

# ADMISSIONS POLICY

Reviewer	Status	Notes
RP (Headteacher)	Approved ▾	Revision in light of fresh demand for places, inline with school ethos.
RM (Junior School Head)	Approved ▾	Revision in regard to EYFS and Junior School entry
GP/DW (Governors)	Approved ▾	Questions and queries from SG Gov and other governors (ISI TI) - addressed and resolved. Board of Gobs Meeting - 26 September 2022

Date for Review – August 2024

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## **Aims**

The aims of this policy are to:

- give all prospective pupils a fair and equitable approach to registration as a pupil at Cransley School, whilst maintaining the ethos, order and overall aims of the School.
- ensure that entry procedures and criteria are appropriate to the age-related expectations of the child;
- ensure that the process allows the School to determine whether it is able to meet the educational and pastoral needs of pupils before offering a place.

Cransley's ethos and approach to education is very important and children from families who share the values of Cransley will generally be more successful. More information on our ethos, values and School Aim and Mission can be found on the [School website](#).

## **Admissions Process**

Parents can express an interest in the School by completing a webform on the School website, by telephone or by touring the School at a prearranged Open Day or at another time by prearrangement through the School office.

The child is invited to spend some time in the school with their potential class. When the parent brings the child to the school for the first time, the School will request recent school reports and any other relevant documentation.

An application for admission to the school can be made at any time by completing the relevant application form and returning it to the Admissions office.

Entry to Cransley School is dependent on the age of the child and outlined in the sections below, and the availability of a place in the relevant cohort.

On being offered a place, both parents/guardians are required to complete and sign the registration forms and pay a deposit to the school. Any failure to disclose information pertinent to the child's entry into the school may result in the place at Cransley being withdrawn even after the point of registration.

## **Equality and Diversity**

Cransley School aims to encourage applications from pupils from diverse backgrounds; this enriches our community. We are committed to equal treatment for all, regardless of a candidate's sex, race, religion or beliefs.

## Data Protection

All information obtained within the admissions process will be used and stored for the purposes of the admission process and for marketing, unless otherwise indicated. If the subsequent offer of a place is not accepted, all data will be destroyed. The Data Protection policy is available on the [School website](#).

## General Conditions for all Admissions

We place a limit on the number of places available for each cohort.

- Reception to Year 2 - 15 pupils
- Year 3 to Year 11 - 17 pupils

A place will be offered within the chronological age cohort. Acceleration to another year group, or repetition of a year, will be considered only in exceptional circumstances.

The applicant should be meeting age-related academic expectations (SAS 90+, or End of Year 6 scaled score of 100+), and the current school of the applicant must report exemplary attitudes, motivation, behaviour and conduct.

The applicant is expected to make a positive overall contribution to school life and in the local community, and evidence of this is encouraged through submission of certificates/records of achievements and activities alongside school reports and interviews.

The applicant and the family as a whole are expected to show support for the ethos of Cransley School.

The applicant's educational and personal needs should, in the opinion of the Headteacher, have the potential to be met by the school's normal capacity and provision, for an offer to be made.

An admission should not create an imbalance of needs within the year group, nor jeopardise the performance and progress of their peers, or cause considerable and likely disruption or concern amongst existing parents, pupils or staff.

## Entry into EYFS

Entry into the EYFS usually occurs during the academic year in which a child has his/her fifth birthday.

There is no formal assessment. Each child visits the school for one or two familiarisation sessions (a session being either a morning or an afternoon). During this time, the child's personal, social and emotional skills are assessed.

This time spent in the school gives parents, carers and staff an opportunity to discuss the child's needs.

On application, the child's EYFS Learning Journey or attainment against Early Learning Goals should be shared with the School from their current school setting, Nursery or childminder. This information forms the basis for recording the child's achievements both at home and at school.

## **Entry into Years 1 and 2**

Children visit the school, preferably for two consecutive days, although the two days may be separated if necessary.

During this period in school, the child's academic and social skills are observed and informally assessed in a classroom setting, including completion of reading, writing and number tasks.

A place in the school is offered, at the Headteacher's discretion, based on all the information available, including recent reports, learning journeys and confidential references.

## **Entry into Years 3-6**

Children visit the school, preferably for two consecutive days, although the two days may be separated if necessary.

During this period in school, the child will be assessed on their reading and their Mathematics, using an online assessment and standardisation test (GL Assessment Maths and English). In Years 5 and 6, writing may be tested by an age-appropriate desk test.

Additional testing may be included where appropriate (including Cognitive Abilities tests and Dyslexia and Dyscalculia Screeners).

A place in the school is offered at the Headteacher's discretion, based on all the information available, including recent reports, learning journeys and school references.

Whilst this cannot be guaranteed, students will only be accepted into Years 5 and 6 if it is felt that they would be able to qualify for automatic entry into the Senior School.

## **Entry to the Year 7 and the Senior School (Internal pupils)**

Internal Pupils (currently attending Year 6) will automatically be offered places in Year 7, unless indication has been given otherwise at the end of Year 5 that a pupil's needs cannot be met in the Senior School. Discussion will be had with parents to review the options available.

Acceptance of this offer of entry will be required before a deadline (usually the first Friday in December) with a commitment to continue fee payment into the Autumn term following the planned admission to Year 7. If acceptance of an offer has not been received by this date, automatic entry will be withdrawn, and the candidate will be considered alongside all external applicants (as outlined below).

All internal and external candidates will be assessed and monitored in January for the purpose of benchmarking and information gathering.

## **Entry to Year 7 and the Senior School (External pupils)**

Cransley School provides 34 places for Year 7 for both internal and external applicants.

Once an enquiry has been made, external Year 6 applicants and their parents are invited to attend a series of Open Days and Experience Days;

An initial conversation will then take place with prospective parents and a member of the Senior Management team.

An application must then be submitted before a deadline (usually the first Friday in December) and parents should submit details of talents, interests and accomplishments outside of school. These will be taken into consideration alongside academic assessments.

School reports and confidential individual references will be requested from the applicant's current school.

The Assessment Day for entry into the Senior School is held usually on a Saturday in late-January. Please see the School website for relevant details.

Candidates are assessed in English, Mathematics and creative tasks, and observations made of their conduct and behaviour.

All candidates are also interviewed by the Headteacher or a member of the Senior Management team.

Pupils who have received a formal diagnosis of Dyslexia (from an educational psychologist or PATOSS/BDA qualified assessor) and who has within this diagnosis a recommendation of additional time for assessments, will have this requirement met.

## **Selection Criteria for Y7 Entry**

If the number of applicants exceeds the number of places available, a selection process will be necessary. All candidates' results will be discussed by the Headteacher and Senior Management Team and the decision whether or not to offer a place depends on a number of factors, including:

- satisfactory age-related expectations in the academic assessments, in order to reasonably assume that the pupil is able to fully access the Senior School curriculum, and therefore the potential to reach Grade 4 or above at GCSE. This benchmark is the equivalent to 100 (DFE Y6 SATS Scaled Score) and 90 (GL Assessment Standardised Scores);
- whether applicants have siblings already at the School;
- whether the current school of the applicant, and our own observations during open days, taster days and assessment periods, provides evidence of exemplary attitudes, motivation, behaviour and conduct.
- whether the applicant is judged to be capable of making a positive overall contribution to school life and in the local community. Evidence of this is encouraged through submission of certificates/records of achievements and activities alongside school reports and interviews.

- whether the applicant and the family as a whole show support for the ethos of Cransley School.
- whether the applicant's educational and personal needs should, in the opinion of the Headteacher, have the potential to be met by the school's normal capacity and provision, for an offer to be made.
- whether an admission does not create an imbalance of needs within the year group, nor jeopardise the performance and progress of their peers.

A first wave of firm offers will be issued to successful candidates in early February, with others placed on a provisional list, if first wave offers are not then accepted within ten working days.

### **Entry into the Senior School beyond Year 7**

Children visit the school, preferably for two consecutive days, although the two days may be separated if necessary.

Recent School progress reports (including attainment in Y6 SATS) and confidential references are essential, and must be provided by parents.

During this period in school, the child will be assessed on their cognitive abilities, reading and Mathematics, using a range of age-related online assessment and standardisation tests (GL Assessment).

Successful applicants must meet satisfactory age-related expectations in the academic assessments, in order to reasonably assume that the pupil is able to fully access the Senior School curriculum, and therefore the potential to reach Grade 4 or above at GCSE. This benchmark is the equivalent to 100 (DFE Y6 SATS Scaled Score) and 90 (GL Assessment Standardised Scores);

Additional testing may be included where appropriate (including Cognitive Abilities tests and Dyslexia and Dyscalculia Screeners).

A place in the school is offered at the Headteacher's discretion, based on all the information available, including recent reports, learning journeys and confidential references.

## Scholarships

Each year we offer up to four 10% scholarship awards on admission into the Senior School. The scholarship categories that candidates can apply for are:

- Academic Scholarship
- Art Scholarship
- Performing Arts Scholarship (Drama Specialism, Music Specialism or a Combination)
- Sports Scholarship

In the week following the Senior School Assessment Day, candidates hoping to be awarded a scholarship will attend an additional exam or audition depending on the category applied for.

Further details and application forms for all scholarships are available from the school Admissions Office.

## Bursaries

The school has established a bursary programme for children who would benefit from a Cransley education regardless of their family's financial means. Places are limited so it is essential to apply and return completed Bursary forms prior to any application.

To apply for a Bursary, please contact the Admissions Secretary on 01606 891747 to request the Bursary Application Forms. Means tested analysis of need is carried out by a third party, and a recommendation is made to the Finance Committee for consideration.

The level of bursary support offered varies depending upon this recommendation and the remaining bursary funds available, but can extend to 30% fee remission.

The award is subject to annual review and is made on the basis of financial need; any changes in financial circumstances will lead to a re-assessment of the award. Please note that non-compliance with any term of the offer could mean that any financial assistance is withdrawn and, in this event, the pupil's parents will become responsible for payment of the totality of the fees including any financially assisted element.

Bursaries and scholarships will be reviewed annually by the Governors and the School.



## **Applicants with SEND**

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs (SEN) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate them. Nevertheless, we strongly advise parents of children with specific educational needs or disabilities to contact us at any stage in the application process so that we can ensure that these needs can be met.

The school will do everything that it reasonably can to accommodate all children, no matter what their needs or background. Where reasonable adjustments cannot easily be made, the school will discuss with parents how additional funding could be secured to enable all children to make good progress.

## **Pupils with Statements of SEN or EHC Plans**

Where the learning support department at Cransley School is able to meet the needs of a pupil with an EHCP and the LEA has agreed that a child is best placed at Cransley School, the LEA and parents will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan.

## **Disability**

At present, our facilities for children with physical disabilities are limited given our unique Grade 1 listed setting, 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 do all that is reasonable to comply with the legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

## **Disclosures**

Parents must disclose, as soon as possible, and certainly in advance of publication of results of the application process, any known or suspected circumstances relating to their child's health, allergies, disabilities or SEND.