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<b>Approving body:</b>	Board of Governors
<b>Date approved:</b>	May 2019
<b>Effective date:</b>	May 2019
<b>Review date:</b>	May 2022
<b>Review schedule:</b>	Every 3 years



## **Whole School Admissions Policy and Procedure**

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**St Aubyn's School**

The main points of entry to the School are the Early Years Foundation Stage (Nursery and Reception) and at ages 7 (National Curriculum Year 3) and 11 (National Curriculum Year 7), with entry at other ages dependent upon vacancies occurring.

Prompt registration is advisable as applications for entry are generally well in excess of 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.

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 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 90 and clause 53 of the School's Terms and Conditions.

If your priority is for your child to gain entry to a local, selective school, 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 before 11+ will not be considered for entry.

Parents are expected to show commitment to the School's ethos as described in the School's aims.

#### **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**

- A non-refundable registration fee of £90 is payable when parents submit the online registration form to the School.
- All prospective parents must make an appointment to visit the School and meet the Headmaster either before or after registration, (this does not include Open Day). Offers will not be made unless parents have visited the School.

- 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.
- A deposit of £500 is payable when a firm place is accepted (and returned once the child has left the School, provided that he/she remains until at least the end of Year 6).

## **ENTRY TO THE NURSERY**

- 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. If you have not heard from us by the end of December, please do not assume that your application has been unsuccessful; places might 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.

There is no formal entry test for children entering the Nursery, also known as 3+, but places are offered on the basis that children are physically, socially and emotionally ready to start school.

Pupils who enter into Nursery are expected to remain at the School until at least Year 6.

To that end, parents must be able to assure the School that their child can fulfil the basic minimum requirements before their child begins at the School. These are outlined below.

Basic minimum expectations for Nursery are:

- Able to use the toilet and wash/dry their hands independently (children must be out of nappies)
- Able to communicate basic wants and needs through verbal communication in English
- Able to listen and respond to instructions
- Able to speak in short sentences by joining several words together
- Able to enjoy playing with other children
- Able to sit at a table whilst eating and drinking

It is desirable for your child to have the following abilities:

- Prepared to attempt to put on own coat and shoes
- Able to play sensibly alongside another child
- Able to sit and listen to stories, play with toys and look at books for several minutes
- Able to hold a pencil or crayon and beginning to 'mark make'.

The decision to defer or refuse entry to the School rests with the Head. The Head's decision is final.

Children in Nursery are taught in a classroom setting that is a blend of play-based and adult led activities leading to a more formalised learning environment. As a result, children who enter into

Nursery already equipped with these areas of learning are able to take advantage of the School's fast pace of learning and normally make rapid progress.

### **ENTRY AT RECEPTION AND ABOVE**

When places become available at Reception or above, they are filled by prospective pupils from our waiting lists. We welcome enquiries from new families who, once registered, are then added to our lists. Assessments are arranged once a space becomes available, with the School contacting anyone on our waiting lists.

Parents wishing their child to join the school in Reception are invited in for an informal assessment of the child within the School setting. The assessments are age-appropriate and designed to identify pupils who are able to benefit from our balanced and well-rounded curriculum and who will make a positive contribution towards the life of the School, including positive social interaction with their peers. Children coming into Reception will be expected to integrate successfully with the current cohort: emotionally, socially and demonstrating excellent behaviour.

Pupils who are assessed and do not meet the required behaviour, social and emotional standards are allowed to stay on the waiting list.

The School recognises that a balanced proportion of boys and girls in a year group is important for a successful co-educational environment. This proportion will vary from year to year, but will be as close as possible to 50:50 for all year groups.

In all matters regarding admissions, the Head's decision is final.

For pupils entering Years 1 and above a child must receive a satisfactory reference from their current school, as well as meeting the School's academic entrance requirements. Entry at this stage is a selective process.

### **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.
- Pupils who are assessed and do not meet the required academic, social and emotional standards are allowed to stay on the waiting list. However, the School would normally not allow unsuccessful pupils to re-sit within a two year period, as it is unlikely that a pupil who is unsuccessful will be able to make enough progress to successfully gain entry during that time frame

## **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.