



GRANGE SCHOOL
A Culture of Continuous Improvement

Admissions Policy

2026 - 2027 Academic year

Compiled by: Richard McMahon	Approved by: Richard McMahon
Designation: Head of School	Designation: Head of School
Signature: 	
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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 and Unique Learners

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 Unique Learner (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. For the purpose of this policy, Unique Learners refers to pupils who may require extra support.

General Procedures

Our admission procedure includes:

- Entry tests
- An in person interview (Student and Parent)
- Character and academic reference from the current School

Entry Points - The School accepts students at each of these stages if there are vacancies.

EYFS - Nursery/Reception

Key Stage 1 - Years 1 and 2

Key Stage 2 - Year 3 to 6

Key Stage 3 - Year 7 to 9

Key Stage 4 - Year 10

Admissions Timetable

Applications can be made throughout the year but there are specific testing windows for different year groups. Parents should note that once year groups are full, they would have to go on a waiting list and it is advisable to apply for the earliest admission testing window. Applications can still be made after the testing window dates. An application for the registration of a pupil must be made by the parents or caregiver/guardian of the pupil and will be required to pay a **non-refundable application fee**. Details of the application fee are published on the school website www.grangeschool.com by accessing the admission portal at: <https://grange.educare.school/admission-form>

Testing Window Session	Year Group	Month of Test
Year 7 Entrance Examination - November	Year 7	November
Nursery Admission	Nursery	Ongoing - all year
Reception School Readiness Test (Feb / March)	Reception	February or March
Secondary Admission Testing (March)	Year 7 - 10	March
Primary Admission Testing (March)	Year 1 - 6	March
Secondary Admission Testing (May)	Year 7 - 10	May
Primary Admission Testing (May)	Year 1 - 6	May
Reception School Readiness Test (May)	Reception	May

Non-refundable registration fee

A non-refundable registration fee 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 non-refundable application fee amount is dependent upon the year group for entry. Details of the fees are found at: <https://grange.educare.school/admission-form>

The following documents are required to be submitted at the point of registration:

- 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
- Parental bio-data page
- Duly completed Parental Consent Form

Documents required for admission:

- Duly completed Health Form
- Last term report from the immediate previous School
- Duly signed Parent Contract
- Reference letter from the previous school

- **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.

- **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.

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

- **Secondary and Primary**

Applications into Years 1 to 10 fall into this category. Children applying to join us 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
- 10 years old on or before August 31 of the year of entry in order to join Year 6
- 11 years old on or before August 31 of the year of entry in order to join Year 7
- 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

For further information regarding admissions, please contact the Admissions Office:
admissions@grangeschool.com

Applications and payment of the fee is all year round and based on the testing windows. Individual arrangements for testing may be made and requests will need to be made to the Admissions Officer admissions@grangeschool.com 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.

All applicants are required to sit the most recent School examinations in English/Literacy, Mathematics/Numeracy and Science. Applicants must achieve a 65%. 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 success of 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.

Successful applicants and their parents will be interviewed by a panel led by the relevant Head of Phase. 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 Form / Tutor Group class size of twenty-four in primary and twenty-two in Secondary (Some KS4 classes may be x24). 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

Grange school conducts three testing windows for admission into year 7, in November, March and May in the preceding academic session for the year of entry. The process for gaining a space is usually very competitive. The final decision of offer of places is at the discretion of Grange school.

Students are required to sit papers in English, Mathematics and Science. Applicants must achieve a minimum not less than 65%. 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 School or virtually.

Interviews

All students are interviewed along with their parents 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 an interview panel led by the Head of Secondary. 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. Parents will also be interviewed to determine the level of support they will offer their child, the degree of support, engagement and cooperation they will have with Grange values, policies and expectations. 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

Provisional places are offered after the testing is conducted, which are followed by student and parent interviews. The confirmation of the place with a confirmed offer will be made after all interviews are finalized.

Firm offers are made on the strength of examination results, a good performance at interview. Admission to Grange is dependent upon a satisfactory Head teacher's report and the ability of the school to offer the number of places to students within its staffing and organizational capacity.

To secure a place parents will be required to make a payment of a commitment fee for Grange to hold and secure the place for the following academic year. If the commitment fee is not made by the date given on the offer later the place will be made available for another student.

Parents are required to sign an acceptance form and pay a deposit / acceptance fee to secure a place formally.

Requests for Boarding Places

When applying for a Secondary (Year 7 - 11) place, parents need to inform admissions of their interest in the Boarding House. If the application for a place is dependent upon a Boarding place, parents will need to check with admissions if there are spaces available for the next session. Places for Boarding will only be made by the Head of Boarding after accepting the offer of a school place at Grange School. Boarding places will be subject to availability.

Priority for Boarding places are given to:

- i. Existing Boarders
- ii. Applications with siblings in Boarding
- iii. Overseas students
- iv. Out of Lagos residents
- v. Lagos based families

Letters will be sent to parents who have indicated an interest in boarding after the offer of a school place has been confirmed, this will follow the order of priority as listed above. This process usually takes place during the summer term after the May testing window. To secure a boarding place parents will need to pay a commitment fee, which will be indicated in the offer letter, sent by the Head of Boarding.

Commitment fees should NOT be made unless an offer has been made. Failure to make the commitment fee by the deadline will result in the place being opened up and available for another student.