

Including our Early Years Foundation Stage provision

## Admissions Policy

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| <b>Authorised by</b> | resolution of the Board of Governors                                                                                                                                                               |
| <b>Date</b>          | Autumn 2010 and previous versions<br>Autumn 2016 (1-0-0)<br>Autumn 2018 (1-0-1)<br>Spring 2019 (1-0-2)<br>Spring 2022 (1-0-3)<br>Autumn 2022 (1-0-4)<br>Autumn 2023 (1-0-5)<br>Autumn 2025 (1-0-6) |

This policy is intended to ensure that the procedures used during the admissions process are consistently applied and are understood by all those involved and has regard to the Equality Act 2010. This policy should be read in conjunction with our SEND Policy (including the EAL Policy), Equal Opportunities Policy, Curriculum Policy and Accessibility Plan.

### Ability Profile

Other than in the Early Years Foundation Stage, entry to St Gabriel's is selective, but not fiercely so.

Whilst our examination results and university entrances are the bedrock of our existence, our school's strength lies in its provision of an excellent 'all-round education.'

It is possible for St Gabriel's pupils to enjoy success and gain the respect of others in a large number of ways.

Our pupils are not all judged by the same narrow criterion of academic achievement. Confidence gained in one skill spreads to others so that our pupils grow to feel capable and successful.

Consequently, entrance examinations and assessments identify pupils of *good average ability and above* and places are offered to pupils who are able to thrive in our environment.

### Ages of Entry

- Children are admitted into the EYFS from the age of 6 months to 5 years.
- Pupils join the Junior School (Reception to Year 6) from the age of 5
- Pupils join the Senior School (Years 7-13) at 11, 13 or 16.
- St Gabriel's Sixth Form (Years 12 & 13) is open to all students who satisfy the required entrance criteria and welcomes applications from pupils who have attended other schools.

Whilst most pupils join the school at the beginning of the Early Years Foundation Stage, Junior School (in Reception or Year 3) or Senior School, St Gabriel's may consider admitting pupils at other stages in their education depending on suitability and availability of places.

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## **Equal treatment**

St Gabriel's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' gender, race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background.

## **Registration**

Prospective parents may visit the school during one of the Open Mornings held during the year or make individual appointments through the Admissions team.

The Principal meets all prospective parents and they are given a full tour of the school. Visitors are often able to see the school at work, observe pupils in lessons and talk to members of staff.

Prospective parents can also meet the Head of the Junior School, if appropriate.

Prospective parents can register their child for places on the waiting list at any time.

## **Information Sharing**

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

## **Admission to the Early Years Foundation Stage**

Admission to the Early Years Foundation Stage is non-selective. Offers of places are made according to availability and additional factors. Once an offer has been accepted, children are invited to attend taster sessions.

Whilst it is not a requirement of entry to the nursery that pupils will progress to the Junior School, it is our expectation that the majority of pupils will continue into the Junior School and beyond. A number of places in the Pre-School room may be reserved each year for direct entry at age 3 or 4 for those children who are registered for the Reception class.

## **Admission to the Junior School (Reception to Years 6)**

Admission to the Junior School is by selection. Normally, prospective pupils in Years 3-6 are assessed by the Individual Needs Department and then visit the Junior School for the day. Pupils attend lessons for the

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remainder of the day during which staff assess general levels of literacy, numeracy, and social skills. Pupils in Years 1& 2 are assessed by the class teacher and subject staff.

Places in the Junior School are offered by the Principal on the basis of a successful outcome of the day's visit, the assessment by the Individual Needs Department (if this has taken place), and a confidential report of progress and behaviour offered by the current school.

### **Admission to the Senior School (Years 7-11)**

Admission to the Senior School is by selection. Prospective pupils for entry at 11+ into Year 7 are invited to attend the entrance examinations in the November preceding their year of entry. Pupils sit papers in English, Mathematics, Science and Verbal Reasoning and are interviewed informally by the Principal, Vice-Principal or a member of Senior team.

Prospective pupils for entry at 13+ attend the entrance examinations in the November preceding their year of entry. Pupils sit papers in English, Mathematics and Science and are interviewed informally by the Principal, Vice-Principal or Senior team.

Places in the Senior School are offered by the Principal following a successful performance in the entrance examination together with a satisfactory confidential report of progress and behaviour offered by the previous school. Parents are required to formally accept the school's offer of a place at St Gabriel's by the time agreed, currently the first Monday in March.

Entry into the Senior School at other stages is also considered when suitable vacancies occur. Prospective pupils are required to sit papers in English, Mathematics and Science and complete a skills screening assessment as appropriate for their stage of education. A satisfactory confidential report of progress and behaviour offered by the current school will also be required.

### **Admission to the Sixth Form (Years 12-13)**

Admission to St Gabriel's Sixth Form is by selection. Places are offered to students based on predicted GCSE grades, an interview with the Principal and Head of Sixth Form as well as a confidential report of progress and behaviour from a candidate's current school. Applications from students who have attended other schools are welcome.

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## Scholarships

St Gabriel's offers a number of scholarships a year for excellence in:

- Academic Performance
- Performing arts such as Music, Drama and Dance and
- Sport

These are generally awarded at 11+, 13+ and 16+.

Candidates are invited to apply for scholarships following outstanding performance in our entrance examination or as a result of outstanding performance in the relevant subject area(s) during their time in the Senior School.

Those pupils awarded scholarships will be expected to demonstrate enthusiasm and commitment and will be expected to make a contribution to the life of the School in the relevant area throughout their time at the School.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

## Bursaries

St Gabriel's bursary programme is designed to make it possible for as many as possible of those who meet the school's entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

The school's Foundation is committed to the award although it is reviewed annually, and the family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Further bursary information can be viewed on our website or can be obtained from the Admissions Manager.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

## Individual Needs

St Gabriel's does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the

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School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

If special education needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school. Costs for additional specialist individual needs tuition at St Gabriel's will be borne by the parents.

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## **Special circumstances**

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

- if the candidate is unwell when taking tests or has had a lengthy absence from 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 candidate has a disability or specific learning difficulties;
- if English is not the candidate'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.

## **Additional factors**

If the school is oversubscribed and we have to decide between two or more candidates who meet our admission after all appropriate allowances and special consideration has been given, we may give preference to:

- a child who already has a sibling in Reception or Years 1 to 13;
- a child who is registered for entry in to Reception or Years 1 to 13;
- a child who already has a sibling in nursery;
- a child whose parent is a current member of our staff;
- a child whose parent is a former pupil here;
- a child with a particular skill, talent or aptitude;
- date of registration.

Many siblings of existing pupils join us at St Gabriels. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

## **School's terms and conditions**

These are supplied as part of the paperwork completed upon admission and a copy can be requested from the Bursary or the Admissions Team.

## **Complaints Policy**

This is available on the website and applies to parents and carers of children who currently attend St Gabriel's.

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## **Privacy Notice**

The Privacy Notice for prospective pupils and parents is available on the school website and gives details of the data the school handles and retains in relation to pupil applications.

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| Date         | Version | Changes                                                                                                                                  |
|--------------|---------|------------------------------------------------------------------------------------------------------------------------------------------|
| October 2018 | 1-0-1   | Registrar renamed to Admissions Manger; Criteria for Sixth Form entry amended                                                            |
| March 2019   | 1-0-2   | Information about scholarships and bursaries added. Reference made to school terms and conditions, Complaints policy and Privacy Notice. |
| Spring 2022  | 1-0-3   | Reference to Year 7 entry to boys available September 2022, year 9 and year 12 entry to boys available September 2024                    |
| Autumn 2022  | 1-0-4   | Sandleford changed to EYFS nursery                                                                                                       |
| Autumn 2023  | 1-0-5   | Policy updated in line with current admissions                                                                                           |
| Autumn 2025  | 1-0-6   | Policy updated in line with current admissions                                                                                           |