



United Learning
The best in everyone™

Dunottar School

Admissions Policy

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Admissions Policy

Dunottar School – United Learning Independent School

1. Policy Statement

Dunottar School is a vibrant, co-educational secondary school in Reigate, Surrey, highly valued locally and a flagship school within United Learning’s family of schools. It is renowned for its outstanding pastoral care, Warrior Learning and exceptional added value both within and beyond the classroom. Dunottar’s environment is one where both pupils and teachers are courageous and inspirational in their approach to learning and life. The School celebrates achievement in its broadest sense resulting in a community of happy, confident pupils.

Dunottar School is committed to a fair, transparent, and inclusive admissions process that reflects our values as a United Learning school. This policy complies with the *Equality Act 2010*, the *Education (Independent School Standards) Regulations 2014*, the *Children and Families Act 2014 (SEND Code of Practice)* and is informed by the *SEND Code of Practice 0-25 years (last updated 2024)*. Dunottar School belongs to United Learning and we share the Group’s core values of ambition, confidence, determination, creativity, respect and enthusiasm and the objective of ‘bringing out the Best in Everyone’.

The School is committed to ensuring that it is accessible to all those who meet its entry requirements. We welcome pupils of all faiths and none, and Dunottar School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School’s Equal Opportunities Policy document. We seek to ensure that disabled prospective pupils are not treated less favourably and will take reasonable steps/ make reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage in matters of admission to the School. This will include any individuals with any type of disability, medical or special educational need. Dunottar School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to admissions to all sections of our school community and forms part of our School commitment to the United Learning Framework for excellence. This includes ‘The best from everyone’, ‘Powerful Knowledge’, ‘Education with Character’, ‘Leadership in every role’ and ‘Continuous Improvement’.

This document is available on the School’s website and on request from the School Office. This policy is reviewed annually, or as events or legislation require change, by the Director of Admissions, Marketing and Communications and Admissions Manager, and the next date for review is March 2027.

Dunottar School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

The Admissions Policy should be read in conjunction with the:



- Behaviour and Discipline Policy
- Exclusion, Expulsion, and Removal Policy

2. Equal Opportunities Policy

- High Attainer Pupils Policy
- Special Educational Needs and Disabilities Policy
- Accessibility Plan

3. Aims

- Ensure a clear, fair process for admissions.
- Support equal opportunities and inclusion.
- Comply with statutory and regulatory requirements.
- Inform families of the admissions process and criteria.

4. Registration

The main points of entry to Dunottar School are Year 7 (11+) and the Lower Sixth (16+). We also offer an Early Offer Admissions Process for pupils in Year 5, more details can be found in the Application Process. A pupil can register at any time.

5. Application Process

Year 5 Early offer Admissions for Year 7 Entry:

When you are ready to take the next step, register your child with us by:

- Completing the online registration form
- Paying the £150 registration fee

Families may register at any time prior to the registration deadline but we encourage you to register early in January of Year 5, so that your child can attend our Taster Morning.

Taster Morning:

Once registered, pupils will be invited to attend our Taster Morning, where they take part in a range of Warrior Learning activities. This provides an opportunity to experience life at Dunottar School, meet our teachers and get to know other prospective pupils.

Assessment Days:

We conduct two types of assessment.

- Warrior Learner Assessments – Pupils complete individual and group activities designed to explore creativity, problem-solving and teamwork. No preparation is required. All pupils also have an, informal interview with a member of staff.
- Academic Assessments – Assessments are designed for Year 5 pupils and are based on National Curriculum content taught at this stage. No tutoring is required.

Candidates must attend the Warrior Learner and Academic Assessment Day in person. If this is not possible, families are welcome to apply instead during the Year 6 admissions process.

As part of the process, we request a confidential reference from your child's current school.



Year 6 Admissions Process for Year 7 Entry:

Families who choose not to follow the Year 5 early offer pathway are encouraged to begin the application process during Year 6.

To register, please:

- Complete the online registration form
- Pay the £150 registration fee

Register by early May in Year 5 to attend our Activities Day in June and Taster Day in October.

Taster Morning and Activities Day:

Registered pupils will be invited to attend our Taster Morning and Activities Day, allowing them to experience life at Dunottar School, meet staff, and connect with other prospective pupils.

Assessment Days:

We understand that assessments can feel daunting; however, our process is designed to help us get to know your child, while giving them further insight into Dunottar School life. Assessments include:

- Warrior Learner Assessments – Individual and group activities requiring no preparation, along with an informal interview.
- Academic Assessments – Tailored to Year 6 pupils and based on National Curriculum work. Assessments cover:
 - English
 - Mathematics
 - An online test including Verbal, Non-Verbal and Numerical reasoning

All candidates must attend the assessment day in person. We also request a confidential reference from their current school.

Sixth Form Admissions (Year 12 Entry):

Current Dunottar School pupils interested in joining the Sixth Form should speak to the Assistant Head, Sixth Form, or a member of the Sixth Form team.

Prospective external applicants are warmly invited to visit us. Our Sixth Form Open Evenings include:

- A tour of our Sixth Form Centre
- Presentations from the Head and Deputy Head Academic
- Opportunities to meet Heads of Departments and current Sixth Form students
- Subject-specific discussions and guidance on A Level choices

To register interest for the next Open Evening, please complete the form on our website.

Applications:

External Sixth Form applications can be submitted at any time, provided there are still places available.



Entrance Assessments:

Applicants will:

- Attend an interview with a senior member of staff
- Tour the school
- Meet with the Assistant Head, Sixth Form and relevant Heads of Department

We will also request a reference from the applicant's current school.

To study three A Levels and thrive in our Sixth Form, pupils are expected to achieve:

- A minimum of six grade 6s at GCSE
- Grade 7s in Maths or Science if these subjects will be studied at A Level

We recognise that some pupils may require an adapted programme of study. Families are encouraged to contact us to discuss the most suitable pathway.

Applying for In-Year Applications:

Applications will be considered on a case-by-case basis and are dependent on available spaces. Families relocating to the area will also be considered outside standard timelines.

The process:

- Families express their interest via email or telephone.
- We look to understand their reasons for moving and request attendance records, school report, submit the Registration form and the non-refundable registration fee (currently £150) fee via bank transfer.
- Meeting with Head and tour.
- Assessments, interview with teacher, meet Head of Year.
- Successful candidates receive an offer with a 2 week expiration date.
- Upon acceptance of a place, families must confirm that their child has permission to study in the UK. Non-UK/EEA nationals must provide the necessary documentary evidence showing eligibility, current status, and relevant visa dates.
- Admissions forms sent for completion, pupil set up in systems and Head of Year notified to 'take-over' onboarding process.

6. Admissions Steps

Admissions Steps

- Enquiry and visit
- Submission of required admissions forms and fee
- School Admissions Form
- SEND Admissions Form (if applicable)
- Assessment or interview
- Offer of place or explanation of outcome



- Confirmation and acceptance, including signed agreement and deposit

Please note that your child's current school will also be asked to complete an Admissions Reference Form. The school is committed to keeping families informed at every stage of the process.

7. Oversubscription

In the event of oversubscription, applications will be ranked according to the admissions criteria (see section 10) and any relevant waiting lists. The school maintains the right to operate a first-come, first-served basis where no other prioritisation applies.

8. International Pupils

Where applicable, the school ensures that non-UK pupils have the right to study in the UK and complies with UKVI (UK Visas and Immigration) sponsor duties.

9. Admissions Register

"Dunottar School of United Learning School is committed to ensuring that the admissions register is maintained in accordance with *The School Attendance (Pupil Registration) (England) Regulations 2024*."

From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register. The Admissions Team is responsible for maintaining the Admissions Register. The databases used are iSAMS and ITQ Metis. Entries are made electronically and the register can be printed as required. The register is stored for a minimum of three years, and a comprehensive backup procedure includes full daily backups on the SQL server and separate backup, duplicated to cloud storage for off-site backup, on a daily, weekly, monthly and yearly basis. The register will show the name of the person making an amendment and the date of the amendment.

The school will collect and retain the following data:

- Full name
- Name that pupil uses at school
- Sex (recorded as birth sex unless a gender recognition certificate is obtained)
- Address
- The full name and address of each of the pupil's parents
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency
- Ethnicity and Nationality
- Date of birth
- Date of admission
- Name/address of previous school

The preservation of the school's admissions register, and amendments to, and deletions from, the register are regulated and will occur in line with the relevant regulations in *The School Attendance (Pupil Registration) (England) Regulations 2024*. In line with these regulations and the statutory guidance in



Working together to improve School Attendance (2024), the school will also notify the Local Authority when the school adds or deletes a pupil from the admissions register at non-standard transition times.

10. Admissions Criteria

Admission is subject to availability of places and the school's ability to meet the needs of the child. Criteria may include:

- Academic suitability (assessed through entrance tests/interviews as appropriate).
- Behaviour and attitude aligned with school values.
- Space in the relevant year group.

Priority may be given to:

- Siblings of current pupils.
- Children of staff or alumni.
- Pupils transferring from another United Learning school.
- Pupil with high ability commensurate with the award of a Scholarship or Head's Award (please see website for how to apply and more details <https://www.dunottarschool.com/admissions/scholarships/>).

11. Admission of Pupils with EAL

We welcome pupils with English as an Additional Language (EAL). We will make reasonable adjustments to support access to our education and co-curricular offer.

12. Admission of Pupils with SEND

The school is committed to promoting equality, diversity and inclusion, and adheres to its legal obligations under the Equality Act 2010. We welcome applications from pupils with Special Educational Needs and Disabilities (SEND) and assess each application individually, considering both the specific needs of the applicant and the school's capacity to make reasonable adjustments. In line with statutory guidance, we aim to ensure that no child is placed at a substantial disadvantage in the admissions process due to their disability or diagnosed learning need/s and the school uses its best endeavours to provide the appropriate support.

To support a fair and informed admissions process, it is essential that parents/carers provide full and transparent disclosure of any known or suspected SEND at the point of application using our *SEND Admissions Form*. This should include up-to-date professional assessments, medical reports, including referrals and documentation under the neurodiverse pathway, educational psychologist evaluations, any existing or potential Education, Health and Care Plans (EHCPs) and IEPs.

The *SEND Code of Practice* emphasises the importance of early identification and collaborative planning to meet the needs of children and young people effectively. Accurate and timely documentation enables the school to assess whether it can meet the applicant's needs and to plan for any reasonable adjustments or additional support required, under the *Equality Act (2010)*. Where necessary, the school may request further information or consult with external professionals or current school setting to ensure a thorough and informed decision. Failure to provide relevant information may affect the school's ability to support the pupil appropriately and could impact the outcome of the application, including withdrawing a pupil.

Although Independent settings are not required to comply with the *SEND Code of Practice: 0 to 25 years*, we see this as best practice and use our best endeavours to implement the school's chapter.



As part of the admissions process is an entry assessment, it is important to note and evidence if a pupil has previously had additional exam access arrangements and this is the pupil's normal way of working, based on evidence of need. This information and previous history of need will then be taken into consideration on whether this is awarded in the entry test. The school is obliged to follow statutory exam criteria via the Joint Council for Qualifications (JCQ), which stipulates the SENDCo has the final decision on awarding any exam concessions.

Please read our additional policy on SEND financial charging prior to submitting an admission.

13. Appeals and Complaints

If a parent wishes to appeal an admissions decision, write to the Head within 20 school days of receiving the admissions decision setting out the reasons for the appeal. The Head will consider the parent's submissions and will provide a final response in writing within 20 school days.

14. Document Review

This policy is reviewed annually or sooner if regulatory guidance changes. It is approved by the Head and Governing Body.

Template Owner	Operations Business Partner – Independent Schools
Department responsible	School Improvement Teams
United Learning Independent Schools/Academies/Both	United Learning Independent Schools
Reviewed	February 2026
Date Policy Authorised	February 2026
Policy Owner	M.Tottman
Review Date	June 2027 or when legislations or changes require
Date Policy agreed by Local Governing Body	June 2026
Name of Local Governing Body Member	S. Hull
Date the Head approved:	June 2026
Next LGB review date:	June 2027



Appendix 1

1. Selection Criteria and Offers of Places

The decision to offer a place to an applicant is made on the basis of the entrance assessments, the interview and a report from the current school. The Head and Senior Leadership Team aim to offer places to those pupils who will benefit from the opportunities offered at Dunottar School, who will contribute to the Dunottar School community, share its ethos and respond positively to the School environment. As well as demonstrating the academic ability and potential to fully access the curriculum at Dunottar School, we are looking for pupils who demonstrate potential for growth in the seven aspects of 'Warrior Learning' – creativity, tenacity, independence, curiosity, aspiration, collaboration and inclusivity.

- **Creativity:** Problem solving skills are essential in virtually any workplace environment. Employers want to know that employees have the ability to think creatively and come up with innovative solutions. Problem solving is about using logic, as well as imagination and lateral thinking to make sense of a solution. By providing our pupils with the opportunities and challenges to develop their creative thinking, we allow them to develop these skills from the beginning of their senior school life.
- **Tenacity:** A Warrior Learner will persevere in everything they do, enjoying the struggle to mastery by learning to think around a problem and being creative and flexible in their approach.
- **Independence:** Dunottar School aims to create emotionally intelligent young adults. Developing a sense of independence means taking personal responsibility and becoming an engaged, self-motivated learner, demonstrating initiative, standing by convictions and knowing when to seek help.
- **Curiosity:** Curiosity is at the heart of engaged, effective learning and Dunottar School pupils are inquisitive, ask questions, read independently around a subject and take an interest in exploring the world around them.
- **Aspiration:** We aim to create a community where nobody is self-limiting or limiting to each other. Our pupils articulate their dreams, have high expectations of themselves, demonstrate the capacity to be a leader and help others and get fully involved in school life.
- **Collaboration:** Demonstrating collaboration means contributing effectively in a team, listening to the ideas of others, including and respecting others and learning from one another.
- **Inclusivity:** Dunottar School is a warm and welcoming community, where every individual is valued. Our pupils are encouraged to embrace new friendships, be considerate to one another and make everyone feel welcome.

The number of applicants typically exceeds the available places and, therefore, decisions regarding which candidates receive offers of a place are made on the basis of the criteria above. Decisions are usually made within a month of the entrance assessment. Parents/guardians will



be notified in writing of the decision. In the unlikely situation that nearly all places are filled before the acceptance deadline, the School will warn all remaining offer holders and move to a first-come, first-served basis to allocate the remaining places. Sixth Form places are offered subject to successful completion of GCSEs in line with the 16+ entrance requirements. Prompt acceptance of an offer of a place is appreciated and a final acceptance deadline is stated in the offer letter. Acceptance of the place is confirmed by parents/guardians completing the Acceptance Form and returning it with the acceptance deposit of £2500 by the acceptance deadline as stated in the offer letter. The deposit is repaid by means of a credit without interest to the final payment of fees or other sums due, after the pupil leaves the School. A term's fees (less deposit/s held) will be immediately payable by the parents if, for any reason, they cancel their acceptance of a place less than a term before entry or the pupil does not join after a place has been accepted. Parents who withdraw giving a full term's notice before entry will not have to pay fees in lieu, but the deposit will be retained by the School. The limited exception to this is where the school actually fills the specific vacancy created by the pupil's withdrawal, in which case the School shall refund the Deposit to the parent less its costs in administering their dealings with the School or a reasonable estimate of those costs. Parents should be aware that there is no guarantee that a place will be filled after withdrawal and in the event of a late withdrawal it is very unlikely that the School would be able to find a replacement.

2. Sibling Policy

Sibling status is taken into consideration during the admissions process. However, Dunottar School will not automatically offer to a sibling if the School does not believe that it is the right educational setting for the individual child.



Appendix 2

1. Scholarships and Fee Discounts

Dunottar School awards scholarships at 11+ (Year 7) and 16+ (Lower Sixth) to recognise excellence, ability and potential in the relevant field. Scholarships can be awarded to those pupils who demonstrate exceptional ability in the fields of academic study, music, performing arts, art, and sport. Scholars have the opportunity to develop their talent within school, for example through a tutored research project for academic scholars or through concert performance opportunities for music scholars and are expected to demonstrate a commitment to and enthusiasm for their specialism.

2. External Applicants

At 11+ all pupils sitting the main entrance exam will be considered for an academic scholarship; awards are made based on the results of that exam and no additional papers are required.

Year 12 Academic Scholarships are awarded at the discretion of the Head based on the outcome of pupils' GCSE examinations.

Pupils at each age group wishing to be considered for any other type of scholarship, should complete the relevant application form by the deadline stated on the school website. Applications will be reviewed by the relevant Head of Department who will draw up a shortlist of candidates who will be called to audition/assessment. All scholarship candidates must also meet Dunottar School standard entrance requirements.

3. Internal Applicants

At 16+ current Dunottar School pupils can apply for a scholarship. In order to apply they must seek the approval of the Deputy Head (Academic) if applying for an academic scholarship or the relevant Head of Department if applying for a music, performing arts, art or sports scholarship. Internal applicants must meet the minimum requirements which would be applied to an external candidate wishing to be considered for a scholarship. Current pupils and families will receive information about the scholarship process at the relevant times and should contact Mrs Hislop (J.Hislop@dunottarschool.com) if they are considering applying for a Scholarship. Please note that internal candidates can apply for a scholarship in more than one area.

4. Value and Length of Awards

The final decision regarding the number of awards given and the value of those awards is made by the Head and takes into account the quantity and quality of the applicants in that particular cohort. Scholarships are not means-tested (please see separate information about our means-tested Bursaries for financial support). A pupil can be awarded scholarships in more than one specialism. Awards are reviewed annually to ensure pupils maintain the standards set out in the Terms and Conditions of the award. Holders of scholarships are required to show a year-on-year commitment to the School in their specialist field to retain the award.



5. Academic Scholarships

Academic Scholarships are awarded to those pupils who reach the highest standard in the entrance assessments and show the greatest potential for growth. At 11+ all candidates sitting the main entrance exam in October and November will be considered for an academic scholarship. The Year 5 process also includes scholarship assessments, which take place in February and March.

At 16+ academic scholarships are awarded at the discretion of the Head based on pupils' outcomes in GCSE examinations.

6. Music Scholarships

Music scholars are expected to demonstrate talent, potential and a commitment to the musical life of the school. As a general guide, candidates should be playing their primary instrument at Grade 5 standard at 11+ and Grade 7 or higher for 16+. Candidates should offer a primary and secondary instrument (one of these can be voice) and a third instrument is optional. To apply candidates should complete the application form and submit it with supporting reports from the relevant instrumental music teacher(s). Shortlisted candidates will be invited to an audition with the Director of Music. At the audition candidates will perform two contrasting pieces on their primary instrument and one piece on their second instrument (and third if applicable). Musicianship and artistic interpretation is as important as technical complexity so candidates should ensure pieces are selected that allow this to be demonstrated. There will also be a sight-reading task on the primary instrument, an aural test and a viva voce.

7. Performing Arts Scholarships

Performing Arts scholars are expected to demonstrate talent, potential and a genuine enthusiasm for the performing arts which will include a commitment to playing an active role in school productions, plays and clubs. Candidates should offer at least two of the three disciplines: drama, dance and musical theatre. To apply, candidates should complete and submit the application form. All candidates will be invited to an audition with the Head of Performing Arts. Candidates will take part in a group activity, will have a short interview and will audition in the two disciplines selected.

8. Art Scholarships

Art scholars are expected to demonstrate talent, potential, creativity and a true passion and enthusiasm for art. They are expected to study Art & Design at GCSE (and at A Level for 16+ awards). To apply, candidates should complete the application form and submit it with a portfolio of their work (please see the application form for further guidance on the portfolio). Shortlisted candidates will be invited to an assessment with the Director of Art which comprises a still life drawing exercise and an informal interview; sketchbooks and/or a selection of work from the portfolio should be made available for discussion at the interview.

9. Sport Scholarships

Sports scholars are expected to show exceptional potential, a passion for sports and fitness and a willingness to play a leading role in the life of school sporting activity. Candidates should offer at least



two sports, one of which must be one of Dunottar School's main sports: Football, Netball and Cricket for girls, Rugby, Football and Cricket for boys. A high level of performance within Swimming and/or Athletics can support a pupil's application. At 11+ we would expect candidates to be playing competitively at A team level at their current school, to be playing some club sport outside school and to show the potential to compete at county level by the time the pupil joins Dunottar School. At 16+ we would expect candidates to be highly active in their school's sports teams, with an excellent track record or training and commitment, and to be competing at county or regional level in their main sport. To apply candidates should complete the application form and submit it with supporting statements or references from any relevant sports teachers and/or coaches. Shortlisted candidates will be invited by the Director of Sport to an assessment day which will include a fitness/bleep test, competitive drills/matches in the chosen sports and a short interview.

10. Bursaries & Discounts

A fee reduction of 5% is automatically applied for any sibling of a current pupil who joins Dunottar School in the form of a Sibling Bursary. The fee reduction is 10% for the third or subsequent sibling(s) and this discount applies while the siblings are both/all at school. Members of the clergy may also be eligible for a Clergy Bursary in line with the policy of United Learning.

We offer a limited number of means tested Bursaries. These are awarded on entry from Year 7 and are reviewed annually. We do not offer full bursaries and families are expected to make a contribution to the fees.

Parents/guardians seeking a Bursary are required to complete an application form to establish the financial circumstances of the household and will be visited at home by United Learning's Assessment provider, Bursary Administration Ltd.

Applications for financial assistance should be submitted at least six weeks prior to a child taking the entrance examination by August for September entry.

Please note that Bursary applications for combined incomes over £70,000 may not be considered. Bursaries are only available in the minority of the most deserving cases, and no assumption should be made that financial assistance can or will be given.

11. Annual Review

Bursary awards are subject to testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current holders will be informed of how to complete the relevant information updates each year.

12. Other Sources of Fee Assistance

In addition to United Learning bursaries, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Dunottar School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance.

