



Guide to Senior School Applications

1. Choosing a School

All pupils at The Manor are taught a curriculum which will prepare them for 11+ entrance examinations. It is based on National Curriculum guidelines, Common Entrance (CE) requirements, and the teachers' professional experience. Over the two years we aim to establish the confidence which will ensure each pupil performs to the best of their ability.

We believe strongly that there is no one school to which all Manor children should progress. Rather, we have excellent links with a variety of schools which allow us to advise on the right school for each individual child. The "best" school for one child is not necessarily the "best" for another. League tables often are indicators of the intake some years earlier. There are so many factors which determine which school is the best fit for each individual child and the "whole curriculum" – one offering breadth of opportunity, excellent pastoral care and "value added" – should always be considered. We have considerable experience in aiming to give the right advice to each family.

Mr Thomas, Mrs Evans and Mr Footring along with the Head of Years 5 and 6, Mr Jackson, are always very happy to offer advice at Parents' Evenings or individually and Senior School Open Days also play a key role in guiding parents.

We encourage you to contact schools directly for advice on their entry procedure.

2. Registration at a Senior School

The deadline for applications to most local day schools is usually in the October before the year of entry but you will need to contact the relevant school to obtain their most up-to-date deadline for 11+ entries. In practice, it is best to ensure you have registered your child by the end of September in Year 6 so that they are invited to taster days. The 'Possible Schools at 11+ Including Useful Dates 2023-2024 Booklet' provides information on key dates for a huge number of possible onward schools.

In order to take any Senior School entrance exam your child must be registered for that school. **Please note that it is your responsibility to register your child for all schools.** We will be writing to you soon to ask you to let us know the schools to which your child will be applying. Please do make sure that your child is officially registered well before the examination date. Please note that some Boarding Schools can close their 11+ registration lists surprisingly early.

Once you have registered at a Senior School they will send you all of the relevant information regarding their entry requirements and will also request any examination fees which may be payable. It is advisable to ask if the school uses Common Entrance or ISEB Pre-Test assessment and, if appropriate, the method of securing a Bursary or Scholarship. In addition to the entrance tests, most schools have some kind of interview process.

The Senior School will inform parents about the assessment process for their individual school. This may be using the 11+ Common Entrance route, that of the ISEB Pre-Test or they may have their own individual entrance examination.

3. Sitting the Common Entrance Examination or ISEB Pre-Test for Senior Boarding Schools

Parents need to register their child directly with the Senior School and pay the Registration Fee.

In the case of either the Common Entrance or the ISEB Pre-Test, The Manor will have a role to play in the administration and the assessment so please do keep us informed.

In order to enter your child for the 11+ CE exams you will need to inform us here at The Manor in November of Year 6, as it is our job to register your child with the Independent Schools Examinations Board (ISEB). At present the fee for Common Entrance is **£130.00** which can be added to your school bill.

We would therefore ask you to complete the online reply slip located [here](#). If you are considering entering your child for a Common Entrance School. The deadline for the online reply slip is Monday 6 November 2023, which allows The Manor enough time to register your child for Common Entrance with the ISEB by their deadline of 1st December 2023. The Common Entrance Exams will take place at The Manor on Monday 15 and Tuesday 16 January 2024.

The 11+ Common Entrance Examination always takes place on a Monday and Tuesday at the end of January in Year 6. The exam papers are sent to The Manor where the pupils sit the exam. Each candidate will sit a paper in Maths, English and possibly Science (depending on the Senior School). The completed exam papers are sent directly to the first choice Common Entrance school.

If both the first and second choice schools are Common Entrance Schools, parents need to check that a school will agree to be a second choice. The first choice school is the one to which the CE papers are sent by The Manor after the examination has taken place.

The Common Pre-Test is an online assessment testing English, Maths, Verbal Reasoning and Non-Verbal Reasoning. The Senior School is likely to ask The Manor to host these tests in the Autumn Term but each Senior School varies slightly.

4. Sitting other 11+ Entrance Examinations

Local Day Schools usually set their own examination and communicate with each other to ensure their dates do not clash. The exams are usually, but not always, held on a Saturday at the Senior School during the Autumn or early Spring Term of Year 6. **You will need to register your child directly for each school you decide to apply to.**

5. Application to Maintained Senior Schools

Oxfordshire County Council online applications opened on Wednesday 6 September 2023 and close on Tuesday 31 October 2023 for September 2024 Year 7 places. Friday 1 March 2024 is National Offer Day. Please visit:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/admission-secondary-school/key-dates> for more information. Please liaise with other County Councils where necessary.

6. Scholarships and Bursaries

Some schools are able to offer Bursaries based on financial need and/or academic ability. Many have Major and perhaps a couple of Minor Scholarships based on academic excellence. There are sometimes Music, Art, Drama or Sport awards. The values of awards vary each year as the Senior Schools adjust their policy and funds.

Some schools award scholarships directly from the results of the entrance examinations; others set up challenging interviews and further examination papers before or after the normal entrance examinations. Please check with your chosen schools about their current policy and practice. We ask parents to please keep The Manor informed of any scholarship applications.

6. Keeping The Manor Informed of your Applications

Towards the end of September of Year 6 we contact parents asking for confirmation of which Senior Schools they are applying to. We ask parents to please keep The Manor informed of any changes to applications as time goes on. These communications should be directed to Mr Neil Jackson as Head of Year 5 & 6 (njackson@manorprep.org) and copied to Mrs Joanne Tse (headsea@manorprep.org).

7. Results of Entrance Examinations

Results of examinations will usually reach the parents and The Manor within two weeks of the examination. Sometimes the results are not received simultaneously by school and parents, so we again ask parents to please keep The Manor informed.

8. After the Results of any 11+ Entrance Examination

Once a pupil has been offered a place at any Senior School the parents are asked to let the Senior School know if they wish to accept or decline the offer.

If a pupil hears that they have been successful in an examination for their first choice school before sitting the exam for a second (or even third) choice school, the parents should, in normal circumstances, contact the second choice school and withdraw the candidate.

Some candidates may be put on a waiting list and this can lead to a definite offer at a later date. The sooner all parents accept or decline definite offers, the more quickly the waiting list can be sorted out. That said, the final deadline for responses to offers from Independent Senior Schools is not actually until the beginning of March of the year of entry. **Please contact Mr Thomas if you find yourselves under pressure to make a decision earlier than 1 March. You can do this by emailing his Executive Assistant Jo Tse at headsea@manorprep.org.**

We will contact parents in March of Year 6 requesting completion of our 'Confirmation of Destination Senior School' online reply slip. This is our final request for confirmation of which school your child will be moving to in September and whether a scholarship/award has been taken up. If a final decision is made ahead of this, it is very helpful if we are kept informed.