

## **Bradford Grammar School**

### **Admissions Policy**

**This policy applies to the Junior School and is published to parents, pupils and staff.**

This policy reflects the values, ethos and philosophy of Bradford Grammar Junior School (the School) in relation to the admission of pupils to the School. It gives a framework within which all governors, staff and pupils work together.

The School's values are:

- **Excellence**
- **Compassion**
- **Determination**
- **Opportunity**
- **Service**

The School is a selective co-educational day school. In its recruitment process it seeks to identify bright girls and boys who have both strong academic potential and also a willingness to take advantage of the wide range of extra-curricular opportunities that are available.

Upon making an enquiry with the School (by telephone or via the website), prospective parents are sent a pack which includes the Junior School Prospectus, school fees information, a copy of the Junior School Hoc Age magazine and details of how to proceed with an application. Specimen assessment papers are available on request for Year 5 and 6 entries. Parents are also encouraged to visit the School, either by registering to attend an Open Event or by making an appointment to meet with the Junior School Headmistress.

Upon completion of the online application and payment of a registration fee, the prospective pupil's details are placed on the School Information Management System (SIMS) database. This ensures that all relevant information with regard to pupil assessment days is sent to parents at the appropriate time of the year. If a pupil's application to the School is not successful or if the pupil does not join the School for another reason, their details are deleted from SIMS. If parents wish to reapply in a subsequent year, they would be required to complete a new online application form and pay a further registration fee.

### **Admission to the School**

Admission to the School is by selection following an assessment process. Pupils are assessed for entry to the School at each year group. The entrance assessments take place on fixed dates during the spring term. The assessment dates are published in advance on the School's website. However, pupils can be assessed at other times at the discretion of the Headmistress of the School.

### **Assessments**

Candidates for assessment spend a day in the School where they are assessed as appropriate by the Headmistress, members of the Junior Leadership Team (JLT) and teachers.

Candidates are assessed primarily in English and maths but other activities may be undertaken.

**Year 2 – candidates for entry to Year 2 are assessed in the following areas:**

- Their ability to follow instructions.
- English - their reading comprehension age, the fluency of their reading, their spelling age, their descriptive and creative writing skills and their oral ability.
- Maths - their maths age and their written responses to age appropriate maths questions.
- Their interaction with their peers and the assessing teachers.
- Their responses to new concepts that they are introduced to during the assessment day.

**Years 3 and 4 – candidates for entry to Years 3 and 4 are assessed in the following areas:**

- Their ability to follow instructions.
- English - their reading comprehension age, the fluency of their reading, their spelling age, their descriptive and creative writing skills and their oral ability.
- Maths – their maths age, their written responses to age appropriate maths questions and their knowledge of times tables appropriate to their age.
- Their interaction with their peers and the assessing teachers.
- Their responses to new concepts that they are introduced to during the assessment day.

**Years 5 and 6 – candidates for entry to Years 5 and 6 are assessed in the following areas:**

- Their ability to follow instructions.
- English - their reading comprehension age, their understanding of age appropriate vocabulary, age appropriate punctuation and grammar rules, their spelling age, their descriptive and creative writing skills including the use of figurative language.
- Maths – their maths age and their written responses to age appropriate maths questions including their knowledge of times tables-up to and including the 12 times table.
- Their interaction with their peers and the assessing teachers.
- Their responses to new concepts that they are introduced to during the assessment day.

Following the entrance assessment, successful candidates will receive written confirmation of the offer of a place at the School together with an enrolment form. To formally accept the place, parents must then complete and return the enrolment form along with a non-refundable deposit, which will be offset against the first term's fees. Prior to the pupil starting at the School, a welcome pack will be forwarded to parents. The Welcome Pack includes all of the documentation needed to enrol a pupil at the School. Depending on the time of the year, the Welcome Pack may include:

- information about school uniform;
- term dates;
- Information for Parents Booklet;
- Health and Safety Booklet to be read with their child;
- Health and Safety Medical Information Booklet;
- Parental consent and medical information form;
- information on purchasing a mouth guard (Years 4 – 6);
- details of 'New Pupils' Day';
- Transport detail form;
- information about School fees;
- information about the Parents' Association;

- a T-shirt.

Much of the information above is also published on the School's website.  
<http://www.bradfordgrammar.com/>

### **Transition to the Senior School**

It is anticipated that all Junior School pupils will move up to the Senior School and Junior School Pupils are not required to sit the Senior School Entrance Examination. However, the final decision about whether a child will be accepted into the Senior School, is at the discretion of the Junior School Headmistress and the Senior School Headmaster.

**Policy reviewed by:** Mrs C Orviss, Deputy Head Academic  
**Last policy review date:** November 2018  
**Next policy review date:** Summer 2019