**

**Admission Information for Years 8 and 10 entry 2019/20**

**Registration**

Parents wishing to enter a child for admission to Hereford Cathedral School are asked to complete a Registration Form, and return it to the Admissions Officer. There is a non-returnable Registration fee of £75 for all pupils seeking admittance to the School. A Registration Form is enclosed with the prospectus. Additional copies may be obtained from the Admissions Officer or can be downloaded from the School’s website, www.herefordcs.com.

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.

Pupils are required to attend an interview and sit the Entrance Examination. Assessments for entry aim to identify boys and girls who have the potential to flourish at Hereford Cathedral School. We are obviously keen to ensure that prospective pupils are able to make the most of the opportunities on offer and have the knowledge and skills to settle happily into the School.

The interview and Entrance Examination are intended for children wishing to enter Hereford Cathedral School at 12+ or 14+ (Years 8 or 10). Candidates should be either under 13 or under 15 on the 1st September of the year they are intending to enter. Bursaries are also available to children entering the School at either 12+ or 14+. Pupils who enter at intermediate ages may be able to apply for a scholarship at a later stage, either Year 9 or Sixth Form.

**The Interview**

The fifteen-minute interview takes place on a separate day prior to the Entrance Examination. Either the Headmaster or a member of the Senior Management Team/ Head of House interviews candidates prior to the day of the entrance exam. Candidates are asked to bring something (e.g. musical instrument, trophy, photograph or a 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**

The Entrance Examination takes place at Hereford Cathedral School on a Saturday morning in late January or early February and consists of a Verbal Reasoning test and papers in English and Mathematics.

The English test lasts 60 minutes and consists of comprehension, a creative writing exercise and commentary and seeks to identify imagination as well as good grammar, punctuation and spelling. This applies to both 12+ and 14+ examination papers.

For Year 8 entry the Mathematics test is based upon work involved at levels 4 and 5 of the national curriculum and lasts 50 minutes.

For Year 10 entry the Mathematics test is based mainly upon work involved in levels 5, 6 and 7 of the National Curriculum. The Mathematics Test is two parts; a written paper of 40 minutes and a Mental Maths test of 20 minutes. The use of calculators is not permitted for either paper.

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

**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. We regard this as an integral part of the assessment procedure.

**Offers of Places**

Offers of places are made in writing by the Headmaster as soon as possible after results are known. These will be based upon the reference provided by your child’s current school, the results of the Entrance Examination for external applicants and the School’s judgement about the pupil’s ability to benefit from the education provided by the Senior School. For pupils currently at independent schools we will ask the existing school for a confirmation that there are no outstanding fees due.

**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).

**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, once in the school pupils can next apply for scholarships at Year 9 or Sixth Form entry. Only pupils who join the school after the 11+ main Entrance Examination are eligible to enter the 13+ Academic Scholarship examination.

**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 Headmaster 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.

**DEADLINES AND KEY DATES FOR YEARS 8 AND 10 ENTRY**

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| **2019/20** *(September entry into Years 8 or 10)* | **Deadline for Applications:** | **Date of Event:** |
| **REGISTRATION FORM & FEE** | **Friday 7 December 2018** |  |
| **BURSARY APPLICATIONS TO BE RETURNED TO HCS BY:** | **Friday 7 December 2018** |  |
| **ENTRANCE INTERVIEWS** |  | **Saturday 19 January 2019** |
| **ENTRANCE EXAMINATION** | **End of December** | **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

Revised January 2019 NKC