

HIGHCLARE SCHOOL

ADMISSIONS POLICY

In its admissions policy Highclare embraces “Every Child Matters” and aims to provide a safe, happy, healthy, positive and successful education for all of our pupils. The three school aims which are reinforced by Every Child Matters are embedded in the ethos of the school.

We make all reasonable steps to ensure that disabled pupils and prospective pupils who are disabled are not put at a disadvantage in comparison with those who are not disabled. Highclare School expects disabled pupils to participate and achieve in all areas to the best of their ability.

Early Years Foundation Stage - Nursery & Pre-school (18 months to 5 years)

Highclare welcomes all children between the ages of 18 months and 4 years. All pupils in EYFS will be offered at least one familiarisation session prior to starting. Children will progress into each age related stage when staff consider it appropriate

Reception (4 - 5 years)

Parents will be invited to apply for a place in Reception while the pupils are in Pre-School, at the beginning of the academic year in which the child reaches 4 years. The following criteria will be used to allocate places to those who have submitted an application by the closing date (which will be made clear on the application form):

- i. Places will be offered to pupils who have a sibling at Highclare;
- ii. The school has high academic standards and teacher assessments will be used to establish if Highclare is a suitable school for the pupil; formal assessment, i.e. ASPECTS, which is a performance indicator used by some schools nationally, will also be used.
- iii. Progress in personal and social development will be considered.
- iv. In the case of over subscription places will be offered on a first come first served basis, then taking into account these criteria.

Parents will be asked to confirm their registration for a place in Reception class by payment of a deposit which will be refunded via the fee invoice during the first term in Reception year, less the standard school deposit which is retained and refunded when the child leaves the school. This applies to all applicants, including those new to the school and those moving from Highclare Pre-School.

Entry at Infant and Juniors (5 - 10 years) from other schools

The criteria listed above for our own pupils will also apply to applicants from other schools. In addition to these, the school will request a reference from the pupil's previous school with parental consent.

Entry into Senior School (11 - 16 years)

Pupils in Highclare's Junior schools have a right of transfer to the Senior School. Applications are taken from External applicants at 11+. Scholarships are available. These will be awarded equally to internal and external applicants at the discretion of the Headmistress, based on (i) performance in the assessment test or auditions, (ii) interview performance, (iii) reference from current school / Highclare Junior School.

- Entry at 11+ for applicants from other schools is by:
 - Assessment in non-verbal reasoning, English and Mathematics
 - Each pupil, who is successful in the assessment, will be invited into school with parents for an interview with the Headmistress, Academic or Pastoral Head of Senior School.
 - A report and reference from the pupil's previous school with parental consent.
- Entry into other senior classes will be by:
 - An individual test for non-verbal reasoning, English and Mathematics
 - An interview with the Headmistress, Academic or Pastoral Head of Senior School.
 - A report and reference from the pupil's previous school with parental consent.

Entry into Sixth Form (16 - 18 years)

- Each student is individually assessed and a suitable course structured for his or her needs. However, all students must be prepared to work hard and participate in the activities of the school such as taking on prefect responsibilities.
- Students aiming for University would need at least five subjects at GCSE at A* to C grades.
- External candidates are offered conditional places based on predicted grades from their current schools and performance at interview. A scholarship examination is available.

Special Circumstances

We recognise that a candidate's performance may be affected by special circumstances, for example:

- Ill health
- Special family circumstances, eg. bereavement
- A disability or specific learning difficulty
- If English is not the candidate's first language

We request that parents inform the school of any special circumstances which may affect their child's performance. The School may request further information such as an educational psychologist's report or a medical report in order to make a fair assessment.

Bursaries and Scholarships

Academic, Sport, Music and Art Scholarships are available on entry at Year 7, giving up to 30% remission of fees. Academic scholarships are awarded on the basis of the entrance assessment results; sport, music and art by auditions. Occasionally scholarships can be awarded on entry in Years 7, 8 or 9, if a candidate is outstanding in their field. Sixth form scholarships are available and awarded for Academic ability.

All Scholars are expected to participate fully in the life of the school and in the case of specialist scholarships, will be expected to make a particular contribution in that area, throughout their time at the school.

Means tested bursaries are awarded on entrance at Y7 and for Sixth Form. This financial assistance varies and may cover up to 30% of school fees.

Application forms are available from the Registrar.

No combination of awards would normally exceed 50% of full fees and all awards will be reviewed annually.

Highclare School is committed to safeguarding and promoting the welfare of children. Highclare School welcomes applications from children of all backgrounds and does not discriminate on the grounds of race, colour, ethnic or national origin or disability. The School is aware of its responsibilities under the Disability Discrimination Act 1995 and has a Disability Policy in Place.

Links with other policies:

- Equal Opportunities
- Disability Policy

These policies are available on request from the School

Written by:	Confirmed by:	Reviewed	Review Date:
LE/September 2008	MV/January 2010	July 2011	July 2012