



## **ADMISSIONS POLICY** **(Senior School)**

(This document is available on the school website or on request)

*Reviewed September 2018*

### **AIMS**

To admit to the School pupils of sufficient

1. quality to sustain and enhance the educational viability of the School.
2. number to sustain and enhance the financial viability of the School.

### **OBJECTIVES**

Admissions to the School are in numbers as may be determined from time to time by the Board of Governors after consultation with the Headmaster. Individual admission depends upon

1. the availability of places, and
2. the ability of the candidate to gain optimum benefit from the educational opportunities provided at the School: in assessing this, a number of factors are weighed including academic ability, extra-curricular interests, previous family connections with the School and any other relevant factors.

Those assessments and decisions may lead to a recommendation that a candidate does not sit the entrance papers.

All applications are considered in accordance with the School's *Equal Opportunities Policy* and *Disability Access Plan* and the school will make all reasonable adjustments to ensure that a disabled pupil is not treated less favourably for a reason related to his disability without justification.

### **METHOD 1 – For entry at age 11-plus and 13-plus, commencing September:**

- a) Reports are sought from the candidate's present school.
- b) Initial assessments are made on the basis of available evidence to determine whether the school can make reasonable adjustments to enable pupils with declared disabilities to benefit fully from the provision offered.
- c) The candidate takes the Entrance Examination appropriate to his age.
- d) Each candidate will be interviewed by the Headmaster and/or other staff. Please note that for late applicants it is not always possible to interview or obtain a reference.
- e) The offer of a place is dependent upon satisfactory performance in the Entrance Examination and an assessment of the candidate's ability to gain optimum benefit from the educational opportunities provided at the School.

## **METHOD 2 – For entry at age 16-plus, commencing September:**

- a) Reference is sought from the candidate's present school, including a prediction of GCSE grades and a copy of the latest available report.
- b) Initial assessments are made on the basis of available evidence to determine whether the school can make reasonable adjustments to enable pupils with declared disabilities to benefit fully from the provision offered.
- c) The candidate is interviewed by the Headmaster and/or by such other colleagues as the Headmaster may feel appropriate.
- d) Depending upon an assessment of the candidate's ability to gain optimum benefit from the educational opportunities provided at the School, a place may be offered conditional upon the candidate's achieving the GCSE grades required by the Headmaster.

## **METHOD 3 – For entry at any other age or in the course of an academic year:**

- a) Reports are sought from the candidate's present school.
- b) Initial assessments are made on the basis of available evidence to determine whether the school can make reasonable adjustments to enable pupils with declared disabilities to benefit fully from the provision offered.
- c) The Headmaster interviews the candidate and his parents.
- d) The candidate is assessed using the School's internal assessment procedures.
- e) An annual limit on external places for the 6<sup>th</sup> form will be set and places allocated either on a first-come basis or, in the case of a large demand, once a gathered field of candidates has been assessed.
- f) Candidates seeking to join the school at 16+ will be required to pay a deposit to secure the place. The deposit will be returned if the candidate fails to meet the required grades set for entry.
- g) A reserve list may operate if numbers dictate.
- h) No places will be offered before the agreed national offer date for independent schools of 1<sup>st</sup> December.

## **NOTIFICATION OF THE RESULT OF AN APPLICATION**

Whether or not a place is offered rests with the Headmaster: his decision is final. All offers of places are made in writing by the Headmaster in a Letter of Offer. The School's Standard Terms and Conditions apply.

## **ASSISTANCE AND SCHOLARSHIPS**

There is a separate policy governing assistance with fees.

## **SEND**

The provision for students with Educational Health and Care Plans or other access requirements will be co-ordinated by the HLE who will ensure that admissions procedures are in accordance with the care plan and effectively meet their needs.