



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 purpose of our Admissions Policy is to ensure that we continue to fulfil the aim of accessibility to all pupils of high ability and potential.

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, social media, termly school newsletters, regular and well-advertised Open Days, extensive and increasing communication and collaboration with a wide range of primary and preparatory schools through our extensive Partnerships and Participation programme, press advertising and articles and a very active Admissions Department and Marketing and Communications Department.

The school's entry process is centred upon entry through examination, with a supporting programme of interviews and the gathering of additional supporting evidence, at 11+ and 16+. Occasionally, a small number of places may become available for entry into other year groups (at 12+, 13+ or 14+) or for boys wishing to join partway through a school year (an in-year admission): candidates for such places, 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 that can), and by making an 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 schools 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). If a candidate is currently under review or considering pursuing an educational health care plan or diagnosis, this information should also be included at the time of application.

Generally, candidates will be allowed extra time in our entrance examinations on the presentation of the relevant information from an educational psychologist or appropriate medical evidence which meets 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 where appropriate, making contact with parents and the candidate's previous school and supervising the examination.

If special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments which can be made in order to enable 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 registration process for full fee places and Assisted Places at our main entry points – 11+ and 16+ – is via an online form on the School's website. The School requires the payment of a non-refundable registration fee of £50, unless the family is in receipt of Universal Credit, Job Seeker's Allowance, Income Support or similar.

Full fee places may be available at other times, including partway through the school year. Please contact the Director of Admissions to discuss the availability of places before submitting a registration form. A non-refundable registration fee of £150 is payable when applying for places outside of our main entry points.

If a School place is accepted, there is also a required deposit payment of £400 to secure a

place. Students who are accepting a full Assisted Place (i.e. no school fees are payable) are not required to pay a deposit.

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.

a) 11+

i) The examination

The school's main entry point is at 11+ and each year about 125-130 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+ examination consists 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 two 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 recognised 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 primary 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. Candidates being called for a general interview.

The interviews are conducted by the Chief Master or 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 primary 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 5% to 50%.

The top five 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 primary school report.

Those parents who wish to apply for an Assisted Place for their son register this on the application form. A brief eligibility form is completed if their son is invited to interview. If the candidate is successful, parents will complete a more detailed means-testing form and provide the relevant evidence in support of their application. The Fees Manager will make an assessment on the level of support that can be awarded.

Assisted Places are offered for the full seven years as long as the family continues to be eligible. The family is required to provide fresh information about its circumstances for every

year that their child attends the School. Levels of support may vary with fluctuations in income. 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 and there are also travel and uniform grants available.

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

b) 16+

Candidates for entry at 16+ are required to register by late January/early February of the calendar year of entry. Admission at 16+ is based upon the existing school's report, predicted GCSE grades, examinations in the subjects they wish to take at Higher Level for their IB Diploma and 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 level 9/8 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.

c) Other year groups (12+, 13+, 14+)

Occasionally a small number of places may become available in other year groups.

There is usually a small entry at 13+, with, on average, two places being available. Boys who were unsuccessful at 11+ are not permitted to sit examinations for 12+, 13+ or 14+ entry. They are, however, welcome to re-apply at 16+.

At 12+ and 13+, boys are required to sit examinations in English, Maths and Verbal Reasoning.

At 14+, boys will sit examinations in English, Maths and all three Sciences.

A report from the applicant's previous school will also be requested. There are no set registration deadlines or examination dates for entry into Years 8, 9 or 10, and an application for one of these year groups should be discussed with the Director of Admissions before a registration form is submitted to enquire about the availability of places.

Candidates who have performed well in the examination are interviewed by senior staff. There are no Assisted Places available at entry points other than 11+ and 16+.

4. Offers at 11+

The announcement of offers, usually in mid-December (although this can vary), and the deadline for acceptance, usually early 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 for families to make an informed 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 at the School 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 16+

All candidates are informed of the outcome of their application, either being offered a conditional place or being informed that we are not able to offer a place. Conditional offers are made based on interviews, predicted GCSE results, the Higher Level subject examinations and a report from the candidate's current school.

To accept a place, parents are required to sign the Provisional 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.

Final GCSE results must be confirmed with the School in August. Parents will then complete an Acceptance Form once subject options have been finalised.

6. Offers at 12+, 13+ and 14+

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 at the School 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.

7. School's contractual terms & conditions

Copies are available from the School on request and will be made available to parents as part of the admissions process.

8. Information on examinations, 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.

9. Sibling 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 a sibling discount of 25% for the oldest child when three siblings attend KES or KEHS at the same time.

10. Staff children

Sons of members of staff at King Edward's School, King Edward VI 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 (pro-rated if part-time).

11. Additional Information

If parents require further information, they should contact Neelam Hall, the Director of Admissions, on 0121 472 1672 or admissions@kes.org.uk.

Reviewed in August 2023 (to be reviewed in August 2024). The Director of Admissions is responsible for the monitoring and review of the Admissions Policy and reports to the Director of External Relations.