



RADLEY

Admissions Policy

November 2018

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General information

The two main entry points to Radley are in Shells (Yr. 9) and Sixth Form (6.1). Radley also runs an 11+ entry process for boys who apply for a funded place who, if successful in the application process, are given the option of a funded place in a prep school for two years (Yr. 7 and 8) before joining Radley in Shells. Occasionally, places also become available in Removes (Yr. 10).

In **Shells (Yr. 9)**, boys are admitted to Radley from the age of 13 and will only be admitted after their fourteenth birthday in exceptional circumstances. There are four routes to enter Radley in Shells:

1. Radley List: for boys whose parents have registered them very early, usually by the age of 3, and have paid the Registration Fee, £100, to join the Radley List (previously known as the Provisional List). Assessment in Yr. 6.
2. Open Entry: for any boys of the right age who have not been placed on the Radley List. Assessment in Yr. 6.
3. Scholarship at 13+ : Assessments in Yr. 8.
4. Funded Places offered at 11+ (which can be means tested up to 100% of the fees): Assessment in Yr. 6.

Sixth Form entry is open to any candidate aged 16 in the September in the year of entry. If a candidate is slightly older, and comes for an educational environment with different academic years, then Radley will also consider his entry. Funded places are also available at Sixth Form.

We welcome **international applications** in both Shells and Sixth Form. The entry deadlines for Shell candidates who are schooled overseas have been adapted in order to make it easier for them to enter at a slightly later date, as many such candidates have a different academic year. Some flexibility for overseas Sixth Form candidates is also possible in exceptional circumstances.

Radley encourages applications from candidates from as diverse a range of backgrounds as possible as long as they meet the criteria of entry that are in place. We are committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. Please see our Equal Opportunities (pupils) policy for more details.

The Shell Admissions process at Radley has recently been under review. This policy (dated July 2017) applies to entry for 2019 onwards, with the exception of Scholarships at 13+, which also applies to 2018 entry. The 2018 Shell entry process is otherwise complete.

Any queries should go to the Registrar, Admissions Office, Radley College: admissions@radley.org.uk or 01235 543 174.

Visits to the school

All visits can be arranged through the Admissions Office: admissions@radley.org.uk or 01235 543 174.

Visits are most fruitful if they take place no more than 4 years prior to entry and parents are very much encouraged to visit with their son before he sits his assessment. We therefore welcome visits to Radley from parents of boys anytime from when their son is the Summer Term of Year 4 onwards.

Most visits, if booked early, are individual and take place during the week. They will include a meeting with one of the Senior Masters or the Registrar followed by a tour of the school with a boy(s).

In addition to the individual visits, Radley also holds informal group visiting days for boys who are in the year of their assessments (Yr. 6). These are not designed as 'open days', but are simply a chance for boys and parents to see the school on a normal working day. Parents are informed of these dates, with details of the day, when they are sent their application forms.

In the year of entry (Yr. 8), parents and boys are invited to return to Radley for a Warden's Welcome, where they will also have the chance to meet the Tutors (housemasters) and Senior Management.

Parents of boys who have not gone through the Yr. 6 entry process, but are possible Scholars (Yr. 9), are very welcome to visit the school and we will organise a meeting with the Warden. Those seeking a Music Scholarship are encouraged to come for a pre-audition and those who are potential Sports Scholar are also encouraged to come for a sports trial.

Sixth Form applicants are all encouraged to visit Radley before the assessment day and we will arrange an informal meeting with the Warden.

Shell entry (Yr. 9)

1. Radley List (For those who have registered early and are on what was previously called the Provisional List.

April Yr. 5: Three years before a boy is due to join Radley, a conditional offer will be sent out to parents. This offer is subject to a report from their son's current school, an interview and a satisfactory performance in the ISEB Common pre-test (see below). Parents are asked to complete an Entry Form and pay the non-refundable Entry fee (£250). They are also asked to choose three Socials (boarding houses) that they wish to visit – they must discuss these with the Registrar.

June Yr. 5: Parents and boys are invited to attend a Visiting Afternoon where they will hear the Warden speak and will visit one of their three chosen Socials.

End of Summer Term Yr. 5: Deadline to return the Entry Form.

Before end of November Yr. 6: All candidates must sit the ISEB CPT at their school.

During the Michaelmas Term or until half-term in Lent Term Yr. 6: All candidates will be interviewed (either by the Warden or a Senior Master) and will visit the two other Socials.

Before mid-January Yr. 6: (deadline slightly different in each year and is published on the website). Confidential reports from a boy's current school must be sent to Radley.

March of Year 6: Radley will send results: unconditional offers will be sent to Radley List boys for whom we have received a satisfactory school report, who have performed well at interview and reached the equivalent of 60% in the ISEB Common pre-test. A Final Acceptance Fee of £1,500 is payable at this stage. The fee is made up of an Offer Acceptance Fee of £1,000 and a Deposit of £500, both of which are refundable up until 31 January in the year before the calendar year in which a boy is due to start at the School.

Boys who do not reach the required standard can be added to a waiting list but it is unlikely that they will be given an offer at a later stage.

June Yr. 8: Candidates are expected to sit Common Entrance, or the equivalent, for setting purposes and we reserve the right to withdraw our offer in exceptional circumstances. An updated confidential report is also required from the boy's current school.

NB. Some candidates (2019-2025) are registered with Radley only have a place on a Waiting Lists. Parents were informed of this at the time of registration and Radley contacted them again in October 2015 to explain that in the new system, these candidates might have to come through the Open Entry process. Radley will contact all these parents again, in June of Yr. 6, to let them know if their son is on the Radley List. As a general rule, they should assume that their son will need to go through the Open Entry process (see below).

2a. Open Entry (UK Candidates)

Any boy, who is of the right age, can apply for Radley through the Open Entry process in Year 6 (11+). In any year leading up to this time, all boys whose parents have made an enquiry to the Admissions Office at Radley will be added to our Open Entry Enquiry List; there is no fee at this stage.

June Year 6: Radley will contact all those on the Open Entry Enquiry List (see above) and send them an Open Entry Application Form. The form will also be on the website and we welcome applications from any boy of the right age. If a candidate is a possible sport or music scholar there is an additional form to complete and return, with references from his prep school. The entry fee is £250 and is non-refundable.

Mid-October Year 6 (exact dates for each year is published on website): Deadline to return the Application Form.

Before end of November Yr. 6: All candidates must sit the ISEB CPT at their school.

Before mid-January Yr. 6 (exact dates for each year is published on the website): Confidential reports from a boy's current school must be sent to Radley.

End of March of Yr. 6: Radley will send results as to whether a candidates has been shortlisted for further assessment. If a candidate is shortlisted, he will be invited to attend one of the official Open Entry Assessment Days.

April/May Yr. 6: Open Entry Assessment Days. All candidates are interviewed and sit a short English Assessment. Parents have the opportunity to attend a Q & A session with the Warden and have a tour of the school with a don. All candidates and their parents are invited to see two Socials and they are likely to be allocated to one of those Socials in due course.

End of May Yr. 6: Results will be sent as follows:

A List: Unconditional offer. A Final Acceptance Fee of £1,500 is payable at this stage. The fee is made up of an Offer Acceptance Fee of £1,000 and a Deposit of £500, both of which are refundable up until 31 January in the year before the calendar year in which a boy is due to start at the School.

B List: These are waiting list places. We divide the list into three groups in order to give parents an idea as to the likelihood of an offer in due course. Offers will be made to B List candidate as and when A List boys accept or withdraw from the Radley List.

June Yr. 8: Candidates are expected to sit Common Entrance, or the equivalent, for setting purposes and we reserve the right to withdraw our offer in exceptional circumstances. An updated confidential report is also required from the boy's current school.

2b. Open Entry for Overseas Candidates (only for those boys who are schooled overseas)

The process for overseas candidates is the same as in 2a with the following exceptions regarding date of entry:

End of January Year 6 (exact dates for each year is published on website): Deadline to return the Application Form.

Mid-February Yr. 6: All candidates must sit the ISEB CPT at their school or at an approved invigilation centre. Confidential reports from a boy's current school must be sent to Radley – a template for this report is available on the website.

The timing from this point on, ie. for assessments and results, are the same as in 2a.

The only difference being:

Deposit: Overseas candidates are asked to pay a deposit that represents a term's fees at the current rate. This is refundable up until 31 January in the year before the calendar year in which the boy is due to start at Radley.

Summer Year 8: Candidates will be asked to sit Radley's English and Maths papers for setting purposes only. These can be sat overseas either at school or at a recognised invigilation centre. Radley reserves the right to withdraw an offer in exceptional circumstances.

The ISEB pre-test

This is a standardised, age-adaptive measure of ability and attainment. It takes the form of an online assessment consisting of multiple-choice questions in Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics. The tests take approximately two-and-a-half hours to complete and can be taken together or at separate times, at boys' current school or an approved invigilation centre.

3. 13+ Scholarships (For 2018 entry onwards)

We welcome applications for scholarship which are open to any candidates of the right age, regardless of whether they have been through our earlier entry processes. Any candidate who has been awarded a scholarship is guaranteed a place in the school subject to passing the entry assessment (CE or equivalent, or Academic Scholarship). The number of scholarships given each year will depend on the standard of entry.

There are six separate Awards available each year: Academic, Art, Drama, Music, Sport and All-Rounder Thompson Award. The All Rounder Award will be given to a boy who enters more than one of the other Scholarships and who may either have gained an Exhibition (not Scholarship), or may have just missed out on an Award.

Scholarships can worth up to 10% of the fees. Exhibitions (one level below a scholarship) are also awarded and all Awards, with the exception of a Music Exhibition, can be means tested up to 100% of the fees. Those entering scholarships who require additional financial assistance, should contact the Registrar as early as possible (admissions@radley.org.uk). They will be sent a Financial Circumstances Form (FCF) which will enable Radley to give an initial indication of the size of bursary available in the event of an Award.

Application forms are available from 1st June in the year prior to entry and can be downloaded from the website. Full details and timings of each scholarship are also on the website or can be obtained by contacting the Admissions Office. The deadline for all Scholarships is 10th January (Year 8), excepting the Sport Scholarship which takes place earlier and has the deadline of 1st November (Year 8).

The Academic Scholarship process will involve two stages. All candidates will be invited to sit both stages but only shortlisted candidates will be invited to Radley to sit the Stage Two papers and they will also have two interviews – one with the Warden or a member of Senior Management and one with English dons. Those not shortlisted, will sit both Stage One and Stage Two at their current School.

Any candidate who has done well enough in both Stages One and Two of our scholarship will be exempt from Common Entrance.

Results are given to prep schools, to pass on to parents, around two weeks after the scholarship assessment. Overseas parents will have results emailed directly to them.

From 2018 onwards, Radley reserves the right to hold a scholarship pre-test (Maths and English) which needs to be sat at the candidate's school or an approved invigilation centre. We will then shortlist candidates to come to Radley for the full Academic Scholarship.

4. Funded Places (assessed at 11+ - Yr. 6)

Radley welcomes applications from families who need financial assistance in order to pay their son's school fees. We aim to widen access and are committed to ensuring that all can aspire to a Radley education regardless of the ability to pay.

Funded places (which Radley refers to as Foundation Awards) are assessed in Yr. 6 and the process is open to those boys who are either at a state primary school or who already receive a scholarship/bursary from a private preparatory school. All awards are means tested and can be worth up to 100% of the fees.

Candidates should be academically able and ideally possess other talents – e.g. musical, artistic or sporting. Parents are encouraged to visit Radley before the assessment days and can contact the Admissions Office (admissions@radley.org.uk) to arrange either an individual visit, or they can come to an Informal Visiting Day for Foundation Award candidates (please see website for exact dates).

Radley Armed Forces Fund bursaries are available for the sons of any service men or women of all ranks who have been killed in the service of their country or discharged as a result of their wounds or injuries regardless of whether or not they have connections with Radley. Candidates will follow the relevant process below.

For boys at state primary schools

If successful, these candidates will receive financial support through prep school (Years 7 & 8) and have an unconditional offer to Radley in Shells (Yr. 9).

An enquiry form is on the website. All those who enquire will be sent an Application Form with a Financial Circumstances Form attached. The deadline to enter is mid-March in Year 6 and candidates are invited to Radley in April of Year 6 to sit the ISEB CPT (see above) and have an interview. Results are given in May, at the same time as the Open Entry results (see above). The Bursar will review the Financial Circumstances Forms and will meet parents of successful candidates in order to discuss the level of financial support that can be offered. A discussion regarding which prep school is preferred by parents will take place when the offer is agreed. Radley has many contacts and can help parents with this decision.

For boys who already receive funding at a private school

These candidates will be asked to go through the Open Entry process (see point 2a above), and if they are shortlisted, we will send parents the Financial Circumstances Form to complete and return.

If successful, candidates will have an unconditional place at Radley in Shells. Outstanding candidates will be offered a guarantee of financial support at this stage, whilst those who are strong but we are not yet certain if they are of scholarship standard will be exempt from the Acceptance fee but will be encouraged to sit Scholarship (see above) in Year 8.

The use of a Word Processor at 13+ Entrance

JCQ regulations, which govern access arrangements for GCSE and A levels - and to which we adhere for Common Entrance - state that a candidate is allowed to use a word processor/lap top when it is an appropriate adjustment for their learning disability; when it represents a pupil's 'normal way of working'; and when it has been recommended by a Specialist Assessor.

Therefore, in order to confirm that a candidate be allowed to use a word processor/lap top for Common Entrance, Radley needs to receive the requisite supporting evidence (e.g. an Ed Psych report including a word processing recommendation based on standardised evidence, or a DASH score of 84 or below carried out by an in-house Specialist Assessor). This should be sent no later than three months prior to the Common Entrance exam to meet the 'normal way of working' criteria.

All boys have to be reassessed in Year 9 (Shells) at Radley in order to make a judgement regarding their means of writing as well as other access arrangements in future public exams. If we have the evidence that typing is necessary, continued use of a word processor/laptop will be permitted - subject to regular review.

It is worth noting that we do believe that all boys, both with and without Specific Learning Difficulties, are disadvantaged if they do not develop the skills of handwriting, and we expect the boys to practise that skill in the course of the Shell year where handwriting remains, for the majority, the normal method of working in class, in prep, and in examinations. Boys who use a word processor/lap top will still have to hand write work where it is appropriate not to type.

Remove (Yr. 10) entry

It is rare for Radley to have any available spaces in Year 10. Any potential candidates are asked to send full references to the Registrar – admissions@radley.org.uk – and if they are exceptional they will be invited for an interview and assessment. This can take place at any time of year, depending on whether a space is available.

Sixth form entry (16+)

Radley College has around ten spaces at Sixth Form each year. Entry is open to candidates who are predicted to gain at least 5 A*s at GCSE or equivalent and, in reality, the successful candidates are likely to be much higher than this.

Candidates and their parents are encouraged to visit Radley prior to the assessment day to meet the Warden for an informal discussion and to have a tour of the school. Please contact the Admissions Office (admissions@radley.org.uk) to arrange a visit.

To apply, candidates should contact the Admissions Office to register interest and ask for an application form (available from 18 months before entry). By 1st November, the year before entry, candidates must complete and return the application form with the non-refundable entry fee (£200), and ask their current school to send an up-to-date report. In November in the year of entry, the Warden will consider all applicants draw up a shortlist of those whom we wish to invite to the Assessment. The Assessment will be as follows:

Boys at schools in the United Kingdom

Candidates are asked to attend our Assessment Day at Radley in November each year. The assessment will consist of two academic tests in subjects that the candidate wishes to take at A level (90 minutes each) and candidates will also be interviewed. Musicians will be invited for an audition during the assessment day and those who wish to study Art at A level should bring their portfolio.

Boys at overseas schools

Ideally, in the best interests of boys and parents, we would like overseas candidates to come for our Assessment Day alongside the boys who are schooled in the UK. Where this is not possible, shortlisted candidates will be asked to sit two tests in the subjects they propose to take at A level which can be taken at an appropriate test centre as close to Radley's assessment day as possible, and not after that date. All shortlisted candidates should come for a visit to Radley at some point prior to the Assessment day.

Later applications for entry are possible in exceptional cases and candidates are asked to contact the Admissions Office.

Results will be sent on 1st December each year, giving one week for parents to return the Acceptance Form and Acceptance Fee (£1,000) and deposit (£500 if UK, or the equivalent of one term's fees for overseas candidates). The offer to Sixth Formers is unconditional, but Radley reserve the right to withdraw the offer in exceptional circumstances.

16+ Funded Places

Radley can offer means tested funded places up to 100% of the fees to supplement any successful candidate at Sixth Form entry. The assessment process is the same for these candidates as for all other Sixth Form entrants but successful candidates must be equivalent to, or better than, the current scholars at Radley. In particular, Radley is looking for academically talented boys, or those who have achieved a high standard in Music or Sport.

In particular, the **Bastyan Organ Scholarship** is available for Sixth Form candidates who play the organ or piano to a high level. A separate audition will be required. Further information about all bursaries is available from the Registrar.

Sustaining Bursaries

For boys who are currently at Radley and whose financial circumstances change, some additional funds could be made available to allow them to continue their education at Radley. All such bursaries are subject to means tests.