

**COGNITA**  
TEACHING EXCELLENCE



# **Admissions Policy**

**December 2016**

### Policy statement

We welcome applications for admission from pupils of all backgrounds. This Policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### Enquiries

All enquiries and applications should be made to the Mrs Kate Cryne, Admissions Registrar. The Admissions Registrar will ensure that you have all the information you need.

### Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Head. Each term there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the Registrar to arrange this.

### Registration

Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### Admission to Nursery

Children are welcomed into the Nursery from 2 ½ years. No formal assessment of children is undertaken although parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

### Taster days

We offer Taster Days as an opportunity for children to experience a normal school day or Nursery session. Children will meet others in their peer group and get to know the teachers and daily routine of the school. Formal assessments also form part of the process and are sat either during the taster day or shortly after.

### Transition from Nursery to Reception

Transition from Nursery (age 3-4) to Reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development.

### Transition through year groups

It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns

at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupils' progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### Admission to other year groups

Children applying to join the school are formally assessed in the core subjects of English and Mathematics, and will attend a taster day within the year group they are applying for. The school will ask to see past school reports and will contact the child's current school to determine academic achievement, SEN provision and any further information the school wishes to provide. Following the assessments, and after discussions with the Principal a place will be offered if deemed suitable for both the school and the family.

If there are no places available at the time the pupil will be placed on a waiting list.

Scholarships are offered for entry into Year 7 only with assessments taking place during the Spring term of Year 6. Scholarships can be applied for outstanding performance in Art, Music, Science and Sport. References are required and pupils will be invited for interview and assessment.

Scholarships are also offered for outstanding Academic achievement in both English and Mathematics. Please read the Scholarships Policy for more details.

The most important issue for entry at Year 10 is whether GCSE optional subjects fit reasonably well and whether the individual is willing to embrace wholeheartedly the ethos of the school. Emphasis is placed on the importance of

- Interview with the Principal
- References and reports from the current school
- A taster day
- Assessments in English and Mathematics

Overseas students may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

### Allocation of places

In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied.

Places will be offered to internal pupils first when joining a new department in the school eg Senior Yr 7 from Yr 6 or Reception from Nursery. All subsequent offers will be made in the order below.

- Siblings in the school
- Length of time the child has been registered
- Children of Alumnae
- Results obtained in standardised tests
- References from previous schools

For a child entering the Nursery, a child requiring a full time place will be given priority over a children requesting a part time place, provided sufficient sessions are available.

### Offer

The parents of each applicant will be informed within two weeks of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### Waiting list

If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

### Appeal

There is no appeal process for admission to the school. The decision of the Principal is final.

### False information

Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### Overseas pupils/Pupils with English as an additional language

We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### Special educational needs and disabilities

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### Admissions Register

The School maintains an Admissions Register in line with regulatory requirements.

## Admissions Policy

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| <b>Ownership and consultation</b> |   |
|-----------------------------------|---|
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| Document author (name)            | Karen Gray  |
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