



# Highclare School

## ADMISSIONS POLICY

In its admissions policy Highclare School aims to provide a safe, happy, healthy, positive and successful education for all of our pupils. The School always seeks to uphold the highest possible standards.

We take 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 (Pre-Prep)**

**(2 to 4 years ie Rising 3s – Cygnets - and Rising 4s - Swans)**

Highclare welcomes all children between the ages of 2 and 4 years. The earliest that children may join is the start of the academic year (September), following their second birthday. 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. A Pre-Prep contract terminates at the end of Swans. All children entering Swans are expected to be fully toilet trained.

### **Reception (4 - 5 years) – internal pupils**

All parents are invited to reserve a place in Reception class and the following two criteria will be used:

- i. Teacher assessments will be used to establish if Reception is suitable for the pupil. Formal baseline assessment will also be used and progress in personal and social development will be considered. (Assessments will be held during the academic year prior to a child's start date). Pupils in Pre-Prep who, in the opinion of Highclare staff, have not made significant progress or are not at the attainment level to access the curriculum will not be allowed to progress into Reception.
- ii. Subject to meeting the standard set out in part (i) above, places will be reserved on a 'first come first served' basis and on payment of the necessary deposit \*, provided that space is available for the year in question.

*\* The deposit will be as published on the school's current fee list and will be refunded as part payment towards the Autumn Term's fees in Reception class, less the standard school deposit which is retained and refunded on leaving the school.*

*Deposits are paid on the understanding that they are non-refundable in the case that, for whatever reason, the place is not taken up.*

This applies to all applicants, including those new to the school and those moving from Highclare Pre-School.

### **Entry at Reception to Yr6 (5 - 10 years) – external pupils**

Admission for pupils from other schools will be subject to an assessment as in item ii) above and a satisfactory reference and report from the pupil's previous school, requested with parental consent. Please note that all children entering Reception onwards are expected to be fully toilet trained.

### **Progress through the EYFS, Infant and Junior School**

Subject to satisfactory internal assessments, children will normally progress to the next year. However, if the child's progress causes any reason for concern, the Key Stage coordinator, Assistant Head, Deputy Head of Preparatory School, Head of Preparatory School or Headmaster will discuss with parents the ability of the child to cope with the academic rigour and expectations of the forthcoming year.

If the opinion of the Headmaster or the Head of the Preparatory School is that a child has not attained a sufficiently high standard of work or conduct to enable them to benefit from continuing their education at school, options will be discussed openly with parents. This may include educating the child out of their year group.

Potential entrants to Highclare Preparatory School are assessed only once per academic year. If the child is unsuccessful in this attempt, parents can reapply for their child to sit the entrance assessments in the following year and subsequent years if desired.

All final decisions regarding entry are made at the discretion of the Headmaster.

### **Entry into Senior School and Sixth Form (11 - 18 years)**

Pupils in Highclare's preparatory school 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 Head, based on (i) performance in the assessment test or auditions, (ii) interview performance, (iii) satisfactory reference from current school / Highclare Preparatory School.

- Entry at 11+ for applicants from other schools is by:
  - Assessment in non-verbal reasoning, English and Mathematics
  - Each pupil will be invited into school with parents for an interview with the Head of Senior School.
  - A satisfactory 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 Head of Senior School.
  - A satisfactory report and reference from the pupil's previous school with parental consent.

Progress through the Senior School – As in the preparatory school settings, pupils will progress automatically to the next year. However, if the pupil's progress or behaviour causes any reason for concern the Key Stage Coordinator, Head of Senior School or Headmaster will discuss with parents the ability of the pupil to cope with the academic rigour and expectations of the forthcoming year. Pupils are expected to adhere to the high expectations of behaviour as outlined in the Behaviour Policy. Pupils who continuously flaunt the rules may be asked to leave the School.

### **Entry into Sixth Form (16 - 18 years)**

Students entering the Sixth Form will be expected to achieve at least 5 GCSEs (at grade 9 – 5). However, pupils will normally be required to have achieved a 9 to 6 grade at GCSE level to follow that subject at AS / A Level. However, if the student's progress or attitude to learning causes reason for concern, the Head of Sixth Form, Head of Senior School or Headmaster will discuss with parents the ability of the student to cope with the academic rigour and expectations of the forthcoming year.

### **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.

## **Disclosures**

Parents must, as soon as possible, disclose any known or suspected special circumstances relating to their child's health, allergies, disabilities or learning difficulties, or other circumstances that may affect their child's performance. If there is a problem with a child after being admitted and parents knowingly failed to disclose information, the continuation of the child's education at the school may be in doubt.

## **Bursaries and Scholarships**

Academic, Sport, Music and Art Scholarships are available on entry at Year 7, giving up to 20% remission of fees. Academic scholarships are awarded on the basis of the entrance assessment results; sport, music and art by auditions.

Sixth form scholarships are available and awarded for academic ability and for music, art and attitude to learning.

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 no more than 30% of school fees. In addition to this is the Highclare School Governors' Prize, a means-tested award to cover up to 100% of fees. See Scholarship and Bursary Policy for further details.

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.

All bursary awards may be subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. The school reserves the right to reduce or terminate the scholarship awards on giving a term's notice. Unsatisfactory performance or conduct could result in the award being reduced or terminated.

Secondly, scholarships are awarded on the understanding that school fees are paid on time and in full. Failure to comply with this will result in the scholarship being withdrawn.

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:**

- Scholarship and Bursary Policy
- Equal Opportunities
- Disability Policy
- Behaviour Policy

These policies are available on request from the School

<b>Written by:</b>	<b>Confirmed by Board:</b>	<b>Review Cycle</b>	<b>Most recent review:</b>
LE/September 2008	September 2013	Annual	September 2021