



# NORWICH SCHOOL

## Admissions Policy

This policy is reviewed by Council of Management annually. This policy was last reviewed and agreed in Trinity 2025. It is due for review in Trinity 2026.

Confirmed by:

Steffan Griffiths	Head	Trinity 2025
Andy Wood	Chair of Governors	Trinity 2025

## Version Control

The version control table should be updated each time:

- a **change** is made to an **agreed version** of a document; or
- a previously agreed document version is **reviewed with no changes** (i.e. at annual review no changes are required and the document continues to be live for the following year).

Use the following convention: version 1.0 (first version), version 2.0 (major change to version 1.0 and issued as a new version), version 2.1 (second version with minor change)

Version number	Date issued	Author / key contact	Change(s) summary <ul style="list-style-type: none"> <li>• Minor changes can be authorised by a senior staff member and do not need formal approval.</li> <li>• Major revisions require approval through the confirming authority (typically a Committee)</li> </ul>
1.0	Trinity 2022	Caroline Moore	Updated to include BNO applications.
1.0	Trinity 2023		No changes
1.1	Trinity 2024	Caroline Moore	See Summary of changes
1.2	Trinity 2025	Caroline Moore	See summary of changes

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## **Purpose and Aims**

Norwich School is an academically selective, co-educational independent day school for pupils aged 3-18 years.

Our ethos and aims refer to the inculcation of academic depth and co-curricular breadth, along with the provision of opportunities for leadership and service within a loving, compassionate community. Following the twin goals of aspiration to excellence and broad participation, it is certainly true that members of Norwich School achieve a good deal, both inside the classroom and in the wider life of the school.

The Head is responsible for admissions and the operation of this policy. Day-to-day delivery is delegated to the Registrar and the Deputy Registrar, where appropriate. The policy and admissions procedures are carried out in accordance with the Equality Act 2010 and are reviewed annually by the Senior Leadership Team. It is always our intention to ensure that applicants are treated fairly and consistently during the admissions process; regardless of their skin colour, race, nationality or ethnic or national origin, gender, religious faith, disability, sexual orientation or socio-economic group.

## **Entry Points**

The usual entry points are 3+, 4+, 7+, 11+, 13+ and 16+, although applicants may be accepted into other year-groups if places are available. Each academic year is treated as a discrete admissions cycle. Offers made are not transferable between admissions cycles or from one entry point to another.

For the purposes of determining the correct year group of entry, applicants' ages are calculated according to UK custom. The school generally follows a convention of a 1st September birthday watershed for determining the applicant's eligibility for entry. However, the Head may decide in exceptional circumstances (e.g. illness, time spent abroad, etc) to allow applicants to join a year group which is not consistent with their age. Important considerations for out-of-year placement will be the ability of the applicant to cope with the academic, co-curricular and pastoral demands of the relevant school year-group. Parents or guardians will be consulted before an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

## **Pre-Application Visits**

Deciding on the right school for a child is very important and the school would recommend that prospective families and applicants visit the school prior to making an application. One such visit ideally should be at one of the school's admissions events. Children of all ages, and other members of their family are welcome to these events. Details of when the school's open events are held, can be found on the school website. These events provide an excellent overall introduction to the school.

Additionally, or if prospective families and applicants are unable to attend one of these open events, the school invites those interested to make an appointment to visit the school privately. Please contact the Admissions Team on 01603 728 449 or email [admissions@norwich-school.org.uk](mailto:admissions@norwich-school.org.uk) to arrange a visit.

## **Formal Application Forms**

The school requires parents or guardians of all applicants for all years to complete an application form and pay the appropriate registration fee. The registration fee is set as a payment towards the cost incurred by the school in administering the admissions process. It is non-refundable, irrespective of whether or not the applicant actually attends the entrance assessment and / or interview. Prospective families are invited to contact the Admissions Team directly if they have any questions regarding the financial aspect of the application process.

We request families are open and honest regarding any potential barriers their child may have in accessing any parts of the admissions process, so that fair and reasonable adjustments can be made.

## **Special Educational Needs and Disability**

Norwich School does not unlawfully discriminate in any way regarding entry. The school welcomes applicants with disabilities and / or special educational needs, provided we can offer the appropriate support that they require and cater for any additional needs, including accessibility to the school site. We aim to ensure that all our pupils, including those with disabilities and / or special educational needs, are provided with a safe and inclusive environment in which to learn. Our policy is to apply our admissions criteria to all potential applicants and to ensure that a prospective applicant is not put at a substantial disadvantage compared to an applicant who is not disadvantaged because of a disability.

Along with the application form families should provide a copy of an educational psychologist's report or a medical report if they have one. This is so that the school can assess their child's needs and consult with families (and their child's medical advisers, if appropriate) about the adjustments which can reasonably be made if they become a pupil at the school and so that the school can ensure, for example, that they will be able appropriately to access the education offered and that the school is able to ensure their health and safety, as well as the health and safety of others.

In terms of timing, the school requires parents/guardians of applicants with special educational needs or physical or mental disabilities to discuss their child's needs with the school before they sit the assessments so that we can make adequate provision for them during the admissions process.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to an applicant's disability. For example, if, despite reasonable adjustments, we feel that an applicant is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff

may be put at risk, is where we may reserve the right to decline a place at the school.

## **Admissions Process**

The pre-conditions for admission of external applicants are:

- the applicant's compatibility with the school's ethos of a loving, compassionate community and its academic, extra-curricular, pastoral and co-educational aims;
- the applicant's suitability for the pace and manner in which the school's broad curriculum is taught and delivered;
- the school is able to provide adequately for and cope with any learning difficulty or special educational needs the applicant may have, making reasonable adjustments where necessary;
- fees (if applicable) at the present school have been fully paid.
- the applicant has the legal right to live and study in the UK or, in the case of applicants aged 16-18, for the International Sixth Form programme regarding which they will be sponsored by the school to obtain a suitable visa;
- following entry to the school, the applicant will reside during term time within a reasonable daily travelling distance from the school with their parents or legal guardian (or in the case of those aged 16-18 with an authorised educational guardian);
- applicants for whom English is not the first language, will need to demonstrate they have sufficient command of written and spoken English to cope with the curriculum, which is delivered in English.

The main criteria for selection for external applicants to the school are:

- satisfactory performance in the relevant entrance assessments and, for Sixth Form entry, the expectation to join is at least six grade 6s at GCSE, including higher grades in some subjects being considered for A Level;
- satisfactory performance in assessment and / or interview exercises, taken either at the school or in a virtual setting;
- a positive, confidential reference from the applicant's present school; particularly satisfactory attitudes and conduct on the part of parents or guardians and the applicant.

## **Entry to the Lower School**

For entry into Pre-Reception and Reception, children are invited into school to spend about 45 minutes playing in the classroom under the guidance of the Head of EYFS.

For entry into Lower One (Year 1) and Upper One (Year 2), all applicants will be invited to join a taster session with their future classmates and take part in a mix of individual and group activities.

For entry to Lower Two (Year 3) to Upper Three (Year 6), all registered applicants will sit online entrance assessments in basic reading comprehension, spelling and maths. Pupils will also meet the Head of Lower School where they will be asked about their favourite activities at school and their other interests.

## **Entry to the Senior School**

All registered Senior School applicants will sit an age-appropriate online assessment, and a written task as part of the admissions process. All applicants will also be invited for an interview and activity day, involving group activities and an interview with a member of staff. The school reserves the right to make amendments to the assessments undertaken by applicants at any point throughout the admissions process, as required.

The school will request a reference (covering all-round achievements, conduct and academic potential, including their predicted grades in standard assessments) from the Head of the applicant's current school.

The school will aim to make offers for the Senior School before February half-term in the year of entry and the deadline for acceptance of these offers will not be before the first Monday in March.

## **Entry to the Sixth Form**

Applicants are invited to attend an assessment day. The assessment day will involve a short-written activity, a number of group activities and an interview with a member of staff. Exact dates of the assessment day can be found on the school's website. The school will request a reference (covering all-round achievements, conduct and academic potential, including the applicant's predicted grades at GCSE) from the Head of the applicant's current school.

The school will aim to make offers for the Sixth Form before Christmas in the year preceding entry and will allow parents a reasonable time to consider this offer. All offers will be subject to a minimum level of performance at GCSE, which will be detailed in the offer letter.

The expectation to join the Norwich School Sixth Form is at least six grade 6s at GCSE, including higher grades in some subjects being considered for A Level. The school reserves the right to vary this in particular situations at the Head's discretion. Requirements for particular subjects are available from the Director of Studies.

## **International Entry**

We welcome applications from international pupils under two related but distinct schemes: the Sixth Form International Homestay scheme and BNO (British National Overseas) applications.

Norwich School is a UK Visa and Immigration Student visa sponsor and requires international pupils to meet all legal requirements set down by UK Visa and Immigration authorities. The School reserves the right to withdraw an offer of a place should applicants fail to meet the requirements set down by UK Visa and Immigration authorities. Norwich School is not a boarding school. Successful international applicants will be put in contact with a homestay provider who will arrange accommodation and guardianship.

As well as the other admission requirements set out in this policy, the school will require the following from all applicants to the school's international pupil programme:

- a copy of the applicant's birth certificate;
- the applicant's latest school report;
- a copy of the photo page of the applicant's passport as well as that of their parents/guardians;
- applicants will need to demonstrate their current level of spoken and written English and this will normally be done by means of a written test and a face-to-face or online interview.

Further testing and interviewing may be necessary before the final decision on an offer to study is made.

Parents and guardians of international applicants should note that the fee structure for the school's international pupil programme is different from that of domestic pupils. Full details can be found in the international admissions section of the school website.

## **British National (Overseas) Applicants**

The school also considers applicants to all year-groups from families looking to relocate to the UK under the BNO visa scheme, as long as the applicant will be living with their parents. This is a necessary condition of the scheme as the BNO visa is only open to Hong Kong SAR residents (and their children) who were born in the crown colony before 1997.

The assessment process for these applicants below entry to Lower 6 (Year 12) will be in line with the domestic admissions process. Entry to Lower 6 (Year 12) will follow the same process as international applications.

Successful applicants will be offered places subject to BNO tuition fees. More information can be obtained by contacting the Admissions Team ([admissions@norwich-school.org.uk](mailto:admissions@norwich-school.org.uk)).

## **Out-of-sequence Applications**

The school may agree to consider applications outside the normal application cycle, possibly for relocation or emergency entry during an academic year. These applications are accepted at the discretion of the Head and are strictly subject to places being available. The school will replicate the normal admissions cycle as much as possible to ensure fairness of treatment and comparability of standards to all applicants. We will request a reference from the applicant's current school, and the applicant will be asked to complete assessments and an interview, either at school or remotely.

## **Internal Transition**

It is a principle of the school that formal application is only required at the point of entry. It is assumed that a pupil will then automatically move through the school, provided progress and behaviour are satisfactory.

In general, the school seeks to contact families where there are concerns about whether a pupil will cope pastorally, behaviourally and / or academically with the next phase of school life. This is particularly true at significant points of transition, such as moving from Lower to Senior School or from Year 11 into the Sixth Form, though further information follows about each stage.

### **Moving from the Lower School to the Senior School**

Pupils who attend the Lower School will normally transfer to the Senior School at the end of Upper 3 (Year 6). In the rare event of there being concerns regarding the suitability of a pupil for the Senior School then these would be raised directly with parents/guardians by the Head of the Lower School. Under the school's Terms and Conditions, the school is not obliged to permit a pupil to enter the Senior School unless the school is satisfied that it is appropriate to do so, having regard to a pupil's academic attainment, behaviour and other relevant circumstances.

### **Moving from the Senior School to the Sixth Form**

Pupils who attend the Senior School will normally transfer to the Sixth Form at the end of their Upper Fifth year (Year 11). Upon considering a pupil's suitability for progression to the Sixth Form, the school will consider a pupil's academic attainment, behaviour and other relevant circumstances. Families will be consulted before the end of the Lent Term of Upper Fifth year (Year 11) if, in the opinion of the Head, there is concern about the suitability of the Norwich School Sixth Form for the pupil on pastoral, academic or behavioural grounds or some other reason. Under the school's Terms and Conditions, the school is not obliged to permit a pupil to enter the Sixth Form unless the school is satisfied that it is appropriate to do so, having regard to a pupil's academic attainment and behaviour and all other relevant circumstances.

## **Bursaries**

Norwich School sets aside significant funds for the provision of bursaries (means-tested financial assistance) to enable pupils to attend the school who would otherwise not be able to do so due to financial reasons. All bursaries are means-tested and can result in a reduction in fees from 5% up to 100%; there is a sliding scale based on family financial circumstance as well as the available resources of the school. Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances and the financial information provided.

For those in receipt of bursaries, the Head and the Bursar, in making their joint recommendation to the Governors, have the discretion to recommend the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees. For further information, please access the school's bursary policy. For further information relating to financial assistance please contact the Admissions Team.

## **Scholarship and Exhibition Programme**

Places on the Scholarship and Exhibition Programmes are given to pupils entering Lower 4, Lower 5 or Lower 6 with outstanding ability and flair in their particular field, whether in academic work, sport, music, Performing Arts (16+ only), or Art and Design (16+ only). The school assesses by a combination of written assessment, interview, portfolio and audition, as appropriate.

Awards do not come with a direct reduction in fees. Instead, the school focuses the generous investment in these scholarship programmes by enriching the pupil experience in providing activities and resources that the Scholars and Exhibitioners will enjoy and be stimulated by, alongside their normal studies.

## **Reviews, Appeals and Complaints**

The school is fortunate that it often has more applicants than places for entry into the school. There is in such circumstances an element of selection and it is inevitable that some applicants will be unsuccessful in their application. In the rare event that a family feels that their child has not been fairly treated in the admissions process, the school will use its Complaints Procedure to handle the matter. This document is available on the school's website and can be sent to prospective families on request.

## **Sibling Policy**

Many siblings join us at Norwich School. However, admission is not automatic because of a previous family connection and there may be occasions where the school does not have space for a sibling because of the competitiveness of the field or judges that a sibling is likely to thrive more in an academic environment other than Norwich School. The school does offer a sibling discount for the third and subsequent children, please refer to the school website for further details.

## **School's Terms and Conditions**

The School's Terms and Conditions are on the school's website and will be made available as part of the acceptance documents for those families who are offered places.

## **Data and Privacy**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Protocols.

## Document control

Document title:	Admissions Policy
Prepared by:	Admissions Registrar
Authorised by:	The Head
Published location(s):	<ul style="list-style-type: none"><li>▪ Norwich School Website</li><li>▪ Norwich School Hub</li></ul>
Other internal policies / documents referenced:	<ul style="list-style-type: none"><li>▪ Bursary Policy</li><li>▪ Complaints procedure</li><li>▪ Privacy Notice</li><li>▪ Retention of Records Protocols</li><li>▪ Terms and Conditions</li></ul>
External documents referenced:	Equality Act 2010

## Appendix 1 – Annual Update Summary: Trinity 2025

Version number	Date issued	Author/key contact	Changes	Page
1.2	Trinity 2025	Caroline Moore	School accepts pupils aged 3-18, and entry point of aged 3+ added to reflect pre-reception.	3
			Formal Application Form - replace word examination with assessment	4
			Details of entry in to pre-reception added and lower school generally amended	5
			Addition of the word 'some' in relation GCSE grades to be achieved for entry into to a-level subjects	5 & 6
			Addition of 'For entry into Pre-Reception, children are invited into school to spend about 45 minutes playing in the Pre-Reception classroom under the guidance of the Head of EYFS.'	5
			Wording for Sibling Discount added – refer to website	10