



United Learning
The best in everyone™

Dunottar School

Admissions Policy

Contents Page

Policy Statement	3
Admissions Procedures	4
Registration	4
Disclosure of Special Requirements.....	4
Key Dates for September 2026 Entry – please refer to website Entrance Assessments.....	5
Selection Criteria and Offers of Places.....	5
Sibling Policy	6
Internal Applicants	7
Value and Length of Awards	7
Academic Scholarships.....	8
Music Scholarships.....	8
Performing Arts Scholarships.....	8
Art Scholarships	8
Sport Scholarships.....	9
Bursaries & Discounts	9
Annual Review	9
Other Sources of Fee Assistance.....	9
Admissions Register	10
Review of Policy	11

ADMISSIONS

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 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 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 admissions policy should be read in conjunction with the school's Behaviour and Discipline policy and Exclusions, Expulsion, and Removal policy.

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 Marketing Manager and Head of Admissions, and the next date for review is March 2026.

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
- Equal Opportunities Policy
- High Attainer Pupils Policy
- Special Educational Needs and Disabilities Policy

- Accessibility Plan

Admissions Procedures

Registration

The main points of entry to Dunottar School are at Year 7 (11+) and Lower Sixth (16+).

A pupil can register at any time but to take the main entrance exams, pupils should be registered by 9am on 23rd September of the year prior to entry for 11+ entry. Applications for Sixth Form entry are usually required by 1st December of the year prior to entry. Late applications for 16+ entry will be considered if a place is available.

Pupils wishing to enter the School at other age groups or mid-way through the academic year will be considered on a case by case basis, subject to the normal entrance procedures, where a space is available. Pupils of families moving to the area will also be considered at other times.

To register a pupil, parents should complete the Dunottar School on-line Registration Form via the website and forward the non-refundable registration fee (currently £150) via bank transfer.

On acceptance of a place, parents must indicate that their child has permission to study in the UK, Non-UK/EEA Nationals should provide the necessary documentary evidence of their eligibility to reside in the UK and which shows their current status and dates of study and expiry of study.

Disclosure of Special Requirements

Before a candidate takes the entrance examination parents/guardians are asked whether their child has a disability, special educational need or medical condition of which the School should be made aware. If this is the case, Dunottar School may request additional information and may take such advice and require such assessments as it deems appropriate; the School will be sensitive to any issues of confidentiality. Based on the information given and advice received, the School is committed to making reasonable adjustments that will enable a prospective pupil to participate in the entrance procedure and to take up a place (subject to satisfying the standard admissions requirements in order to be offered a place) and to complying with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 and the Equality Act 2010.

If significant information about a candidate is not disclosed (or if a new condition or situation subsequently develops that the School is not informed of), the School reserves the right to withdraw any reservation or offer of a place with immediate effect.

If a candidate has a diagnosed learning difficulty parents should provide Dunottar with a copy of the specialist diagnostic report on registration. To be considered for exam access arrangements for the entrance assessments (including extra time) this report needs to have been completed no earlier than the candidate's Year 5. Further guidance about our Learning Support provision regarding the entrance assessments is provided in our SEND policy.

Key Dates for September 2026 Entry – please refer to website Entrance Assessments

The main entrance assessments for 11+ take place in October and November prior to the year of entry.

At 11+ candidates are required to sit papers in English creative writing, Mathematics and an online test covering verbal, non-verbal and numerical exercises. The tests are based on the National Curriculum and are designed to enable the School to see the potential and ability of each candidate. No special tutoring is required.

All candidates will also be required to attend our Warrior Learner Assessment day and will be interviewed by a member of the teaching staff. The interview is a friendly, informal opportunity for the staff to get to know more about each candidate, to assess the suitability of the School for that individual child and vice versa. Candidates will also take part in a number of individual and group activities, based around our Warrior Learner ethos, to allow us to assess their creativity and how they work with other children. No preparation for these activities is required. References are also requested from the current school.

Candidates wishing to join the Sixth Form will be interviewed by two senior members of staff. References will be requested from the current school and candidates are normally expected to achieve a minimum of six GCSEs at grades 6 to 9, with at least grade 6 or above in the subjects they wish to study at A Level (Grade 7 for certain subjects).

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 Headmaster and Senior Leadership Team aim to offer places to those pupils who will benefit from the opportunities offered at Dunottar, who will contribute to the Dunottar 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, 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 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 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 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 £1000 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.

Sibling Policy

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

Appeals

Parents who wish to appeal against a decision not to offer a place to an applicant may appeal by writing to Mr A Porteous, Chair of the Local Governing Body, care of the School address. Any such appeals should be made promptly and within 10 calendar days of the decision being sent to parents. Any appeals made outside this timeframe may not be considered. The Chair (or a governor nominated by the Chair) will review the parents grounds of appeal and the school's decision and notify parents of their decision within 10 working days. The Chair (or the nominated governor)'s decision is final.

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.

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 Headmaster 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's standard entrance requirements.

Internal Applicants

At 16+ current Dunottar 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 parents 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.

Value and Length of Awards

The final decision regarding the number of awards given and the value of those awards is made by the Headmaster 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.

Academic Scholarships

At 11+ all candidates sitting the main entrance exam in October and November will be considered for an academic scholarship. At 16+ academic scholarships are awarded at the discretion of the Headmaster based on pupils' outcomes in GCSE examinations.

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.

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.

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.

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'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. 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.

Bursaries & Discounts

A fee reduction of 5% is automatically applied for any sibling of a current pupil who joins Dunottar 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 parents 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 22 August 2025 for September 2026 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.

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.

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.

Admissions Register

Dunottar School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. The Head of Admissions (Mrs R Tottman) is responsible for maintaining the Admissions Register. The databases used are iSAMS and RS Admissions. 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.

Dunottar's Admissions Register includes:

- name in full;
- sex; (this should be birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18))
- the name and address of every person known to the proprietor of the school to be a parent and/or carer of the pupil (and an indication of the parent/guardian with whom the pupil normally resides, and which parents hold parental responsibility)
- of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact;
- at least one telephone number at which each parent can be contacted in an emergency or at least two or more parent/ carer contact numbers;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school; and
- name and address of the school last attended.
- Any inclusion or deletion from the register is made by the Head of Admissions according to the Education (Pupil Registration) (England) Regulations 2006. The name of the destination school (or additional school, in the case of dual registration), notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information
- A provision for parents/guardians to indicate the pupil has permission to study in the UK.

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 in line with the Education (Pupil Registration) (England) Regulations 2006. The register will be kept for at least three years after the end of the school year in question.

A pupil's name will be deleted from the admissions register on the grounds that he/she has not returned from a leave of absence exceeding 10 working days, if both United Learning and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

The inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006. The Local Authority (of Dunottar School and if relevant where the child is resident) will be informed when a pupil's name is going to be deleted from the admissions register due to:

- The child has been taken out of school to be home educated
- The family has apparently moved away
- The child has been certified medically unfit to attend
- The child is in custody for more than four months
- The child has been permanently excluded

A pupil's name will be deleted from the admissions register on the grounds that he/she has been continuously absent without authorisation for 20 working days, if United Learning does not have reasonable grounds to believe that the pupil is unable to attend the School by reason of sickness or unavoidable circumstances.

The name of a pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and where United Learning does not have reasonable grounds to believe that the pupil will return to School at the end of that period.

The School is aware of the duty to notify/make returns to the local authority for all non-standard admissions and departures, to know or be able to ascertain the correct local channels for so doing, to be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in accordance with local procedures, and that the school works co-operatively with the local authority in making returns as requested and reasonable enquiries where necessary.

The lawful grounds for removing a pupil, including the original ones above, and the information to be reported to the local authority, are set out in detail in both School Attendance 2019 and Children missing education 2016.

Review of Policy

Name of owner	S.Edwards/ R. Tottman	Authorised by R. Cole 30/09/15
Governor responsible	Andrew Telford	
Reviewed by	S.Thorne	Sept 2015
Reviewed by	S.Thorne	Sept 2016
Updated- ISI update	S.Thorne	Oct 2016
Updated- ISI update	S.Thorne	Jan 2017
Updated- current procedures	P.Crosthwaite	July 2017
Reviewed- Compliance	S.Thorne	July 2017
Updated – current procedures	S.Edwards	July 2018
Updated – Compliance	S. Thorne	July 2018
Updated- Compliance and procedures	S.Thorne/ G.Wiles	Sept 2018
Reviewed by	S.Edwards/ R. Tottman/ S. Thorne	July 2019
Reviewed by	S.Edwards/ R.Tottman/ S.Thorne	August 2020
Reviewed by	R.Tottman/ G.Wiles/ S.Thorne	July 2021
Reviewed by	R.Tottman	September 2022
Reviewed by	R.Tottman	March 2025

