

15A



EDGEBOROUGH SCHOOL

15a Admissions Policy
(including EYFS and Boarding)

UPDATE LOG

DATE	CHANGE	By Whom
27.01.18	ELT policy day review + approval	ELT
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Admissions Policy and Procedures

This policy also refers to Pupils in the EYFS setting and Boarders

POLICY CONTEXT

This admissions policy covers admissions to all parts of the school from EYFS to Year 8. No child will be prevented from attending the school on the grounds of gender, race or religion.

Entrance to the school is broadly non-selective, in so far as we do not have a competitive entry test. However we do offer places taking into consideration the broad range of entrance demands of the senior schools for which we prepare pupils at 11+.

If at any stage in a child's time at Edgeborough it becomes apparent that they are unable to access the academic curriculum, in spite of appropriate additional support being in place, the Headmaster will advise parents on the best way forward. The primary concern at all times being to work in the best interests of the child.

REGISTRATION AND ADMISSIONS

In the first instance parents are encouraged to contact the Admissions Registrar to arrange a meeting with the Headmaster and a tour of the school.

1. Pupils must register for entry into the school. There is an administrative fee of £75 for registration. Registration does not guarantee a place.
2. The school admits children to Nursery 1 after the child's second birthday or to Nursery 2 in the September following their third birthday. Entry to the Reception Year comes in the September after their fourth birthday and to higher year groups in the September after their appropriate birthday. Pupils may, in some circumstances, enter a year group higher or lower than usual at the discretion of the School.
3. Boys and girls may be admitted at the age stated above.
4. Entry before the age of 7 is not academically selective but the general aim is to offer places to pupils who will use the opportunities, breadth and rigour of the education provided at Edgeborough with enthusiasm.
5. Pupils must be well behaved. This will be determined by a mixture of:

Observation of behaviour on an induction day.

Reports and evidence from the candidate's former school / nursery.

6. We reserve the right to review the academic and social progress of each child and progress into the year group above can never be assumed. A significant review will be held at the end of Year 2 when pupils move from Pre Prep.
7. Entry further up the school maintains the criterion stated above and adds an academic element in as much as all pupils who enter year three or above must be able to demonstrate, as far as is possible, suitable evidence that they will be able to maintain the pace of academic learning that they will encounter.

This will be determined by a mixture of:

- Work produced on an induction day at Edgeborough.
- Tests/formal examinations taken at Edgeborough.
- Interview(s) with members of staff at Edgeborough.
- Reports and evidence from the candidate's former school.
- Information provided by parents.

Any candidate may be asked to undertake an interview or a specific test or examination, if in the school's opinion it will assist the decision making procedure for entry, but not all candidates may necessarily have to undertake all of these procedures.

8. Where there are more candidates than places, all candidates may be asked to do a test, the taking of which would not guarantee a place. The order in which they will be invited to an induction day would be determined by:

1. Ability
2. Sibling of a pupil at Edgeborough
3. Other connections to Edgeborough
4. Position on the waiting list (determined by date of registration)

9. Numbers
The number in Nursery will have to conform to the staff/pupil ratio as determined by law.

In general there are up to two forms in each of the Pre Prep years and there are up to three forms per year group in the Years 3 – 8. Numbers per class from Years R – 8 may be varied at the discretion of the Headmaster. Numbers in academically adjusted sets may also differ from year to year and from group to group.

10. Within the scope of our general aim, the school will try to provide the educational support to those pupils who may require it. This additional support may incur additional fees. There may be specialist educational support that some pupils will require that the school is unable to give.

11. All admissions are determined by the Headmaster who administers the school policy. Appeals about admissions should be made to the Headmaster, or if there is no resolution, via the schools' official complaints procedure.

ADMISSIONS PROCEDURES

ENTRY TO NURSERY AND RECEPTION

1. A registration form must be completed and the form, and fee of £75, returned to School before the entry process can begin.
2. Your child will be invited to a short familiarisation visit.

Pupils in Nursery 1 attend a minimum of two sessions per week

Pupils in Nursery 2 attend four morning sessions as a minimum

Reception pupils attend full time.
3. If a child is offered a place, parents are asked to respond within three weeks. A deposit of £1,000 is payable on acceptance.
4. Acknowledgement of deposit and confirmation of place.

ENTRY TO YEARS 1, 2 and 3

1. A registration form must be completed and the form, and fee of £75, returned to School before the entry process can begin.
2. Familiarisation. Your son or daughter will be invited to spend some time at the school at a mutually agreed time.
3. The familiarisation period or 'Taster Day' involves spending time with future class members and taking part in the timetabled class work and activities.
4. Places are offered after familiarisation.
5. If a child is offered a place, parents are asked to respond within three weeks. A deposit of £1,000 is payable on acceptance.
6. Acknowledgement of deposit and confirmation of place.

ENTRY TO YEARS 4 - 8

1. A registration form must be completed and the form, together with the fee of £75, returned to School before the entry process can begin.
2. Familiarisation. Your son or daughter will be invited to spend some time at the school at a mutually agreed time.
3. The familiarisation period or 'Taster Day' involves spending time with future class members and taking part in the timetabled class work and activities.
4. Places are offered after familiarisation. However, if there are more candidates than places, all pupils are invited to an assessment morning:
 - Results of the assessment morning will be sent out within 10 working days.
 - A request is made to approach the pupil(s) current school for references.
 - Receipt of references from current school is obtained.
 - An invitation to a familiarisation day is issued (date to be agreed with parents).
5. If a child is offered a place, parents are asked to respond within three weeks. A deposit of £1,000 is payable on acceptance.
6. Acknowledgement of deposit and confirmation of place.