



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 eight 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.

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

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 international students (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 2010 and the Special Needs and Disability Act 2001, 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

From 2019 entry the registration process is via an online form on 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 Universal Credit, Job Seekers Allowance, Income Support or similar. 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 registering online. 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 also an advice sheet is available giving an outline of what is expected in each exam.

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) 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 about 20 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 5%.

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

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 usually a small entry at 13+, with, on average, two places being available. 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 late November. 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 senior 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 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 by late January/early February of the year of entry. Admission at 16+ is based upon the existing school's report and predicted grades and on interviews with 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 grade 9/8s or 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 reserve 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.

#### **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 reserve 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.

#### **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.

## **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](mailto:admissions@kes.org.uk).