



**GRANGE SCHOOL**  
*A Culture of Continuous Improvement*

# Admissions Policy

2023 - 2024 Academic year

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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 is obtainable in the UK but today embracing a broader provision. Grange provides independent education for children between the ages of 2½ 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

Grange School has a Christian ethos, but we warmly 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 they are 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

EYFS - Nursery/Reception

Key Stage 1 - Years 1 and 2

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.

- Nursery Class

Children applying to join our Nursery group must have attained the age of 2½ by August 31 of the year of entry.

Applications into Nursery is open in the November preceding the year of desired admission. Parents are asked to apply via the School's online application portal, but a copy may also be requested from the School.

A non-refundable registration fee of N20,000.00 should be made payable to the school through any of the payment options that will be provided via the online application portal. The name of the applicant should be used as a reference for payment.

Preference is given to siblings and children from any of our feeder Schools. Please contact the Admissions Office for additional information in this regard.

- 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. Parents are required to apply via the School's online application portal. A non-refundable registration fee of N20,000.00 should be made payable to the school through any of the payment options that will be provided via the online application portal. The name of the applicant should be used as a reference for payment.

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 office 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 exceptional extenuating circumstances.**

Sale of midstream applications is all year round. General mid-stream examinations hold on the 2<sup>nd</sup> Saturday in May for a September start. Parents are asked to apply via the School's online application portal, but may request a copy of the admissions form directly from the School.

A non-refundable registration fee of N30,000.00 should be made payable to the school through any of the payment options that will be provided via the online application portal. The name of the applicant should be used as a reference for payment.

Where there are requests outside this window, examinations and interviews can be arranged as and when they are needed by the Admissions Officer.

All mid-stream applicants are required to sit the most recent School examinations in English/Literacy, Mathematics/Numeracy and CAT4 (Cognitive Ability Tests). Applicants must achieve a 65% average but not less than 60% in English and Mathematics.

We do not issue past questions but we can 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 Head of Phase; in the event that no Head of Phase is available, any member of the Grange Senior Leadership Team will conduct the interviews. Successful candidates will be informed in writing by the Admissions Office after 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 in all year groups in primary and eighteen in all year groups in secondary. There are waiting lists in some 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.

## **Year 7**

A limited number of spaces become available in Year 7. The process for gaining one of these few spaces available is usually very competitive.

Applications into Year 7 is open in the January of the year of desired admissions and closes 2 weeks to the entrance examinations date which is usually first Saturday in November. A late application attracts a late application fee; and a parent may apply via the School's online application portal.

Admission into Year 7 is via the Grange Entrance examinations, which takes place on the first Saturday in November. Students are required to sit papers in English, Mathematics and Cognitive Ability Tests (CAT4). Applicants must achieve a minimum average score of 110 in CAT4, not less than 60% in any one subject and a minimum average score of 65% in the written tests.

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

### **Overseas Pupils**

Overseas pupils are able to sit entrance examinations either at their current Schools or virtually 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. Acceptances of offers 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.