

# ADDITIONAL

INFORMATION



Downe House

## Visiting Downe House

The best way to experience Downe House and gain a thorough appreciation of the education we offer is to visit us. There are two ways to do this - either an individual visit or an Open Morning.

### Individual Visit

An individual visit will give you an opportunity to meet the Headmistress and have a guided tour of the School by a member of staff. This can be arranged most days during term time and we have three to four appointments each day when parents may visit the School, and also on Saturday mornings.

We conduct over 630 individual visits per year and value the opportunity to meet with all our prospective families to find out their expectations and answer the many queries that they may have.

If you would like to visit the School, please contact the Registry.

### Prospective Parents' Mornings (Open Mornings)

Prospective Parents' Mornings are a great opportunity to find out about the School in more depth and meet key members of staff, as well as current pupils who will conduct the tours. Attendance is by invitation only so please contact the Registry to book a place at one of these events.

Parents are asked to arrive at 9.30am for a 10.00am start. The morning commences with light refreshments and the opportunity to chat with members of pastoral and academic staff. This is followed by a short, informal presentation given by the pupils and Headmistress about life at Downe. You will then be taken on a tour of the School by current girls.

There are usually two Prospective Parents' Mornings each term, held

on Saturdays, although we do restrict the numbers who attend to make the visit more worthwhile, so please do get in touch early.

## Registration and Assessment Days

Parents are strongly advised to register their daughter as soon as possible, and all girls should ideally be registered for entry by the end of June at the latest, prior to the year of entry.

All girls who are registered will then be invited to attend an Assessment Day, which will be held in the Michaelmas (Autumn) term.

Assessment Days are an excellent opportunity for your daughter to gain a flavour of life at the School, and during the day girls will undertake a computer test, have an interview with Mrs McKendrick and take part in sports, group activity games, a Drama workshop and a Design & Technology activity. They also have a tour of the School and lunch with some of our current girls.

Following the Assessment Day, offers of places are made to those girls who have performed well during the day. Any offer of a place is conditional upon good results being gained in the Common Entrance examinations, or Scholarship papers, if they have been invited to try for an Award.

A report will be requested from the current Headteacher prior to the Assessment Day, and parents should advise the Headteacher of this.

## Bursaries

### Introduction

The Governors of Downe House are committed to broadening access to the School by allocating funds to be able to offer to eligible parents/guardians means-tested financial support for the payment of the School's fees. Such support

is known as a Bursary and these are awarded in the form of a sliding scale discount on the fees, depending on the financial, compassionate or other relevant circumstances of applicants. A limited number of Full Bursaries are available that are designed to allow suitable applicants to benefit from attendance at the School, irrespective of their circumstances, by allowing for essential extras as well as basic School fees. The Headmistress and the Finance Bursar are responsible for managing the process for awarding Bursaries, but final decisions are at the discretion of the Governors. Once awarded, Bursaries are reviewed annually in order to take account of any changes in circumstances and to ensure that Bursary support is being used to best effect.

### Application Process

**Step One:** Parents/Guardians who wish to apply for a Bursary are asked to complete an initial form included in the invitation to an assessment in September/October of the year prior to entry and return to the Registrar by **1st September** at the latest. A further, more detailed form, which requests details of a household's total income and assets, will then be issued. The deadline for the submission of detailed Bursary applications is **1st November** and must be returned to the Finance Bursar with supporting documentation.

**Step Two:** Following receipt, applications will be assessed in accordance with the Scale of Awards and other criteria. Following a review by the Headmistress and Finance Bursar a recommendation will be made to Governors.

**Step Three:** The Governors will consider the recommendations, seeking further clarification as necessary, and approve, decline

or amend Bursary awards. The Finance Bursar will inform all applicants of the outcome by the **end of January**.

## Common Entrance for entry to Downe House at 11+ and 13+

Enquiries concerning academic matters, examination entries, examination administration, examination fees, syllabuses, past papers and other publications should be made to the Independent Schools' Examination Board (ISEB): [enquiries@iseb.co.uk](mailto:enquiries@iseb.co.uk) and <https://www.iseb.co.uk>.

The Common Entrance examinations are used for assessing children who transfer to senior schools at the ages of 11+ and 13+. Candidates may normally only be entered if they have been offered a place at a senior school subject to their passing the examination.

Where candidates are at schools in membership of the Incorporated Association of Preparatory Schools and at certain other schools and tutorial centres regularly entering candidates, they are entered for the examination on a form provided automatically by the ISEB Administrator. Where candidates are at schools which do not normally enter candidates for the examination, parents should contact the ISEB Administrator to clarify what information they require.

It is expected that most candidates will take the examination at their own school in the UK and overseas. Where it is not possible for a candidate to take the examination in their present school, it is the responsibility of parents to make an arrangement with a private invigilator. Such a person should be either a Headteacher, or a person of such professional standing as to ensure the integrity of the examination. *In no circumstances may a private tutor, a relative or*

*friend act as invigilator for the written papers.*

A candidate may be registered at a second senior school. It is important that parents have previously obtained the agreement of that school to be second choice. If a candidate fails to gain entry to the first choice senior school, the scripts will be forwarded by that senior school to the second choice senior school.

### Subjects

The subjects taken by each age group differ and candidates should be entered for examinations appropriate to their age at entry to senior school. The subjects in the two age groups are:

**11+** English, Mathematics, Science. Optional paper: English as an Additional Language.

**13+** English, Mathematics, Science (Chemistry, Biology and Physics) French, Geography, History, Religious Studies. Optional papers: English as an Additional Language, Latin, Greek, Spanish, and Mathematics III.

Enquiries about which subjects should be taken, options, or possible exemptions from taking some papers, should be addressed to the senior school for which the candidate is registered.

### **For future dates of the Common Entrance examinations for 11+ and 13+, please contact the Administrator of the ISEB.**

For **12+** entry, candidates wishing to join Downe House will be required to sit examinations in English, Mathematics, Science and French. These examinations will be of a comparable standard to the former Common Entrance papers (which have now been abolished at 12+ entry level) and taken at each candidate's own school in the **February** of the year of entry. Candidates will need to be

registered to sit the examinations and please contact the Registrar at Downe House by **1st December** at the latest.

For **16+** entry, candidates wishing to join Downe House will be required to sit three examination papers, two in subjects of their choice which they are currently studying and which they wish to continue in the Sixth Form, plus a General paper. Candidates are required to achieve a minimum of seven I/GCSE examinations at Grade B or above, preferably with A\* or A in those subjects she wishes to study in the Sixth Form.



## **Downe House**

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