



Admissions Policy

Whole School & EYFS

Regulation ISSR: Part 6 ISSR, Paragraph 32

Reviewed and updated by: Mrs C Talbot

Last Review: September 2024

Next Review: September 2025

Introduction

This is the admissions policy of Alderley Edge School for Girls (School). The school is an academically selective school for girls aged between 2 and 18 years.

The aims of this policy are:

- to set out the particulars of the school's policy on and arrangements for admissions
- to the school;
- to ensure compliance with the school's charitable purposes;
- to identify and admit girls who will benefit from an academic education and who will
- contribute to and benefit from the ethos and activities of our school community
- we will only admit a child who has met the academic criteria unless there are strong mitigating circumstances – in these cases it is important that the ability to succeed academically can be demonstrated to ensure compliance with the school's responsibilities under the Equality Act 2010.

Special Education Needs and Disability

The Foundation promotes a positive culture of inclusion, across all the schools.

If the applicant has any special educational needs, learning difficulties or a disability, parents or guardians must provide notice of this on the Registration Form, providing full written details, including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available.

If the special educational needs, learning difficulties or disability become apparent after the Registration Form has been submitted, parents or guardians must notify the school by letter or e-mail addressed to the Head, again providing full written details as explained above. The school needs to be aware of any requirements which may affect a child's ability to participate in the admissions procedure and 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 Foundation's obligations under equality legislation. The school staff will assess the child's needs and consult with parents about the adjustments which can be made to ensure that the application procedure is accessible for the child and that the school can provide adequately for them should an offer of a place be made.

Regardless of performance against academic entry requirements, there may be circumstances in which the school cannot offer a place for reasons relating to a child's disability or special educational needs. For example, this may arise if, despite reasonable adjustments, the school feels that an applicant will not be able to access the education offered, or that their health and safety or those of other pupils or staff may be at risk.

INFORMATION REGARDING ENTRY FOR APPLICANTS WHO HAVE A DISABILITY

The following is an extract from the School's Policy on Disability:

Admission procedure for pupils

- The school will be open to applications from any prospective pupil with a physical and/or mental impairment.
- The registration or admission form will enable the parents to give details of their child's disability.
- Every application will be considered on its merits within the school's criteria for selection on grounds of the pupil's ability and aptitude.
- The school will treat every application from a disabled pupil in a fair, open-minded way.
- The School will, if appropriate, request from the parents or previous School full details in the form of medical reports, educational psychologist reports and any other report which assesses the child's disability so that the School can make an assessment of the adjustments that would be needed in order to provide adequately for the pupil's physical and educational needs.
- The applications will be considered on the basis that all 'reasonable adjustments' have been made by the school to cater for the child's disability. (See definition below)
- The school will not offer a place if, after all reasonable adjustments have been made, the school will not be able to provide adequately for the pupil's physical and educational needs.
- The school shall inform the parents of their decision and give details of the reasonable adjustments they are going to make or give reasons why the offer of the place is declined.

Scope and application

The procedures set out in this policy apply at each of the main points of entry to the school and to candidates for vacancies in other year groups. We will only admit a child who has met the relevant admissions criteria as set out in this policy.

The procedures set out in this policy do not apply to existing pupils who are progressing through the school.

Entry Requirements for EYFS, Prep School, Senior School & Sixth Form

- At EYFS a Taster Day is required for an observational assessment
- At Prep School – candidates take an age-appropriate written assessment
- At 11+ candidates take papers in Mathematics, English, and Verbal Reasoning set by the school.
- For admission to Year 8-11, papers in Mathematics and English are set
- For 6th Form – students are made conditional offers based on their GCSE results

Interviews:

11+ interviews: In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.

Options interview: For entry into Year 10 and Sixth Form. There will also be an "options interview" for external candidates to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.

Headteacher reference: The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER) and predicted grades at GCSE (if appropriate).

Candidate's age: Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the school.

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

- If she is unwell when taking tests or has had a lengthy absence from her school;
- If there are family circumstances such as a recent bereavement;
- If there is a relevant educational history, for example education outside the British system;
- If the candidate has a disability or specific learning difficulties;
- If English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

Disclosures: Parents must, as soon as possible, disclose any known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Additional factors: If we must decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to: -

- A child who already has a sister in the school or whose parent is a former pupil here;
- A child whose parent is a current member of our staff;
- A child with a particular skill, talent, or aptitude

Appeals:

The school's decision about whether any applicant will be offered a place will be final. All offers will be made in writing. The school undertakes to inform parents of children who are not offered a place at the school.

Any applicants who wish to be considered for entry at other points in the year will still be required to meet the relevant criteria and undertake any assessments required by the school. Applications will always be subject to the availability of places.

Financial Assistance:

The school offers several means-tested Governors' Bursaries candidates for places in Reception upwards. Parents must indicate on the application form if they wish to apply for a bursary and, if their daughter is shortlisted for interview they will be required to complete a bursary application form. The school will consider the girl's entitlement to a bursary in its absolute discretion. The terms of any financial assistance will be communicated in the offer and will require to be complied with for the duration of the girl's attendance at the school. Bursary forms are renewed annually to continue to assess the level of parental income and financial assistance required. To identify eligible applicants the school will:

Follow the published procedures;

- Require applicants to have completed the relevant application form according to the published timetable;
- Use age-appropriate assessment to assess all prospective pupils prior to entry, except for entry into Pre-School;
- Obtain reports for all prospective pupils- these may include information about attendance, ability, achievement, and attitude. These will be treated as confidential;
- Interview prospective pupils and their families/ careers as it deems necessary;
- Make any offer of a place to the Sixth Form conditional on the applicant attaining the required level of GCSE (or equivalent) results.

For further information regarding Bursaries, please refer to the Bursary Policy [AESG Bursary Policy](#)

Record Keeping

All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records

A confidential admissions record will be kept for each candidate

Admission register

For pupils admitted to the school, the school will:

- Maintain an admissions register; and
- Inform the local authority of any pupil who is going to be added to or deleted from the school's admission register at non-standard transition points

The information created in connection with this policy may contain personal data. The school's use of this personal data will be in accordance with data protection law.

APPENDICIES

ADMISSIONS PROCESSES

EARLY YEARS

Following a call or online enquiry the Admissions Officer will contact parents to arrange a visit to the school and will send out relevant information about the school.

Any enquiries coming into school via different routes should be put through to the Admissions Officer

The Admissions Officer will organise a tour with the Head of EYFS

Once the tour is complete, the Head of EYFS will send feedback about the tour to the Admissions Officer

The Admissions Officer will then contact the parents to see whether they would like to proceed with a place and will explain the admission procedure and timescale

Following a parent requesting a place, the Admissions Officer calls the parent/s to discuss dates and times for Stay & Play Sessions (NB: we offer three stay and play sessions as a maximum) This is usually 1 hour, then 2 hours then a full morning until 1pm.

On booking a Stay & Play Session an Application Form is sent with a request for £90 Registration fee (Includes 20% Government VAT), a copy of their daughter's passport and birth certificate and a list of what is required to bring for the Stay and Play Session (Nappies etc.)

Before a child can attend a Stay & play session, the parents must send in a copy of their daughter's passport and birth certificate.

Each child is required to have an (assessment) Stay & Play Session in the EY.

If after the first Stay & Play Session, the child has been successful and the staff would like to offer a place, the Admissions Officer will create a welcome pack and offer letter which is given to the family on the second day of the Stay & Play session.

Headmistress to check all paperwork before offer letter is sent.

If the EYFS staff believe the child will not thrive in our setting, the EY Team will notify the Admissions Officer. The Head of Early Years and/or the Head of Prep will contact the parents to explain this situation. No further action will be necessary by the admissions team.

Parent signs and returns the contract and pays the deposit

A child cannot start without out all paperwork complete and registration fee and deposit paid.

PREP SCHOOL

- Following a call or online enquiry the Admissions Officer will contact parents to arrange a visit to the school and will send out relevant information about the school.
- An invitation to a forth coming Open Event and information about the school will be sent.
- Respond and offer tour from the Head of the Prep or other Prep School teacher
- Contact Head of Prep / Head of EYFS to organise a tour
- Organise the tour then follow up afterwards
- Send an application form and request registration fee
- Send home assessments
- Parents send back assessments to Head of Prep and check if SENCO is required to assess
- School request reference
- Head of Prep and Headmistress Reviews and offers or does not offer a place
- Admissions Officer to take a copy of passport and birth certificate
- If place is offered, Admissions Officer to send an offer letter and requests the deposit
- A child cannot start without out all paperwork complete and registration fee and deposit paid
- Headmistress to check all paperwork before offer letter is sent

SENIOR SCHOOL I I+

- Following an enquiry or visit to the school, parents complete a Senior School Application form, which is either a hard copy or online found on the school's website
- Parents are required to pay the £90 (Includes 20% Government VAT) Registration Fee and provide the school with a copy of their daughter's passport and birth certificate
- An invitation to a forth coming Open Event will be sent or a tour of the school will be organised with a member of the Senior Leadership Team
- The school will request a reference from the child's current Headteacher
- All candidates (including those from Alderley Edge School for Girl's own Prep School) will sit the entrance exam for entry into Year 7. It will include a Verbal Reasoning test, and written papers in English and Mathematics
- All candidates will be interviewed by either the Headmistress or a member of the Senior Leadership Team
- Admissions Officer to take a copy of passport and birth certificate
- Offers letters are sent out in February in line with Manchester Consortium Dates
- There is the opportunity for parents to have another tour post offer
- If a parent would like to take a up a place, then they need to complete the Acceptance form and pay a £600 deposit
- Headmistress to check all paperwork before offer letter is sent

SENIOR SCHOOL Years 8 - I I

- Following an enquiry or visit to the school, parents complete a Senior School Application form, which is either a hard copy or online found on the school's website
- Respond and offer tour and send information leaflet and Taster Day Form
- Contact Senior Leadership Team to organise a tour
- Admissions Officer offer taster day / tour
- Parents are required to pay the £90 (Includes 20% Government VAT) Registration Fee and provide the school with a copy of their daughter's passport and birth certificate
- Assessments are taken within school
- Admissions Officer to request reference from current school

- Admissions Officer to take a copy of passport and birth certificate
- Request any SENCO / Well-being concerns
- Senior Leadership Team to interview pupil
- Headmistress to review assessment and reference
- Headmistress to offer place or not
- If place has been offered, send offer letter and request deposit
- Agree a start date
- Headmistress to check all paperwork before offer letter is sent

6th FORM

- Enquiry received by Admissions Officer. Admissions Officer to provide 6th Form Options Booklet to prospective pupil on receipt of entry and book tour with Head of 6th Form
- If pupil would like to progress with a place, the Admissions Officer will ask the parents to complete and Application Form and pay £90 (Includes 20% Government VAT) registration fee
- On receipt of form and fee, Admissions Officer request references. These are then reviewed by Headteacher and Head of 6th Form
- Predicted grades are requested. Admission Officer to arrange a tour with Head of Sixth Form and interview at the same time
- Admissions Officer book meeting with Head of 6th Form and prospective pupil to discuss student's background, interests, and aspirations for 6th Form and beyond.
- Depending on date, offer attendance at 6th Form Taster Day in November / December and Open Evening
- Head of 6th Form informs Admissions Officer subject choices and any other actions needed
- Admissions Officer drafts conditional offer and letter, Signed by Headteacher, is sent to parents
- Card wishing student luck in GCSE exams to be sent through admissions in May
- On results Day, confirm results and admission if conditions are met. Student given copy of latest Welcome to 6th Form booklet.
- Headmistress to check all paperwork before offer letter is sent