We shall advise you if we have any concern about your son's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged by you at your expense. You may be asked to withdraw your son without being charged fees in lieu of notice if, in the opinion of the Chief Master, the School cannot provide adequately for your son's special educational needs.

7 The Parents' Obligations

- a) You undertake to inform the School of any health or medical condition, disability, allergy or infection that your son has or subsequently develops or contracts, whether long-term or short-term. If your son has been in contact with infectious diseases or has medical treatment in the holidays you will inform the School. If the School so requires due to a health risk either presented by your son to others or presented to your son by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your son at home and not permit him to return to the School until such time as the health risk has been averted. In such circumstances we shall endeavour to continue providing education to your son remotely during such period (including, for example, by sending you/your son work assignments electronically or by post).
- b) You undertake to inform the School of any situations where special arrangements may be needed in relation to your son.
- c) The School will be entitled (unless otherwise notified in writing) to treat any communication from any person who has signed the Acceptance Form as having been given on behalf of both such persons. Unless other arrangements are agreed between you and the School we shall be entitled to treat any communication from the School to any such person as having been made to both of them.
- d) The School must be informed in writing of any reason for your son's absence from School. Wherever possible the School's prior consent should be sought for absence.
- e) We cannot accept any responsibility for the welfare of your son while off the School's premises unless he is taking part in a school activity or otherwise under the supervision of a member of the School staff.
- f) If you have cause for concern as to a matter of safety, care, discipline or progress of your son you must inform the School without delay. Formal complaints should be made in accordance with the School's Complaints Procedure.

8 Insurance

You must make your own insurance arrangements if you require cover for your son's person or property while at School, or on the way to and from School or on the way to and from School sponsored activity away from the School. Your son is included in an obligatory personal accident insurance scheme, the charge for which is included in the fees.

9 Confidentiality and References

- a) You consent to our supplying information and a reference in respect of your son to any other school or educational institution which you propose your son may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your son is accurate and any opinion given on his academic ability, aptitude for certain courses and character is fair and reasonable in the circumstances. However, we cannot be liable for any loss you or your son is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.

- b) You consent to us making use of information relating to your son whilst he is at the School (including photographs and video recordings) and after he has left for the purposes of promoting the School to prospective pupils through our prospectus and website, managing relationships between the School and current pupils, providing references and communicating with the body of former pupils. The School will process personal data about you and your son in accordance with the Data Protection Act 1998.

10 Intellectual Property Rights

We shall recognise any intellectual property rights vested in your son. You acknowledge that we may retain and use any work created by your son at School for educational, display and assessment purposes.

11 Changes of Ownership etc.

For the purposes of reconstruction or amalgamation we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other school or educational institution.

12 Communications

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the Acceptance Form. Communications (including notices) will be sent by the School to the address shown in its records. Notices that you are required to give under these terms and conditions must be addressed to the Chief Master and sent to the School's address. If sent by first-class post, notice shall be deemed to have been given on the second weekday after posting to the correct address. If sent by second-class post, notice shall be deemed to have been given on the fourth weekday after posting to the correct address.

13 Force Majeure

- a) In this agreement "force majeure" shall mean any cause beyond a party's control (including, for the avoidance of doubt, acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination).
- b) If an event of force majeure arises which prevents or delays the School's performance of any of its obligations under this agreement, the School shall forthwith give you notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the force majeure, the School will have no liability in respect of the non-performance of such of its obligations as are prevented or delayed during the continuance of the force majeure. The School shall use its best endeavours during the continuance of the force majeure to provide educational services (including by providing appropriate educational services remotely).
- c) Subject to clause 13b), if the School is prevented from performance of all of its obligations as a result of force majeure for a continuous period greater than six months, the School shall notify you of the steps it shall take to ensure performance of the agreement and you shall then, following receipt of such notice, be entitled to cancel the agreement on written notice and without giving a term's notice or paying fees in lieu.
- d) Subject to clause 21), in the event that your son is unable to attend (or is likely not to be able to attend) the School due to reasons of his severe ill-health or physical impairment caused by an event of force

majeure you shall give the School notice in writing, together with a written assessment from your son's medical advisor confirming that the nature of his condition prevents his attendance at the School for at least half a term and the following sub clauses e, f and g below shall apply:

- e) you shall, in consultation and cooperation with the School, use all reasonable endeavours to:
 - (i) mitigate the effect of the force majeure in order to continue to perform the obligations under this agreement in any way that is reasonably practicable in the circumstances (such that your son can still participate and benefit from the provision of education by the School, including for example participating remotely); and
 - (ii) resume the performance of the obligations as soon as reasonably possible;
- f) in circumstances where, following the efforts made and steps taken under clause 13(e), your son is not able to participate and benefit from any level of provision of education by the School then you shall not be liable for non-performance of your obligations (including the obligation to pay fees, pro-rated accordingly) during the continuance of the force majeure; and
- g) in the event of the force majeure continuing to prevent your son from attending the School or being able to participate and benefit from any level of provision of education by the School for more than six months you shall discuss with the School a solution by which this agreement may be performed and, following such discussions, you shall be entitled to cancel the agreement on written notice and without giving a term's notice or paying a term's fees in lieu.

14 Interpretation

- a) Headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.
- b) The definitions of certain terms used in these terms and conditions are contained in the section entitled "Definitions" below.

15 Severability

If any court or competent authority decides that any of the provisions of these terms and conditions are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.

16 Waiver

If we fail, at any time while these terms and conditions are in force, to insist that you perform any of your obligations under these terms and conditions, or if we do not exercise any of our rights or remedies under these terms and conditions, that will not mean that we have waived such rights or remedies and will not mean that you do not have to comply with those obligations. If we do waive a default by you, that will not mean that we will automatically waive any subsequent default by you. No waiver by us of any of these terms and conditions shall be effective unless we expressly say that it is a waiver and we tell you so in writing.

17 Jurisdiction and Governing Law

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

18 Variations

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education to the School. The School will give you at least a term's notice of any such modifications which will then automatically become binding upon you.

19 Definitions

a) In these terms and conditions:

"Acceptance Form" means the form provided by the School for parents to complete when accepting a place for their son at the School.

"Chief Master" means the person appointed by the Governors to be responsible for the day to day management of the School, including anyone to whom such duties have been duly delegated.

"Complaints Procedure" is the School's procedure for the review of the complaints by parents relating to any School matters or decisions, as amended from time to time. A copy of the procedure is available from the School at any time upon written request and is available on the School website.

"deposit" means the sum currently charged and payable on acceptance of a place at the School.

"Exclusions policy" is the School's policy on behaviour and includes details on the procedure for exclusions. A copy of the policy is available from the School at any time upon written request and is available on the School website.

"fees" means the fees charged per term by the Governors.

"Governors" means the governors of the Independent Schools' Governing Body where appointed from time to time under the terms of the governing instrument and who are responsible for governance of the School.

"School Rules" means the rules of the School incorporating other specific policies by reference. A copy of the current versions of these various documents is provided to each son on entry and is sent to parents with the letter offering a place at the School. Those rules may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School. Parents will be given notice of such amendments by email.

"son" means a son of whatever age admitted by the School to be educated and includes any pupil aged 18 or over.

"term" means a term of the School as notified to parents from time to time.

"term's notice" means notice given not later than the first day of the term preceding the term to which the notice relates.

"terms and conditions" means these terms and conditions as amended from time to time.

"we" "us" or the "School" means King Edward's School, or its duly authorised representative, as the context requires.

"you" or the "parents" means each person who has signed the Acceptance Form as parent or guardian of a son or who, with the School's written consent, has subsequently assumed parental responsibility for such child.

- b) The Acceptance Form, the School Rules, the Complaints Procedure and these terms and conditions constitute the terms of a contract between you and the School. It is not intended that the terms of the contract shall be enforceable by any third party.

31 January 2013