

BRISTOL GRAMMAR LOWER SCHOOL
Admissions Policy and Procedure

Aim

Bristol Grammar Lower School aims to provide an excellent all-round education for girls and boys of average and above average ability, aged 7 – 11 years of age. The admissions policy and procedures are committed to providing equal opportunities for all children to demonstrate academic potential, regardless of their ethnicity, religion or social background. To support this commitment the school is able to offer some financial assistance in cases where parental means would be insufficient to manage full school fees.

Process and practice

- i. The majority of children join Bristol Grammar Lower School in year 3. There are further admissions into year 4 and year 6. Applications to join year 5 will also be considered, subject to availability of places.
- ii. Places are offered subject to satisfactory results in the entrance tests administered by the school and reports from current school where possible.
- iii. The entrance tests are taken by most children on one of our termly test mornings, though arrangements can be made for children to be tested at other times during the school year.
- iv. The tests for year 3 include reading comprehension, mathematics, general reasoning and a short piece of writing. For admission into years 4, 5 and 6, there are age-appropriate verbal and non-verbal reasoning tests, along with the reading comprehension and writing. There is no specific mathematics test. The tests used provide standardised scores and take into account each child's age and previous schooling. We do not expect children to have been coached for these tests.
- v. Prospective parents submit a completed Registration Form prior to the tests, along with a non-refundable £20 registration fee to cover the costs of the tests and their administration.
- vi. The receipt of completed registration forms is acknowledged by the school, and prospective parents are informed of the Open Mornings, Year 2 visits and other opportunities to visit the school, along with details of the test mornings. Final details of test arrangements are sent out just prior to the test day.
- vii. The child's current school will be asked for a reference to assist in the assessment process. Where a school is unable to provide such a reference, then we ask to see a copy of the child's school report. All offers are subject to a satisfactory report.
- viii. In some cases, where there does not appear to be sufficient evidence of a child's ability from the tests for an informed decision to be made, the child may be invited back into school for a second time, for further informal testing.
- ix. The school aims to inform parents of the outcome of the tests within ten working days.
- x. When an offer is made parents are requested to respond within ten working days, indicating whether or not they wish to accept the place.
- xi. Where no offer is made the Headmistress is willing to provide feedback for the parents, so that the whole testing procedure can have a positive outcome.
- xii. Children whose names are on our chance vacancy waiting list will be invited in for testing at the time any vacancy becomes known. The place or places available are awarded on merit. In cases where more than a year has elapsed since previous testing, the children will be invited to re-sit the papers so that the offer of a place is made on current academic ability and potential.
- xiii. Where parents are requesting financial assistance, and forms giving personal financial details have been submitted to the Bursar, the Headmistress would hope to be able to indicate in the offer letter the extent of any assistance which the school can offer.
- xiv. Outstanding candidates are awarded Pelouquin Scholarships, which are Honorary if parents do not qualify for financial support.