

# ADMISSIONS POLICY

Last updated: December 2022

Date of next review: December 2024

UNDER REVIEW AS OF 22/05/2025



# INSPIRATIONAL Box Hill School

## Aim of Admissions Policy

Box Hill School is an independent, co-educational school affiliated to HMC and the Society of Heads (SoH). It welcomes applications from boys and girls from all social or cultural backgrounds who will benefit from the all-round education based on the principles of the Round Square and who will contribute fully and enthusiastically to the wider life of the school. The policy aims to set out the guidelines that enable this to happen. The school will take into account academic ability, considering a child's ability to access the curriculum and so make progress.

## **Policy and Procedure:**

### **11+ to 15+ Admissions Policy and Process for Candidate Entry**

#### **1. Entry to Box Hill School**

Whilst the school accepts students in any Year Group should a place be available, UK candidates are most likely to be in the equivalent of a Year 6 or Year 8 or Year 11 class at the time of the interview/entry process. Entry is based upon interview, prior school reports, references and recommendations of the present school, and two Box Hill School-based tests in English and Maths to ascertain relative ability and any SEN. In addition, all relevant SEN documents such as an Ed Psych report must be presented for consideration before registration. The entry tests consist of papers in Mathematics and English which are taken in the Winter (Nov/December/January) before admission the following September and at the same time as the interview is undertaken. For candidates from overseas, the interview may well be undertaken via Zoom. Tests may also be administered on an individual basis at any other time. The criteria by which the candidates will be chosen for entry are:

a. The results gained in the examination papers

It is expected that successful pupils will reflect the potential indicated in their school report in all aspects of the examination. There is no 'pass mark'.

b. The Primary/Prep School/Senior School Report, Reference and Recommendation

In particular its assessment of pupil progress over a period of time and teachers' identification of innate potential – taking into account any other relevant evidence which may well include an Educational Psychologist's report. Qualities of good behaviour and right values are assessed through these reports, references and recommendations.

c. The Interview

The candidate will show an understanding of and the potential to benefit from the philosophy and ethos of the education offered at Box Hill School. This is very important. An assessment of character takes place, as far as is possible, through the interview process.

#### **2. Specific Learning Differences**

At this stage in the selection process, every step will be taken to consider the needs of those with a

specific learning difference (SPLD). Extra time may be allowed in part of the exam (subject to the written recommendation of an educational psychologist and the approval of Box Hill School's SENCO). Individual cases will be given further consideration before selection for interview. The School does reserve the right to refuse entry into the school if in the professional opinion of the assessors, the child may not thrive in our environment due to their SEN.

### **3. Interview Aim**

During the interview we aim to explore the candidate's intellectual curiosity, 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, and benefit from, life at Box Hill School both in and out of the classroom. The interview is considered an important part of the process and aims to ascertain a student's ability to thrive in our unique school culture.

### **4. Interview Procedure**

Candidates will be interviewed by a member of the SLT or suitably designated person. Candidates applying for a scholarship will have a general interview with either the Headmaster or a member of SLT and will also follow the process outlined in the Scholarship Applications Policy.

After all the interviews and tests have taken place, the appropriate members of SLT shall meet and will determine which candidates should be offered places.

### **5. Siblings Policy**

In keeping with the school's family ethos priority will, where possible, be given to siblings of current Box Hill School pupils and to those with a family connection to the school.

Such priority assumes that the sibling candidate has done sufficiently well in the written test papers and interview and, in our view, show the potential to take advantage of all that the school offers.

### **6. School Staff children**

Sons and daughters of established members of staff at Box Hill School will be able to undertake the same admissions process as siblings of current pupils. They will be admitted, provided they fulfil the criteria outlined above.

### **7. Future policy changes**

This policy may be amended at any meeting of the Board of Governors, in which case the revised policy would operate from the start of the following academic year.

## **16+ Admissions Policy and Procedure for Candidate Entry**

All applicants seeking admission to the Sixth Form for either the International Baccalaureate Diploma Programme (IBDP) or A Level (AL) will be expected to obtain the following:

- a. Minimum of 6 'good' passes (above grade 4) at GCSE which is normally 3 grade 6 and 3 grade 5 or above which should include English and Mathematics. For the IBDP a Science, a Humanity and a Modern Foreign Language is desirable.
- b. For AL Study, a grade 6 at GCSE (or equivalent) is ideally required to study the same subject, but exceptions can be made.

- c. For Higher Level study within the IBDP, a minimum of grade 6 at GCSE (or equivalent) is desirable to study the same subject at Higher Level. However, for Mathematics Standard level a 7 or 8 (or equivalent) is highly recommended
- d. For Standard Level study within the IBDP, a minimum grade 4 at GCSE (or equivalent) to study the same subject at Standard Level is desirable.

The school will allow a degree of flexibility in these requirements where special considerations apply. It should also be noted that some students come from overseas systems where GCSEs will not have been taken.

In addition, the following conditions of offer apply to both the International Baccalaureate Diploma Programme and A Level:

- 1. Acceptance of attendance requirements
- 2. Acceptance of minimum of 12 hours of study at home or in boarding prep per week.

Whilst the following conditions apply to the IBDP:

- 1. Acceptance of CAS (Creativity, Action and Service) programme
- 2. Acceptance of TOK (Theory of Knowledge) course
- 3. Acceptance of Extended Essay

Applicants wishing to join Box Hill School will be considered individually. For UK based students, their estimated grades/examination results and letter of application will guide this decision together with an interview. In addition, they will need to provide their previous school reports covering, ideally, the last two years of school.

The School welcomes students from all over the world. All overseas candidates take appropriate tests to assess their suitability for their chosen course. These will be viewed alongside their most recent reports from their current school which must be provided. The School reserves the right to offer an applicant a place in the school that may not be, within reason, their chronological year group. This offer will be appropriate to their level of English, maturity and ability.

All offers of a place are subject to retesting of students on arrival at Box Hill School and the offer letter indicates that should there be significant discrepancies in the test results, this would lead to the offer of a place being withdrawn and the UKVI being notified.

All prospective applicants and their parents/guardians will be invited to discuss their application with the Headmaster or Director of Admissions and wherever possible, applicants for a boarding place will be interviewed, and where possible, with their parents/guardians. The interview is intended to assess the student's suitability for the course applied for and boarding.

Each application is carefully considered on an individual basis. An interview at the school with any prospective student is preferred but in certain cases it is recognised that it will be difficult for students to attend an interview. In this case an interview via Zoom will be facilitated.

### **Policy Monitoring and Review**

This policy will be monitored by the school's Director of Admissions in conjunction with the Headmaster who in turn will report to the Governing Body on its implementation.