**

**Admission Information for Year 9 entry 2019/20**

**Registration**

We welcome applications from parents whose child attends a Preparatory School or from parents who wish to transfer their child from Secondary Schools into Year 9. The School uses its own admissions tests rather than the Common Entrance. Sample papers are available upon request and are automatically sent to parents who register their son/daughter to take the entrance examination.

Parents wishing to enter their child for admission to Hereford Cathedral School are asked to complete a Registration Form including a non-returnable Registration fee of £75 to the Admissions Officer. A Registration Form is enclosed with the prospectus. Additional copies may be downloaded from the School’s website, www.herefordcs.com/Admissions-Procedures#forms or obtained from the Admissions Officer.

Completion of the Registration Form ensures that the child’s name is on the prospective pupil registration entry list and also ensures that the relevant information will be sent to parents at the appropriate time. Sample papers are available upon request and are automatically sent to parents who register their son/daughter to take the entrance examination.

Scholarships and Bursaries are available to candidates entering the School in Year 9 and can be applied for at the same time as registering. Please see table below for dates.

**The Interview**

The fifteen-minute interview takes place on a separate day prior to the Entrance Examination. The Headmaster interviews candidates prior to the day of the entrance examination. Candidates are asked to bring something (e.g. musical instrument, trophy, photograph or book) that they would be happy to talk about at interview.

The emphasis of the interview is for pupils to talk about themselves and to highlight their strengths. We hope that by meeting a friendly face prior to the Entrance Examination external applicants will be more at ease on the day of the examination. Most pupils enjoy the interview process and are surprised by how straightforward it is.

**The Entrance Examination (Deferred Entry)**

Hereford Cathedral School offers a Deferred Places scheme for 13+ candidates seeking entry into Year 9. Pupils are invited to sit the 11+ entrance assessment at the same time as candidates for 11+ entry in late January/early February. Pupils offered a deferred place for 13+ will not be committed to take up that place until they reach their year of entry, when an acceptance fee of £400 will be required at the same time as other Year 9 entries. Please see table below for dates.

Pupils offered a deferred place are still required to sit the School’s own 13+ Entrance Examination for the purpose of setting. These pupils are also eligible to sit 13+ scholarship exams and other awards as detailed. Hereford Cathedral School’s policy on deferred places at 13+ aims to offer parents and pupils the peace of mind that there is a place available at 13+, whilst at the same time being able to enjoy the benefits of continued education in Preparatory Schools. Further details are available from the Admissions Officer.

**Candidates from Secondary Schools**

Hereford Cathedral School sets its own Entrance Examination for 13+ candidates. This takes place at the same time as the 11+ Entrance Examination in late January/early February. Candidates will normally be in their second year of secondary schooling and be under 14 on the 1st September of the year they are intending to enter. All candidates will be required to attend an interview and a reference from the pupil’s current school will also be required.

All candidates will be required to sit written tests in English, Mathematics and Verbal Reasoning. Sample papers in English and Mathematics, standard and/or scholarship, are available from the Admissions Officer.

**The standard 13+ Entrance Examination**

The English test lasts 60 minutes and consists of reading and composition and seeks to identify imagination as well as good grammar, punctuation and spelling.

The Mathematics test lasts 60 minutes and is based mainly upon work involved in levels 5, 6 and 7 of the National Curriculum. The Mathematics Test is two parts; a written non-calculator paper of 40 minutes and a Mental Maths test of 20 minutes.

The Verbal Reasoning test lasts 50 minutes. A practice paper to familiarize candidates with the style of questions involved precedes the test.

**The 13+ Dean’s (Academic) Scholarship**

The English Scholarship test lasts 60 minutes and consists of reading and composition and seeks to identify good imagination as well as excellent grammar, punctuation and spelling.

The Mathematics Scholarship test lasts 60 minutes and is based mainly upon work involved in levels 6 and 7 of the National Curriculum. The Mathematics Test consists of one written non-calculator paper.

The Verbal Reasoning test lasts 50 minutes. A practice paper to familiarize candidates with the style of questions involved precedes the test. This is the same test for both standard and scholarship candidates.

**The reference**

The School will require a reference from the child’s current school. The Admissions Officer will request a reference from the child’s present school, usually prior to the pupil sitting the entrance examination. The School will also ask whether all outstanding fees have been met by those attending another independent school. We regard this as an integral part of the assessment procedure.

**Registrations received after the main examination date**

Depending upon the availability of spaces, registrations can be received after the main examination. The Admissions Officer will arrange a suitable date and time for candidates to sit the Entrance Examination and attend interview. However, scholarship applications cannot be accepted once the scholarship auditions and trials have taken place or been awarded. However, once in the school pupils can next apply for scholarships at Sixth Form entry.

**Offers of places**

Offers of places are made in writing by the Headmaster as soon as possible after results are known. A Parent Contract and Acceptance Form are included with the offer letter. Offers will be based upon the reference provided by the child’s current school, the results of the Entrance Examination and the School’s judgement about the pupil’s ability to benefit from the education provided by the Senior School.

**Acceptance of a place**

When a place at the School is accepted, parents/guardians are asked to confirm acceptance in writing to the Headmaster and return the Acceptance Form, signed by both parents/guardians. We also require an acceptance fee of £400; (£150 of this will be retained in the school funds until the pupil leaves.

It will then be repaid by means of a credit without interest to the final payment of fees or other sums due to the School. The remaining £250 is non-refundable and will be added to the “HCS Charitable Bursary Scheme”). Payment may be made either by a BACS transfer or a cheque made payable to ‘Hereford Cathedral School’. BACS payments to Lloyds Bank: Sort Code 30-94-14 a/c 00198901(please give pupil’s name as reference).

**Scholarships at 13+**

The School offers academic, artistic, drama, musical, sporting and all-rounder scholarships. Scholarships are guaranteed for the total number of years the child is at the School, subject to good progress. If, however, effort, progress or behaviour is judged to be unsatisfactory, the School reserves the right to withdraw the scholarship. Where a pupil has achieved two scholarships or more, the value of the highest award will apply and additional scholarships will be awarded in name only. In general, scholarships are only awarded to pupils entering the school at age 11, 13 and 16. Pupils that enter at intermediate ages may be able to apply for a scholarship at a later stage.

**Dean’s (Academic) Scholarships**

Dean’s Scholarships are academic awards. Applicants for the Dean’s Scholarship will sit scholarship papers in English, Maths and Verbal Reasoning. These will be sat instead of, not in addition to, the entrance exam papers – see table for date. The Dean’s Scholarship papers are academically more demanding than the entrance exam papers. Candidates will sit the scholarship papers on the same day as the 13+ Entrance Examination. We would advise parents to consult their child’s current school as to whether it would be appropriate for them to enter for the Dean’s Scholarship. Practice scholarship papers are available upon request from the Admissions Officer. There is no separate application form to apply for a Dean’s Scholarship.

**Art Scholarships**

Up to two Art Scholarships are available and they are assessed by the Head of Art. At least one award will be available to internal applicants as Art Scholarships are not available in Years 7 and 8. Art Scholarship Applications Forms are available from the School’s website www.herefordcs.com/Admissions-Procedures#forms or Mrs Castanet.

The Art Scholarship examination is held on a Saturday morning in mid-January and consists of a three-hour observational drawing – see table for date. Candidates will hand in a portfolio of work the day before the examination. The candidates’ portfolios will be assessed and a written critique produced. Comments from the assessment will be included in the Headmaster’s letter announcing the results of the examination.

The portfolio should reflect samples of both schoolwork and work reflecting a personal interest in the subject. Candidates’ personal work will demonstrate particular areas of interest such as painting, drawing, photography, model making. The Head of Art will be happy to give advice to any candidate about the nature of his/her portfolio.

**Drama Scholarships**

Up to two Drama Scholarships are available and they are assessed by the Head of Drama. At least one award will be available to internal applicants as Drama Scholarships are not available in Years 7 and 8. Drama Scholarship Applications Forms are available from the School’s website www.herefordcs.com/Admissions-Procedures#forms or Mrs Castanet.

The Drama Scholarship examination is held on a Saturday morning in mid-January (see table for date) and consists of a 30-minute audition (a speech – which will be sent out to applicants), in addition to a

short performance and discussion on a piece of unseen text (which will be available 15 minutes prior to the audition) to/with the Head of Drama.

Parents of candidates will receive a letter from the Headmaster announcing the results of the audition, together with comments.

The Head of Drama will be happy to give advice to any candidate prior to the audition.

**Music Scholarships and Exhibitions**

The Director of Music assesses candidates for awards, in the first half of the Spring Term – see table for date. The top candidates may be awarded a Music Scholarship. Other candidates may be awarded a Music Exhibition, in which case they may be given free music lessons on an instrument and in exceptional circumstances, on their second instrument.

Music Scholarship candidates are normally expected to offer two instruments, of which one should be the equivalent to Grade 6 of the Associated Board.

The Director of Music would recommend that candidates visit before the audition period for an informal pre-interview. This can be of substantial benefit on the day of the interview.

Music Scholarship Applications Forms are available from the School’s website

www.herefordcs.com/Admissions-Procedures#forms or Mrs Castanet.

**Sports Scholarships**

Sports Scholarships are assessed by the PE Department in the first half of the Spring Term. See table for date.

Candidates should have regularly represented their school’s first team and will often be at least of the standard required for county selection in one of the major sports offered by the School. Alternatively, external applicants may come with a very strong recommendation from their school. All candidates will also be required to give a demonstration of their sporting skills. Sports Scholarship Applications Forms are available from the School’s website www.herefordcs.com/Admissions-Procedures#forms or Mrs Castanet. Please include references from any external sports clubs your child attends with submitted applications.

**All-Rounder Scholarships**

All-Rounder Scholarships are assessed by the Headmaster. It is not possible to apply for an All-rounder Scholarship. They are usually awarded to pupils who have been entered for two of the other scholarships, but narrowly failed to gain an award. Typically, they are awarded to a pupil who has applied for either a Music or Sports Scholarship.

**Bursaries**

*A limited number* of Bursaries are available each year to a number of families who would not otherwise be able to consider sending their child to Hereford Cathedral School. Bursaries can be awarded to supplement a scholarship, or simply as a means to supporting pupils. Bursary awards are subject to a parental means-test taking into account savings, investments and assets as well as income. The amount of a Bursary award is based on a sliding scale; awards are made from a limited fund and not all applications will be successful.

Hereford Cathedral School has introduced a new system of assessing and processing bursary application requests. Bursary Administration Limited (BAL) will contact parents to arrange a home visit and provide the school with a report.

**Bursary Application Forms** Application Forms are available from Mrs Jones, PA to the Bursar or Mrs Castanet, Admissions Officer.

Upon receipt of bursary applications, the Bursar will write to parents with an indication of potential eligibility for assistance. With the Bursar’s approval, Bursary Administration Limited will then contact parents directly to arrange a home visit.

**Offers of Bursaries**

The Bursar will make offers of bursaries in writing in the Spring Term once the Scholarship trials/auditions and the Entrance Examination have taken place.

**Conditions of a Bursary Award**

A bursary will be available for the total number of years the child is at the School, subject to good progress and behaviour and an annual means-tested update. If, however, progress and behaviour is judged to be unsatisfactory, the School reserves the right to withdraw the Bursary. Parents would be given at least one term’s notice for the intention to withdraw the Bursary, during which time the pupil would have the opportunity to improve to the required standard and thereby retain it.

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

**Notes**

Where an award is not made for a given scholarship, the School may vire funds to increase the above awards or increase bursary funds. It is possible to be awarded a scholarship and still be eligible for bursarial support. Scholarships are retained throughout the school life of the pupil, subject to satisfactory performance. Further details concerning the awards of music and sport awards can be obtained from the Admissions Officer.

**\*On occasions, where standards of applications are extremely high but financial constraints limit the number of Scholarships offered, Honorary Scholarships are awarded. These attract no financial remuneration but are accorded the same status as other Scholarships.**

**DEADLINES AND KEY DATES FOR YEAR 9 ENTRY**

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| **2019/20** *(September entry into Year 9)* | **Deadline for Applications:** | **Date of Event:** |
| **REGISTRATION FORM & FEE** | **End of December 2018** |  |
| **BURSARY APPLICATIONS TO BE RETURNED TO HCS BY:** | **Friday 7 December 2018** |  |
| **SPORTS SCHOLARSHIP** | **Closing date for receipt of applications 14.1.19** | **Tuesday 22 January 2019** |
| **ENTRANCE INTERVIEWS** |  | **Saturday 19 January 2019** |
| **MUSIC SCHOLARSHIP** | **Closing date for receipt of applications 14.1.19** | **Thursday 24 January 2019** |
| **ENTRANCE EXAM DAY** | **End of December 2018** | **Saturday 26 January 2019** |
| **ACADEMIC SCHOLARSHIP** | **Sat instead of Entrance Examination** | **Saturday 26 January 2019** |
| **ACCEPTANCE OF PLACE** | **Spring Term – date tbc** |  |

For further advice or to request an application form, please contact:

Admissions Officer – Mrs Castanet 01432 363506 admissions@herefordcs.com

Admissions and Marketing Assistant – Miss Tasker 01432 363581 l.tasker@herefordcs.com

Bursar’s PA – Mrs Jones 01432 363544 bursarpa@herefordcs.com

Head of Art – Mrs Greenough f.greenough@herefordcs.com

Head of Drama – Mrs Price m.price@herefordcs.com

Music Administrator – Mrs Turtle 01432 363531 a.turtle@herefordcs.com

Assistant Head (Extra-Curricular) – Mr Jerram 01432 363567 p.jerram@herefordcs.com

Director of Sport – Mrs Hopkins 01432 363522 s.hopkins@herefordcs.com

Revised March 2019 NKC