



STAFFORD GRAMMAR SCHOOL

Prep 3-11 | Senior 11-16 | Sixth Form 16-19

Policy Review

Date of Review	Reason for Review	Reviewer	Checked & approved	Date of approval	Next review
01.10.25	Annual review	Headmaster	Full Governors	08.10.25	01.09.26

Admissions Policy

(including Scholarships, Bursaries and Sibling Discounts)

The policy relates to admissions to all years at Stafford Grammar School including the EYFS. This policy is available upon request to parents and prospective parents and is visible to parents and prospective parents on the School's website.

Stafford Grammar School is a selective school that believes that a happy child will fulfil their full potential. Our EYFS however is non-selective. Small classes and enthusiastic teaching will motivate, involve and support pupils in their pursuit of excellence. All pupils at Stafford Grammar School are expected to work hard and to do their best in all their subjects. Pupils are expected to play a part in the extra-curricular life of the School. Prospective pupils need to be able to demonstrate academic ability, attitude to study, character, leisure interests and achievements.

Stafford Grammar School is committed to equal treatment for all, regardless of a pupil's sex, race, ethnicity, religion, disability, sexual orientation or social background.

Stafford Grammar School encourages applications from pupils with a diverse range of backgrounds.

Our Admissions Process

Joining the Preparatory School

Stafford Grammar School offers places to pupils on a first come first served basis from the age of 3 into our Pre-school and age 4 into Reception, Year 1 and Year 2 at any time after successfully attending a taster day, or further taster days if required. Pupils must be toilet trained prior to attending a taster day and commencing school. All places are full-time from Reception. It is Stafford Grammar School's expectation that all pupils will successfully progress into Year 3. However, where there is a cause for concern, at any stage that a pupil may not be meeting the longer-term requirements for entry into Year 3, either in standard of work, or conduct, parents will be invited into school to attend a meeting with the Head of the Prep School.

Prospective pupils can join in Years 3, 4, 5 and 6 by sitting the School's entrance examinations in literacy and numeracy. Pupils will attend a taster day which will include sitting the entrance examinations with a member of staff. During the day pupils will be joining in with work and play, and have the opportunity to show their ability and talk freely about their interests and hobbies.

Joining Year 7

Pupils wishing to transfer from the Prep School into Year 7 of the Senior School will not be required to sit an entrance examination. However, their academic progress will be closely monitored throughout Year 5. They will complete the PIRA and PUMA examinations in the autumn, spring, and summer terms to ensure they are on track for the Senior School. If a pupil is assessed to be below the expected standard for the Senior School by the end of Year 5, the School will offer additional support. Parents will be invited to meet with the Head of the Prep School to discuss the pupil's progress and to explore options for securing an appropriate school and smooth transition, if necessary.

Prospective pupils wishing to join Year 7 are invited to attend one of our entrance examination mornings which take place in June (for pupils at the end of Year 5), October and February. (for pupils in Year 6). Entrance examinations will take place on a Saturday morning. Any pupils requiring extra time or who require a laptop are asked to contact the admissions team prior to the examination day.

Following the examination days, pupils who have successfully achieved the Stafford Grammar School entrance mark will be invited to attend an informal interview with the Headmaster. This is an opportunity for both parties to find out a little more about each other and a chance to ask any questions to our Headmaster.

Where the pupil is not currently at the School, a reference will be requested from the child's current school prior to any offer made for a place.

Following receipt of a satisfactory reference from the School and an informal interview with the Headmaster, parents will be written to with an offer for their child to join Stafford Grammar School for the following September into Year 7. Parents will be requested to complete and return our registration form and parent contract, alongside the payment of a deposit of £500 as soon as possible. The £500 deposit will be retained until the child leaves

the School, at which point it will be refundable less any monies owed to the School. This will ensure the place is secured.

An Offers Holders Day and Transition Day will be arranged for all pupils joining Stafford Grammar School into Year 7 for September. We will also invite parents/carers to our transition evening with the Headmaster and the Head of Admissions to ensure the transition is as smooth as possible.

Joining Year 8, 9 or 10

Prospective pupils wishing to join in Years 8, 9 and 10, where places are available, will be invited to attend a taster day at the School. During the day, they will sit our entrance examinations in English and Maths. Following the entrance examinations, they will be allocated buddies to support them through their time with us, ensuring they are not left alone, and are supported in getting to lessons and lunch. Pupils will have many opportunities to meet our dedicated teachers and staff during the day and ask any questions.

Following completion of our entrance examinations and securing our entry mark, we will contact their current school for a reference and invite parents to attend an informal interview with the Headmaster. This is an opportunity for both parties to find out a little more about each other and a chance to ask any questions you wish to.

Following receipt of a positive reference from the current School and an informal interview with the Headmaster, parents will be written to with an offer for the child to join Stafford Grammar School for the following September into the relevant year group. We will ask parents to complete and return our registration form and parent contract, alongside the payment of a deposit of £500 as soon as possible. The £500 deposit will be retained until the child leaves the School, at which point it will be refundable less any monies owed to the School. This will ensure that the place is secured.

Re-sit Applications

Prospective pupils for entry into Years 6 - 10 may re-sit an alternative entrance examination subject to the Headmaster's approval. This is encouraged for pupils in Years 6, 7 and 9 who are a "near miss" on one of the entrance papers.

Joining the Sixth Form

Entry into Lower 6th Form is subject to a minimum requirement of 5 GCSEs at Grade 5 and above, which must include at least a Grade 4 at GCSE in English Language and Mathematics. It is usual for students who wish to study A level Mathematics to have gained at least Grade 7 in Mathematics at GCSE. It is expected that for most other A level subjects that applicants will have gained at least a Grade 6 at GCSE in the subjects they wish to study at A level, although we review each application on an individual basis and there is likely to be some flexibility to ensure that each student is able to study the courses that best

fit their aspirations and ability. Any exception to these entry requirements would be only with the agreement of both the Head of Sixth Form and the Headmaster.

Pupils wishing to join our Sixth Form are required to complete our application form on the school website. Once in receipt of the completed application form we will invite the applicant for a tour of our school, which will include the Sixth Form Centre. We will also invite the applicant to attend an informal interview with our Head of Sixth Form. This is an opportunity for both parties to find out a little more about each other and a chance to ask any questions. For International applicants or applicants who are looking to join us from outside of the local area, we can arrange for the interview process to be conducted online.

Following the informal interview, we will request a reference and predicted grades from the applicant's current school.

Pupils who are currently attending Stafford Grammar School in Year 11 are also requested to complete the application form to attend the Sixth Form for the following September. During November all applicants (current Year 11 pupils and external pupils) will be invited to join our Sixth Form Experience Day, which will be an opportunity to meet our current Sixth Form pupils, join in with chosen A level lessons with our dedicated teachers, spend time in our Sixth Form common room and get the feel of what life as a Sixth Form pupil will be like.

After the experience day pupils will receive a conditional formal offer to join the Sixth Form in September. Once pupils have received their GCSE results in August they will be requested to provide their results and formally sign our Sixth Form agreement. For existing Year 11 pupils, there will be an opportunity to sign the Sixth Form agreement on the day that the GCSE results are announced.

In June all internal and external applicants will be invited to a Sixth Form Transition Day, where all of our new Sixth Form pupils will come together for team building activities, starter A level lessons and an opportunity to get to know one another before commencing in September.

We do not advise pupils to join Stafford Grammar School in Years 11 and Upper Sixth due to GCSE and A level options and syllabus choices.

Mid-Year Places

Where available Stafford Grammar School will support any family who are looking for a change of educational provider or have moved into the area and looking for a place for their child to attend an independent school. Please contact our Head of Admissions at the School who will be able to discuss the admissions process with you.

Special Educational Needs and Disabilities (“SEND”)

Prospective pupils with SEND are advised to discuss their child's needs with our Head of Admissions prior to visiting the School. This will ensure when visiting the School, we can arrange our SENCO to be available to discuss the pupil's needs. If you are in receipt of an educational psychologist's report or medical report, we ask that you provide a copy of this to the School before the visit.

International Pupils

Stafford Grammar School welcomes pupils from all over the world. To be able to achieve either GCSEs or A Levels, pupils must be fluent English speakers. English is assessed as part of our admissions process. We encourage applicants to contact us for an informal on-line discussion in the first instance, before receiving a virtual tour of our school.

The majority of our pupils join us via an education agency based in their home country. Stafford Grammar School uses Britannia to support families through the process and transition. Our entrance examinations are administered through UKiset, which supports the admissions process and is straightforward for overseas families.

Scholarships, Bursaries and Sibling Discounts

In recent years, most independent schools have found it necessary to reduce the number and size of scholarships and to increase means-tested bursaries to comply with the guidelines provided by the Charity Commission. Stafford Grammar School has no endowments or sources of external funding for scholarships or bursaries. All awards are funded out of fee income and therefore the number of deserving applicants will always exceed what is affordable.

Scholarships

Scholarships are awarded at the discretion of the Headmaster, where the candidate's performance in the entrance examination or other area (e.g. music or sport) merits a scholarship.

The Headmaster reserves the right to withdraw any scholarship award if the recipient no longer meets the criteria for eligibility, if their behaviour does not meet the required standard or if school finances necessitate a reduction in awards.

Exemplary standards of attendance, behaviour and academic progress are required for the maintenance of all Stafford Grammar School scholarships, and a scholarship may be withdrawn if these are not met.

Stafford Grammar School expect all pupils who are awarded any scholarship to consistently represent the School in the scholarship area awarded. They are expected to be heavily involved in the relevant school representative and extra-curricular activities. School representation and extra-curricular involvement must be prioritised before commitment to

external activities, teams or clubs. Scholarship recipients will be expected to study the relevant academic subject at GCSE and/or A-Level.

It is also expected that the level of achievement and commitment for a scholar is sustained to maintain the scholarship. If behaviour or attainment drops below an expected standard, the Headmaster reserves the right to withdraw the scholarship.

Academic Scholarship

Academic scholarships are offered in the light of entrance examination results, reference and interview for Year 8 - Year 10 entry. The threshold for consideration is scores equivalent to the top 5% of the national ability range in Mathematics and English. For Sixth Form entry we use GCSE results to assess academic eligibility.

For Year 7 entry, the applicants who perform in the top 5% of the national ability range on the 'Entrance Examination Days' in June of Year 5 or November of Year 6 will be invited to a scholarship examination morning later in November of Year 6, along with Stafford Prep School Year 6 children assessed as within the same ability range. On this day there will be further examination papers. Awards will be made based on their scholarship examination results, along with their performance on the Entrance Examination Day, school reference and interview.

For the Sixth Form, Scholarships are awarded to pupils who have achieved 8 or more GCSEs at grade 7-9. The scholarship amount will range from 5-40%.

Music Scholarship

Music is an integral part of Stafford Grammar School's life. Our music department is renowned across Staffordshire and have travelled across the UK and Europe on tour. Our choirs, instrumental groups, orchestra, concert band and big band perform both within and outside school to a wide variety of audiences. Prospective pupils looking to attend in Years 7 and Lower Sixth Form can apply for a Music scholarship, along with current pupils moving into Year 9. Pupils must be at a standard of Grade 5 or above of performance in one instrument (including voice or musical theatre) or the equivalent of Grade 8 across two instruments.

On receipt of an application parents/pupils will be written to with an audition date and time alongside a piece of music to play/sing which has been selected by our Director of Music and also asked to play/sing a piece of music of the pupil's choice. Following the audition there will be an informal interview with our Director of Music. Successful pupils will be written to with an offer of a scholarship. All music scholarship pupils will invariably be involved in auditioned regional or national ensembles, choirs or orchestras.

For entry into the Sixth Form, there is an expectation of at least Grade 7 or probably Grade 8, or 12 grades across two instruments. We will also consider participation in regional or national music groups (a good example would be the Birmingham Conservatoire). It is assumed that an applicant would continue with peripatetic lessons within the Stafford

Grammar School Sixth Form and that they would achieve at least one Grade 8 result before leaving Stafford Grammar School. An audition may be required.

Sport Scholarship

The major team sports at Stafford Grammar School are Rugby, Football, Netball and Hockey in the Autumn and Spring Term and Cricket, Rounders and Athletics in the Summer Term. We have a large number of teams throughout the School from 1st XV's, 1st XI's and 1st VII's through to U12's in all major sports and these teams compete at District, County, ISA and National levels.

Prospective pupils looking to attend in Years 7 and Lower Sixth can apply for a Sport scholarship, along with current pupils moving into Year 9. Sports scholarships are usually awarded on the basis that the applicant is achieving representation at national or county standard in at least one sport, typically one of the major school sports, or being a member of an Olympic Development squad.

On receipt of an application and recorded evidence, pupils will be invited to attend our scholarship morning where they will participate in a series of fitness tests, participate in a variety of skills-based activities and have an informal interview with our Director of Sport. Successful pupils will be written to with an offer of a scholarship.

Sport and Music awards are made on the condition that the pupil agrees consistently to represent the School in the activity for which the award was given when requested to do so. They are expected to be heavily involved in relevant school representation and extra-curricular activities and to maintain an exemplary attendance and behaviour record. School representation and extra-curricular involvement must be prioritised before commitment to external activities, teams or clubs. Scholarship recipients in the Sixth Form will usually be expected to have previously studied the relevant academic subject to GCSE level.

Bursaries

Bursaries are offered based on family financial circumstances following the completion of an Means Tested Application and subject to documentary evidence in support of information on the form. Bursaries are subject to annual or more frequent review in the light of changing family financial circumstances. Exemplary standards of attendance, behaviour and satisfactory academic progress are required for the maintenance of a bursary.

The maximum scholarship award is 40% of school fees. The maximum bursary award is 40% of school fees.

The Headmaster reserves the right to withdraw or reduce any bursary or scholarship award if the recipient no longer meets the criteria for eligibility or if school finances necessitate a reduction in awards.

If behaviour or attainment drops below an expected standard, the Headmaster reserves the right to withdraw the bursary.

Sibling Discount

Stafford Grammar School offers a deduction for 10% of fees for the elder sibling if two siblings are at the School at the same time. If there are three siblings, a 15% discount will be given to the elder sibling, this will be adjusted to 10% once they have left the School and be awarded to the middle sibling.