



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

**(Review annually from 2015)**

<b>Date</b>	<b>Reviewed by</b>	<b>Date approved SMT / Sub Committee</b>	<b>Date approved Governors</b>	<b>Next review date</b>
May 2021	P Oldroyd	30.05.21	Category 2 Policy for 23.06.21 Court meeting	May 2022 for June 2022 Bridewell Court Meeting
May 2022	P Oldroyd	24.05.22	Category 1 Policy for 22.06.22 Court meeting	May 2023 for June 2023 Bridewell Court Meeting
May 2023	P Oldroyd	09.05.2023 17.05.2023	Category 2 Policy for 21st June 2023 Court meeting	May 2024 for June 2024 Bridewell Court Meeting
May 2024	J Towers	23.5.24		May 2025 for June 2025 Bridewell Court Meeting

Category definitions

1. policies where there have been no changes
2. policies containing minor changes of a factual nature
3. policies which contain significant changes or are new and require thorough reading

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## **1 GENERAL**

Barrow Hills School is an independent, co-educational, day school for children from ages 2 to 13. We are part of the Royal Bridewell Hospital Foundation (together with Kings Edwards School Witley). 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 website. We are also very happy to welcome prospective parents and their children at other times. Please contact our Registrar on +44 (0)1428 681032 or email on registrar@barrowhills.org to arrange a visit.

## **2 THE ENTRY PROCEDURE & ASSESSMENT PROCESS**

### **Early Years Foundation Stage**

Our first entry point is Nursery. Depending on the month the child is born, pupils start on or after their second birthday, at the most appropriate time of the year.

Registrations for a potential place are accepted from birth. Deposits are called in advance of entry. Places are offered on a first come, first served basis. Priority is given to siblings/children of families currently at Barrow Hills School and alumni, in line with the assessment procedures outlined below.

In Nursery, children should attend a minimum of two morning sessions. Following Nursery, children then feed into Kindy. In Kindy, children can build up their attendance throughout the year in preparation for full time schooling in Reception. Children are normally admitted to the Reception year at school in the September following their fourth birthday.

Attendance in both classes can be reviewed throughout the year and increased half-termly.

Before a formal written offer is made to children joining Nursery or Kindy, we invite them for a taster session where they will be observed by an appropriate member of staff. Settling in sessions will be discussed to ensure a happy and positive experience of the new setting for the children.

Full time education begins in Reception; children entering the School from this point are assessed for entry. Children in our Kindy are usually guaranteed a place in Reception and, as a result, places only become available at this stage to new entrants if spaces are available. It is expected that a child who joins the School in Nursery or Kindy will continue through to Reception. In some cases, where a child is unlikely to thrive with the normal provision and procedures, which are the custom and practice at the School, a place in Reception may not be offered to a current Kindy pupil.

### **7+ (Year 3 entry)**

Registrations for these places are accepted from birth. Prospective children are invited to school for a taster day. This is the School's opportunity to assess in English and maths (incorporating short tasks and observations by the appropriate class teacher during a typical school day). This ensures a standard of behaviour which meets our expectations and ensures that a pupil will be able to cope with the academic curriculum and life at the school. The children may also meet our Director of Teaching and Learning or be assessed by our Head of Learning Support (or another appropriate member of the school's staff),

should it be deemed necessary, to help make decisions for entry. We also request a copy of the child's most recent school report and references will be requested from the child's current school ahead of the taster day. Offers are made at the discretion of the Head. Once an offer of a place is made, a deposit is required to secure it.

### **11+ (Year 7 entry)**

Barrow Hills School welcomes children into Year 7. Prospective children are invited to school for a taster day. They will be assessed in English and maths and additionally may meet with our Head of Learning Support and Director of Teaching and Learning, should this be deemed necessary. In some cases, particularly where standardised data is available from a prospective child's current school, it may not be deemed necessary for a child to complete these assessments. Standards of behaviour should meet our expectations and the School should feel confident that a prospective pupil will be able to cope with the academic curriculum and life at the School. We also request a copy of the child's most recent school report and references will be requested from the child's current school ahead of the taster day. Offers are made at the discretion of the Head. Once an offer of a place is made, a deposit is required to secure it.

### **Entry into other year groups**

Where spaces are available in other year groups, prospective pupils are invited for a taster day and assessment as outlined in the 7+ entry above. References will be requested from a child's current school and offers will be made at the discretion of the Head.

The School's academic year falls between 1st September and 31st August of the following year and we place children accordingly. In some circumstances the School may consider a more appropriate year group.

### **International applicants**

In the case of international pupils applying for a place, it may not always be possible (although preferable) for a child to attend a taster day. In some cases, assessments are sent to a child's current school to be completed in controlled conditions. In other cases, particularly where standardised data is available from a prospective child's current school, it is not deemed necessary to request a child complete these assessments. Contact will also be made with the child's current Head to request recent school reports and a reference. An offer of a place will then be made at the discretion of the Head.

## **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**

Offers 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 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 ASSURED PLACES SCHEME FOR KING EDWARDS SCHOOL WITLEY**

Kings Edwards School Witley (KESW) and Barrow Hills Prep School are the two independent co-educational schools governed by The Royal Bridewell Hospital Foundation. Students are admitted to KESW at ages eleven and thirteen, into the sixth form at 16+ and at other entry points where occasional vacancies arise.

Barrow Hills pupils, from Year 5 upwards, are eligible for consideration for an Assured Place to enable them to transfer to KESW at either 11+ or 13+:

- Pupils attending Barrow Hills School are eligible for consideration of an Assured Place and may apply for one in Year 5, Year 6 or in Year 8, by the specified deadline
- The Barrow Hills Head will provide the Assured Place Panel with a report on pupils academic and all-round potential, as well as behaviour. This report will also be informed by the standardised assessments used at Barrow Hills School
- If it is thought that a pupil is unlikely to cope in KESW, for whatever reason, the Barrow Hills Head will make every effort to inform parents in good time, prior to the report being presented to the Assured Place Panel

- The Assured Place Panel will convene in the second half of the Autumn Term each year, to consider applicants for the following year(s) entry, with offers provided by the following Spring Term
- The offer of an Assured Place is conditional upon the applicant attending Barrow Hills School either; until the end of Year 6 for 11+ entry into Year 7 at KESW; or, attending Barrow Hills School until the end of Year 8 for 13+ deferred entry into Year 9 at KESW. If an applicant leaves Barrow School before the end of Year 6 or year 8 for any reason, the offer of an Assured Place will be withdrawn
- If a pupil fails to maintain a suitable level of effort, attainment or conduct over a prolonged period following the offer of an Assured Place, the Barrow Hills Head may recommend that the offer of an Assured Place should be re-considered or withdrawn.
- For any pupils attending Barrow Hills School who do not plan to transfer to KESW the normal terms and conditions regarding notice apply. These can be found in the Parent terms and conditions on the Barrow Hills School website.

## **9 EQUAL OPPORTUNITIES**

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

Although Barrow Hills School is a Christian 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. 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 services of collective Christian worship such as the Easter Service, Nativity and Carol Service on certain days of the year, the assemblies have a Christian theme, and that all children are expected to attend.

## **10 ENGLISH AS AN ADDITIONAL LANGUAGE**

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

## **11 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.

## **12 THE SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS**

The Parent Contract, which states the School's contractual terms and conditions, is available in the Admissions section of the School's website. It is also made available to parents as part of the admissions process.