



# **ENTRANCE PROCEDURE**

for Year 7, Year 9 & Year 12

**'vita studia una'**

## Introduction

We are a friendly and welcoming school, small enough for all pupils to be known by the staff and yet with a wide range of opportunities for all. Class sizes are small.

Lessons are taught at a lively pace using a range of teaching methods and styles. Modern resources and committed teachers mean that pupils have a very positive introduction to their formal schooling. A range of traditional academic subjects form the curriculum.

As children progress through the school the range of opportunities available to them increases. A full programme of co-curricular activities takes place each week. The school has a strong and thriving commitment to Drama, Music, Art and PE/Games. This teaching is enhanced through partnerships with high-quality qualified outside providers who come into the school and through our school visits programmes.

We also have a commitment to support those in need, both at home and abroad, through our charity fund-raising activities.

We are a community of learners - pupils, teachers and parents. We recognise the significance of the unique partnership between school and home and seek to do all we can to make these important years happy, satisfying and enjoyable for you and your children.

## Our Aims

The objectives of the school are ***to help each pupil become a balanced, happy and articulate person with the intellectual freedom to be creative, the confidence to initiate, the resilience to cope with adversity, the compassion to serve others and motivated to have a lifelong love of learning.*** The same objectives also apply to each member of staff.

The school sets out to create opportunities to seek, to realise, to recognise and to reward the best in everyone. This is achieved through learning together. The school will demonstrate a clear and ambitious purpose which can be summed up in the three phrases: "***The Best in Everyone***", "***Learning Together***" and "***vita studia una***".

The school embraces diversity, intellectual variety and is broadly Christian-based in all its moral teaching and approach, but welcomes children of all faiths and of none.

## UCST Christian Ethos

The Christian faith acknowledges the value and uniqueness of every human being regardless of gender, age, ethnic origin, creed or sexual orientation. It teaches the importance of love, respect, forgiveness and the need to work for peace and justice. We believe that true education must encourage the physical and spiritual development of each pupil. Whilst the Christian faith is the majority culture with historical roots in Britain, we also acknowledge that we are a multi-faith and multi-cultural society. We honour and respect the position of those of other faith traditions and cultures, and welcome the contribution that they bring to our schools.

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## **Procedures for Entry at 11+ and 13+**

If you would like to consider Hampshire Collegiate School for your child's education, please follow the procedure outlined below.

On receipt of this information booklet, please make an appointment with The Principal of the School: Mr Hector MacDonald by calling his PA on 01794 512206.

Your visit to the school will include a discussion with Mr MacDonald or a member of the Senior Leadership Team and a tour of the school site. The tour will allow you to see pupils and teachers at work in the Senior School.

Following your visit, if you wish to proceed with the application, please complete the Senior School registration form and return it to the Registrar, Mrs Jo Baird, by the last Friday in November together with a registration fee of £50.

Parents and pupils are invited to our Open Days in September and October. Year 6 pupils are also invited to attend a 'taster morning'. Our Taster Morning for entry into Year 7 and Year 9 will be in November. The Registrar will send out information advising dates.

On receipt of the Senior School registration form, pupils will be invited to sit the entrance assessments. Assessment Day for entry into the Senior School is held in January. There will be papers in English and Mathematics and a non-verbal reasoning test.

If you wish your son/daughter to be considered for a Sport, Drama, Art or Music scholarship, please complete the enclosed form and return it with the registration form.

Registered pupils will also be invited to attend an interview during January.

A report will be requested from The Head of the pupil's current school.

A place will be offered to the pupil on achievement of an appropriate standard in the assessments and receipt of a good school report. For entry into Year 7, candidates will be required to show that they are likely to achieve the equivalent of Level 4, or above, in KS2 SATS. For entry into Year 9, candidates will be required to show that they are likely to achieve the equivalent of level 6.

During the marking of the entrance assessments, consideration will be given to candidates with learning differences. To enable this, copies of any Educational Psychologist's report and school IEPs should be sent to Mrs Jo Baird with the registration form.

An offer of a place will be made in writing towards the end of February.

Offers of places will be held open until the first Monday in March. Parents should accept the offer in writing and send the completed acceptance form to the Registrar, Mrs Jo Baird, together with a deposit of £250 on or before the first Monday in March. After this date, places may be offered to other candidates.

## Scholarships at 11+ and 13+

Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award a scholar must also display high standards in discipline and effort and be a credit to themselves and the school.

Scholarships are awarded on merit.

### Academic Scholarships

Pupils who perform well in the assessment papers and have a good supporting report from their Head of Junior School or Prep School will be **selected** for the academic scholarship award. Application forms are not needed for this award.

A report will be requested from The Head of the pupil's Junior or Preparatory School in support of the scholarship application.

Achievement in Maths and English papers will form part of the assessment for the award of a scholarship.

### Art, Drama, Music and Sports Scholarships

The enclosed forms should be completed if a pupil is to be considered for these awards. The Head of Junior/Preparatory School must sign these application forms. These should be returned to the School Registrar, Mrs Jo Baird, with the Senior School registration form before the last Friday in November.

**Arts Scholarships:** Candidates applying for these scholarships will be of high ability or aptitude in the subject of the scholarship. Music, Art, and Drama Scholarships will be awarded by either audition, portfolio and/or interview. Prior achievement will be important in these awards. Successful candidates will be expected to make a significant contribution to school performances and displays.

**Sports Scholarships:** Candidates applying for this award should have displayed talent in a chosen sport. They should already have represented their chosen sport or physical activity at County level or be capable of achieving a similar standard. The award will be made by skills testing in three chosen areas. The sports award will take into account prior experience and achievement. Successful candidates will be expected to make a significant contribution to school teams.

Interviews for award of Art, Drama, Music and Sports Scholarships will be held during the period from January of the year of entry.

**11+ and 13+ scholarships.** Made on entry into Year 7 and Year 9.

Academic scholarships: Up to 50% of fees. Reviewed each year.

Art, Music, Drama and Sport: Up to 50% of fees. Reviewed each year.

**The School reserves the right not to award scholarships if candidates do not achieve the standard required.** If an award is not made to the upper limit of 50% of fees, smaller

scholarship awards may be made between 10% and 40% of fees.

## **Guidelines for Assessment Papers at 11+**

### **English (1 hour)**

The best preparation is for the pupil to read widely and to discuss her or his reading with parents or other adults. Most of the questions set are open-ended and candidates are asked to write as fully as possible.

The examination will assess pupils' reading comprehension skills and creative writing.

### **Mathematics (45 minutes)**

The examination is intended to allow the students to show they are confident and competent at dealing with mathematical problems appropriate to 10-11 year olds. Students should be confident in the work covered in Year 5 & 6, and revision of this work should be sufficient. Questions will include: number, algebra, space and shape, and data handling.

Mathematics and English papers will be based on KS2 SATs.

## **Guidelines for Assessment Papers at 13+**

### **English (1 hour)**

The best preparation is for the pupil to read widely and to discuss her or his reading with parents or other adults. Candidates are asked to respond to various forms of writing; there will be a comprehension exercise and an essay. Most of the questions set are open-ended and candidates are asked to write as fully as possible.

The examination will assess pupils' reading comprehension skills and creative writing.

### **Mathematics (45 minutes)**

The examination is intended to allow pupils to show that they are confident and competent dealing with mathematical problems at a level appropriate for a 12-13 year old. Students should be confident in the work already completed in Years 7 & 8, and revision of this work should be sufficient. Questions will include: number, algebra, space and shape, and data handling.

Practise papers are not available.

### **Assessment Interview**

The assessment procedure will involve a short interview (about 25 minutes) with a member of the Leadership Team. The interview will give the pupil an opportunity to introduce him/herself and to discuss his/her interests. There is no need of any coaching for this interview: pupils should be spontaneous in demonstrating their communication and observational skills. Parents will be notified of the date and time.

## **Entrance Procedure At 16+**

If you would like to consider Hampshire Collegiate School for your child's 6<sup>th</sup> Form education, please follow the procedure outlined below.

On receipt of this information booklet, please make an appointment with The Principal of the School: Mr Hector MacDonald by calling his PA on 01794 512206

Your visit to the school will include a discussion with Mr MacDonald or a member of the Senior Leadership Team and a tour of the school site. The tour will allow you to see pupils and teachers at work in the Senior School.

Following your visit, if you wish to proceed with the application, please complete the Senior School registration form and return it to the Registrar, Mrs Jo Baird by the last Friday in November together with a registration fee of £50.

A report will be requested from the Head of the pupil's previous school.

An offer of a place will be made on the following conditions:

- pupil attains a minimum of 5 GCSE grades at A\* - C.
- pupil attains GCSE grade B, or above, in subjects to be studied at AS or A2 level.
- a suitable reference from the Head of the pupil's current school is received.

Offers of places will be held open until the first Monday in March. Parents should accept the conditional offer in writing and send the completed acceptance form to the Registrar, Mrs Jo Baird, together with a deposit of £250 on or before the first Monday in March. After this date has passed places may be offered to other candidates.

## Scholarships at 16+

Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award a scholar must also display high standards in discipline and effort and be a credit to themselves and the school.

Scholarships are awarded on merit.

### Academic Scholarships

Academic scholarships are awarded to pupils who:

- a. have the potential to attain 65 GCSE points within 8 GCSEs (A\*=8, A=7, B=6, etc)
- b. have an excellent reference from the Head of their current school

### Arts and Sports Scholarships

The enclosed form should be completed if a pupil is to be considered for these awards. These should be returned to the School Registrar, Mrs Jo Baird, with the Senior School registration form before the last Friday in November.

**Arts Scholarships:** Candidates applying for these scholarships will be of high ability or aptitude in the subject of the scholarship. Music, Art, and Drama Scholarships will be awarded either by audition, portfolio and/or interview. Prior achievement will be important in these awards. Successful candidates will be expected to make a significant contribution to school performances and displays.

**Sports Scholarships:** Candidates applying for this award should have displayed talent in a chosen sport. They should already have represented their chosen sport or physical activity at County level or be capable of achieving a similar standard. The award will be made by skills testing in three chosen areas. The sports award will take into account prior experience and achievement. Successful candidates will be expected to make a significant contribution to school teams.

Details of assessment for scholarship will be sent to applicants.

**16+ scholarships.** Made on entry into Year 12.

Academic scholarships: Up to 50% of fees. Reviewed each year.

Art, Music, Drama and Sport: Up to 50% of fees. Reviewed each year.

**The School reserves the right not to award scholarships if candidates do not achieve the standard required.** If an award is not made to the upper limit of 50% of fees, smaller scholarship awards may be made between 10% and 40% of fees.

## UCST Bursaries

Emergency bursaries may be awarded in exceptional circumstances to girls or boys already on roll whose families suffer unexpected financial difficulties. These bursaries are designed to provide short-term assistance. Bursaries are means tested and are reviewed annually.

Clergy bursaries are available for sons or daughters of clergy.

All bursaries are means tested.

## Church Schools Foundation Assisted Places

The Church Schools Foundation offers financial support to help children enter into independent education in one of their United Church Schools Trust schools. Entry may be at the following ages:

11+ years Year 7

16+ years Year 12

All applicants are required to complete a confidential declaration of all parental/household income in order to assist us in assessing the individual assets of each case and to enable us to compare applications with others in order to decide who should receive awards. The information supplied will remain strictly confidential.

The level of the awards will vary depending on the parental/household income, but there are no completely free places and all parents will be expected to pay a percentage of fees.

All awards made will be re-assessed annually and may increase or decrease depending on income.

To qualify for an Assisted Place, your child must also have good academic potential.

Please complete the enclosed form and return to the Registrar: Mrs Jo Baird.

Further details may be requested from Mr MacDonald.

## Other Discounts

**Sibling Discount:** A discount is available for second and subsequent children entering the school as follows:

- 5% for 2<sup>nd</sup> child
- 10% for 3<sup>rd</sup> child
- 15% for 4<sup>th</sup> child

Forces discounts are available for boarding pupils.

## **UNITED CHURCH SCHOOLS TRUST**

### **Scholarship, Bursary or Church Schools Foundation Assisted Place Conditions of Award**

1. **Obligations of the Pupil:** A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. A pupil with a scholarship award is required to achieve high standards. These are the Purposes of the Award.

2. **Obligations of the Parent/s:** The parents are expected to support and encourage the pupil to achieve the purposes of the Award and to uphold the aims and the good name of the School. The parents are also required to pay the balance of the account by the due date.

3. **Withdrawal of the Award:** The Award may be withdrawn by written notice sent to a parent if, in the opinion of the Governors acting in good faith, the pupil or a parent has not complied with the obligations set out at paragraphs 1 and 2 above or otherwise the pupil has fallen below the required standards of conduct and progress and in, the further opinion of the Governors, there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal of the Award shall take effect from the start of the following term.

Further, the Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parent.

4. **Repayment events:** Parents shall be required forthwith upon written notice to repay all or part of the benefits they have received under the Award in any of the following circumstances:

(a) up to three terms' benefits (if received) if the pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of The Principal acting in good faith;

(b) up to three terms' benefits (if received) in a case of the pupil being withdrawn for any reason during a School term without a term's written notice having been given;

5. **Fees in lieu or notice:** For the avoidance of doubt, the benefits payable under an Award do not apply to any term for which the School has required payment of fees in lieu of notice.

6. **Standard Terms and Conditions:** These Conditions of Award take precedence over any of the School's standard terms and conditions which are inconsistent with them but in all other respects the standard terms and conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.





**United Church Schools Trust**  
The best in everyone™

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