



# ADMISSIONS POLICY

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V1.1	27/3/ 2024	Principal Director of External Relations	27/3/2025	Board of Governors	Update to fee, Governors Discretion on Offers English Language Requirements
V1.2	23/08/2024	Admissions Manager	23/08/2025	Admissions Manager	Update to application deadlines and Junior School assessment months.
V1.3	31/10/2024	Admissions Manager	31/10/2025	Admissions Manager	Acceptance fee updated to reflect addition of VAT



## **INTRODUCTION**

This policy sets out our approach to admitting pupils, our aims are:

- To identify applicants whose academic potential and other attributes appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered in the school,
- To be as accessible and as inclusive as possible in line with the school's ethos,
- To ensure compliance with the school's charitable purpose,
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.

## **THE SCHOOL**

George Heriot's School admits children from the ages of 4-18. Whilst the majority of new pupils to the School have no direct connection with Heriot's, priority is given to Foundationers and siblings of existing pupils. Our Nursery caters for children in their pre-school year. The main entry points are Primary One, Primary Six, Primary Seven and Senior One but we are delighted to consider applications for a number of places in some other years as referred to below. With the exception of the Nursery, the closing date for applications to the Junior School is November 15<sup>th</sup> and for the Senior School is December 1<sup>st</sup> in the year prior to entry, but late applications may be accepted provided there are vacancies. A non-refundable registration fee is payable for all applicants. If an applicant is offered a place at George Heriot's School and it is accepted, a non-refundable Acceptance fee of £360 (inc. VAT) will be charged.

## **PRE-CONDITIONS FOR ADMISSION**

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- A copy of the applicant's passport or birth certificate is provided at the point of application.
- As we do not offer sponsorship for Child Student Visa applications, we require a copy of right to remain or equivalent documentation, where applicable.
- For international applicants applying to P6-S6 who do not have English as a first language, we require them to have passed the Cambridge A2 Key for Schools qualification and a copy of the completed certificate should be provided with the application form.
- In order that the question of adjustments may be considered, Parents/Guardians must confirm whether the applicant has any disability, additional support needs, learning difficulties or medical condition and provide details of any professionals who have been, or are currently involved with the applicant; these may include a Paediatrician, Educational or Clinical Psychologist, Speech and Language Therapist, Visiting Teacher Support Service, Occupational Therapist or CAMHS.
- The present school reports satisfactory attitudes and conduct on the part of the applicant.
- Fees (if applicable) at the present school have been paid up to date and the parents are able, if required, to satisfy the Finance Office that they are in a position to pay the fees for George Heriot's School.



## **ASSESSMENT ARRANGEMENTS**

Parents/guardians are asked to advise the School of any special circumstances regarding their application, for example if the applicant has a disability, additional support needs, learning difficulties or medical condition, to ensure that arrangements can be put in place for a fair and appropriate assessment. If there are any other relevant circumstances that may have a bearing on the applicant's ability to perform in the assessment, such as family illness, we would wish to know about that in advance of the assessment. Reasonable adjustments to the assessment process will be put in place for applicants with a disability or additional support needs and the input of our Support for Learning Department will be sought in consultation with the pupil and his/her parents/guardians.

## **JUNIOR SCHOOL**

### **Nursery**

Nursery places are currently offered on a first come, first served basis with priority given, where possible, to siblings. Our Nursery provides a one-year preschool experience. Reapplication for the preschool year will be considered on a case-by-case basis. Whilst we hope that all of our Nursery children will progress with us to Primary One, all Nursery pupils complete our Primary One assessment in January. Any concerns about progression to Primary One will be discussed with parents/guardians at the earliest opportunity, prior to the Primary One assessment.

### **Primary One**

Entry to Primary One is by assessment which includes group play, story time and an individual standardised reasoning assessment to ascertain the stage of development the child has reached. The assessment lasts approximately 30 minutes. Every effort is made to ensure that children are relaxed and enjoy the experience. These assessments take place in the January prior to the session of entry.

### **Primary Two, Three, Four and Five**

Although we do not take new classes at these stages, we are generally able to offer a small number of places in each year group due to relocations. Assessments for Primary Two take place in the January prior to the session of entry, whilst those for Primaries Three to Five take place in November of the preceding year. Children entering Primary Two will be assessed on Primary One level work, including reading from their current school reading book, numeracy and a short Reasoning test. The Primary Two assessment takes approximately 40 minutes. Children entering Primaries Three to Five will be invited to spend a morning with us. They will sit assessments in Literacy, Numeracy and Reasoning, along with a short, group activity and a short writing test. The assessments are age related and not specific to Heriot's.



## Primary Six and Seven

We take in new classes at Primary Six and Primary Seven. The assessments take place in November in the year preceding entry and last around 4.5 hours. The assessments consist of a Literacy and Numeracy test, each of which are done on computer, and a Reasoning test, done on paper. The children are also given a short writing task to complete, and they spend time working with each other on fun, group tasks. They have a short, group interview with senior staff during the day.

## SENIOR SCHOOL

### Senior one

We have an intake of approximately 30-35 new pupils into Senior One. The entrance assessment is held in the January prior to entry. Children spend the day with us, sitting a computer adaptive test and a written English paper. The computer test is modular, covering maths, vocabulary, and logic/reasoning. The children have a chance to meet one another, take part in team building exercises and are interviewed by a senior staff member during the day.

### Senior Two – Senior Five

We welcome applications for Senior Three and Senior Five and are normally able to offer a few places in Senior Two. We do not take new pupils into Senior Four for curricular reasons. Assessments take place in the January prior to entry. All applicants will sit a computer adaptive test and a written English paper. The computer test is modular, covering maths, vocabulary, and logic/reasoning. Applicants will also be interviewed by a senior staff member during the day.

### Senior Six

Entry to Senior Six is by interview with the Principal or the Head of Senior School and a member of the Pastoral Care team and is largely based on previous performance or pastoral need.

## OFFERS OF PLACES

### Criteria for selection:

- Academic performance in the entrance assessment.
- Performance in other areas of the entrance assessment.
- Positive report or recommendation from the applicant's current school.
- The applicant's attributes, aptitudes or talents – the School is looking for well-rounded and balanced pupils.
- Whether the applicant has a sibling in the School.
- Foundation application and/or pastoral needs, either of which may be positive criteria for acceptance.



**George  
Heriot's  
School**  
Founded 1628

- We do not discriminate on grounds of the applicant's race, nationality or ethnic or national origin gender, sexual orientation, gender re-assignment, religious faith or disability.
- The offer of a place at George Heriot's School is made in consultation with the Head of the Junior or Senior School and the Principal, and at the discretion of the Governors.

#### Reasonable adjustments:

We will make such adjustments as are reasonable to address any substantial disadvantage that individual applicants with a disability may face in the assessment process. The input of our Support for Learning Department will be sought in consultation with the pupil and his/her parents/guardians and some pupils may sit their Entrance Assessment with the Support for Learning Department. In order that we can make the assessment process as accessible as possible it is important that parents/guardians engage co-operatively and openly with the School and provide us with all relevant information at the outset. As part of the admissions process, our admissions team will engage in dialogue with parents/guardians and the potential pupil about what adjustments might be reasonable and achievable in light of the needs and requirements of each individual in order to enable them to participate in School life. We seek to be as accessible and as inclusive as possible in line with the School's ethos and Aims. We may seek professional input in particular cases so that we can be appropriately informed and arrive at a solution that works in the best interests of the potential pupil and the wider school community.

#### **WAITING LIST PLACES**

Children placed on a waiting list will be offered places as and when vacancies arise. If, once the session has started and the School has been unable to confirm a place by the end of the November it will be necessary for the applicant to sit the entrance assessment for the following year. There will be no charge for reassessment, but places cannot be guaranteed.