

ADMISSIONS POLICY

Whole School & EYFS

Rewritten: November 2022 (CT)

Governor Review: November 2022

Policy Statement

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; Alderley Edge School for Girls is an ecumenical school of joint Roman Catholic and Anglian Foundation with a Christian ethos and is a selective school for girls aged 2-18
- 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.

Scope and application

The procedures set out in this policy apply at each of the main points of entry to the School and also 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.

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 will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.

The School is inclusive and welcomes applicants with disabilities and special educational needs. At present, the School's facilities, physical and otherwise, for the disabled are limited but the School will do all that is reasonable to comply with its legal and moral and responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents must inform the School on registration with full details of any known disability or special educational needs of their daughter which may affect her 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 School's obligations under equality legislation. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil should the offer of a place be made.

Entry Requirements:

- EYFS - a Taster Day is required for an observational assessment
- Prep School – candidates take an age appropriate written assessment
- 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
- Sixth Form Entry – 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 particular circumstances, for example:

- If she is unwell when taking tests or has had a lengthy absence from her school;
- If there are particular 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 particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Additional factors:

If we have to 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 or not 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 a number of means-tested Governors' Bursaries candidates for places in Years 7 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 in order 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.

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

In accordance with the requirements of the Education (pupil Registration) (England) Regulations 2006 (as amended)

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.