



LEWES OLD GRAMMAR SCHOOL

Admissions Policy

GENERAL

Lewes Old Grammar School is a co-educational independent school for pupils from ages 3 to 18. The school has 566 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Lewes Old Grammar School. We hold a number of open events in the autumn, spring and summer terms, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times.

Please contact, the school's register/admissions secretary, Mrs S Blewitt on 01273 472634 or email on headspa@logs.uk.com to arrange a visit.

THE ENTRY PROCEDURE

Lewes Old Grammar School is based upon being an academically selective school as well as providing the opportunity for pupils who show an expertise in sport, the visual and performing arts. Selection is based upon academic merit which is assessed through an entry examination, an interview at the school and references from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at Nursery, Reception, Year 3, Year 7, Year 9 and Year 12. The school may also have occasional places at other ages. Please contact the admissions secretary for further details of places that may be available.

Applicants for admission should register by the end of the first week of November of the year proceeding the desired year of admission. Applicants may also register at any other time if spaces are available, or wish to be put on a waiting list. Please contact the admissions secretary for further details of places that may be available.

EQUAL TREATMENT

Lewes Old Grammar School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many who meet the school's admission criteria to attend the school.

Lewes Old Grammar School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The school's provision for bursaries is described below.

SPECIAL NEEDS

Lewes Old Grammar School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school, before he/she sits the entrance exam so that the school can make adequate provision for

him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

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

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Lewes Old Grammar School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

Assessment for Foundation Stage is based on observing informal play in small groups. We also recommend that children in the Nursery attend a two hour taster session and children in Reception attend a half taster day in order for the children to be assessed and to join their year group for classes and other activities. The Children in the Nursery will be offered a home visit prior to their taster session. We do not assess pupils for entry who are below the age of 7.

In the Junior School children are invited to attend at least one taster day and all children entering Year 3 and above are tested in Mathematics and English which are designed for their age group.

In the Senior School all children are invited to attend at least one taster day and all children entering Year 7 and above are tested in Mathematics and English and Verbal Reasoning which are designed for their age group.

Our offer of places into Year 12 is conditional upon a candidate achieving the relevant grades at GCSE required by the Head of Faculty in the subjects proposed for study at AS and A2.

We interview all candidates as part of our assessment process for each age group over the age of 7.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

SCHOOL REPORTS

The school will require a copy of your child's most recent report before final approval of admission take place.

SIBLING POLICY

Most siblings join us at Lewes Old Grammar School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment. Generally a sibling discount of 5% is given if there are no other awards given to pupils of the same family.

ALUMNI POLICY

Former pupils of Lewes Old Grammar School are encouraged to educate their children at the School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment. Generally an alumni discount of 5% is given if there are no other awards given to pupils of the same family.

SCHOLARSHIPS

Lewes Old Grammar School offers scholarships a year for excellence in:

- Academic subjects
- Music
- Sport
- Other at the discretion of the Headmaster

Scholarship criteria

Reaching top scholarship standard	75% + in English 85% + in Maths VR 125 +	35% - Maximum of 50%
Reaching scholarship standard in either Maths or English with high VR	75% + in English 85% + in Maths VR 118 + Or exceptional performance in 2 areas.	20% - Maximum of 35%
Potential of scholar & exceptional talent in Music, Drama or Sport		20% - Maximum of 35%
Retrospective Scholarship	Not achieved at the point of entry but scholarship standard demonstrated by either exam results and or standard of work throughout the year	20% - Maximum of 35%

PURPOSE OF SCHOLARSHIPS

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a percentage reduction in the fees throughout his/her time at Lewes Old Grammar School. In addition, music scholars are offered free tuition in 2 musical instruments. Parents are asked to indicate on the registration form at the end of this document whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

ACADEMIC SCHOLARSHIPS

Candidates who apply for academic scholarships are selected from the most outstanding performers in the entrance examinations.

Scholarships are held for the duration of a pupil's time at the school, provided his/her conduct is satisfactory. Further scholarships are offered to entrants to Year 12.

All candidates will be interviewed and take an intelligence test in addition to sitting papers in Mathematics, English and Verbal Reasoning.

MUSIC SCHOLARSHIPS

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current head of music in addition to a reference from their headmaster. They will be required to perform 2 short pieces on 2 instruments and to complete a written paper, together with aural and practical tests. There will also be interviews with the director of music, or a member of the music department. He/she will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the school throughout their time at the school.

Music scholarships will only be awarded to pupils who have passed the school's entrance examination.

SPORTS SCHOLARSHIPS

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in 2 or more sports. He/she will be assessed and interviewed by the director of sport and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current director of sport. They will be expected to make a contribution to the sporting life of the school throughout their time at the school.

Sports scholarships will only be awarded to pupils who have passed the school's entrance examination.

LOGS EXHIBITION AWARDS

There are also exhibition awards that may be offered to pupils who may fall short of a scholarship. These are awarded at the discretion of the Headmaster in consultation with the Trustees.

BURSARIES

Lewes Old Grammar School's bursary programme is designed to make it possible for as many as possible of those who meet Lewes Old Grammar School's entry criteria to take up a place here. The school offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support. The Trustees allocate an amount which can be used for Bursaries. Bursaries are means-tested in accordance with the criteria which is available from the Finance Office. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need in cases of proven need. The School engages the service of Bursary Administration Limited to administer the Bursary Process. All offers of a Bursary are communicated by the Bursar.

Bursaries are always offered for 12 months at a time. 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.

Bursaries are only offered to families who are resident in the UK.

The school's practice is to allocate its entire available bursary funding on entry. The school's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

Our bursary policy can be viewed on our website or can be obtained from the Bursar.

OVERSEAS APPLICANTS

We welcome overseas pupils who can study at Lewes Old Grammar School as a day pupil provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay with permanently. However, parents of overseas pupils should appreciate that Lewes Old Grammar School does not run a short-term study programme and expects overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

NURSERY ATTENDANCE

We are flexible about attendance patterns to accommodate the needs of individual children and families. However, we do require children to register and to attend a minimum of two sessions across two separate days per week.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Lewes Old Grammar School, pupils should ideally be fluent English speakers. For exceptions, see the School's English As a second Language Policy (EAL).

RELIGIOUS BELIEFS

Although Lewes Old Grammar School has Christian roots, the school does not select for entry on the basis of religious belief, and it offers the opportunity for all denominations to practise their own faiths. However, parents should be aware that there are regular assemblies that take place in the local Parish Church and that all pupils are expected to attend, e.g. *the annual Founders Day service*.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be made available to parents as part of the admissions process.

COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request and is available on our website.

Lewes Old Grammar School
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Recommended review period: Annual
Review by: Trustee, Head and Bursar
Date reviewed: September 2017
Date to be reviewed: August 2018