



**Policy 15A - Admissions Policy  
Including EYFS**

**(Review annually from 2015)**

<b>Date</b>	<b>Reviewed by</b>	<b>Date Reviewed by Staff</b>	<b>Date approved SMT</b>	<b>Date approved Governors</b>	<b>Next review date</b>
Apr 19	Sean Skehan			Category 3 Policy for 19.06.19 Court meeting	May 2020 for June 2020 Bridewell Court Meeting

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## **1 GENERAL**

Barrow Hills School is a co-educational independent day Catholic school for children from ages 2 to 13. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit our school. We hold a number of Open Events, which give a general introduction to the school. Details are published on our web site. We are also very happy to welcome prospective parents and their children at other times. Please contact our Registrar on +44 (0)1428 683639 or email on registrar@barrowhills.org to arrange a visit.

## **2 THE ENTRY PROCEDURE**

Barrow Hills School is an academically and pastorally selective school. Selection is based upon academic merit which is assessed through an entry examination, time spent with the peer group and references from the candidate's previous school. Our selection process is designed to identify children who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at Nursery, Rising 3 into Kindergarten, 4+ Reception, or from 7+/Year 3 and 11+/Year 7. We may also have occasional places at other ages. Please contact the Registrar for current availability.

Applicants for admission should register in the year preceding the desired year of admission. Registration forms are available from the Registrar and on our website.

## **3 THE ASSESSMENT PROCESS**

The aim of the process is to identify potential. We are looking for good children with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude, positive behaviour and extra-curricular skills. Assessment for Nursery, Kindergarten and Reception is based on observing informal play and we do not assess candidates for entry who are below the age of Rising 3.

All other candidates for entry will be asked to sit assessment papers equitable to their peer group that may include English, maths, VR and NVR. They will also be required to spend a day at Barrow Hills with their peer group to enable a proper evaluation of their behaviour in our school context.

## **For overseas candidates**

We understand that it is not always possible for parents and children to attend the full admissions programme. Parents from overseas can arrange a Skype meeting with the Head and/or other relevant staff and if a child is not able to attend an assessment day then arrangements can be made for the child to sit the assessment papers at their current school and for the Head and/or other relevant staff to discuss the child's progress with their current Head/Principal as appropriate.

## **4 SPECIAL CIRCUMSTANCES**

It is recognised that an applicant's performance may be affected by particular circumstances, for example:

- If he/she is unwell when taking tests or has had a lengthy absence from his/her school
- If there are particular family circumstances, such as recent bereavement
- If there is a relevant educational history
- If the candidate has a disability or specific learning difficulty
- If the candidate's first language is not English

In such circumstances, further information may be required, such as a medical certificate or an educational psychologist's report. Any relevant correspondence from the applicant's school is welcomed. This could include a letter from the Head Teacher or samples of written work.

## **5 ADDITIONAL FACTORS**

If it proves necessary to decide between two or more candidates who meet the admission requirements after all appropriate allowances and special consideration have been given, preferences may be made according to the following additional factors:

- A child who has a sibling presently in the School
- A child whose parent is a former pupil of the School
- A child with a particular skill, talent or aptitude
- A child whose parent is a serving member of staff

## **6 OFFER OF PLACES**

Places are offered to successful candidates. The offer should be accepted within four weeks of receipt of it.

After that time, the right is reserved to offer the place to other candidates on the waiting list. Parents are required to sign a Parents Contract which sets out clearly the basis on which the offer of a place at the School has been made and is being accepted.

Parents will be asked to pay a deposit upon acceptance of a place.

In all matters regarding admissions, the Head's decision is final.

## **7 PROGRESSION THROUGH THE SCHOOL**

Progression through the school is dependent on a child continuing to meet the minimum academic standard and the school being able to meet any additional needs which arise after a child is admitted to the school. Any concern about a child's progression will be discussed with parents and support given to find an alternative school should this become necessary.

## **8 EQUAL OPPORTUNITIES**

The School operates an equal opportunities policy, whereby children are not inappropriately discriminated against on the grounds of gender, race, religion, sexual orientation, cultural or linguistic background.

Although Barrow Hills School is a Catholic school, we do not select for entry on the basis of religious belief. However, parents who decide to send their children to the School must accept the Christian ethos, as set out in the prospectus. Parents should not seek admission for their children unless they are prepared to support the traditions and routines of the School. Parents should be aware that there are Masses on certain days of the year, the assemblies have a Christian theme, and that all children are expected to attend.

## **9 ENGLISH AS AN ADDITIONAL LANGUAGE**

Additional language support is provided at parents' expense for those who require it to help them to access the appropriate curriculum. The School will consult with the pupil and parents, as appropriate.

## **10 DISABILITY AND SPECIAL EDUCATIONAL NEEDS**

The School has limited facilities for the disabled and will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2010 and with regard to the 2014 SEN Code of Practice to accommodate the needs of any applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School must be made aware of any known disability or special educational need which may impact upon the child's ability to take full advantage of the education provided by the School. Parents of a child who has a disability or special educational need should provide the School with full details in writing at the time of registration. Thus the School can assess the needs, consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admissions process and time at School. If special educational needs or a disability become apparent after registration, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.