



HEADINGTON RYE
OXFORD

Admissions Policy

Senior and Prep School (including EYFS)

Approved by Risk and Compliance Committee	
Date of last Review:	October 2024
Next Review Date:	In line with legislative updates
Meets:	ISI 15a

Headington Rye Oxford, OX3 7TD Tel (01865) 759100

ADMISSIONS POLICY

Policy Statement

Headington Rye Oxford is an academically selective school for girls aged 3-18, and boys aged 3-11. Our admissions procedure seeks to identify pupils with a thirst for learning and the ability to thrive in a large, vibrant, busy environment, and who have the potential to benefit from and contribute to the co-curricular and holistic environment that the school has to offer.

Headington Rye Oxford welcomes applications from pupils of all faiths, ethnicities, cultures and family backgrounds. We strive to ensure that our admissions processes do not treat prospective pupils with a disability unfairly or less favourably, and will take reasonable steps to ensure that pupils with a disability are not put at a substantial disadvantage in matters of admission, providing the pupil meets the criteria necessary to maintain the educational standard and experience for all pupils in line with the school's academic aspirations.

Visits

The Prep and Senior Schools hold a variety of events throughout the academic year and can arrange individual visits for prospective pupils and their families to explore what Headington Rye Oxford has to offer. Parents are warmly encouraged to come and meet staff and students at Open Mornings, Meet the Head events and Early Years events. The School also holds virtual events for overseas families and those otherwise unable to visit the School for in-person events.

Applications

Parents wishing to apply for a place for their child should complete the appropriate online application form and pay the application fee, by the dates specified on the Admissions area of the school website. Following receipt of an application, details about entrance examinations, financial assistance and scholarships will be sent, along with the relevant forms, at the appropriate time. References from current schools are also requested after application. The admissions team should be made aware of any access arrangements that need to be made for the assessments. These arrangements should reflect your child's normal way of working, for example, a need for large print papers, a coloured overlay and the need for extra time to complete assessments.

Registration Fees

Registration Fees for 2024-2025 are listed below:

- Prep School (UK applicant) - £95 + VAT
- Prep School (Overseas applicant) - £150 95 + VAT
- Senior School (UK applicant) - £150 95 + VAT
- Senior School (Overseas applicant) - £250 95 + VAT

Entry Requirements

The School takes a number of selection indicators into account when making entry decisions, including assessment performance, interview and all references and school reports provided in support of their application.

Our entrance tests are designed to evaluate academic potential as much as current knowledge, and to assess whether candidates will thrive in the specific environment of Headington Rye Oxford.

Prep School:

For children entering Nursery and Reception (EYFS), Years 1 and 2 (Key Stage 1), entry is determined following a visit to the School or, for those unable to visit, a virtual meeting between the Head of Prep or the Head of Key Stage and the family.

For Reception aged children, emergent literacy and numeracy tasks are presented, while for Key Stage 1, literacy, numeracy and problem-solving tasks are included in their activities.

For pupils entering Years 3 to 6, entry is by assessment in Mathematics, English and Non-Verbal Reasoning (NVR). Pupils will also have a short interview and then spend the afternoon with their peer group at the Prep School.

Girls already in the Prep School are not normally required to complete the entrance examinations for progression to the Senior School as progression is usually automatic. If staff are concerned about their progression to the Senior School pupils may be offered the opportunity to sit the 11+ exam.

Transition events to help girls to familiarise themselves with the Senior School take place in the Spring and Summer terms. Transition events to help girls to familiarise themselves with the Senior School take place in the Spring and Summer terms. Boys are supported with admission and transfer to their preferred senior schools separately.

However, in a very small number of cases, senior staff and the relevant form teacher might recommend that progression to the Senior School on account of the demands of the scale, pace and level of academic expectation, would not be in the best interest of the pupil. Under these circumstances, the Head of Prep will notify the parents as soon as possible in order to provide support and advice.

Pupils entering KS2 on a conditional offer will be asked to take the 11+ entrance assessment to secure their place at the Senior School.

Senior School: Year 7 (11+)

11+ external candidates attend the School's Upper 3 Entrance Day and sit the School's own examination papers in English (comprehension and writing) and Mathematics. The entrance day takes place in the Autumn Term of Year 6. Candidates also have an interview and are monitored as they participate in a variety of additional activities, designed to enable them to experience the pace of teaching and life at Headington Rye Oxford.

Overseas applicants can be interviewed and take the written assessments remotely, as outlined in the International Students section of this document.

Senior School: Year 9 (13+)

13+ candidates at UK preparatory schools take the ISEB pre-test in Year 6 or 7 at their current school. Interviews are held either in the Spring Term of Year 6 or Year 7 during

a taster day at Headington Rye Oxford. Offers are made on the strength of the pre-test results, the interview/taster day, and a report from the Head of their preparatory school.

Other 13+ candidates, including those from overseas, those at maintained schools and those at independent schools who have missed the ISEB pre-test window, sit the School's own examinations in the Autumn Term of Year 8. These include assessments in English (comprehension and writing) and Mathematics. Candidates will also have an interview.

Senior School: Year 12 (16+)

All Sixth Form candidates sit the School's entrance exams, which assess comprehension, writing and mathematical skills. They also participate in an interview. Entrance examinations take place in the Autumn Term of the year prior to entry.

To qualify for entry into the Sixth Form, candidates are also expected to achieve at least a pass (Grade 4) in GCSE English Language and Mathematics, and a Grade 7 or above in the subjects they wish to take at A Level; for new subjects, Grade 7 or higher is also required in facilitating subjects (shown [here](#)). Candidates applying for the study of a BTEC course, are required to achieve a Grade 5 in relevant GCSE subjects.

Applicants will also have the opportunity to spend time with current Sixth Form pupils and staff, and explore the School's Sixth Form centre and wider facilities. Offers are conditional on obtaining the GCSE grades stipulated in the offer letter, where relevant. Should an applicant fail to secure the appropriate grades in their chosen subject, the School will endeavour to offer alternative courses, where appropriate.

Current students are supported appropriately regarding transition from Upper 5 to Lower 6. Advice and support will be provided for the very small number of students where it is felt that an alternative setting is more suitable. The Academic Director of Middle School will notify parents at the earliest possible opportunity in Year 10 of any concerns regarding progression.

Entrance at Other Points

Entrance into Year 8 (12+) and Year 10 (14+) is sometimes possible depending on the availability of places. Candidates are invited to an Entrance Day and sit assessments in English (comprehension and writing) and Mathematics. An interview is also arranged.

Entrance outside the main application window

Applicants who have missed the main application window (the October prior to the year of entry) should contact the Director of Marketing and Admissions directly for advice (admissions@headingtonschool.com.)

Progression

The School reserves the right to deny progression into any year from Reception to Year 13 in the unlikely event that the School, in the opinion of the Headmistress and key staff, does not meet the educational, pastoral or social needs of the pupil in question.

Special Educational Needs and Disabilities

Learning support is available for pupils with mild difficulties. Parents are asked to detail learning and behavioural difficulties and disabilities, including any potential difficulties that the candidate may face as early as possible in the admissions process, and are expected to provide a copy of their daughter's most recent Educational Psychologist's Report to support their daughter's application. (This report must be written in English, or be accompanied by an official translation.) A copy of the Whole School SEND policy is available on the School website.

English as an Additional Language

Candidates may be required to take the OUP language test as part of the admissions procedure to assess their ability to thrive in an immersive English language setting. Headington Rye Oxford requires applicants to demonstrate that their degree of fluency in English will enable them to access the curriculum at the relevant Key Stage with minimal, usually short-term support. The School will make a holistic judgement based on all the information available from the English comprehension score, the writing score, the three elements of the OUP score, as well as the candidate's speaking and listening skills demonstrated in the interview.

All pupils for whom English is not their first language will be reassessed on arrival at the School. Where the Head of EAL judges that extra specialist lessons are needed, she will make the necessary arrangements and will communicate this to parents. EAL lessons are compulsory and are chargeable.

International Students

Headington Rye Oxford welcomes direct applications from international candidates for places at the School, and families are encouraged to visit the School, if possible, to appreciate the first-class facilities and the enriching academic environment. Staff from Headington Rye Oxford also attend events overseas and are very keen to meet families at these events to discuss a student's academic aspirations.

As a student visa sponsor, the School is able to welcome candidates from all over the world into its community.

There is no requirement to use an educational agent/consultant to apply to Headington Rye Oxford unless English is an additional rather than first language and parents feel more comfortable with translation assistance.

Entrance examinations are taken either here at Headington Rye Oxford, or within a student's home country through the offices of the British Council, an open Cambridge Examination Centre, or with one of the School's nominated educational representatives. Fees for invigilation services overseas, regardless of facilitator, are common, as entrance examinations can take up to four hours to complete. Parents are encouraged to investigate the options well in advance of the entrance examination window and seek advice from admissions@headington.org where necessary.

In terms of costs, parents should expect to pay the relevant application fee directly to Headington Rye Oxford and a subsequent invigilation charge to the chosen facilitator (unless the student wishes to take the entrance examinations at Headington Rye, where no invigilation charge applies). No other costs should be incurred prior to offer unless families personally choose to purchase other services offered by educational consultants such as tutoring (a practice not encouraged by the School).

If the offer of a place at Headington Rye Oxford is accepted, a deposit is payable, along with a National Health Service (NHS) surcharge and fees in advance, should a student require a Child Student Visa to study in the UK.

Headington Rye Oxford is only able to accept referrals from agents or representatives with whom it has a contract.

Entry from Hong Kong: The School has been welcoming students from Hong Kong since the 1970s and we have a well-established admissions process administered by our main representative in Hong Kong, **Academic Asia**. The School regularly hosts an event for alumnae, current and prospective parents, during a weekend in September in Hong Kong.

Academic Asia Hong Kong candidates are invited to Academic Asia screening tests and subsequently the **Academic Asia Top Schools Weekend** for an interview by a member of staff from Headington Rye Oxford in the September prior to the year of entry. If successful, candidates then sit the School's entrance examinations later in the autumn, as arranged by Academic Asia. For applications made after September, candidates will have an online interview. To liaise with Academic Asia, contact enquiry@academic-asia.com

Applications are also accepted through the following agents/consultants in Hong Kong:

Coopers & Coopers Ltd. Contact info@coopers.com.hk

CIS & Co. Ltd. Contact info@cisedu.com.hk

Entry from China: The School has been welcoming students from China for the last two decades and staff visit once a year to meet alumnae, current and prospective parents. Our main representative in China is **BE Education**: Beschoolcontact@be.co

Candidates sit the BE China screening test and, if successful, then progress to the School's entrance examinations and interview which will either take place in person during the BE China Top Schools week in September or online.

Applications are also accepted through the following agent/consultant:

Academic Asia. Contact enquiry@academic-asia.com

Amber Education. Contact marketing@amberedu.co.uk

Current and former parents, alumnae and friends of Headington Rye Oxford may know candidates from within their own family, professional or social circles who would be interested in applying to Headington Rye Oxford, and may recommend potential international pupils directly to the School's International Admissions Coordinator for consideration. These candidates are then interviewed by the Headmistress, where possible, and all correspondence is direct with the Admissions team, rather than through an agent/consultant. There is no requirement for pre-screening for these candidates.

Scholarships

Headington Rye Oxford offers academic, art, dance, drama, music and sport scholarships at Year 7 (11+) and Year 9 (13+). Detailed information about them can be found [here](#). At Year 12 (16+), academic, art, dance, drama, music and sport scholarships are offered in addition to a range of Special Awards for academic, creative arts, performing arts, sport and rowing. A Headmistress's Award is also on offer at Year 12. Detailed information about the awards available can be found [here](#).

It is considered a great achievement to be awarded a scholarship, and scholars have the opportunity to take advantage of the School's highly-regarded enrichment and extension programmes to further develop them in their area of expertise.

While most scholarships do not carry a financial award, a number of special academic and music scholarships available to the highest achieving candidates at 11+, 13+ and 16+ do. In addition, music scholarships include free tuition in a musical instrument of choice. All scholars are offered a place on the relevant scholarship programme for their chosen discipline, benefitting from the huge array of masterclasses, specialist coaching and mentoring in place.

Scholarship candidates may also apply for means-tested support worth up to 100% of day fees.

Financial Assistance Awards

A limited number of means-tested financial awards, worth up to 100% of **day** fees can be applied for through the Headington Rye Access Programme (HRAP) on **application to the School** at Year 7 (11+). Additional awards of up to 50% of **day** fees are also available for Year 9 (13+).

Financial assistance may also be considered for Year 12 (16+) entry through our programme of [Special Awards](#). Financial assistance for Prep School or boarding fees is not available.

Financial Assistance Awards are determined by the performance of the pupil in the relevant entry assessments and by the family's financial circumstances. HRAP is entirely distinct from our scholarships programme, which is solely based on merit. HRAP awards are confidential and will go to those candidates who have met the entrance criteria and who will benefit most from a Headington Rye Oxford education. Siblings of those already in receipt of a HRAP award do not automatically qualify for similar financial assistance.

Detailed information regarding the criteria and process for applying for financial assistance can be found [here](#).

Decisions and offers

Prep

Following the relevant Prep entrance assessments and time spent in Prep School lessons, decisions on entry are made by either the Head of EYFS, Head of Key Stage 1, or Deputy Head (Teaching and Learning) in consultation with the Head of Prep. Results of assessments and general performance in interview and the classroom are all taken into consideration, as well as any school and other reports provided in advance. For pupils sitting for entry into Years 5 and 6, the Assistant Head (Academic & Admissions) of the Senior School will also be consulted.

Senior

Following the relevant entrance examinations, results are collated by the Admissions Department and presented to a panel for consideration. The panel consists of the Headmistress, First Deputy, Deputy Head Academic, the Assistant Head Academic and Admissions (and the Academic Directors of Middle and Sixth Form as appropriate). This panel is supported by the Director of Marketing and Admissions, who presents all information to the panel (including results, interview record and school and other reports and references), the Bursar and the relevant Admissions Coordinator for the year group.

Offers of a place are made, by e-letter, usually within three weeks of the entrance day. In some cases, suitable applicants may be asked if they would like to be placed on a waiting list.

Appeals Procedure

Parents wishing to appeal the School's decision on their daughter's admission should contact the Director of Marketing and Admissions in the first instance at admissions@headingtonschool.com. The Director of Marketing and Admissions will then prepare the case for an appeal and submit a request to the Headmistress for a review. The Headmistress's decision is final.