



Admissions Policy

Policy No: 3.1

Policy Statement

1. The **aims of** this policy are:

- To ensure compliance with the School's charitable purposes. Sidcot School is a school with the ethos of the Religious Society of Friends and takes pupils aged 3-18.
- To identify and admit children 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 relevant criteria.

2. **Equal Treatment:** We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedom of others. All prospective pupils for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. We expect all of our pupils to attend Meeting for Worship and school assemblies, which are fundamental to our ethos.

3. **Disability:** At present, our facilities for children with disabilities are limited, but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admission procedure and arrangements to enable a child, if he/she is able, to satisfy our admission requirements. If after due consideration we consider that we cannot make suitable provision for a particular pupil or that his/her needs will not be appropriately met by the School, we will inform the applicant of this.

Procedure

1 **Summary:** Our admission procedure for the Senior School has a number of elements –

- Assessment test (for year 7 and 9 entry)
- Interview
- Reference from current school
- Any other relevant reports (eg disability assessments)

Our admissions procedure for the Junior School has three elements –

- Assessment
- Reports from current school
- Any other relevant reports (eg disability assessments)

Entry Points: These procedures apply at the main points of entry 4+, 5+ for the Junior School and 11+, 13+ and 16+ for the Senior School and also to prospective pupils for occasional vacancies in any other year group.

2. Entry tests: These are as follows:

For the Senior School:

- At age 11 and 13 pupils take tests in numeracy and literacy. An optional scholarship paper is also available. These tests are for the purpose of baseline assessment and are not a barrier to entry.
- For admission to other years, maths and English tests will be taken by overseas pupils. UK students will be admitted through interview and with reference to previous school reports.

For the Junior School:

- Pupils will be admitted through interview and with reference to previous school reports.

3 Interviews: These are of two kinds-

- **General interviews:** In all cases there will be a general interview to explore the prospective pupil'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
- **Option interview:** At 16+ there may also be an "option interview" to explore a prospective pupil's academic ability in a particular subject. For certain option subjects (such as Art) prospective pupils may be asked to submit samples of their work.

4. Character reference: The Head of the prospective pupil's current school will be asked to provide a written reference as to the prospective pupil's academic ability, attitude and behaviour, involvement in the school community, talents and interests, 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 or SATs) and predicted grades at GCSE (if appropriate).

Other factors

1. Prospective pupil'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 interest of the pupil and the school.

2. Special circumstances: We recognise that a prospective pupil's performance may be affected by particular circumstances, for example-

- If he/she is unwell when taking her tests or has had a lengthy absence from his/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 prospective pupil has a disability or specific learning difficulties;
- If English is not the prospective pupil'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.

3. 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.

4 Additional factors: The school is oversubscribed. If we have to decide between two or more prospective pupils who meet our admission requirements after all appropriate allowances and special consideration has been given, we will give preference to children of Members and/or Attenders of the Religious Society of Friends. Further preference may also be given to:

- A child who is a current Junior school pupil seeking admission to the Senior School;
- A Child who already has a brother/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;
- A child for whom, in certain circumstances, a boarding place is sought.

5 Appeals Procedure

In the event of a child not being offered a place at Sidcot School, parents may appeal to the Head of the school, in writing, within 14 days of receipt of the school's decision. The letter of appeal should set out clearly the grounds for the appeal and any relevant supporting documentation should be included. A panel consisting of two members of the Senior Management Team and a member of the Committee of Management will examine the appeal. They may invite the parents to attend an appeal meeting, but are not bound to do so if they consider that the relevant facts are already available. The parents will be notified of the panel's decision, in writing, within 21 days of receipt of the letter of appeal. If an appeal is made during school holidays and the panel does not expect to be able to notify a decision within this period, parents will be informed of this in writing.