



## **Admissions Policy** **(changes in red to accommodate for Covid-19 policies 20-21)**

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## **1 Introduction and Aims**

Trinity School is academically selective and offers places to applicants whose ability and attitude is in keeping with the School's ethos and academic tradition. The admissions procedure is intended to provide a fair means of assessment to all applicants who wish to gain access to Trinity. The School does not discriminate against any applicant on grounds of ethnic origin, religious persuasion, sexual orientation or disability.

## **2 The Entry Points**

Trinity's usual points of entry are 10+, 11+, 13+ and 16+. Under special circumstances students may join at other ages, provided a place is available. Entry is primarily academically selective by entrance examination results, interview and references. Applicants should normally be under 11 (for 10+), under 12 (for 11+), under 14 (for 13+), under 17 (for 16+) on 1 September in the proposed year of entry and must be in the appropriate class at the time of the examination.

The School also offers 13+ pre-testing for boys in Year 6 who wish to join the School in Year 9. A successful applicant would receive an offer for entry in September of Year 9 on the condition that the applicant continues to make good academic progress and has a satisfactory pastoral report. Trinity will ask for the applicant's school reports from the end of Year 7 as supporting evidence at this time. Applicants must declare their intention to enter either for 11+ or for 13+ pre-testing. Completion of the 13+ Pre-Testing Declaration Form will confirm this intent.

Entrance into the Sixth Form for all 16+ applicants is based on the entrance examinations, entrance interviews, personal statement, references and also the requirement to achieve at least six A grades (grade 7 or above) in the applicant's GCSE examinations.

## **3 Entry into Trinity Sixth Form for existing students**

The vast majority of students in the 5<sup>th</sup> Year at Trinity will move into our Sixth Form. This is not automatic however, as there are three requirements that students need to fulfil:

Firstly, although the vast majority of our Sixth Form students will have achieved 7, 8 and 9 grades in most of their GCSE subjects, boys will be able to join the Sixth Form if they achieve at least six grade 7s in their GCSE exams. This hurdle is set at a level so that any Trinity boy who passes our entrance exam at 10+, 11+ or 13+, should, if he works reasonably hard, be able to achieve it. In our experience students can be confident they will cope well with the demands of A levels at Trinity if they achieve 6 or more 7+ grades.

Secondly, there are subject specific criteria which are published in the Sixth Form Guide. For example, if a student wishes to study Maths at A level then he must gain at least a grade 7 at GCSE. The rationale for this is simply that if you have achieved a 6 in Maths at GCSE, then the leap needed to succeed at A level at Trinity is just too great.

Thirdly, students need to have demonstrated a good work ethic to cope with the intensity of work in the Sixth Form at Trinity. There must be evidence, particularly from their effort grades in the Middle School, that they are motivated and committed. Students must also have a behavioural record that shows they will be a positive contributor to the community.

If the School have concerns about any of these requirements, we will communicate early with parents. In respect of the third requirement, final decisions are made by the Headmaster in the Spring Term of the 5<sup>th</sup> Year.

#### **4 Applications Process**

Information on the admissions process, including relevant dates, is updated each year and can be found in the admissions section of the School's website, the Admissions Handbook, or by contacting the Admissions Registrars.

Applications should be submitted during the registration period, normally between 1 September and late October (for 16+) or early November (for 10+, 11+, 13+) in the year prior to entry. Late applications are permitted under special circumstances and incur an additional administration fee.

All applicants can apply online via a link on the School's website. Applicants will be required to scan documents and upload them as part of the online admissions process. All applications are normally acknowledged by email and it is the responsibility of the applicant to confirm safe receipt of their application if such acknowledgement is not forthcoming.

The dates of the entrance examinations are given on the **Key Dates** page in the admissions section of the website, but will usually be in January for 10+, 11+ and 13+ entry, and in November for 16+ entry.

Due to Covid-19 the 11+ entrance examinations will take place in December 2020 using the International Schools Exam Board computer-based 11+ pre-test. The 10+ entrance examinations will take place in January remotely using online Exam.Net software and online invigilation.

#### **5 Entrance Procedures: Examinations**

The aim of the examinations is to assess the applicants using age appropriate material to suggest the potential of an applicant to cope with the academic standards of the School. All examination papers are confidential to the School. The basic details of the assessment and entry tests are as follows:

##### **10+, 11+, 13+ Examinations:**

- English Comprehension and Creative Writing - 1 hour
- Mathematics - 1 hour
- Verbal Reasoning test - 1 hour

These papers bear in mind the Key Stage 2 National Curriculum, and sample questions for English and Mathematics may be accessed on the School's website or obtained from the Admissions Registrar.

For 11+ admission for a place in September 2021 we will use the International Schools Exam Board (ISEB) computer-based 11+ pre-test. This pre-test measures English, Maths, Verbal Reasoning and Non-Verbal Reasoning. Instructions and guidance can be found on the school website. This computer-based test can be taken at the candidate's own school or at Trinity on one of the offered dates. There will be no other 11+ test during this admissions' year.

For 10+ admissions for a place in September 2021 we will set assessments in English and Maths only. These will be assessed online using Exam.Net software and the applicants will be invigilated in small groups remotely using Zoom.

### **13+ Pre-testing**

The School offers 13+ pre-testing for boys currently in Year 6 who wish to join the School in Year 9 (when the applicant is 13+ years of age). The procedure for this is to complete the 11+ application form by the required deadline. All applicants should also complete the 13+ Pre-testing Declaration Form and submit this with the 11+ application.

For 13+ pre-testing applicants, the School will review the ISEB results for the standard Common Pre-tests which will be taken at the applicant's current school. If the School has concerns about the suitability of an applicant from their pre-test ISEB scores, the applicant's current school or parent would be contacted. Following a review of the ISEB results, applicants will be invited to take the 11+ entrance examinations in January 2020.

### **16+ Examinations:**

- Two papers in subjects which the applicant intends to study for A Level (the school will select these from the applicant's choice of 4 A levels)
- One general paper including multi-choice problem solving and logic questions and a short-written response

At 16+, applicants who receive offers will also be required to achieve six A/A\* or 7/8/9 grades at GCSE.

## **6 Entrance Procedures: Interviews**

### **10+, 11+, 13+ Interviews:**

The School's policy is that boys who are successful in the entrance examinations are invited to Trinity for entrance interviews, which are the final stage in the selection process. Interviews will take place shortly after the entrance examinations.

All applicants are interviewed for 15-30 minutes and the interview will concentrate on their strengths at school and their interests. Applicants are asked to bring a *small* sample of their school work, or an object of interest, to act as the starting point for discussion. This could be written work, art or something made at school or home.

The extracurricular interests of applicants may have some bearing on selection. This evidence is derived from application forms, references from the student's current school and the admissions interviews.

Due to Covid-19 we will interview all 10+, 11+ and 13+ applicants for a place in September 2021 remotely using Zoom.

### **13+ Pre-testing applicants:**

Following a successful exam performance, boys will be invited for entrance interviews which will take place shortly after the entrance examinations. An offer would then be made for entry in September 2022 on the condition that the applicant continues to make good academic progress and has a good school report. We will ask for school reports from the end of Year 7 as supporting evidence.

### **16+ Interviews:**

Applicants will have 3 interviews: two in subjects of their choice (but not the same as their written papers) and one general interview. Interviews are usually about 10-15 minutes in length. For certain subjects, an applicant may be asked to bring work with them or may be presented with a problem to solve. The aim of the interview is to explore the applicant's intellectual curiosity and ability, to discover his/her co-curricular interests and talents and to evaluate his/her interpersonal skills in order to choose those who will be most suited to the School, both in and out of the classroom.

**Due to Covid-19, we will deliver 16+ interviews via zoom in November 2020.**

## **7 References**

An up-to-date reference or school report is requested from the current school of all applicants prior to the entrance examinations. Applicants applying for entry at 16+ will be required to submit their most recent full school report. All parents are also asked to submit, along with the application form, a copy of an applicant's most recent written school report. We will seek a reference from the Head of the applicant's current school, who will be asked, typically, to comment on academic ability, attitude and behaviour, co-curricular involvement, interests and talents. Where relevant, the reference request may also ask for the results of tests taken at the school and/or predicted grades at GCSE.

## **8 Fees and Fee Remission**

All applicants will be charged a non-returnable application fee prior to sitting the entrance examinations. Late applications are permitted under special circumstances and incur an additional administration fee. A deposit is payable on acceptance of a place. This will be retained in full until the student leaves, when it will be refunded less any balance owing to the School. Parents who fail to take up their child's place will lose their deposit. Current figures for application fees and deposits can be found on the School website.

There are very few costs which are not covered by the fees. These include lunches, uniform, external examination entry fees, individual music tuition, and part-cost of a small number of excursions away from school. Fees may be paid by monthly direct debit.

## **9 Scholarships**

Academic scholarships are awarded to applicants who excel in the entrance or GCSE examinations, and/or the subsequent admissions interviews. There is no additional application form as all applicants are automatically considered for an academic scholarship.

Scholarships are also offered in Art, Drama, Design Technology (not for 16+ entry), Music and Sport. All applicants will be required to submit supporting references and evidence as part of their application. A practical assessment is held during which the applicant's performance is considered to determine whether a scholarship will be awarded. An exception is made in Art, where applicants are required to submit a portfolio of their work.

For applicants applying for 13+ pre-testing, scholarships will generally not be awarded at the point of the offer. Applicants who are offered a place for future entry in Year 9, should apply for a scholarship in the year preceding their year of entry. In a small number of places an academic award will be made but in all other cases an assessment will take place in the year prior to entry.

The awards are made without regard to parental income and are worth a percentage of the school fees, up to a maximum possible 50%. The scholarship will remain throughout a student's school career provided he or she maintains the expected standards. In distributing scholarship funds, the school aims to recognise the abilities and potential of the most talented applicants across all entry levels. The number and value of awards for each entry age group therefore varies from year to year. Even if a Whitgift Foundation Bursary has been awarded, a scholarship may also be given.

## **10 Bursaries**

Usually parents whose family income is less than approximately £80,000 a year (exact figures are available direct from the Whitgift Foundation) may apply for a bursary (an income-related fee reduction) but all assets are considered in the assessment. There is a generous but limited annual budget for bursaries and they are awarded on the basis of performance in the entrance examinations and interviews for those who qualify in terms of their income. Successful bursary applicants may also be entitled to some remission of the deposit fee.

Bursary assessment forms should be completed before the entrance examination is taken. These forms can be found on the Whitgift Foundation website. The Clerk to the Whitgift Foundation calculates the bursary award. The Whitgift Foundation publishes an additional policy for its employees.

## **11 Offers of Places**

The admission decision will be taken by the Headmaster based on the examinations, interview, school report and personal statement. The offer of a place will be communicated to each applicant's parent/guardian in writing. Offers of 10+, 11+ and 13+ places are likely to be posted to parents in early February, in accordance with an 11+ agreement between Trinity Group schools. Parents will be asked to reply within two to three weeks and will be given a precise date by which to reply. Offers of 16+ places for September entry will be posted to parents in the preceding December. Admission is subject to the criteria listed in the 'Admissions Criteria' in this document, below.

## **12 Siblings and Relatives**

The School welcomes applications from siblings of current and previous students as well as the children and other relatives of past students. However, applicants will be expected to comply with

all aspects of the admissions process including deadlines and meeting the academic criteria which apply to all other applicants.

### **13 Special Educational Needs and Disabilities**

The School endeavours to make reasonable adjustments to the admissions procedures to enable disabled and other special educational needs applicants to compete for a place at the School without disadvantage. Parents are expected to provide the School with any documentation in this regard.

Parents are asked to contact the Registrar to discuss adjustments which might reasonably be made to meet their child's specific needs. If necessary, a meeting will be arranged at the School to discuss provision for the applicant's needs throughout the admissions process and, presuming a successful outcome to the application, during the student's subsequent time at the School. While the School attempts to meet the costs of all reasonable adjustments, it reserves the right to charge for additional services.

Where an applicant has an existing statement of special educational needs or an Education, Health and Care Plan (EHCP), a meeting will always take place prior to the entrance examination between the School and the applicant's parents, and – if appropriate – with the relevant education authority. All such cases are dealt with on an individual basis, and the purpose of such meetings is to establish whether the School best meets the needs of that student.

Applicants with learning needs may be allowed additional time in the entrance examinations, at the discretion of the Registrar. Documentary evidence, such as a current Educational Psychologist's report and an Individual Education Plan from the applicant's current school, should be submitted to the School before the closing date for applications.

### **14 EAL (English as an Additional Language)**

If English is not an applicant's primary language, parents should liaise with the Registrar and must inform the School of this. In order to cope with the demands of academic life, a confident knowledge of English is necessary.

### **15 Admission Criteria**

The School will only offer a place if there is a place available. In order to be considered for admission to the School, applicants must meet the following criteria:

- Be able to attend School on a regular basis
- Be of sufficient maturity and appropriate age to participate in all aspects of School life
- For entrance at 10+, 11+ or 13+: be supported by a strong recommendation from the Head of their current school in terms of academic achievement, motivation and co-curricular involvement
- For entrance at 16+: be appropriately supported by their most recent full written report and achieve the required minimum of 6 grade 7s or above at GCSE
- Perform strongly in the entrance examinations and interviews relative to other applicants
- If English is not their first language, applicants must demonstrate a satisfactory level of spoken and written English in order that they can engage and participate fully in all aspects of School life

- Where English is not the first language of parents, there are suitable arrangements in place to ensure that the School can communicate effectively with them.
- Any learning difficulties or special needs must have been identified to the School by the parents and the School must be able to meet these needs
- All fees due at the applicant's present school have been paid
- Where an applicant's family is not resident in the UK, an appropriate guardian has been arranged
- The School's terms and conditions have been signed by the applicant's parent/guardian.

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