



Loughborough
Grammar School

Admissions Policy

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1. Introduction

- 1.1. This policy sets out the principles and procedures governing admissions to Loughborough Grammar School. It explains how applications are managed from initial registration through to final decision-making, including entry assessments, interviews, offers, acceptance, and appeals.
- 1.2. It also outlines the criteria used in the selection of pupils, the arrangements for scholarships, bursaries and assisted places, and the school's approach to applications from pupils with Special Educational Needs and/or Disabilities (SEND), English as an Additional Language (EAL) requirements, and international applicants.
- 1.3. In addition, the policy ensures compliance with relevant legal and regulatory requirements, including equality and safeguarding considerations.
- 1.4. This policy should be read in conjunction with the following Loughborough Schools Foundation policies and procedures:
 - Safeguarding and Child Protection Policy
 - Equality, Diversity and Inclusion Policy (including Equality Act 2010 duties)
 - Special Educational Needs and Disabilities (SEND) Policy
 - English as an Additional Language (EAL) Policy
 - Data Protection Policy (UK GDPR)
 - Terms and Conditions for the Loughborough Schools Foundation
 - Behaviour Policy (where relevant to admissions decisions)

2. Aims

- 2.1. The aims of this policy are:
 - 2.1.1. To ensure that all applications to Loughborough Grammar School are managed in a fair, transparent and consistent manner, in accordance with published admissions criteria and all relevant legislation, including the Equality Act 2010.
 - 2.1.2. To admit pupils who are able to meet the academic and behavioural expectations of the school and who will contribute positively to its ethos, values, and wider co-curricular life within Loughborough Schools Foundation.
 - 2.1.3. To provide an admissions process that is inclusive, accessible and supportive, ensuring that all applicants are appropriately considered, including those with SEND, EAL requirements, or from diverse

educational backgrounds, while ensuring the School can meet their individual needs effectively and safely.

3. Scope

- 3.1. This policy applies to all applications for admission to Loughborough Grammar School, including day and boarding applicants, across all year groups from Year 6 to Year 13. It covers the admissions process for UK and international applicants, including candidates applying for scholarships, bursaries, assisted places within the Loughborough Schools Foundation, and applicants with SEND or EAL requirements.
- 3.2. The policy applies to prospective pupils, parents and guardians, and all staff involved in the admissions process.
- 3.3. This policy does not apply to staff recruitment, day-to-day pupil academic progression or behaviour once admitted, informal visits or taster activities, or admissions to schools outside Loughborough Schools Foundation.

4. Key Definitions

- 4.1. References to the Head include any Deputy Head acting with delegated authority.
- 4.2. Parent refers to one or both parents, a legal guardian and, where relevant, includes an education guardian.

5. Introduction and School Context

- 5.1. Loughborough Grammar School (LGS) is an independent day and boarding school for boys aged between 10 and 18 (Years 6 to 13). Alongside Loughborough Nursery, Fairfield Prep School and Loughborough High School, LGS is a part of Loughborough Schools Foundation (LSF), a family of schools situated on a single campus in Loughborough. The School is a member of The Heads' Conference (HMC) and The Society of Heads.
- 5.2. Our mission is to transform young lives by providing a first-class education, underpinned by a happy, aspirational ethos in which every pupil can thrive. Valuing tradition and inspiring innovation, we are committed to scholarship, innovation, individual growth and social responsibility, grounded in the values of our founding mission: to shape young men who contribute meaningfully and serve others. We offer the focus and benefits of boys' education within a vibrant co-educational campus, giving our pupils the best of both worlds. Our proactive pastoral care ensures that each pupil is known and valued, providing the foundation for every student to thrive personally and academically.

6. Points of Entry

- 6.1. The main points of entry to the school are at 10+ (for entry into Year 6), 11+

(for entry into Year 7), 13+ (for entry into Year 9) and 16+ (for entry into Year 12). However, assessments for entry are also set at 12+ (for entry into Year 8) and 14+ (for entry into Year 10) where space permits.

- 6.2. Admission to the school is based on a prospective student's ability to meet our academic and behavioural expectations and contribute meaningfully to our mission to transform lives through education.
- 6.3. The school welcomes applications from boys, irrespective of race, nationality, colour, ethnic or national origin, religion or belief, disability or previous educational background. In particular, the school is fully aware of its responsibilities under the Equality Act 2010. The school also makes every effort to encourage as wide a range of applications as possible, through Open Mornings, School Tours, Taster Days, extensive outreach events and meetings for potential candidates, through advertising, and through contact with local schools.

7. Pupils with Special Educational Needs and/or Disabilities (SEND)

- 7.1. The school does not discriminate in any way regarding entry. The school welcomes pupils with Special Educational Needs and/or Disabilities (SEND), provided it can meet their educational requirements.
- 7.2. We also welcome pupils with disabilities, contingent upon the site's ability to safely accommodate them.
- 7.3. Parents are required to disclose any special educational needs their child may have, along with the relevant requirements and a copy of the diagnostic report/s, at the time of application and prior to the entrance assessments. This allows the school to consider and implement any necessary reasonable adjustments. The school will engage in detailed discussions with parents and the relevant professionals to determine the reasonable adjustments that can be made for the pupil upon their admission. The Foundation's SEND policy is available on the Loughborough School Foundation website.

8. The Procedure for Candidates from 10+ to 14+

- 8.1. Every candidate must be registered prior to the date laid down each year by the school. There is a fee that is paid at the point of registration and this is non-refundable.
- 8.2. Formal Entrance Assessments are usually in January, however, the school does recruit throughout the year and can take out-of-year applications subject to capacity.
- 8.3. Admission to the school is dependent upon two factors: first, a prospective pupil must meet, through his results in the entrance assessments, the academic criteria required to meet the educational standards of the school; secondly, the school must be satisfied that a boy's attitude to academic study, behaviour, co-curricular opportunities and the school community support the ethos of the school. This will be assessed through a full set of references provided by the

existing school, his prior disciplinary record, his attitude during the assessment process and an interview with the Headmaster or delegate thereof.

- 8.4. At application stage, parents who propose to remove their son before the anticipated leaving date from another independent school must have informed that school that they are considering moving their son. All financial obligations to their current school must be settled before a transfer can take place.
- 8.5. A candidate will not be penalised if their current school fails to provide references.

9. Entrance Assessments and Interviews for Candidates from 10+ to 14+

- 9.1. Entry assessments for the Senior School are held annually from January, though we accept applications year-round, subject to availability in the relevant year group. The Admissions Registrar can provide confirmation regarding space.
- 9.2. The entrance assessment includes English comprehension, English writing, and Mathematics and a short online assessment. These assessments are informed by the National Curriculum relevant to the student's educational stage, so no additional preparation should be necessary.
- 9.3. The entrance interview assesses academic potential and personal qualities. The interview is an informal conversation with the prospective pupil to look for evidence. The entrance interview evaluates both academic potential and personal qualities. This informal conversation with the prospective student seeks to identify traits such as self-motivation, engagement in co-curricular activities, social responsibility and academic aptitude. Interviews may be conducted with the Headmaster, Deputy Heads, or other Senior Teachers.
- 9.4. Reasonable adjustments are provided for candidates with Special Educational Needs (SEN) in line with the Loughborough Schools Foundation's SEND Policy. This may include granting additional time during assessments providing there is an appropriate diagnostic report, and any relevant reports are carefully considered in the final selection process for school entry.
- 9.5. Offers for entry are sent within two weeks of the entrance assessment.
- 9.6. For overseas applicants, entry is by assessment in Mathematics and English, as well as a Microsoft Teams or Skype interview.

10. Admission From Fairfield Prep School

- 10.1. All Fairfield pupils who join Fairfield before the start of Year 6 are guaranteed a place at one of the Foundation Senior Schools, if they are on track to meet the entry threshold for Loughborough Grammar School or Loughborough High School. Pupils who are not on track or have joined Fairfield in Year 6 will be required to sit the 11+ Entrance Assessment at the respective Senior School

within the Foundation.

11. Additional Information

- 11.1. Information about each candidate is requested from the candidate's existing school and this information forms an important part of the decision-making process. Broader pastoral and other contextual information forms an important part of this. In addition, the school may also make direct contact with a candidate's existing school to ensure that selection is made on the best possible evidence.

12. Selection

- 12.1. The final selection of candidates takes into account not only the assessment performance, but also all the other available data outlined above.
- 12.2. The final decision is made by the Headmaster and the Deputy Heads.
- 12.3. We do not publish details of results and, in accordance with the Data Protection Act 2018 (Schedule 2, Part 4 (25)) we are not required to provide assessment scripts to parents.

13. Acceptance

- 13.1. The parents of successful candidates are sent a copy of the Terms and Conditions for Loughborough Schools Foundation and the Parents' Handbook. To secure the offered place, all parents with parental responsibility are required to sign the Acceptance Form (unless there is a court order) and pay a non-refundable deposit to complete the admissions process.

14. Appeals

- 14.1. Parents of candidates not accepted have the right to appeal against the decision within two weeks of the publication of the results. That appeal will be heard by two Governors and their decision is final.

15. Entry into the Sixth Form

15.1. Procedure

- 15.1.1. Admission to LGS Sixth Form is contingent upon students meeting the stated academic entry criteria and full support of the school's ethos and values, including high expectations of behaviour and conduct.
- 15.1.2. Candidates for entry to the Sixth Form who are not already at Loughborough Grammar will be invited for interview and a reference request made to the pupil's current school. Following a successful interview, a provisional offer will be made which is conditional on GCSE grades. Candidates who are already studying in Year 11 at Loughborough Grammar must meet our published academic entry

criteria and maintain the highest standards of behaviour and full support of our school ethos throughout their studies at the school.

15.2. Acceptance

15.2.1. The parents of successful candidates are sent a copy of the Terms and Conditions for Loughborough Schools Foundation and the Parents' Handbook and are required to sign the Acceptance Form and pay a deposit to complete the admission process.

15.2.2. The acceptance deposit will be refunded if the school does not confirm a conditional offer. All parents with parental responsibility are required to sign the Acceptance Form, unless there is a Court Order.

16. Scholarships, School Assisted Places and Foundation Bursaries

16.1. We offer a number of academic scholarships which offer considerable academic prestige and a financial award. The Scholar's Journey is a programme of extension activities allowing like-minded individuals to excel together to develop and showcase their talents for the benefit of the whole community. Scholarships are based entirely on academic merit.

16.2. Music Scholarships

Pupils wishing to be considered for a music scholarship must submit their music scholarship application form by the start of the Spring Term. This is in addition to the application to sit the academic entrance assessment.

16.3. Art Scholarships

Art Scholarships will be awarded to artists who show exceptional promise, commitment to and endeavour in one or more areas of creative expertise, including traditional and/or digital media. The receipt of the scholarship will confirm our commitment to the individual's creative journey as they embark upon an enriched experience of creative opportunities during their time at Loughborough Grammar School. For Years 7, 9 and 10, applications can be made in the Autumn term following entry to the Grammar School.

16.4. Sports Scholarships

Sports Scholarships have two application points: Year 9 (13+) and Year 12 (16+). Recipients of the 13+ Scholarship would need to re-apply for the 16+ Scholarship in Year 12. The Sports Scholarship comes with a fee remission of up to 20%. The exact amount will be at the discretion of the Head of the relevant School in consultation with the Director of Sport, based on the individual's sporting ability and potential in the School's major team sports. To be considered, applicants should be at least near selection for age-relevant representative and development pathways at county or regional level. More information is available through the Loughborough Schools Foundation

website.

16.5. School Assisted Places

The School can also make limited funds available, according to financial need, to enable pupils through the Schools Assisted Places Scheme. These awards are made on academic merit and will involve a meeting with a member of the Bursary staff.

16.6. Foundation Bursaries

Foundation Bursaries are available to pupils currently in the school where family circumstances change unexpectedly. Both the schools Assisted Places Scheme and Foundation Bursaries Scheme are administered by the Bursary.

17. English as an Additional Language

- 17.1. Prospective pupils who do not have English as their first language may apply for a place at the school as outlined above. Entrance assessments will be in Maths and English followed by interview by the Head of EAL.
- 17.2. The results of these English language tests are considered alongside the normal entrance tests appropriate for the age level of entry in order to determine whether the pupil will be able to cope with studying in a second language at LGS. Whilst every applicant is treated as an individual, we generally look for a minimum of A2 on the Common European Framework of Reference for Languages (CEFR) for Years 7 & 8 entry; B1 for Year 9 entry; B2 for Y10 entry; and C1 for Lower Sixth (or a high B2 if the pupil is planning to study Maths and Science and scores well on these subject papers).
- 17.3. EAL pupils at Loughborough Grammar School receive specialist help to access the mainstream curriculum.
- 17.4. Pupils may also be prepared for assessments like the Cambridge English Language assessments and IELTS. Cambridge assessments are taken at the regional test Centre. The IELTS assessment fee is not added to the end-of-term bill. Parents can arrange for their son to take it at a convenient time outside school hours. All costs associated with the IELTS are dealt with by the parent/guardian and pupil.
- 17.5. During new students' early EAL lessons, further assessments, both overt and discreet, take place. Subject teachers, tutors and the pastoral team monitor these students. The EAL staff may also carry out "shadowing" of new EAL pupils in order to better ascertain their English language needs in the mainstream classroom. Evidence of need for language support will lead to the student receiving group and/or individual EAL lessons.
- 17.6. More information can be found in the EAL Policy which is published on the school's website.

18. International Applications

- 18.1. Admission to the school is dependent upon the pupil having the right to study in the UK. This will usually be verified by receipt of a passport and birth certificate.
- 18.2. International pupils may have the right to study as dependents of others with a right of residence in the UK.
- 18.3. Loughborough Grammar School is a highly trusted sponsor of Child Visas for international pupils and, subject to meeting the qualifying conditions, can apply for a CAS for successful applicants, in collaboration with the school's immigration advisers.
- 18.4. A log of passport and visa details and expiry dates will be maintained by the Admissions Team on a central database, in order that renewals and absences can be tracked and so that strict compliance with UKVI requirements is sustained.

19. Confidentiality

- 19.1. All information provided during the admissions process to Loughborough Grammar School will be treated as confidential and handled in accordance with UK data protection legislation.
- 19.2. Information will only be accessed by staff involved in the admissions process and may be shared with relevant staff or external professionals where necessary to assess an applicant's suitability or to make reasonable adjustments.
- 19.3. Information may also be requested from, and shared with, a candidate's current or previous school to support the admissions decision.
- 19.4. All personal data will be processed in line with the School's Data Protection Policy and retained only for as long as necessary for admissions and compliance purposes.

20. Record Keeping

- 20.1. A written record will be kept of all key elements of the admissions process for applicants to Loughborough Grammar School, including:
 - Registration and application details
 - Entrance assessment results and any supporting notes
 - Interview notes and recommendations
 - References and reports from the applicant's current or previous school
 - Records of reasonable adjustments made for SEND or EAL applicants (where applicable)
 - Admissions decisions, including reasons where recorded
 - Correspondence relating to offers, acceptance, and appeals

20.2. These records will be retained securely and managed in accordance with the School's Data Protection Policy, Record Retention Policy and UK GDPR requirements.

21. Publication and Availability

21.1. This policy is made available to parents of pupils and prospective pupils via the School's website.

21.2. A hard copy is available on request.

22. Review of Policy

22.1. This policy will be reviewed every two years or earlier if significant updates are required.