



PRIORY SCHOOL

EDGBASTON

ADMISSIONS POLICY

Mission Statement

Priory School is a thriving Independent Catholic school which welcomes those of all faiths and none.

We love, live and learn joyfully as children of God.

In partnership with parents or guardians, we provide a caring community with high standards of teaching and learning, enabling all pupils to achieve success.

Approved by Risk & Compliance Committee 19 January 2018

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats such as different font sizes or styles, colour or alternative languages.
4. The governing body understands that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

PRIORY SCHOOL

1. Priory School (“the School”) is an independent Catholic day school for boys and girls aged between 6 months and 18 years. The school welcomes pupils of all faiths and cultures within a tradition of respect for and a belief in the uniqueness of each individual. The school does not select pupils on academic ability alone, but assesses the full range of a child’s talents and abilities in order to clarify both what each child can do and what they could achieve given the opportunities available at Priory School. The school is co-educational and we aim to achieve an appropriate gender ratio in all year groups.
2. The School is organised into the following divisions:
 - Priory Poppets – the Early Years Department (6 months – 4 years)
 - The Preparatory School (for pupils aged 4+ to 11)
 - The Senior School (for pupils aged 11+ to 16)
 - The Sixth Form (for pupils aged 16-18)
3. The usual entry points are at Early Years (6 months+), Reception (4+), Year 7 (11+) and Sixth Form (16+). However, places often become available at other points throughout the year and parents/ carers / guardians are advised to contact the school to enquire if places are available in the year group appropriate for their child.
4. The Headmaster, supported by the Management Team and the Admissions & International Relations Co-ordinator, is responsible for admissions and the operation of this policy in each respective department.
5. The aims of this policy are:
 - To ensure compliance with the School's charitable purposes;
 - To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants;
 - To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.
6. The admission process is supervised by the Headmaster. The selection criteria and interview procedure is determined and reviewed from time to time by the Governing Council of the School.

Physical, Special Education & Mental Health Needs

7. The School has limited facilities for individuals with physical, special education and/or mental health needs, but does all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* and the *Disability Discrimination Act 2005* in order to accommodate the needs

of applicants who have needs for which, with reasonable adjustments, the School can cater adequately.

8. Parents/Carers/Guardians of a child who has any physical or psychological needs (including a major long-term illness) or statement of special educational needs should provide the School with full, written details before registering for admission and two weeks before attending an interview, open day or day visit at the School.
9. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the Entrance Examination, as appropriate) and during their life at the School.
10. The School will consult with parents about the adjustments which can reasonably be made for the child both during the admission process and later as a pupil to ensure the smooth transition of the child into the school and the most effective inclusion of the child whilst at the school. Any additional educational support may be subject to a further cost, in addition to the tuition fees.

English as an Additional Language

11. The school may be able to accommodate children whose first language is not English. In most cases pupils' needs can be met within the classroom but if necessary further additional support can be arranged. This will be subject to further cost in addition to the tuition fees.

Scholarships, Supported Places and Bursaries

12. For details relating to this aspect of the admissions process please refer to the Scholarships, Supported Places and Bursaries policy.

Admissions

13. The school hosts three Open Mornings throughout each academic year. Prospective parents/ carers/ guardians are encouraged to attend at least one of these with their children prior to applying for admission in order to assess the suitability of the School for their children.
14. The school also hosts personal visits, which include an opportunity to meet with the Headmaster, for families who are either unable to make one of the Open Mornings or would like to explore the school further.

Registration

15. To register an interest in applying for a place at the school, parents / guardians /carers must complete a registration form and pay a fee of £50. This enables the school to cover the costs of hosting day visits, the Senior School Entrance Examination day and associated paperwork.

The Assessment Process

Priory Poppets

6 months – 3 years

Reviewed and Revised by J Cramb

16. At this age, no formal assessment is required. Once a family has registered a place for their child in Priory Poppets and a place is available the Early Years Manager will contact the parents to make suitable arrangements for the child to 'settle in'. If applicable, the previous nursery will be contacted for an early years' report.

3- 4 years

17. If parents are aware of any specific learning difficulties their child has prior to starting in the pre-school year at Priory Poppets, they must notify the School before making an application and provide a copy of all reports prepared by an Educational Psychologist where available. This will enable the school to assess if they can fully meet the child's needs.
18. Once a family has accepted a place for their child in the pre-school year of Priory Poppets the Early Years Manager will contact the parents to make suitable arrangements for the child to 'settle in'. If applicable, the previous nursery will be contacted for an early years' report.

Preparatory School

19. Entry into our Preparatory School is based upon the child spending the day at the school in the appropriate year group for their age. Children in Year 1 and above will be required to complete an assessment test.
20. If the pupil has any specific learning difficulties, psychological or physical needs, parents must notify the School before making an application and provide a copy of all reports prepared by an Educational Psychologist where available.
21. A request for a confidential report about the pupil may also be sent to the child's previous school prior to the day visit in order to ensure staff have all the information they need to assess the child.
22. The day visit offers an opportunity to observe the child in the classroom, to identify their talents and abilities and to fully assess whether the school can meet their educational needs.
23. The day visit also includes a discussion with the child's family. This provides an opportunity for the family to take its own decision over schooling equally as it is an opportunity for the School to learn about the family and the child.
24. The school may contact the child's present school for a verbal reference, before making an offer of a place.
25. The school aims to notify parents in writing within two weeks of the day visit whether a place at the School is available and is being offered or not. The School will not be obliged to state its reasons for not offering a place.
26. Documents supporting each application for admission, together with selection and interview notes ("the records") will be retained by the School for at least one year after the interview, whether or not a place is offered.
27. Upon acceptance, the school will contact the child's previous school to obtain an academic and behavioural report and to complete a transfer and safeguarding form.

Senior School

Admissions into Year 7 (11+)

28. Entry into Year 7 of our Senior School is through an Entrance Examination Day which consists of:
 - assessment tests in Mathematics, English and non-verbal reasoning
 - taster lessons
 - interview with member of SLT (for any borderline pupils)
29. The registration form and fee to sit the Entrance Examination must be submitted by one week prior to the Entrance Examination.
30. Candidates applying for Scholarships and/or Supported Places must sit the Entrance Examination as specified in the school calendar and their application forms must be submitted one week prior to the Entrance Examination.
31. If the pupil has any specific learning difficulties or requires additional time parents must notify the School on the Registration Form and provide a copy of all reports prepared by an Educational Psychologist where available. The School shall determine whether special conditions will apply to the pupil in the Entrance Examination based on the information provided.
32. Results of the Assessment Tests are confidential to the School and are not normally released.
33. The school may contact the child's present school for a verbal reference, before making an offer of a place.
34. Letters offering places will normally be sent out within two weeks of the child sitting the Entrance Examination. Parents will be asked to accept the offer, complete and return the Admissions Form and pay the acceptance deposit within a specific deadline. If no response to an offer has been received within five weeks, the School will assume that the offer has been declined and the place and award may be offered to another family if necessary.
35. Letters will also be sent out to those parents whose child has not gained a place and to those whose name has been placed on the waiting list within two weeks of the child sitting the Entrance Examination.
36. Upon acceptance, the school will contact the child's previous school to obtain an academic and behavioural report and to complete a transfer and safeguarding form.

Applications for places in Years 8 and above

37. If a place is available in the appropriate year group the pupil will be invited into school to spend a day in their year group and take age appropriate assessment tests in English and Mathematics.
38. If the pupil has any specific learning difficulties parents must notify the School prior to making an application and provide a copy of all reports prepared by an Educational Psychologist where available.

39. The day visit also includes an interview with the child's family. This provides an opportunity for the family to take its own decision over schooling equally as it is an opportunity for the School to learn about the family and the child.
40. The school may contact the child's present school for a verbal reference, before making an offer of a place.
41. Documents supporting each application for admission, together with selection and interview notes ("the records") will be retained by the School for at least one year after the interview, whether or not a place is offered.
42. Upon acceptance, the school will contact the child's previous school to obtain an academic and behavioural report and to complete a transfer and safeguarding form.

Selection

43. We do not select children on their academic ability alone but assess the full range of a child's abilities and talents. The School is looking for well-rounded and balanced pupils who will thrive on the challenges and opportunities on offer at the School. Admission to the School is therefore determined by the following conditions:
 - The pupil demonstrates the aptitudes and talents to benefit from the rounded education and opportunities provided at Priory School.
 - The pupil is of the appropriate age and sufficient maturity.
 - The applicant enjoys satisfactory general health and will be able to attend lessons and participate fully in the life of the School.
 - The School is able to provide adequately for any learning difficulties and other special needs (if any) the applicant may have.
 - The present school reports satisfactory attitudes and conduct on the part of pupils
 - The pupil and their parents / carers / guardians are sympathetic to the Catholic ethos of the School.
 - Fees (if applicable) at the present school have been paid.
44. In the situation where a waiting list exists, the following preference factors will apply:

Preparatory School

- Applicants with exceptional abilities in academic studies, sports, and the arts.
- The applicant attended Priory Poppets (if the applicant requires a place in the Reception class).
- The applicant has a sibling at the School.
- One of the applicant's parents is a former pupil of Priory School.
- The applicant or one of the applicant's parents is a baptised Roman Catholic.

Senior School

- Performance and position in the Entrance Examination and those scholarship candidates with exceptional abilities in sports and the arts.
 - The applicant is a pupil in Priory's Preparatory School.
 - The applicant has a sibling at Priory School.
 - At least one of the applicant's parents is a former pupil of Priory School.
 - The applicant or one of the applicant's parents is a baptised Roman Catholic.
45. Factors which will not be taken into account in the assessment of a pupil for admission are: the applicant's race, nationality or ethnic origin, area of residence or socio-economic group.

Information for Parents

As part of the Admissions process, parents are advised that they can find key policies, including our Complaints Procedure, on the school's website www.prioryschool.net.

Monitoring and Review

This policy is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Deputy Head's, who will report to the Head on its implementation on a regular basis. It will be reviewed by the Risk and Compliance Committee.