



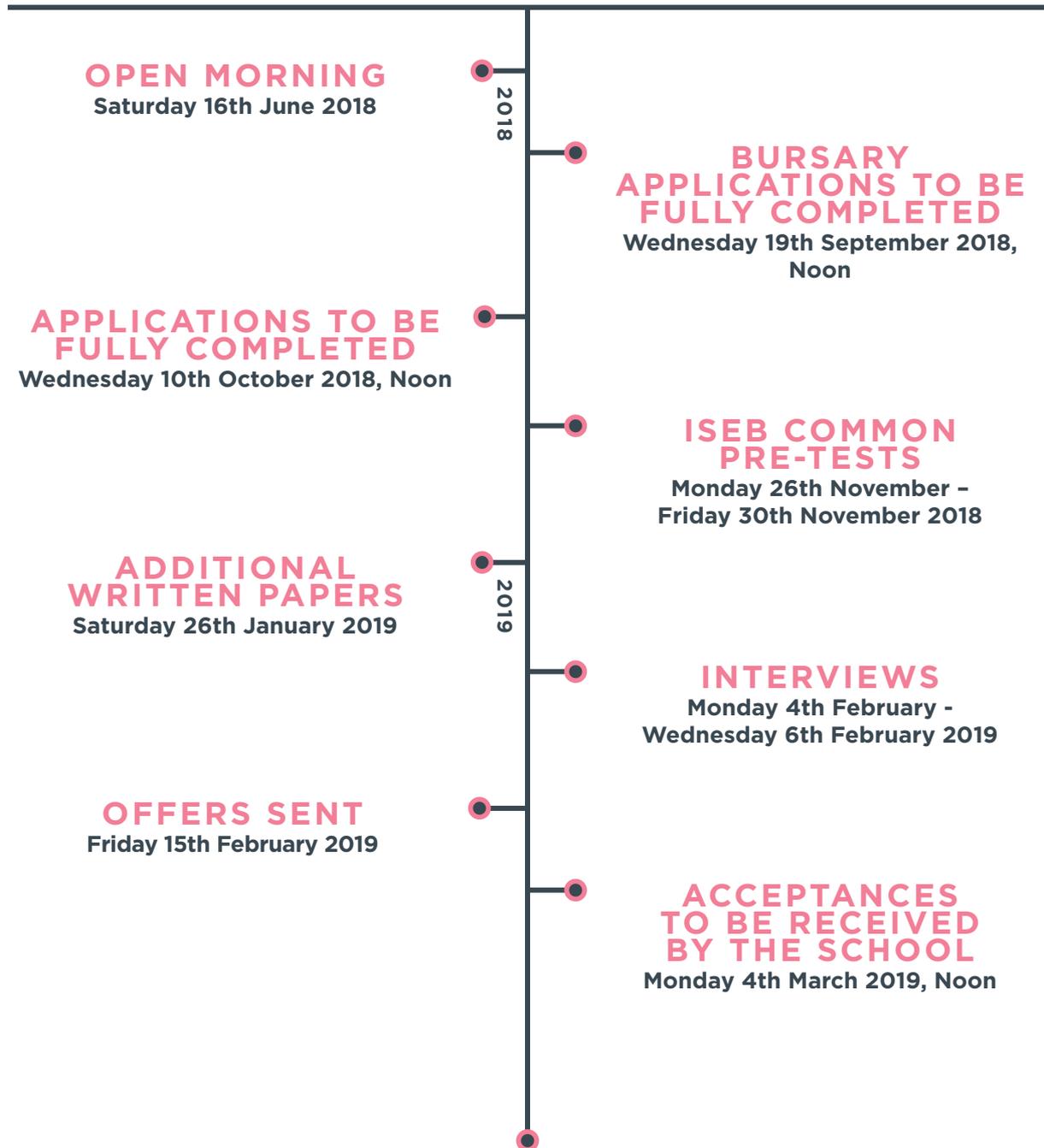
WESTMINSTER  
UNDER SCHOOL

11+

ADMISSIONS  
INFORMATION PACK

# 11+

## KEY DATES



## REGISTRATION

Parents who wish to register their sons for entry in Year 7 (11+) should complete the online registration form which can be found in the Admissions section of the school website:

**www.westminster.org.uk**. There are two deadlines for the September 2019 entries, which are by Noon on both dates:

### **Bursary Applications**

Wednesday 19th September 2018

### **Full Applications**

Wednesday 10th October 2018

## 11+ ENTRANCE ASSESSMENTS

### **ISEB Common Pre-Tests**

Due to the increasing number of boys applying for 11+ entry we now make use of an electronic assessment in the Admissions Process. These are set by the ISEB (Independent Schools Examination Board) and are called the Common Pre-Tests. They are used by many senior schools.

Boys who have registered will be invited to the Under School to sit these electronic assessments for one morning or afternoon during the week commencing 26th November 2018. The tests will consist of papers in Mathematics, English, Verbal Reasoning and Non-Verbal Reasoning and **can only be taken once**.

If your son's current school already administers these assessments, he may be permitted by them to sit the assessments there. You will need to confirm this with them directly and where possible you should contact our registrar, Alycia Lee (alycia.lee@westminster.org.uk) directly to inform her of this arrangement. The ISEB will let us know the results of boys who are registered with us but have already taken the assessments elsewhere.

## WRITTEN PAPERS

Approximately 90 boys are then selected for the next stage in the admissions process. They are invited back to the school on 26 January 2019 to take additional written papers in Mathematics and English (Please be aware that we do not provide past papers).

### **Mathematics**

We would expect that the boys sitting the 11+ Mathematics test would have completed the programme of study contained within the National Curriculum at Key Stage Two, or its equivalent. We would also expect that these boys are able to achieve Level 5 in their Key Stage Two SATs or their equivalent. We are particularly interested in the boys' ability to apply the mathematics they have learnt in the context of problem solving.

### **English**

Boys will be tested on their reading and writing skills, though the precise nature of these assessments will vary from year to year. Examples might include comprehensions, descriptive writing activities, short reviews and invitations to continue a passage in the voice of the author. We want boys with a history of wide-ranging and ambitious reading, in particular those with a developing awareness of how great writers use language for effect. Boys will be expected to display a wide vocabulary and show that they are able to write extended prose both fluently and accurately.

## INTERVIEW AND PLACE OFFERS

Based on the results of the written papers, we will invite approximately 50 boys back for interview, during the week commencing 4th February 2019. They will be interviewed by Mr O'Donnell, Mr Derham and Ms Wollam. This is a chance for us to get to know the boys and their interests.

## SCHOOL FEES

The school fees for the academic year 2017/2018 are £6,112 per term, £18,336 per year. The 2018/2019 fees will be announced in July 2018.

## SCHOOL HOURS

The school gates open from 8am and boys should arrive at the side gate in Douglas Street, between 8am and 8.15am. Registration is at 8.20am.

Year 7 and 8 boys finish at 4.30pm on Mondays and Wednesdays after games and at 4.00pm on Tuesdays, Thursdays and Fridays.

## HOMEWORK

Year 7: Approximately 90 minutes per night (three subjects)

Year 8: Approximately 90 - 105 minutes per night (three subjects)

## DOOR TO DOOR TRANSPORT

There is no official school transport, however, the following services are available and currently used by pupils. This transport is arranged by the parents directly with the operators:

- Mini bus service for West London
- A mini bus runs between North West London and WUS. The route is currently: Stanmore - Edgware - St Johns Wood - Baker Street - WUS
- Taxis: there are two external taxi providers who take several boys from school

## PUBLIC TRANSPORT

Pimlico Tube Station, on the Victoria Line, is less than 5 minutes walk away. Victoria and St James's Park are approximately a 10 minute walk away.

## MUSIC SCHOLARSHIPS

A number of awards of up to 10% remission of current academic tuition fees with free instrumental tuition are offered annually for boys at age 11 who show outstanding potential on at least one instrument.

The standard expected of candidates will be around Grade 5+ and, though not essential, some skill on a second instrument should be encouraged. Orchestral instruments are preferred. Award holders will be expected to play a full and lively part in the musical life of the school.

Candidates will be required to play two contrasting pieces on their principal instrument and one piece on their second, to read at sight and to attempt a few ear tests. Choristers are also invited to sing. An accompanist will be provided by the school and we ask that candidates do not bring their own. Plenty of time is allocated for rehearsal.

Candidates for music awards must sit the school's entrance examinations in January. Instrumental Auditions will also be held in January whilst Choral Auditions will be held upon commencement at the Under School in September. The closing date for entries to these awards is 1st December but the Director of Music will be pleased to meet prospective candidates beforehand by arrangement.

Any enquiries should be addressed to:

The Registrar  
Westminster Under School  
Adrian House  
27 Vincent Square  
London SW1P 2NN

# BURSARY INFORMATION FOR PARENTS APPLYING FOR AN ACADEMIC BURSARY AT 11+

Parents considering applying for financial support for their child, should read all the information below carefully before proceeding with their application.

## 1. THE PURPOSE OF A BURSARY

The purpose of a bursary is to give financial support to a child who has the academic ability to benefit from a Westminster education but whose parents would not be able to afford the fees either wholly or in part without unacceptable hardship.

## 2. WHO IS ELIGIBLE?

The School does not have inexhaustible funds for bursaries and therefore the Governing Body has decided that help may only be offered to pupils who live in London and who are able to commute daily to School. Boarding bursaries will not be awarded (with the exception of Queen's Scholars at the Great School who must board and who need additional financial support).

The Governing Body's criteria for the award of a bursary may be summarised as follows:

### (i) The child's academic ability

Every child who enters Westminster School must win their place on academic merit. This is determined by examination and interview.

### (ii) Parents' and child's nationality and residence

#### ● Eligible:

Bursaries are available where the parents and children fall into one of the following categories:

- o British citizens in possession of a British passport (The United Kingdom of Great Britain and Northern Ireland) **at the time of applying for a bursary;**
- o Citizens of the EEA or Switzerland, as defined by the UKVI, in possession of an EEA or Swiss passport or ID, who live in London. See website: <https://www.gov.uk/browse/visas-immigration/eu-eea-commonwealth>

Parents should consult the UKVI website for a detailed explanation of the criteria established by the United Kingdom. These criteria are used by the School.

Parents who qualify under the above criteria must also live in London. The expectation is that their child will commute from home to School each day, with a maximum journey time of one hour door-to-door.

#### ● Not eligible:

- o Bursaries are not available to children of parents who are in the UK on a visa (general, student, child, business, special, or medical) or entering the UK under Tier 2 or Tier 4 UKVI Points Based System.
- o Bursaries are not available to children of parents who live outside London and beyond daily commuting range to School, defined as a maximum journey time of one hour door-to-door.

### (iii) Parents' financial circumstances

There are no exact financial criteria for bursaries but in judging a family's needs, all income, essential expenditure, and all assets in savings, investments and property will be assessed. Where for example a home is considered to be too large, in an expensive area or where excess equity could be released, a family may be expected to downsize or remortgage as necessary to release funds. Parents who own a second home do not qualify as they would be expected to release equity in order to meet fees. It is also expected that savings in shares, ISAs, and other investments will be released. The School will then assess what level of bursary (between 10% and 100% of the fees) is needed. If in doubt of eligibility for a bursary, parents are encouraged to apply.

## 3. THE BURSARY PROCESS

There are three stages to the bursary assessments:

### • PARENTS' PASSPORTS

Photocopies or scans of both parents' passports must be provided as evidence of

eligibility to apply for a bursary on grounds of nationality. If eligible, the next stage is Part A.

#### • PART A (Initial Assessment)

The purpose of the initial assessment is for parents to provide a brief summary of their financial circumstances so that the School can establish whether a bursary is likely to be needed. It is essential that you complete the Part A form in full. Any relevant background information should be included in the “Additional Comments” section of the Part A form.

The Bursar will assess the Part A and, if it is judged that the child is likely to need a bursary, you will be asked to submit a more detailed Part B (In Depth Assessment) bursary application form.

Single Parents. Single Parents should refer to Sections 1-5 of the Guidance for Parents below. This outlines the information that must be provided regarding the child’s circumstances when completing the Part A form. The information is to be entered in the “Additional Information/Comments by Parents” box located at the end of the form.

#### • PART B (In Depth Assessment)

The purpose of Part B is to allow the School to make a full assessment of a family’s financial circumstances and needs. Part B will ask for several pieces of information and supporting evidence. It is essential that the Part B Form is completed in full and that copies of all supporting documents required are provided. The Part B and supporting documents should be returned by the deadline given.

The supporting financial documents required from both parents will include copies of:

- o Latest 12 months’ full bank statements for all bank accounts (Current, Savings, ISA, Investment accounts). Please note that account summary pages are not sufficient, full bank statements for all accounts are required.
- o Most recent P60s or payslips (or latest Company Annual Report & Accounts if self-employed).
- o Latest mortgage statement or latest rent statement if rent is paid.
- o Proof of all benefits received (e.g. child

benefit, universal credit, disability living allowance etc).

All bursary awards are decided by the Master of the Under School and the Head Master of the Great School on the advice of the Bursar. It is not possible to give a forecast of the level of any bursary award in advance. However, parents will be told if, based on the Part A (Initial Assessment), a bursary would not be awarded. If parents are asked to submit a Part B (In Depth Assessment) this does not mean that an award will be made, merely that the parents’ circumstances are within the bracket for further consideration.

Completion of the applications may be time consuming and will involve a degree of intrusion by the School into a family’s private financial affairs but parents may be assured that papers will be carefully handled. If a child wins a place, the application and all papers will be retained for their record. If the child does not come to Westminster, papers will either be returned to parents if requested or destroyed by shredding.

## SPECIFIC GUIDANCE FOR PARENTS

Parents are requested to read the following Guidance Notes before completing bursary application forms. If they have difficulty answering any of the questions, they should consult the Bursar, (email: [bursar@westminster.org.uk](mailto:bursar@westminster.org.uk) or tel: 020 7963 1028).

### Parents/Guardians/Single Parents

1. It is assumed that both natural parents have a joint interest in the education and general welfare of the child and therefore both parents’ financial circumstances will be taken into account.
2. In cases where parents are separated or divorced it is assumed that both parents retain that joint interest in their child and that financial provision for the child’s education remains a joint matter.
3. For applications from single parents, the following information regarding the child’s circumstances must be provided:
  - a. Where is the other parent now?
  - b. Has the child’s other parent remained in contact?

- c. If not, when did their contact cease?
  - d. Does the child's other parent contribute financially for the child?
  - e. If not, when did they cease contributing?
4. Where either parent has remarried, their new family circumstances and responsibilities will be taken into account by the School.
  5. Fully completed bursary forms and full financial declaration of all income and assets are required, as follows:
    - a. A joint application from both the father and the mother of the child.
    - b. If the parents are divorced or separated, a joint application from both the father and the mother of the child is preferred, although separate applications will be accepted where the parents so wish. Confidentiality will be maintained if requested.
    - c. If the child has a single parent only, an application from both the single parent and from the child's other parent if they are still in contact with the child (see No. 3 above).
    - d. If one of the child's natural parents is dead, an application from the surviving parent. If he or she has remarried, a joint application from the parent and step-parent is requested.
    - e. If the child has no parents, applications from his/her guardian(s) are required, or if the child has no guardian, then from the person(s) who have legal custody of the child.

#### **Declaration Concerning Validity of Information**

6. The declaration at the end of bursary application forms should be signed by both parents (see note 1 and 2 above) of the child for whom application is made. If only one parent signs the form, the reason must be stated.

#### **Income**

7. Actual income should be declared for the current financial year and, if known, for the forthcoming year. In the case of self-employed persons and others who have not finally agreed their income for the last financial year with HMRC, a statement of income so agreed should be given for that year, together with a note to that effect. Persons who

normally use an accounting year other than April to April should state this fact and give the dates to which income declared refers.

8. Income from ALL sources must be included. Gross income before Tax/NI/Pension contributions should be declared. In ALL cases income arising outside the UK should be included.
9. NO DEDUCTIONS should be made in respect of allowances made for tax purposes (specifically: personal allowances; superannuation etc. contributions; mortgage interest; covenants; and income from abroad). The amount of Tax/NI/Pension contributions or other deductions should be recorded on the form.
10. The full amount of all welfare benefits should be declared.
11. Parents should declare the gross amount of all income received by children who are wholly or mainly dependent on them, excluding only sums earned from the child's part-time employment (e.g. Saturday or holiday jobs). Parents should also declare all income received under deeds of covenant, sums received as scholarships, student awards and funds held in trust for the child.

#### **Assets**

12. Parents should declare the value of all assets including their main home, second/additional properties, savings and investments in shares/ISAs, etc. Internet websites such as Zoopla.com offer property valuations at no cost.

#### **Expenditure**

13. Mortgage repayments should be shown separately from any property/contents insurance payments.
14. Documentary evidence is required for mortgage, rent payments and council tax.

#### **Data Protection Act**

15. The law demands that the School should tell parents what information they are holding about them concerning bursaries and what they are

going to do with that information. The law also says that they cannot open a file, hold and use this information about the parents without their agreement. These notes make it clear what Westminster School will do with the information given.

16. With the parents' agreement, when an application is made for a bursary, the Bursar opens a file, which will be kept in our filing system. The information provided will be stored with any further details which may be required in order that a decision with regard to the bursary application can be made. Additional information may include reports received from a school, a doctor, a teacher or any other person.
17. The reason we collect and hold this information is to help the School to decide whether to award you a bursary and, if so, at what level. The file record is useful because it allows us to keep proper financial records and also helps us to monitor how we are spending our money as a registered charity. Details of any payments or remissions we make to you will be held on our records.
18. The law requires that we hold basic accounting information on grants for at least six years. Information will not be held longer than needed and all the papers on file, other than a note of your name, will usually be shredded within seven years of our last contact with you.
19. The information in a pupil's bursary file is entirely safe. It may be passed to an educational charity if we believe this may be helpful, but only with the parents' permission. Nobody else other than the Master or Head Master, Bursar, Bursar's PA and Finance Bursar will be allowed to see your file or know about the bursary information.
20. The Bursary Application Form or additional papers may contain relevant personal information not only about the parents but also other people. If parents think this may happen, they should show the form/papers to the persons involved and make sure that they agree we can store and use the information.
21. In signing the Bursary Application Form parents are giving their explicit consent to the exchange of information regarding all aspects of their personal data with schools and with other charities which might be able to help. This means that parents consent to our disclosing and processing information given by them by letter or in the application form, and by the School in its confidential report, to any charity or individual who may provide funds for the pupil's education. It also means that parents consent to our obtaining and processing similar information from other charities with whom we are associated. Without this explicit consent, we will be unable to give any further consideration to the application.

Bursar