



ADMISSIONS POLICY

September 2026

This policy applies across the whole school including the Early Years Foundation Stage (EYFS).

The Newcastle School is an independent school that became co-educational in September 2026, welcoming girls into the Junior School and Sixth Form, with co-education extending to the Senior School from September 2027. The School provides education for children aged 3 to 18 and has approximately 300 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit The Newcastle School. We hold a number of open events during the year which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's admissions team on 0191 255 9300 (then selecting admissions) or e-mail admissions@newcastleschool.co.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

The entry procedure

Suitability for a place at The Newcastle School is assessed through entrance assessments and/or taster session/day, an interview at the School (for Senior School admissions), a report from the applicant's current or most recent school and any other relevant information.

Our entry procedure is designed to identify pupils who are able to access the School's curriculum successfully, to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The School's **Application form** is available on the School's website and from the admissions team at admissions@newcastleschool.co.uk

Junior School

The usual points of entry are from the term that a child turns three (Pre-Nursery/Nursery), four years of age (Reception) and at seven years of age (Year 3) although there may be places at other ages. Please contact the admissions team for details.

The Newcastle School is registered as a Provider with Newcastle City Council to offer free Early Years' Entitlement for three- and four-year olds. Children will be entitled

to the first fifteen hours per week free of charge (without any conditions of access or charges) from the term after their third birthday until the term after their fifth birthday. The School also offers 30 hours per week free of charge to eligible families based upon the government's entitlement guidelines. For further information on this, please contact the Chief Operations Officer on 0191 255 9300 or email bursar@newcastleschool.co.uk

Senior School

The usual points of entry are into (11+) Year 7, (13+) Year 9 and (16+) Year 12. The School may also have places at other ages. Please contact the admissions team for details.

The School generally runs a one-form model from Early Years in the Junior School and a two-form model from Year 7 in the Senior School. All suitable places are allocated on a first-come-first-served basis depending on availability in the year group.

Equal treatment

The Newcastle School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered to make it possible for as many as possible who meet the School's admission criteria to attend the School.

The Newcastle School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The School's provision for bursaries is described below.

Special educational needs

The Newcastle School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing that we can offer them the support that they require and cater for any additional needs, and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they sit the entrance assessments so that adequate provision can be made for them.

Parents should provide full details of any history of medical conditions or educational needs supported by, for example, a copy of an educational psychologist's report or a medical report or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that they will be able to access the education offered and that we are able

to ensure their health and safety, and the health and safety of others. Failure to notify the School of a known disability and/or special educational need or medical condition prior to the offer of a place may result in the offer of a child's place or the place being subsequently withdrawn.

The School will discuss thoroughly with parents and, if appropriate, their child's medical advisers, the adjustments that can be reasonably made for their child if they become a pupil at the School.

There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, the School judges that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is not out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

The assessment process

There is a registration fee of £60 to cover the costs of the assessment process. The fee should be submitted with the application but in any event before the pupil is assessed.

The aim of the process is to identify potential. The Newcastle School is looking for well-rounded pupils with a genuine interest in learning and, with interests that stretch beyond the confines of the academic curriculum. The School provides significant opportunities in sport, music and other co-curricular areas, all of which are important in supporting our pupils' wellbeing and developing their character.

No specific preparation for the entrance tests is needed. All applicants start on an equal footing, with identical opportunities to display their academic aptitude and co-curricular skills.

Assessment for Nursery and Reception is based on observing informal activities in small groups.

Pupils wishing to enter Years 1 and 2 will be asked to complete age-appropriate tasks in Maths and English within the classroom setting.

Pupils applying for entry into Years 3 to 11 will need to satisfy the School of their ability to cope with its academic standards. According to their age, applicants will sit

assessment papers in English, Maths and reasoning and may have a short, informal interview with the Head or another senior member of staff.

Candidates for entry at 16+ sit the CAT4 adaptive aptitude test and a written general studies-type paper. They may also be required to sit subject-specific assessments. The offer of places into Year 12 is conditional upon a candidate achieving a minimum of five GCSE passes at grade 5 (or their equivalent) including Maths and English (Language). It is generally recommended that all applicants achieve a minimum of grade 6 or 7 in subjects proposed for study at A level.

To assess suitability for admission and/or to ensure the School is as fully informed as possible about pupils joining the School, a written report will be required from previous schools as appropriate. Additionally, and in line with statutory safeguarding requirements, all new joiners' previous schools are obliged to transfer in confidence pupil records in relation to any pastoral or safeguarding concerns.

The dates for the assessment process for entry into Years 7, and sixth form are published on our website. The School may offer places to candidates from its waiting list after the closing date for acceptance of places.

Sibling policy

Most siblings join us at The Newcastle School. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment or a place in the required year group is not available.

Scholarships

Scholarships are available for entry into Years 7 and the Sixth Form in the Senior School. Awards may be made at other points of entry at the discretion of the Head and the governors.

In the Senior School, scholarships may be awarded for academic, all-round, sport, music, artistic or dramatic excellence. They are awarded until the end of Year 11. Further scholarships are offered for entry into Year 12 and these awards will remain in place for Years 12 and 13.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's terms and conditions.

Purpose of scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this, a scholar may be offered up to a 50% reduction in the fees. A small number of higher-level awards are made each year to those entering the sixth form. These awards can carry up to a maximum of 100% discount on fees for those pupils performing at the very highest level in their chosen scholarship area.

Parents are asked to indicate on the ***Application form*** whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

The School encourages parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply, on registration of their child, for one of the School's means-tested bursaries described below.

Senior School scholarship assessments

Candidates who apply for academic and all-rounder scholarships sit papers in English, Mathematics and reasoning as well as attending a short interview. Academic scholars are selected from the most outstanding performers in the entrance assessments.

Pupils applying for an **all-rounder scholarship** should bring a small portfolio of evidence to demonstrate their participation in several activities that might include sport, art, music, drama as well as any other activity in which they participate either in or out of school.

Pupils sitting for **sports and/or performance/expressive arts scholarships** will sit papers in English, Mathematics and reasoning as well as attending a short interview and undertake an assessment specific to their chosen area of scholarship application as set out below.

Sports scholarships are awarded to applicants who have achieved and/or display potential for a high level of competence in one or more sports. Sports scholars will be expected to contribute to the sporting life of the School throughout their time at the School.

Pupils applying for a sports scholarship will be assessed performing in a variety of skill and fitness tasks. Candidates will also be asked to produce a portfolio of sporting achievements to date. They will then be asked to discuss these, along with their sporting achievements and ambitions during a short interview with the Director of Sport or another member of the School's PE, Games or coaching staff.

Sports scholarships will only be awarded to candidates who have met the rest of the School's relevant entry requirements.

Art scholarships are awarded to outstanding artists who have achieved and/or display potential for a high level of competence in one or more art forms. Art scholars will be expected to contribute to the artistic life of the School throughout their time at the School.

Applicants for an art scholarship should bring examples of work demonstrating their drawing, painting and/or design skills and will be asked to discuss their work with the Senior School subject leader for Art and undertake a short practical session.

Art scholarships will only be awarded to candidates who have met the rest of the School's relevant entry requirements.

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Music scholars will be expected to demonstrate enthusiasm for and commitment to music and will be expected to contribute to the musical life of the School throughout their time at the School.

Applicants for a music scholarship should bring any examination certificates (practical and/or theory) and evidence of concerts in which they have performed. They will be asked to demonstrate their knowledge of music theory and musical ability by playing for the Senior School subject leader for Music two chosen pieces on one or more instruments as well as being asked to sight read a short piece.

Music scholarships will only be awarded to candidates who have met the rest of the School's relevant entry requirements.

Drama scholarships are awarded to outstanding performers who have achieved and/or display potential for a high level of competence in drama. Drama scholars will be expected to contribute to the dramatic life of the School throughout their time at the School.

Applicants for a drama scholarship should bring evidence of participation in any drama productions and be prepared to perform a chosen piece, for example a poem or speech from a play. They will also be asked to talk about plays they have seen or been involved in and asked to read an unseen piece or perform a short, improvised piece of drama.

Drama scholarships will only be awarded to candidates who have met the rest of the School's relevant entry requirements.

Bursaries

The Newcastle School' bursary programme is generous and is designed to support as many pupils as possible who meet the School's entry criteria to take up a place. The School offers means-tested awards annually to entrants into Year 3 and above, where the parents have indicated on the [Application form](#) that they require financial support. Bursaries are means-tested in accordance with the criteria available by contacting the Chief Operations Officer on 0191 255 9300 or by e-mail via bursar@newcastleschool.co.uk. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of genuine and proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for each year that their child attends the School. Levels of support may vary with changes in parental circumstances.

Bursaries are generally only available to families who are resident in the UK.

The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Further information on our bursary scheme can be found on our website or can be obtained from the Director of Marketing and Admissions.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's terms and conditions.

Financial information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

Overseas applicants

We welcome overseas applicants who can study at The Newcastle School if they have a relative or legal guardian living in the UK with whom they can stay. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and generally expect overseas pupils to finish a complete course of study such as Years 9 to 11, or Years 12 and 13.

Child Student visa sponsorship

The School can offer visa sponsorship for those pupils wishing to apply for a Child Student visa to study in the UK.

Pupils of a non-British nationality will be required to evidence their right to remain and study in the UK, be it indefinite leave to remain or as a dependant of a parent in the UK on a business, settlement or study visa.

Those wishing to study at The Newcastle School on a Child Student visa should state so on their application form. Pupils may be assessed for entry at the School or at their current school. If an offer of a place is given, a non-refundable £500 deposit will be required along with the parents' acceptance of the place. Once accepted, the School will be in touch to make arrangements to raise a Confirmation of Studies (CAS) letter in support of the pupil's visa application.

Fluency in English

All applicants will be asked to state their first language. Where a pupil's first language is one other than English, applicants seeking entry into Years 7 and above will be asked to sit an additional English as an Additional Language (EAL) assessment as part of the entry process.

Applicants seeking entry into Year 6 or below will not need to sit a formal assessment. However, their level of English language will be determined through the general assessment process.

The School will use these assessments to identify whether a pupil would need EAL tuition to access the curriculum successfully. The assessment will determine one of the following four outcomes for each applicant:

- i. does not require any EAL tuition.
- ii. requires a small amount (3 hours per week) of additional EAL tuition to access the curriculum successfully.
- iii. requires a significant amount (8 hours per week) of additional EAL tuition to access the curriculum successfully.

- iv. their English is not of a level that, even with additional tuition, an offer can be made for a place at the School.

The level of EAL tuition will be set and reviewed on a termly basis. At the end of each term, each pupil in receipt of EAL tuition will be reassessed to establish the level of tuition required for the following term.

Any additional EAL tuition will form part of the regular school day in place of an alternative subject, often a Modern Foreign Language subject or alternative English lesson. Additional fees are payable by the family in respect of EAL tuition.

Religious beliefs

The Newcastle School welcome applications from prospective pupils of all faiths and of no faith.

Although The Newcastle School has a broadly Christian ethos, it does not select for entry based on religious belief and, where possible, it offers the opportunity for those of other faiths to practise those faiths.

School's terms and conditions

Copies of the School's terms and conditions are made available to parents as part of the admissions process. By signing and returning the Acceptance Letter when an offer of a place at the School is made, the signatories are agreeing to the School's terms and conditions. The Acceptance Letter must be completed and returned before a pupil can join The Newcastle School.

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

Records and review

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's General privacy notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than six months following an unsuccessful application but reasons to retain for longer might include if parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.

POLICY CONTROL - ADMISSIONS POLICY

Status & Review

Statutory policy or document	Yes
Publish on school website	Yes
Review frequency	Every year
Approval date	September 2026
Review date	September 2027

Version Control

Author	Creation / Revision Date	Version	Status
Director of Marketing and Admissions (AK)	January 2027	1.0	Final approved version for publication. Reference to choral scholarships removed. Assessment process: may include taster session/ day; interviews undertaken by Senior School applicants. Links to other policies updated and version control introduced.
Executive Assistant (TA)	September 2026	1.0	School name changed to The Newcastle School