



## Senior and Prep School

### Admissions Policy

Action	Policy to be reviewed annually		
	Committee	Date	Completed
Reviewed	S Wilson	September 2023	✓
Reported	Safeguarding Steering Committee	09 November 2023	✓
Approved	Board of Governors	11 December 2023	✓
Next Review	S Richmond	September 2024	

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## 1 **Aims**

- 1.1 This is the admissions policy for the Prep and Senior School of Gresham's School (the **School**).
- 1.2 This policy is to be read alongside the separate admissions policy for the Nursery and Pre-Prep which is available on the website.
- 1.3 The aims of this policy are as follows:
  - 1.3.1 to set out the particulars of the School's policy on and arrangements for admission to the Prep and Senior School;
  - 1.3.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
  - 1.3.3 to ensure compliance with the School's charitable purposes;
  - 1.3.4 to ensure compliance with the School's responsibilities under the Equality Act 2010.

## 2 **Scope and application**

- 2.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.
- 2.2 The procedures set out in this policy also apply to existing pupils who are progressing through the School.

## 3 **Regulatory framework**

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 *Boarding schools: national minimum standards* (Department for Education (**DfE**), September 2022);
  - 3.1.3 *Statutory framework for the Early Years Foundation Stage* (DfE, March 2017);
  - 3.1.4 Education and Skills Act 2008;
  - 3.1.5 Children Act 1989;
  - 3.1.6 Childcare Act 2006;
  - 3.1.7 Equality Act 2010; and
  - 3.1.8 Data Protection Act 2018 and the UK General Data Protection Regulation (**UK GDPR**).
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 Children missing education (DfE, September 2016);
  - 3.2.2 School attendance (DfE, August 2020); and
  - 3.2.3 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

## 4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Admissions Office during the School day.
- 4.4 This policy can be made available in large print or other accessible format if required.

## 5 **Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:

5.1.1 References to the **Proprietor** are references to the Board of Governors.

## 6 **Equality, diversity and disability**

- 6.1 Candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 6.2 The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.
- 6.3 The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.
- 6.4 Parents of a child who has a disability or special educational needs should provide the School with full details on registration.

## 7 **Procedures**

- 7.1 To register for a place, parents are required to complete a registration form which is available from the Admissions Manager at the Senior School or the Head's PA at the Prep School and to pay the applicable registration fee.
- 7.2 Parents are encouraged to attend one of the School's open days or are welcome to arrange a tour of the School at another time. Parents should contact the Admissions Manager at the Senior School or the Head's PA at the Prep School for further details.
- 7.3 **Entry points:** The following procedures apply at each of the main points of entry for the Prep School and for the Senior School and also to candidates for occasional vacancies in any other year group.
- 7.4 **Admissions procedure:** The School's admission procedure has, as applicable, four elements:
  - 7.4.1 taster visit (for entrance to Year 3 only);
  - 7.4.2 entrance assessments (if applicable);
  - 7.4.3 interviews (if applicable); and
  - 7.4.4 school reports and references.
- 7.5 **Taster visit:** Parents who wish for their child to enter Year 3 of the Prep School will be asked to bring their child in for a taster visit prior to a decision being made.

Admission to Year 3 will be dependent upon completion of a satisfactory taster visit.

7.6 **Entrance assessments:** These are as follows:

7.6.1 for entry to Years 4 and above in the Prep School and Year 9 in the Senior School an entrance assessment in Maths and English; and

7.6.2 for admission to other year groups in the Senior School, the School sets its own tests in certain core / option subjects as appropriate.

7.7 **Interviews:** Interviews are conducted for entry to Years 4 and above in the Prep School and for entry to all years in the Senior School. These are of two kinds:

7.7.1 **general 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;

7.7.2 **option interview:** at 16+ there may also be an "option interview" 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.

7.8 **Reference:** The Head of the candidate's current school will be asked to provide copies of school reports and 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.

7.9 **Year 12 entry (Sixth Form):** In addition to the above, candidates for entry to Year 12 must have achieved their predicted grades which meet the following grade requirements:

7.9.1 a minimum of six GCSE grades A\*- B or 9-6 grades;

7.9.2 a minimum of a C grade or 4 in Mathematics and English; and

7.9.3 usually a minimum of a B grade or 6 in a subject to be pursued in the Sixth Form.

8 **Admissions criteria**

8.1 The admissions criteria are:

8.1.1 success in the relevant entrance assessments and / or achieving the required GCSE grades, as appropriate;

8.1.2 completion of a satisfactory taster visit (if applicable);

8.1.3 satisfactory interview (if applicable);

8.1.4 satisfactory school reports and a positive confidential reference from the applicant's present school (if applicable);

8.1.5 commitment to the School's ethos as described in the School's aims;

8.1.6 ability and willingness to benefit from the School's broad and varied curriculum; and

8.1.7 will make a positive contribution to the School community.

- 8.2 All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.

## **9 Progression criteria**

- 9.1 There is also no automatic right of progression for pupils in the Pre-Prep School who wish to progress into the Prep School.
- 9.2 Pupils in the Pre-Prep who wish to progress into Year 3 at the Prep School will be required to complete a satisfactory taster visit alongside external candidates.
- 9.3 There is also no automatic right of progression for pupils in the Prep School who wish to progress into the Senior School.
- 9.4 Pupils in the Prep School who wish to progress into Year 9 at the Senior School will be required to attend a general interview and sit the Year 9 entrance assessments alongside external candidates.
- 9.5 It is assumed that pupils in the Senior School will automatically progress through the School, subject to them meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

## **10 International pupils**

- 10.1 Candidates applying from overseas will be considered on the basis of a positive confidential reference from his/her current school and/or agent, as well as school reports, an interview, and entrance assessments as appropriate.
- 10.2 Additional admissions procedures and criteria may apply to candidates who require the School to sponsor their application for a visa to study in the UK. Parents should contact the Admissions Manager for further details.

## **11 Oversubscription criteria**

- 11.1 Where places for entry to the School (including for entry into Year 9) are oversubscribed priority will be given to:
- 11.1.1 Pupils who have applied to be boarders;
  - 11.1.2 Siblings of pupils at the School at the proposed time of entry,
- although admission is not automatic and the candidate must meet the admissions criteria.

## **12 Scholarships and bursaries**

- 12.1 A number of scholarships and bursaries are available in Year 7, Year 9 and Year 12 to pupils of exceptional merit. Please see the School's website for further information or contact the Admissions team for details.

## **13 Training**

- 13.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 13.2 The level and frequency of training depends on role of the individual member of staff.
- 13.3 The School maintains written records of all staff training.

## 14 **Record keeping and confidentiality**

14.1 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.

14.2 A confidential admissions record will be kept for each candidate.

### 14.3 **Admission register**

For pupils admitted to the School, the School will:

14.3.1 maintain an admission register; and

14.3.2 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).

14.4 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. The School has published privacy notices on its website which explain how the School will use personal data.

Authorised by Date	Michael Goff On behalf of the Board of Governors 17 <sup>th</sup> September 2021
Reviewed	September 2023
Date of next review	September 2024
Circulation on request	Governors/teaching staff/support staff/parents/pupils  Published on the School's website and available from the Admissions Office on request during the School day