

RGCS

GUILDFORD

Admissions Supplement
2018-2019





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1. INTRODUCTION

We appreciate that choosing the right Secondary School for your son is an important decision for each family and one which, at first, can seem a complex and daunting challenge. The Admissions Supplement is designed to take you through this step by step and to provide all necessary information to ensure you have the peace of mind that you fully understand the process. We are, however, always happy to answer in person any questions you may have.

The RGS provides three main points of entry for boys: First Form (Year 7, 11+), Third Form (Year 9, 13+) and Lower Sixth Form (Year 12, 16+). Places very occasionally become available in other year groups; further details are available from the Head of Admissions (Registrar and Marketing). The School does not accept boys into the Fifth Form (Year 11, 15+) or the Upper Sixth Form (Year 13).

We are fully committed to ensuring that entry to the School is based on merit rather than financial circumstances and, as such, we offer a number of means-tested bursaries.

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2. HEADMASTER'S WELCOME

The RGS is a dynamic learning environment which inspires, challenges and stretches boys in the academic and co-curricular spheres. The School provides a supportive, nurturing culture conducive to boys reaching, and surpassing, their natural potential. Students flourish if enjoyment, support and good humour are at the heart of their daily life and this is what we strive to achieve. As I often say, we take what we do seriously, but we don't take ourselves too seriously.

One of our most notable qualities, however, is the innate sense of community which characterises all those associated with the RGS. As a town-centre school in the heart of Guildford, generations of students have appreciated the importance of working in close conjunction with those outside the school walls. The spirit of positivity and co-operation which exists between students, parents, staff, the local girls' schools and the immediate and wider community is at the core of the School's ethos. This means that our boys emerge as rounded, humble and thoroughly decent individuals ready to face the challenges of a rapidly-changing world.

The RGS is about so much more, however, than just the classroom. Opportunities abound and we welcome applications from boys who want to immerse themselves fully in every opportunity which the School offers.

Although we hope that the following pages answer all the questions you may have, the Admissions pages on the RGS website can provide further clarification and the Head of Admissions (Registrar and Marketing) is always willing to discuss any further queries. Please do not hesitate to contact us; we shall be delighted to assist.

Dr Jon Cox
Headmaster

3. CHOOSING THE RIGHT SCHOOL

Choosing a school is often likened to house hunting. Although you can have a list of requirements and the particulars of a property can tick all the boxes, until you step foot into a house you cannot tell whether there will be an emotional attachment, whether you can envisage you and your family putting down roots and being happy.

The RGS provides plenty of literature from the website to the prospectus, all of which provide the particulars, the factual information about what the School offers. It is not, however, until you visit the School that you will start to get a feel for a living, breathing community which is not characterised by facts and figures but characterised by individuals. As parents, you know your son best and it is only when you visit the School that you will know whether the RGS is a good fit for your son.

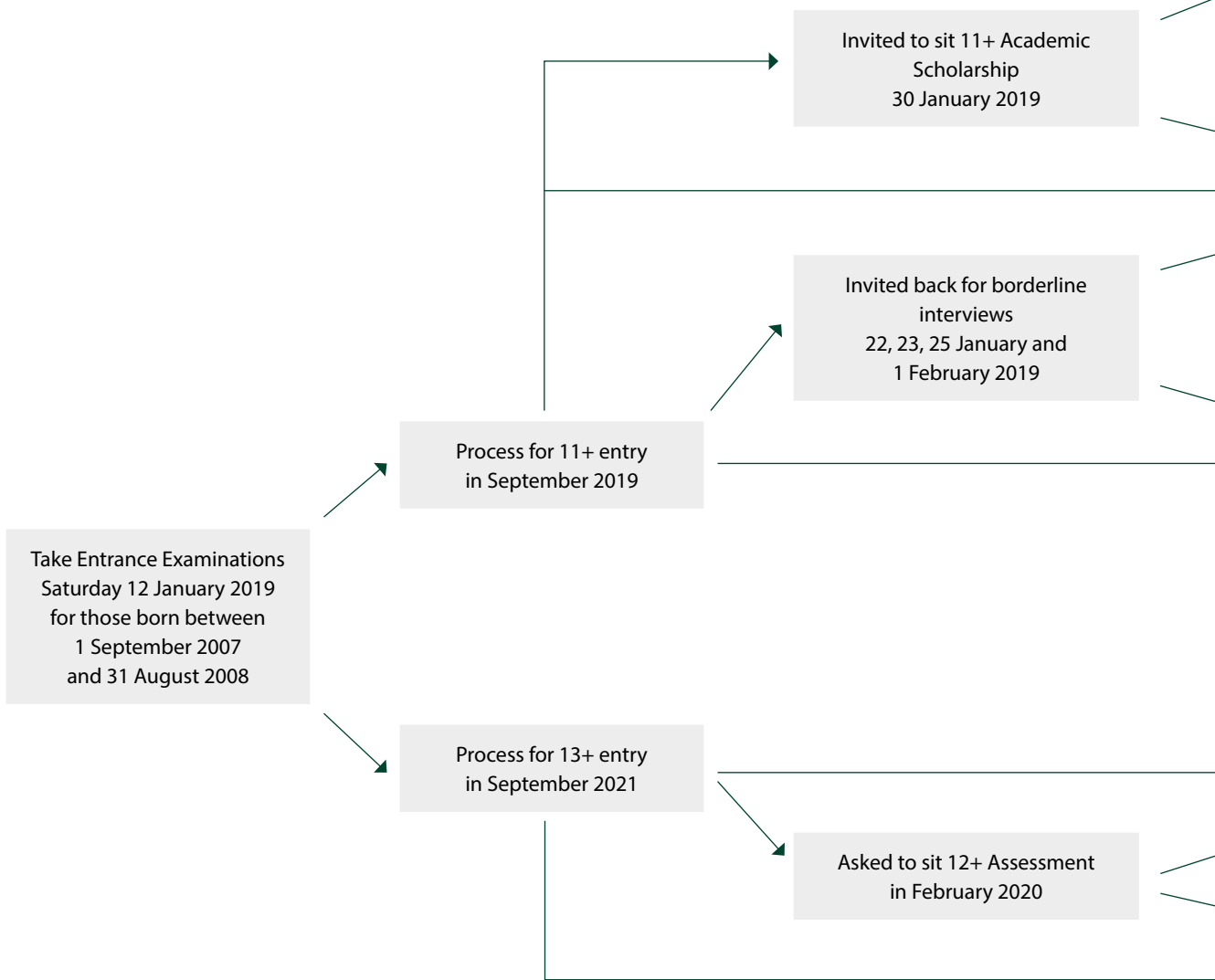
To determine whether the RGS is the right school, we would recommend three things. Firstly, talk to your son's current head. He / she knows your son well and can advise you whether the RGS is suitable environment

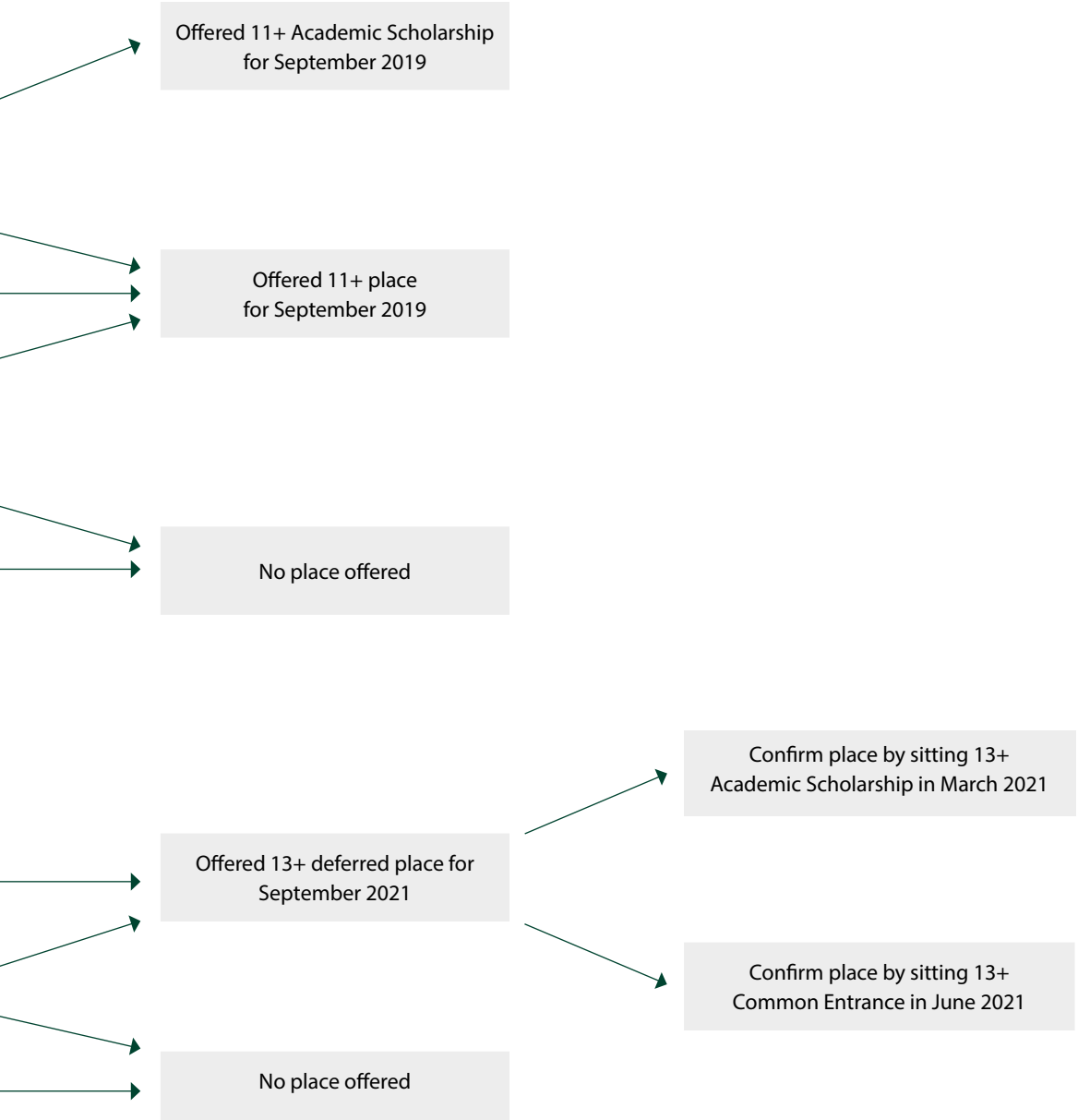
which will allow him to flourish. Secondly, talk to the people who have a connection with the RGS, find out their experiences and impressions of the School. Finally, look at the School's social media accounts on Facebook and Twitter *@RGSGuildford*. They provide an insight into the realities of daily life at the RGS and provide an impression of the rich diversity of opportunity at the RGS.

The RGS holds one Open Morning each year on the first Saturday in October where prospective parents and boys can hear a talk from the Headmaster and have a guided tour of the School by a current pupil. Appointments to visit the School are usually available during the Autumn and Summer Terms; these are small group appointments. A visit to the RGS, which lasts up to one hour, involves a general meeting with the Headmaster, followed by a tour of the School given by a boy - a former student of your son's school if possible. The visit ends with a discussion with the Head of Admissions (Registrar and Marketing).

“Pupils overwhelmingly enjoy
being at the school”

OVERVIEW





Excellent interaction takes place
between pupils of all age groups

4. 11+ ENTRY

STEP 1: REGISTRATION



To be considered for a place, the registration form and non-returnable registration fee should be submitted by **1 November** of Year 6. Late applications will be considered at the Headmaster's discretion. A confidential reference will then be requested from the Head of the boy's current school and they will be invited to attend an assessment on the second Saturday in the following January.

STEP 2: ASSESSMENT



The boys will sit a day of papers in English, Mathematics and Verbal Reasoning, each paper lasting one hour. All papers have been designed to be appropriate for boys leading up to Key Stage Two, using the Year 6 programme of study as per the National Curriculum. The aim is to test academic potential and innate ability rather than knowledge of facts. Please note that none of the papers for the 11+ Entrance Examinations are available outside the RGS. In addition, the boys will be interviewed in pairs where they will be able to talk about themselves and their interests.

Candidates who are living overseas at the time of testing may choose to take the tests under formal examination conditions at their current school. These candidates may not be required to attend an interview.

Second interviews may be held for some boys during January and February in order to confirm whether the RGS is a school in which they would flourish.

STEP 3: RESULTS



Following the 11+ Entrance Examinations for those candidates wishing to enter the First Form:

1. Candidates who have performed exceptionally well will be offered places but will also be invited back to sit the RGS 11+ Academic Scholarship papers. A small number will also be offered a Scholarship.
2. Candidates who seem likely to flourish from the start at the RGS, but whose performance is not of potential Scholarship standard, will be offered places.
3. Candidates about whom the School remain uncertain will be called back shortly after the Entrance Examinations for a second interview. If, at this stage, it is felt that they have the potential to do well at the RGS, they will be offered places.
4. Candidates whose performance suggests that they are unlikely to be able to cope with the pace and rigour of the RGS curriculum will not be offered places and will be informed of this decision at an early stage.

Letters to the parents of candidates to whom the School will not be offering a place will be sent out by the end of January. All other letters are sent out towards the middle of February, on a date agreed by all schools which are members of the Trinity Group.

The RGS does not provide examination marks to candidates' parents as it considers these to be meaningless in isolation; however, the Headmaster, Head of Admissions (Academic) or Head of Admissions (Registrar and Marketing) are always happy to discuss a candidate's performance with the Head of his current school.

5. 13+ ENTRY

STEP 1: REGISTRATION

The entrance procedure for the Third Form applies to those boys who are thirteen years old on 31 August in the year of entry. To be considered for a place, the registration form and non-returnable registration fee should be submitted by **1 November** of Year 6. Late applications will be considered at the Headmaster's discretion. A confidential reference will then be requested from the Head of the boy's current school and they will be invited to attend an assessment on the second Saturday in the following January.

STEP 2: ASSESSMENT

Boys wishing to enter at thirteen from Preparatory Schools must also take the 11+ Entrance Examinations in Year 6 for a deferred (conditional for 2019, thereafter unconditional) offer to be confirmed by passing the 13+ Scholarship or by completing the Common Entrance examinations in Year 8. The boys will sit a day of papers in English, Mathematics and Verbal Reasoning with each paper lasting one hour. All papers have been designed to be appropriate for boys leading up to Key Stage Two, using the Year 6 programme of study as per the National Curriculum. The aim is to test academic potential and innate ability rather than knowledge of facts. Please note that none of the papers for the 11+ Entrance Examinations are available outside the RGS. In addition, the boys will be interviewed in pairs where they will be able to talk about themselves and their interests.

Candidates who are living overseas at the time of testing may choose to take the tests under formal examination conditions at their current school. These candidates may not be required to attend an interview.



STEP 3: RESULTS

Following the 11+ Entrance Examinations for those candidates wishing to enter the Third Form:

- Candidates who we feel will flourish at the RGS will be offered a deferred (conditional for 2019, thereafter unconditional) place. They will confirm their offers in due course, either by passing the RGS Scholarship papers in the March of their Year 8, or subject to the following criteria:
 - Continuing and regular attendance at their Preparatory School until the end of Year 8;
 - A report from their Preparatory School confirming that the levels of application and achievement have been maintained throughout Years 7 and 8;
 - Completion of the Common Entrance examinations which we regard, in terms of knowledge and study skills, as excellent preparation for a successful transition at 13+. Indeed, your son's performance in these may inform our decisions with regard to setting in certain subjects;
 - In the event of any papers raising concerns about an individual's progress in a particular subject, the RGS will provide support material which we would expect the pupil to work through methodically prior to joining the School.
- Candidates about whom the School remain uncertain will be offered the opportunity to sit 12+ Assessment the following February.
- Candidates whose performance suggests that they are unlikely to be able to cope with the pace and rigour of the RGS curriculum will not be offered places and will be informed of this decision at an earlier stage.

Letters to the parents of candidates to whom the School will not be offering a place will be sent out by the end of January. All other letters are sent out towards the middle of February, on a date agreed by all schools which are members of the Trinity Group.

“Mutual respect for the views of
others is common”

6. SIXTH FORM ENTRY

STEP 1: REGISTRATION

Admission to the RGS Sixth Form is subject to the availability of places. To be considered for a place, the registration form and non-returnable registration fee should be submitted by **1 December** of the academic year in which they become sixteen.

STEP 2: ASSESSMENT

At this point, most candidates will not have taken the majority of their GCSEs, but the RGS will ask the candidate's current school for a report to include his mock GCSE predictions. The candidate will then be invited to the RGS for a series of interviews in early March. Candidates will be interviewed by the Head of Department of each of the subjects they are considering taking in the Sixth Form (recognising that they may not have reached a final decision at this stage) and an interview with the Senior Management Team and the Heads of Sixth Form.

Offers of places are conditional upon specified grades to be achieved at GCSE. Candidates are expected to gain an A* / A grade (grades 7 - 9) at GCSE in each subject to be studied at A Level, plus a strong list of other academic GCSE's, with at least 6 A* / A grades (grades 7 - 9) including English and Mathematics. Students also need to demonstrate at the interview that they are capable conceptually of studying the subject at an advanced level and that they have the appropriate work ethic to be able to work independently, consistently and industriously at a demanding academic level. Entrants to the Sixth Form are also expected to contribute fully to the School's co-curricular programme.

Candidates from outside the British education system who are not able to take GCSEs will need to demonstrate that they have sufficient knowledge of their chosen subjects to be able to follow the courses provided in the RGS Sixth Form and will be asked to take examinations in the appropriate subjects.

STEP 3: RESULTS

If a candidate is considered suitable and has already met the academic criteria, the Headmaster may offer an unconditional place. If, as is more likely, the candidate has not yet taken GCSEs, he may be offered a conditional offer to be confirmed when results are published in August.

“Pupils are extremely loyal to the school and proud to be part of it”

“Pupils are friendly and at ease in
one another’s company”

7. ADDENDA

7.1 DETAILS OF EXAMINATIONS

● 11+ ASSESSMENT

ENGLISH

The English paper comprises two separate parts: a multiple-choice comprehension paper, involving reading and response; and an essay paper inviting continuous and creative writing, with a choice of questions.

The English paper tests understanding, spelling, punctuation, grammar and the ability to express ideas and opinions.

MATHEMATICS

The multiple-choice Mathematics paper is designed to reflect the diversity of the curriculum used in most teaching schemes. Provided a boy is numerate and can manipulate numbers easily, there should be no problem about not having met a particular topic before.

Most of the questions have been written to test the understanding of concepts and processes or to test the use of mathematics as a practical skill in a range of everyday situations. Other questions require recall of facts, properties and geometrical names.

VERBAL REASONING

This is a multiple-choice standardised paper which attempts to deal with problem solving, both linguistic and numerical.

Tests of these types for all three subject areas are widely available, for example Bond 11+ Assessment Papers.

● 12+ ASSESSMENT

Candidates are normally boys who are currently at Preparatory Schools and who have missed the opportunity to sit the RGS 11+ Entrance Examinations (the registration deadline is **1 December** of Year 7), along with a small number whom the School has invited to sit the 12+ Assessment following their performance in the 11+. The purpose is to assess whether a boy will be a suitable candidate for the RGS to join the School in the Third Form. If he is successful, he would then go on to take either 13+ Scholarship papers or Common Entrance in Year 8. The day consists of assessments in English, Mathematics and Verbal Reasoning. There is also an interview with the Headmaster and the Head of Admissions (Academic).

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● COMMON ENTRANCE

These examinations take place at Preparatory Schools in the June of Year 8 and the papers are sent to the RGS for marking.

Candidates must sit the Highest Tier Common Entrance papers in English, French and Mathematics together with papers in Biology, Chemistry and Physics. The RGS would expect the majority of boys to offer Geography and History and would welcome any combination of Classical Greek, German, Latin and Spanish. Candidates choosing to offer these must sit the Highest Tier papers available.

Candidates from Preparatory Schools who follow the Preparatory School International Baccalaureate curriculum for Humanities would not be expected to take Common Entrance papers in Geography and History. The RGS will liaise with the Preparatory Schools concerned and evidence of assessments and results gained during the course of study undertaken for the International Baccalaureate curriculum will be requested.

7.2 SCHOLARSHIPS

The School offers Academic and Music Scholarships at 11+ and 13+ ranging in value from 5% to 20% remission of fees. One King's Scholarship, representing 20% remission, is available in each category to outstanding candidates. At 13+ there is one Art and one Sports Scholarship which are both worth 10% remission of fees. A number of Honorary Scholarships are also available.

● 11+ ACADEMIC SCHOLARSHIPS

Candidates who have performed exceptionally well in the 11+ Entrance Examinations will be invited to sit the RGS 11+ Academic Scholarship papers at the end of January.

The day will comprise:

- an English paper: this will be similar to the 11+ Entrance Examination but more rigorous and demanding and not a multiple-choice format.
- a Mathematics paper: this is not a multiple-choice format, but requires the showing of working and is more rigorous and demanding than the 11+ Entrance Examination. It consists of a mixture of different types of problems, some involving multiple steps in order to arrive at a solution;
- an interview with the Headmaster and the Head of Admissions (Academic).

Please note that 11+ Scholarship papers are not available outside the RGS.

● 13+ ACADEMIC SCHOLARSHIPS

This option is open to boys who have been offered deferred (conditional for 2019, thereafter unconditional) places for the RGS Third Form following either the 11+ Entrance Examinations or the 12+ Assessment. The decision as to whether it is more appropriate for a boy to sit RGS Scholarship papers or Common Entrance is made by the Head of the boy's current Preparatory School and his parents.

The Academic Scholarship papers are written by the RGS and copies of past papers and the 13+ curriculum guide, along with application forms for all 13+ Scholarships, are provided to the Heads of Preparatory Schools in the autumn term of the year prior to the boy joining the RGS. The application forms need to be signed by the Head of the Preparatory School and a parent before being returned early January. The Scholarship papers are sat at the RGS over two days at the end of February or the beginning of March.

Boys will sit papers in English, French, Geography, History, Mathematics and Science (Biology, Chemistry and Physics). Latin is an optional paper. Each of these papers is an hour and a half in duration.

The RGS can organise interviews in Classical Greek, German or Spanish, if requested.

All Scholarship candidates are interviewed by the Headmaster and the Head of Admissions (Academic).

The RGS will liaise with Preparatory Schools who follow the Preparatory School International Baccalaureate curriculum as to appropriate questions that could be set for the Geography and History Papers which would be accessible and fair to their candidates.

● 11+ AND 13+ MUSIC SCHOLARSHIPS

Application forms must be returned to the School by the day of the 11+ Entrance examinations in January. Auditions for both age groups are usually held at the end of January. These last about half an hour. Applicants should bring to the Scholarship audition evidence of all their musical activities, including compositions.

At 11+ a boy should be able to offer:

- a principal instrument at a standard of about Grade V;
- singing or a second instrument at a standard of about Grade III (if the principal instrument is piano, a higher grade would be expected on a second instrument).

Aural tests and sight reading on a principal instrument will both be at a standard of about Grade IV. There will be a short interview to assess a candidate's musical interest and promise.

At 13+ a boy should be able to offer:

- a principal instrument at a standard of about Grade VI – VII;
- a second instrument at a standard of about Grade V (if the principal instrument is piano, a higher grade would be expected in the second instrument).

Singing may be offered as additional evidence of musicianship. Aural tests and sight reading on a principal instrument will both be at a standard of about Grade VI. There will be a short interview about a candidate's musical interests and general musical knowledge.

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● 13+ SPORTS SCHOLARSHIP

This option is open to boys in Year 8 who have been offered deferred (conditional for 2019, thereafter unconditional) places for the RGS Third Form and to current RGS Second Form boys who joined the School at 11. The assessment for the Sports Scholarship takes place at the beginning of the Summer Term at the RGS. The boys will be assessed not only on their sporting ability but they also need to demonstrate that they have the qualities of coachability, leadership, teamwork and communication. In addition, the boys will be interviewed by the Director of Sport.

● 13+ ART SCHOLARSHIP

This option is open to boys in Year 8 who have been offered deferred (conditional for 2019, thereafter unconditional) places for the RGS Third Form and to current RGS Second Form boys who joined the School at 11. The Art Scholarship takes place at the RGS in February. The boys are assessed during an observational drawing session and they also have an interview with the Headmaster and the Head of Art. Boys must bring with them a portfolio comprising no more than ten pieces including working drawings or sketchbooks, and finished works of which at least two should be in colour. Any three-dimensional pieces should be presented in photographic form.

● SCHOLARSHIP RESULTS

Following the 11+ Academic and Music Scholarships, the decisions are sent out with the main 11+ results on the Trinity Group posting date in mid-February.

Following the 13+ Academic Scholarships, there are three categories of result:

- A small number of boys will be offered a place with a Scholarship.
- Boys whose performance suggests they will flourish at the RGS will be offered a place but no Scholarship. Some of these boys may be asked to sit Common Entrance papers in particular subjects.
- Some may be asked to sit Common Entrance papers in all subjects. In the very unlikely event of a boy substantially underperforming in these examinations that it is no longer felt he will thrive at the School, the Acceptance Deposit will be returned in full.

The 13+ Academic, Art, Music and Sports Scholarships decisions are sent out within two weeks of taking them.

“Pupils show emotional maturity and
a strong sense of right and wrong”

“Pupils are consistently polite
and courteous”

7.3 EQUAL OPPORTUNITIES

The RGS encourages all its pupils to respect and serve others regardless of ethnic origin, gender, sexual orientation, religion or disability. The School condemns any form of prejudice or denial of equal opportunity in these areas. Those in a position of responsibility will seek to ensure that all pupils at the RGS benefit equally from its provision. To this end, the School is committed to:

- an entry policy to a boys' school which makes no discrimination as set out by the Equality Act 2010;
- the promotion of a culture within the School which actively discourages discrimination;
- providing a curriculum which emphasises positive aspects of, and contributions to, a healthy and tolerant lifestyle;
- within the constraints of existing buildings and location, ensuring that disabled members of the School community are not unreasonably disadvantaged (further detail is provided in the School's Disability Access Plan);
- taking appropriate action in instances of discrimination on the grounds of ethnic origin, gender and sexual orientation, religion or disability.

It is important that the School is advised of the nature of any disability before the candidate comes to an assessment. On the 11+ Entrance Examinations day, a special examination room is set up near to the School Nurse's room which is used for those boys needing special care or medication. If a candidate has an injury which temporarily prevents him writing, an amanuensis and/or computer can be provided. A prefect will be allocated to look after the candidate for the whole of the assessment day including break times. The School can provide large print examination papers if it is notified by the end of the Autumn Term.

7.4 SPECIAL EDUCATIONAL NEEDS

The RGS adopts an inclusive policy and pupils with Special Educational Needs are offered the opportunity to join the School if they satisfy the School's selection procedures. Parents may be asked to contribute to any special resources. Pupils with Special Educational Needs will have access to the whole school curriculum and be fully integrated into the School. Exceptional circumstances, which may affect such access, will be dealt with on an individual basis in consultation with the Head of Learning Support, Head of Year, Deputy Heads, parents and the pupil himself.

Parents are asked to send in a copy of the Educational Psychologist's report (strictly dated within the last eighteen months) by the last day of the preceding term prior to the examinations. No extra time is allowed in the examinations unless this is specified in the Educational Psychologist's report.

7.5 FEES

First to Sixth Forms	£6,095 per term
Lunches (compulsory for First and Second Forms)	£285 per term

The fees are payable in advance on, or before, the first day of term and include the cost of most stationery and textbooks, games and school societies, but exclude a small number of items, for example public examination and UCAS entry fees. Any fees paid after the first day of term will be subject to late charges as specified in the *Acceptance Form*. Individual music tuition is provided at an extra charge. There are no sibling discounts.

The Governors reserve the right to review or alter fees at any time and at half-a-term's notice.

The acceptance of a place is subject to the School's *Terms and Conditions*, returning the signed *Acceptance Form* and paying the *Acceptance Deposit*, which equates to 25% of the first term's fees. The deposit is non-refundable until the boy leaves the School, unless the offer of a place is withdrawn by the Governors in which case it will be refunded in full. Should the boy not take up the place offered for any other reason, the *Acceptance Deposit* will be forfeited.

A full term's notice in writing is required before the removal or withdrawal of a boy prior to starting at the RGS, otherwise a full term's fees will be payable.

7.6 BURSARIES

Entry is competitive, but any parent who would like their son to come to the RGS should not be deterred from applying for financial reasons as it is the policy of the School to make the education offered as widely available as possible. Means-tested bursaries, up to 100% remission of fees, are available according to financial needs and the funds available for bursaries. These are administered by the Bursar and further information is available from the Bursary Department and on the Admissions section of the website.

The Admissions Policy is determined and administered by the Headmaster on behalf of the Governors; the Headmaster's decision on admissions matters is final.

“The pastoral care leads to exemplary standards of behaviour and open, warm relationships”

8. DATES

11+ Entrance Examinations	Saturday 12 January
11+ Interviews	Tuesday 22 January Wednesday 23 January Friday 25 January Friday 1 February
11+ and 13+ Music Scholarship Auditions	Monday 28 January Tuesday 29 January
11+ Academic Scholarships	Wednesday 30 January
12+ Assessment	Tuesday 5 February
13+ Art Scholarship Drawing Test	Wednesday 27 February
13+ Academic Scholarships	Monday 4 March Tuesday 5 March
Sixth Form Interviews	Wednesday 6 March Thursday 7 March
13+ Sports Scholarship Assessment	Friday 3 May

9. CONTACT DETAILS

ADMISSIONS STAFF

Mr Jimmy Pressley	Senior Master
Dr Elodie Hudson	Head of Admissions (Academic)
Mrs Kathryn Sweet	Head of Admissions (Registrar and Marketing)

ADDRESS

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This supplement describes the broad principles on which the School is presently run and does not form part of any contractual agreement between parents or guardians and the School.

All quotations are taken from our most recent ISI Inspection Report.

RGS and Lanesborough is a company limited by guarantee incorporated in England and Wales, Company Number 10874615.
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