



GRANGE SCHOOL
A Culture of Continuous Improvement

Admissions Policy

Compiled by: Signature: Date:	Approved by Governing Body () Signature: Print name: Date:
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Admissions Policy

Introduction

All children have very different needs and at Grange School we pride ourselves on providing a service to our pupils that is designed to meet each individual's specific requirements. The programs we have on offer are flexible and rigorous enough for us to challenge the most able, whilst being able to offer specialist support to pupils who have some additional needs. Although we prefer to focus on potential at entry rather than achievement, all applicants are required to complete placement tests before a place is offered to ensure that we can adequately meet their learning needs

The Aims of this policy

- To ensure compliance with the school's not for profit purpose originally established as a primary school providing education comparable to what obtains in the UK but today embracing a broader provision. Grange provides independent education for children between the ages of 4 and 16.
- To set selection criteria and procedures that are consistent with this charitable purpose and that are fair to applicants.
- To identify students whose academic potential and other abilities will enable them to benefit from the opportunities the school has to offer and to contribute to the school community.

Equal treatment

We welcome students from different ethnic groups, backgrounds and creeds. We expect all of our pupils to attend our assemblies.

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 admissions procedures to enable a child, if she is able, to satisfy our admission requirements.

General Procedures

Our admission procedure includes:

- Competitive entry tests
- An interview
- Character and academic reference from the current school

Entry Points

Key Stage 1 - Reception

Key Stage 3 - Year 7

Mid-stream - Years 1 to 5 and Years 8 to 10

The school accepts some students at each of these stages if there are vacancies.

Admissions Timetable

It is usual for a student to be registered by the beginning of the academic year prior to that of entry. We will, however, consider applications after that date. An application for the registration of a pupil must be made by the parents or caregiver/guardian of the pupil.

Documents necessary for registration are:

- Duly completed and signed registration form
- Birth certificate of the child,
- 2 recent passport sized photographs
- Copy of receipt of payment made for application form
- Bio data page of international passport
- An immunization card/record
- Last term report from the immediate previous school

Examinations

We are happy to make individual arrangements for any age group as long as there are vacancies.

- Reception Class

Children applying to join our Reception group must be 4 years old on or before August 31 of the year of entry.

Applications into reception is open in the November preceding the year of desired admission and closes 2 weeks to the readiness test date which is usually sometime in February. For a late registration fee, a parent may pick up an application after the closing date.

The applicants are required to sit a readiness test which comprises of age appropriate activities, drawing a picture, answering questions orally, sorting activities and identification games.

Preference is given to siblings and children from any of our feeder schools. Please contact the admissions officer for additional information in this regard.

- *Mid-Stream Applicants*

Applications into Years 1 to 10 (except Year 7) fall into this category.

Children applying to join us mid-stream must be

5 years old on or before August 31 of the year of entry in order to join Year 1

6 years old on or before August 31 of the year of entry in order to join Year 2

7 years old on or before August 31 of the year of entry in order to join Year 3

8 years old on or before August 31 of the year of entry in order to join Year 4

9 years old on or before August 31 of the year of entry in order to join Year 5

12 years old on or before August 31 of the year of entry in order to join Year 8

13 years old on or before August 31 of the year of entry in order to join Year 9

14 years old on or before August 31 of the year of entry in order to join Year 10

We do not admit into Years 6 and Year 11 except in serious extenuating circumstances.

Sale of midstream applications is all year round. General mid-stream examinations hold on the 1st Saturday in June for a September start.

Where there are requests outside this window, examinations and interviews can be arranged as and when they are needed by the admissions officer. We however stop admissions for the year at the end of Lent term. Admissions are not made in the Summer term, except in serious extenuating circumstances and with the approval of the Principal only.

All mid-stream applicants are required to sit the most recent school examinations in English/Literacy, Mathematics/Numeracy and Science (physics, chemistry and biology in secondary) and must achieve a 65% average but not less than 60% in any one subject.

We do not issue past questions but we do provide applicants with an overview of topics to be tested in the exams.

Following the assessment, an email is sent to both parents/caregivers of the hopeful applicant. This email will provide parents and the applicant with feedback on the assessment activities. We do not release examination scores. Parents will be advised accordingly by the admission officer to accept the school's professional determination of the ability of the applicant to benefit, or not from the curriculum offered in the school and the high standards expected. No applicant can return for a further attempt to seek admission within a two school term period, should they be unsuccessful in the assessment.

Successful applicants along with both parents will be interviewed by the relevant vice principal; in the event that no vice principal is available, any member of the Grange executive team will conduct the interviews. Successful candidates will be informed in writing by the admissions office 10 working days. The School reserves the right to decline admission without making known the reasons.

We do not have an appeal process; the School will always act in accordance with its policy, and will ensure that all staff involved in the admissions process are adequately trained to act in accordance with all relevant provisions of the School Admissions Policy published by the school.

The school currently has a maximum class size of twenty-two in all year groups. There are waiting lists in most year groups. Admission is offered therefore to the first available child on the waiting list who has undertaken and passed the selection process as mentioned above. Priority in accessing a place will be given to pupils who have siblings currently in the school and alumni. There are a limited number of spaces available for 'friends of the school'.

Year 7

A limited number of spaces become available in Year 7 as a result of some of our students choosing to continue their education elsewhere, usually in the United Kingdom. The few spaces available are usually very keenly contested for.

Applications into Year 7 open in the January of the year of desired admissions and closes 2 weeks to the entrance examinations date which is usually second Saturday in November. For a late registration fee, a parent may pick up an application after the closing date.

Admission to Year 7 is via the Grange entrance examinations, which takes place in mid November. Students are required to sit papers in English, Mathematics and Science and must achieve a minimum average score of 65% and no less than 60% in any one subject.

We do not issue past questions but we do provide applicants with an overview of topics to be tested in the exams.

Overseas Pupils

Overseas pupils are able to sit entrance examinations at their current schools but will be required to visit Grange for interview if their performance in the examinations is satisfactory.

Interviews

All students are interviewed during the half-term after the exam, at which point we also write to their current school to request a confidential report.

Interviews are conducted by a senior member of staff. In all cases there will be a general interview to explore matters such as 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. The interview does not include questions that imply racial or religious bias and is conducted in an objective manner.

References

A confidential report is requested from the candidate's current school. Comments are invited on the pupil's academic ability, examination results, personal characteristics and family background and circumstances. When appropriate, examination results/predicted grades are requested.

Candidate's Age

Children applying to join our Year 7 must be 11 years on or before August 31 of the year of entry and must be in Year 6.

Occasionally we may offer places to pupils one year ahead or behind their standard Year group if we consider, as a matter of professional judgment that this would be in the best interests of the pupil and of the school.

Students who are more than one year ahead or behind their standard Year group will not be considered.

Offers

Places are offered at the end of the week following the interviews and acceptances are required by the beginning of January.

Firm offers are made on the strength of examination results, a good performance at interview and satisfactory Head teacher's report.

Parents are required to sign an acceptance form and pay a deposit to secure a place formally for their child within 2 weeks of receiving an offer.

Special Circumstances

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

- If she is unwell when taking the examinations or has had a lengthy absence from her school.
- If there are family circumstances such as a recent bereavement.
- If there is 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.

If there are such circumstances, we may request further information, such as a medical certificate or an educational psychologist's report.

The school should be notified of any special circumstances before the examinations.

While the school has a very active and experienced special needs department and we therefore offer learning and language support to pupils with occasional or mild learning or behavioural needs, it cannot be expected to guarantee these facilities for those pupils with severe difficulties (even though they may have technically passed the admissions criteria).

Grange students wishing to continue to the secondary phase must go through the transition process and meet all the requirements. Please refer to the transition policy