



## **ADMISSIONS POLICY**

### **1. Introduction**

- 1.1. This policy is a 'Whole School Policy' and informs practice in the Senior School, Boarding House, Preparatory School and Nursery. We apply the regulations on admissions fairly and equally to all those who wish to attend this school. We seek to be an inclusive school welcoming children from all backgrounds and abilities provided we feel able to meet their needs. All applications will be treated on merit and in a sensitive manner.
- 1.2. The only restrictions we place on entry are those of number and considerations of need. If the number of children applying for entry exceeds the places available or if we feel we cannot adequately provide for a child's needs, we adopt the procedure set out below to determine whether a child is to be accepted or not. Should the school determine that a child needs the support of a dedicated Individual Needs Assistant, either on entry or subsequently, this will be at the expense of the parents. It is our wish for parents to find a place for their child at the school of their choice whenever possible.

### **2. Admissions Process**

- 2.1. Parents are encouraged to spend some time looking around the school and learning about us. If they are interested in seeking a place at the Preparatory School, then two days are arranged for their child to spend time with us to see the reaction of the child to us and so that we can assess the child to ensure that we are the right school for the child. An offer letter is then sent out. The parents complete a registration form and in due course are sent a letter offering a place. When the acceptance form is signed, their child's place is secure.
- 2.2. Children may enter the school at any age subject to available places. They may enter the Nursery at any time between 1 and 4 years of age. Children join the Reception class in the September after their 4th birthday and if they are in Reception class and 4 years of age, they are eligible to receive Early Years funding. Preparatory School children transfer to the Senior School in Year 9, subject to ongoing satisfactory performance and may apply for academic and/or co-curricular Scholarships. Scholarship exams are held in November and March in the Prep School and in February only at the Senior School.

- 2.3. Claremont Senior School does not have specific barriers to studying in the Sixth Form; however, we would expect those pursuing a full A Level programme to have at least five A\* to C grades at GCSE and a B grade in those subjects they wish to study at A Level. In some cases this threshold may be higher. The School reserves the right to refuse entry onto particular courses if necessary.
- 2.4. We welcome overseas pupils who can study at Claremont School provided they have a relative or legal guardian living in the UK with whom they can reside. Boarders are admitted according to guidelines produced by the Home Office. Boarders are interviewed as possible, either in person or on Skype and depending upon courses to be studied, requirements are according to the syllabus.

### **3. Equal Treatment**

- 3.1. Claremont School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### **4. Fluency in English**

- 4.1. In order to cope with the brisk academic pace and social demands of school, pupils must have a level of English Language. Pupils with English as an additional language (EAL) can be supported in school. We may suggest a certain standard is required before the pupil starts an examination course.

### **5. Special Needs**

- 5.1. We do not discriminate in any way regarding entry.
- 5.2. We welcome pupils with special educational needs providing that our Learning Support Department can offer them the support they require.
- 5.3. We welcome pupils with physical disabilities provided that our site can manage their needs safely and appropriately.
- 5.4. Parents should provide a copy of an Educational Psychologist's report or a medical report to support a pupil's request for extra time or other examination concessions.
- 5.5. We discuss thoroughly with parents and their medical advisers adjustments that could reasonably be made.

### **6. Complaints**

- 6.1. We hope that you and your child do not have any complaints about our admissions process; but copies of the School's Complaints Procedure can be sent to you on request.

### **7. Appeals**

- 7.1. If we do not offer a child a place, it will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much or because we feel we are unable to provide for the child's special needs. If parents wish to appeal against a decision to refuse entry they

can do so to the Head and the Director whose decision is binding for all parties concerned.

See also Disability Discrimination Policy.

## **8. Policy Owner**

8.1. The policy owners are the Heads of the Nursery, Preparatory, Boarding House and Senior Schools.

## **9. Issue Date**

9.1. Issue date: September 2018.

## **10. Review Date**

10.1. This policy will be reviewed annually. The next review is due in September 2019..

**Director Signature:**



**Mr G Perrin**

**September 2018**