

## **4.2 Admissions Policy**

### **4.2.1 Introduction**

Sussex House is an academically selective school. Admission to the school for all pupils is by competitive entry based on information received from tests in Mathematics, English and Reasoning, an interview and a school reference. Our selection process is designed to identify pupils who are able to benefit from our balanced and our well-rounded education and to make a positive contribution towards the life of the school.

The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his potential and in line with the general standards achieved by the pupil's peers, so that there is every opportunity that the pupil will have a complete, happy and successful school career.

### **4.2.2 Equal Treatment**

Our aim is to encourage applications from candidates with as diverse range of backgrounds as possible. This enriches our community and is vital for preparing our pupils for today's world.

Sussex House is committed to equal treatment for all, regardless of the candidate's race, ethnicity, religion or social background. Our provision for bursaries is described below in Section 4.2.4.

### **4.2.3 Special Needs**

We do not discriminate in any way regarding entry. We welcome pupils who may need learning support, providing that our learning support department can offer them the support they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents with children who may need learning support or physical disabilities to discuss their child's requirements with Sussex House before he sits the entrance exam so that we can make adequate provision for him. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request for their child's educational needs to be taken into account.

We will discuss thoroughly with parents and their medical advisors the adjustments that can reasonably be made for the child if he becomes a pupil at the school.

### **4.2.4 Bursaries**

The school considers all applications for financial assistance with fees, on their own merits. It is a policy of the school not to exclude pupils in cases of financial need. Funds are available for bursaries and cases are assessed by the Headmaster and the Bursar. The financial assistance will always be dependent upon an annual means test.

## **4.3 Admissions Procedure**

The Director of Admissions administers the initial stages of the Admissions Policy. In the first instance, prospective parents make an appointment to see the school and they are generally advised to visit about a year before their children are due to take the Entry Test. They meet with the Headmaster and are shown around the School by the Director of Admissions who provides information about the day-to-day running of the school. Parents

who wish to register their sons to sit the Entry Test are asked to fill in a Registration Form and to pay the registration fee.

The Entry Test takes place in January. The testing takes place on one day and candidates are required for one half-day session. The dates of the test are arranged in liaison with competitor schools. There is close liaison with St. Paul's Juniors, Westminster Under School and King's College Junior School over dates and a common Mathematics Syllabus, which has been established. Copies of our English and Mathematics syllabuses are available for prospective parents.

No staff member should agree to tutor or prepare a pupil who intends sitting the Sussex House entrance test at 8+. This may create a perceived conflict of interests.

Boys sit tests of 30 minutes each in English, Mathematics, and a Reasoning Test designed by Sussex House. All candidates are interviewed. This interview forms a significant part of the test. The test is set under the direction of the Director of Admissions. The Headmaster, Deputy Heads and other selected members of staff interview the candidates.

The Headmaster, the Deputy Heads and the Director of Admissions form the Admissions Committee.

Boys are awarded places, places on the Waiting List or are not offered places. All candidates are placed in a final order to assist in the offering of places. It is made clear to prospective parents that age is taken into account and that creative and sporting talents (particularly musical talent) are taken into account. Musicians are invited to perform in front of the Director of Music.

Places are offered from the Waiting List according to an established mathematical formula, which is designed to ensure that we do not end up with more than 36 acceptances. In recent years, nearly 200 boys have registered and about 150 have sat the examination.

When parents show an interest in a place for entry above the first year their details are kept and they are contacted if a place becomes available. If they are interested in applying, their sons sit an English and Mathematics test consisting of the examinations set for the most recent examination for their age group. They also sit a reasoning test and they are interviewed. All candidates who apply are tested and interviewed and the strongest candidates are admitted if a place becomes available.