



## Admissions Policy

*Last reviewed/ revised: February 2018*

Admissions decisions take into account a variety of factors. Whilst it is important that we are confident that prospective pupils will thrive academically at Bradfield, we also consider what wider contribution prospective pupils will make to the Bradfield community. We are looking for young people who will flourish and develop individually, but we are also looking for those whose presence in the College will have a positive impact on the experience of others at the School. We offer places for entry into Years 9, 10, 11 and 12 (A-level or IB).

We are committed to look favourably on siblings and applicants with strong connections to the College, so long as they meet our selection criteria and appear likely to prosper personally and academically.

### **Admissions Procedure:**

All pupils and parents will have visited the College, and pupils will have had an Admissions and Housemaster/mistress interview before joining the College. Additionally:

#### **Girls and Boys at age 13 into Year 9:**

- By Common Entrance or Common Academic Scholarship or Bradfield Entrance tests, if not taking Common Entrance;
- A Headmaster or Headmistress's reference from the pupil's current school;
- **All prospective** Year 9 pupils have to take the ISEB Common Pre-test in Year 7

#### **Girls and Boys at 16 into Year 12: (A-level or IB)**

- A Headmaster or Headmistress's reference from the pupil's current school;
- Assessment tests in English and Maths, and a pastoral and academic interview at the College during November before year of entry, with possibility for Scholarship or Award;
- GCSE prediction or actual grades; places are conditional on attaining a minimum of six B Grades, with at least a C grade in English Language and Mathematics.
- Sixth Form Scholarship candidates are invited to return to the College for the relevant assessments in the week following the Assessment Day. Further details can be found in the Admissions section on the Website.

#### **International pupils:**

- Entrance exams in Mathematics and English
- Last two years' school reports;
- An appropriate reference from the pupil's current school;
- Personal written statement (250-300 words);
- A family visit and interviews at the College.

## **Offer of a place:**

On completion of the Admissions procedure, successful candidates will be sent an Offer Letter and **Final Entry Form** which should be returned to the College together with the Guarantee Fee. All offers are made subject to the Terms and Conditions of Entry.

## **GENERAL INFORMATION:**

- The College is cognisant of the Equality Act of 2010 and does not discriminate prejudicially in any way regarding entry;
- Parents need to inform the College if their child has any medical, physical or educational problems PRIOR to entry into the College;
- BOTH parents need to sign the FINAL ENTRY FORM contract, accepting the place and agreeing to the Terms and Conditions and have paid the guarantee fee;
- Bradfield College insists on competence in written and spoken English, appropriate to the year of entry of the candidate;
- A parent who wishes to complain about any part of the admissions process as experienced by their child should consult the Parental Complaints Procedure published under POLICIES on the College website;
- Further details on our admissions procedure can be obtained from our website or Admissions booklet.

## **Protocol for appointment of Guardians**

As stated in the College's Terms and Conditions (paragraph 8g) it is the responsibility of parents resident outside the UK to appoint an Education Guardian.

In exceptional circumstances (eg. HMC European Scholar) the College will appoint the Guardian. In these circumstances, the College will include the Guardian, and Host family where applicable, on the Single Central Register, and will verify the suitability of accommodation and monitor the care of pupils.

If a Guardianship Agency is used, the College will verify that these checks have been conducted and that monitoring is taking place, via a Memorandum of understanding.

## **Contact details:**

Admissions Office: Tel: 0118 964 4516 [admissions@bradfieldcollege.org.uk](mailto:admissions@bradfieldcollege.org.uk)