

Policy owner:	L Blom
Approving body:	Board of Governors
Date approved:	November 2017
Effective date:	November 2017
Review date:	November 2018



Whole School Admissions Policy and Procedure

St Aubyn's School

Besides joining at 3 (Nursery) and 4 (Reception), the main points of entry to the School are at ages 7 (National Curriculum Year 3) and 11 (National Curriculum Year 7), with entry at other ages dependent upon vacancies occurring.

Applications should be made to the Admissions Registrar as soon as possible. Prompt registration is advisable as applications for entry are generally well in excess of the places available. Parents are asked to note that the School does not accept pre-birth registrations. Admission is ultimately at the discretion of the Headmaster and is subject to the School's assessment procedures where applicable.

ADMISSIONS CRITERIA

The admissions criteria are:

- success in the relevant entrance assessments as appropriate;
- a satisfactory interview;
- a positive confidential reference from the applicant's present school (if applicable); and
- commitment to the School's ethos as described in the School's aims.

We reserve the right to restrict the offer of places to children whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.

All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.

Note to Parents:

It is expected that those children joining the School in the Nursery will continue into Reception and will progress into the main school, subject to the pupil satisfying the relevant criteria, and the required standards of behaviour and progress.

Parents must inform the Registrar at registration if they intend to withdraw their child before Reception or do not intend their child to complete their preparatory/primary education at St Aubyn's and should note clause 51 of the School's Terms and Conditions.

If your priority is for your child to gain entry to a local, selective school for Reception or for Year 3, rather than to complete their primary/preparatory education at St Aubyn's, our advice is to accept a place at another school. Younger siblings of pupils who have left the School either at the end of Nursery or at the end of Year 2 will not be considered for entry into the School.

SIBLINGS

Priority is given to siblings of pupils at the School at the proposed time of entry, although admission is not automatic and the candidate must meet the admissions criteria where applicable.

PRIOR TO ENTRY

- All prospective parents must make an appointment to visit the School and meet the Headmaster either before or after registration. Offers will not be made unless parents have visited the School.
- A non-refundable registration fee of £75 is payable when parents return the registration form to the School. A registration form is included in the prospectus.
- Each year registered families receive a copy of the School magazine and an accompanying note from the Headmaster.
- Parents are invited to relevant school meetings which may be of interest to registered families.
- Registered parents are also welcome to contact the School at any time during the admissions process.

ENTRY TO THE NURSERY AND RECEPTION

- Younger siblings of children already attending the School are expected to register in the normal way.
- Places are offered from September through to the end of December for entry the following September. Although the allocation of places is likely to be completed by the end of December, further places may still be available later in the year and we may contact you.
- The induction process includes visits to the School by children in the Summer Term before joining the School in September.
- Children registered for a place in the Nursery or Reception will not be required to complete any ability assessment.

ENTRY AT YEAR 3

Entry at this stage is by selective process. To gain entry, a child must satisfy the assessment criteria showing the potential to be able to cope with the School's academic curriculum and meet the entrance requirements for a Senior School in the future. In addition to reaching the required standard in these assessments a child must receive a satisfactory reference from their current school.

- Registered parents are contacted and their child is invited to attend a day of activities, which will include assessment in mathematics and English, in the Lent term prior to entry in September.
- Children who are offered a place for September entry will be invited to attend an induction morning in the Summer Term.
- The School offers limited bursary assisted places to eligible children intending to enter the School at Year 3; information is available below and on the School website.

ENTRY AT YEAR 7

- There are formal assessment tests in maths, English and verbal reasoning. Children will also be interviewed individually or in very small groups.
- This process takes place mainly in the Lent term prior to entry in September.
- Children who are offered a place for September entry will be invited to attend an induction morning during the Summer Term prior to entry in September.

ENTRY INTO OTHER YEAR GROUPS

- Occasionally places may become available if children leave the school.
- Individual arrangements should be made with the Registrar in relation to mid-year admissions.

SCHOLARSHIPS

- 2 academic scholarships to a maximum of 50% of school fees are available and open to candidates for Years 7 and 8.

BURSARIES

- A means-tested bursary, worth up to 100% of tuition fees, may be awarded to a pupil entering Year 3. Bursaries are open to all candidates and are available, subject to annual review, through to Year 6 with the possibility of extending through to Year 8.

EQUALITY, DIVERSITY AND DISABILITY

All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.

The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

Updated LB November 2017