

## The Entrance Process and Outcome of Applications

### The Entrance Process

The entrance process varies depending which year group you are looking at, although in the first instance we need copies of your child's last two school reports, translated into English, before you submit an application. The Deputy Head will assess reports and we will then advise if a student should proceed to application. If yes, we will require a completed application and registration fee of £25.00. For Sixth Form applicants should complete the form themselves, this should be hand written, including the personal statement.

The assessment process for children in Reception –Year 10 will involve sitting entrance tests, whilst those applying for Sixth Form are invited to visit the School for informal interviews with the Heads of Subjects that they wish to study. We do understand that it can be difficult for overseas students to attend the School so students can sit tests abroad. This is on the condition that the current school agrees to invigilate the tests.

For all year groups a telephone interview with a member of the Learning Support team may also be required, to enable us to assess a student's spoken English.

### Outcome of applications

As soon as possible after tests and/or interview, the Headmaster will write informing parents of the outcome of their application. All offers are dependent on us receiving a satisfactory reference from a student's current school and on BGS being happy with the guardianship arrangements made by the parents. Offers for Lower Sixth may be conditional on successful GCSE results or an equivalent qualification. We recommend that parents arrange for a student whose English is not fluent to attend an intensive course in English before joining the School.

If a student is offered a place and parents decide to accept, we will require the completion of our acceptance form, an acceptance deposit of one's terms fees and the first terms fees in advance. The acceptance deposit (£3,530) will be repaid, without interest, when the student leaves the School.

When we receive this we will write acknowledging acceptance. When requested by parents we will provide a Confirmation of Acceptance for Studies (CAS) statement that can be used to support visa applications. This will only be provided once we have received the acceptance form and associated payments. We will require the following information and copies of all documentation before we can issue this letter:

- Student's full name (as it appears on their passport)
- Student's home address (full postal address)
- Student's date of birth
- Student's place of birth
- Student's nationality
- Student's passport number
- A copy of student's Passport.
- Confirmation of the type of visa the student will be applying for
- Name and address of student's guardian.