

# ADMISSIONS POLICY

*"The School is a co-educational centre for excellence in academic, musical, sporting and other areas of personal development within a Christian ethos."*

The School's aims are:

- To develop the academic potential of the pupil.
- To develop the musical, sporting and other talents of the pupil.
- To develop the moral and spiritual wellbeing of the pupil.
- To develop the individual, in a co-educational school with a Christian ethos.

The School welcomes pupils with academic potential and other talents regardless of gender, race, ethnicity, religion, SEND needs or any disability. The School will select pupils for entry in accordance with its published admission procedures.

In addition, the School aims to strike a balance between academic and practical work, physical education, moral and spiritual development and the pursuit of leisure activities. We are committed to high standards of teaching and care and we welcome parental contact. Pupils are encouraged to participate enthusiastically in work and leisure activities and are expected to behave with tolerance and understanding, respecting the needs of others.

The School attaches importance to courtesy, integrity and good discipline. Parents agree that the pupil will take a full part in the activities of the School, will attend each school day, will be punctual, will work hard, will be well behaved and will comply with the School Rules about the wearing of uniform. All pupils will receive health and life skills education appropriate to age in accordance with the curriculum from time to time.

## APPLICATIONS

Pupils will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable registration fee paid. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the relevant time. Admission occurs when the Parents accept the offer of a place. Entry occurs on the date when the pupil attends the school for the first time under the School's Terms and Conditions (copy on request).

The normal point of entry to the Grammar School will be into Years 6 (a single form) and Year 7. It is anticipated that there will be relatively few places available in other years but when space is available, admission can be directly into Years 8, 9 and 10.

The normal route to achieve the offer of a place is following the successful completion of the entrance examination which is normally held in the first full working week in January. The entrance examination in Mathematics and English will be based on papers composed by the School. A Verbal Reasoning paper will also be part of the examination. Details of the topics likely to be covered in the examination are to be found in the latest version of the prospectus or on the website. Candidates into Year 6 should expect to be interviewed. Candidates who are considered borderline or possible scholarship candidates in Year 7 may also be interviewed. Interviews (not scholarship) are intended to inform the school about a candidate's enthusiasm for learning in the broadest context. Scholarship candidates will be assessed for their potential to act as leaders in the classroom and about the School in the sense that they will stimulate others through perceptive questioning of staff and their willingness to realise any proposed initiative.

The purpose of the examination is to reveal the pupil's underlying ability rather than how well they have prepared for the examination. In all cases the pupil's current school will be approached for a reference which is cross referenced with a candidate's performance in the examination. A good performance is expected in all the examination papers and a poor performance in one paper is not therefore balanced by a very strong performance in another.

Entry is also invited into Year 12. In such instances a Sixth Form application form should be completed and, following a successful subject interview at the School, the offer of a place is made conditional on achieving the School's minimum Sixth Form entry requirement of 2 A and 4 B grades at GCSE.

### **Offer of a place and deposits**

If, in due course, a place is offered, the acceptance deposit will be payable when parents accept the offer. Details of deposits are set out in the *Fees List* as varied from time to time. The acceptance deposit will be retained in the general funds of the School until the pupil leaves and will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School on leaving, unless stated otherwise in the Terms and Conditions or unless the parents wish to donate the acceptance deposit to the School's general funds.

### **Moving to the Senior School**

A pupil who is intending moving from the Junior School to the Grammar School will be required to show an appropriate aptitude and ability in order to receive a recommendation from the Junior School Headteacher.

### **Sixth Form courses**

It is assumed that a pupil will continue into the Sixth Form (and parents must in every case give a term's notice if that is not the pupil's and their intention) unless the pupil has been unable to satisfy the current Sixth Form entry requirements.

### **SCHOLARSHIPS AND BURSARIES**

Every scholarship and bursary is subject to high standards of behaviour, attendance and work. The terms of a scholarship or bursary are confidential and are set out in the offer letter from the Headmaster to parents, and are subject to annual review and, in particular, at the point when the pupil transfers from year 11 to year 12.

### **WITHDRAWAL FROM SCHOOL**

A term's notice must be given before a pupil is withdrawn from the School or a term's fees in lieu will be immediately due and payable as a debt at the rate applicable on the date of invoice, whether or not the place can be filled. The pupil's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by the parents. The **School Year** is deemed to start on 1 September in each year. The main reason for these rules is to ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum.

The School monitors each pupil's progress and each term parents will receive a formal profile of the pupil, either written or oral.

### **LEARNING DIFFICULTIES**

At the Grammar School each pupil who has passed the entrance examination and accepted the offer of a place will be 'screened' for learning difficulties during the first year at the School and at key stages thereafter. Screening tests are indicative only, they are not infallible. The School will do all that is reasonable to detect and deal appropriately with a learning difficulty which is considered to be a 'special educational need'. Parents will be notified if it appears that formal assessment by an educational psychologist is advisable or the pupil is falling behind with studies. A formal assessment can be arranged by the School at the parents' expense, or by the parents. The School does not have a SEND (Special Education Needs and Disability) Department, however, the Head of Learning Support is qualified to make an assessment of conditions such as those commonly referred to as dyslexia. Both the Grammar and Junior Schools will, however, make every effort to support pupils with learning difficulties and will discuss directly with parents any special needs which have been identified in order to best support the pupil.

## **Disabilities**

The School welcomes pupils and prospective pupils regardless of any disability, of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or prospective pupil at a substantial disadvantage or advantage compared to any pupil who is not disadvantaged, because of their disability. This commitment, of course, applies to any pupil who has SEND.

## **Pupils with English as an additional language (EAL)**

Pupils with English as an additional language (EAL) are considered for entry to the School by the normal published criteria. Extra time can be made available to candidates at the time of the entrance examination. Support is given to pupils who have EAL needs through additional English lessons provided by a suitably qualified teacher.

## **DISCIPLINE**

The Head is responsible for the care and good discipline of pupils while they are in the charge of the School or its staff and for the day to day running of the School and the curriculum. The Head is responsible also for the imposition of any sanction including exclusion for non-payment of fees, suspension during investigation or following a breach of school discipline, and removal or permanent exclusion. The Head is not responsible, unless negligent, for a pupil who is absent from the School in breach of school discipline. It is a condition of remaining at the School that parents and the pupil (including a pupil aged 16 or over) accept the school regime and the Rules (insofar as they are lawful and reasonable) as to appearance and dress and the rules of school discipline that apply from time to time.

## **PASTORAL CARE**

The School will do all that is reasonable to safeguard and promote the pupil's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances. We will respect the pupil's human rights and freedoms, which must, however, be balanced with the lawful needs and rules of the School community and the rights and freedoms of others.

The School follows the PREVENT strategy as set out in the Prevent Duty Guidance (March 2015).

## **THE SCHOOL RULES**

Each pupil is supplied with a copy of the School Rules giving information about the ethos and rules of the School. The purpose of the School Rules is to help every pupil to know what is expected and to encourage courtesy and consideration for others. Each pupil *and parent* should read the School Rules. This is also linked to a set of more general 'expectations' which add to the pupil's understanding of how they should conduct themselves when in school.

## **REMOVAL AT THE REQUEST OF THE SCHOOL**

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Head is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of its staff unreasonably) and in any such case removal is considered to be warranted. The deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

## **Permanent exclusion**

A pupil may be permanently excluded at any time if the Head is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School. The Head will act fairly and in accordance with

the procedures of natural justice and will not exclude a pupil other than in grave circumstances. There will be no refund of fees following permanent exclusion (and all unpaid fees must be paid).

### **Discretion of Head**

The decision to suspend or require removal of or permanently exclude a pupil and the manner and form of any announcement shall be in the sole discretion of the Head. In no circumstances shall the School or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or permanently exclude or which the Head has acquired during an investigation.

### **Review**

In the event of permanent exclusion or of a pupil's removal being required, the Head will advise parents of the procedure (of which copies are available on request) under which a written application for a review of the decision may be made.

### **Access**

A pupil who has been withdrawn, excluded, suspended, removed or permanently excluded from the School has no right to enter school premises without the written permission of the Head.