



Policy: **Admissions policy (Whole School)**

Date of issue: **September 2022**

Date of Review: **September 2025**

References:

UK Equality Act (2010)

Children and Families Act 2014

Special Educational Needs and Disability Regulations 2014

Special educational needs and disability code of practice 2015

Anti-Bullying Policy (Prep School / Senior School)

Behaviour Policy (Prep School / Senior School)

Exclusions Policy ((Prep School / Senior School)

Learning Support Policy (Whole School)

Equal Opportunities Policy (Whole School)

Curriculum Policy (Prep School / Senior School)

Complaints Policy (Whole School)

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Version	Date	Amendments
1.7	10.10.2019	Minor amendments to wording and review of scholarships and discount sections.
1.8	08/2022	Rebranded. Reviewed, minor amendments.

This policy is made available to parents of all pupils, on the School website, and on request from the School Office. It is available to the Staff at the School from the School website, in the Staff Handbook and on request from the School Office. Content of this policy is directly discussed with new staff upon induction into the School.

Collegiate School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

POLICY STATEMENT

This policy applies to all members of our school community, including those in our EYFS setting.

Collegiate School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This Admissions Policy is available to all interested parties on our website and on request from the Senior or Prep School and should be read in conjunction with the following documents:

- Anti-Bullying Policy
- Behaviour Policy
- Exclusions Policy
- Learning Support Policy
- Equal Opportunities Policy
- Curriculum Policy
- Complaints Policy

This document is reviewed every 3 years by the Head, Deputy Head and the Head of the Prep School or as events or legislation change requires.

Collegiate School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006. The school is also fully committed to ensuring that the admissions policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Collegiate School Equal Opportunities Policy.

Collegiate School recognises that compulsory school age starts at the beginning of the term after that in which the child becomes five. Compulsory school age ends on the last Friday of June in the school year in which the pupil becomes 16. This is separate to the 'participation age' where pupils need to continue in education or training until at least the end of the academic year in which they turn 18 but this does not necessarily mean staying in school.

Collegiate School is committed to ensuring that reasonable adjustments are made for pupils with Special Educational Needs and Disabilities, following admission to the school. Furthermore, consideration may be given for those pupils with Education, Health and Care (EHC) plans. Further details can be found in the SEND Policy.

When offering a place, the school must feel confident that it will be able to educate fully any applicant child in line with his/her potential, including any child with special educational needs or a pupil who is gifted or talented. We assess the pupil's likely positive contribution through good behaviour to the aims, ethos and co-curricular life and expectations to which the school aspires. The school aims to focus on each individual pupil and their individual needs and entry to the school is by selection, based upon academic potential and/or the likely contribution through good behaviour, engagement in lessons and participation in the co-curricular life of the school. Furthermore, a place may not be offered to an applicant child if it is judged that the balance of needs within a particular cohort of pupils may be affected adversely. In such cases, particular emphasis is placed upon the needs of the year group into which the child would be admitted.

Collegiate School is selective, and there is an expectation that pupils will work to the best of their ability and will accept the ethos of the school. Children with special educational needs are admitted, providing the Head and/or Head of Prep School consider the school is capable of providing for the needs of the child and that the child will be sufficiently well supported to access the educational opportunities provided by the school alongside his/her peers. Parents of a child with Special Educational Needs are expected to outline any requirements at the point of inquiry and to provide full details prior to accepting a conditional offer.

The school will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission and every effort is made to cater for their needs as far as is reasonable under the legal and moral responsibilities as set out in the *Special Educational Needs and Disability Act (2001)*.

In line with our equal opportunities statement the school welcomes pupils of all faiths and none and without regard to gender, nationality, sexuality, ethnicity or other protected characteristics.

Where demand for places exceeds supply, places will be allocated by taking into account exam/test results, reports from the previous school, abilities in other areas relevant to school, siblings and connections with the school.

PROCEDURES FOR ADMISSION

EYFS ADMISSIONS

1. In the nursery we base our admissions policy on a fair system:
 - We do not discriminate against a child, or their family, on the basis of colour, ethnicity, religion or social background, or deny entry to the setting on these grounds.
 - We do not discriminate against a child with a disability or refuse entry to our setting because of a disability.
2. Initial contact with the School would result in a visit to meet the Head of the Prep School and to look around the Nursery. At this point the Head of Pre-Prep and admissions team would advise on availability of spaces and a potential start date and would discuss taster visits. Following this initial consultation, children may be admitted under the following criteria:
 - Their third birthday falls during the term of entry.
 - Staff and parents are happy that the child has the ability to cope with a session on their own.
 - They have visited the Nursery for at least one session and been assessed for readiness by the staff.
 - The child is mostly toilet trained (barring the odd accident or disability)
3. When considering applications for admission, in the event that the Nursery is oversubscribed, oversubscription criteria may be applied. These give priority (in order) to:
 1. Siblings of a child/children already attending Collegiate School.
 2. A child whose parent is an Old Colstonian (verified via the alumni database).
 3. A child of a current member of staff.
 4. A child whose intended primary school is Collegiate Prep School (see below).
4. In all cases, an initial registration fee of £50 is payable. This is refunded if we are unable to offer a place, or if the sessions offered are not as requested, and the place is declined.
5. On registration, Parents will be asked to specify which primary school they hope for their child to attend. If Collegiate Prep School is specified, parents will be required to agree to payment of a Priority Registration fee, £250 and payable at offer acceptance stage. This serves to protect an application in the event of over-subscription, and is credited against the first invoice when the child enters Reception. If the child does not continue into Reception, the £250 is forfeited.
6. At offer stage, a £250 deposit is payable to secure a place. This deposit will be refunded (less any sums outstanding) without interest when the child leaves the school. Please note that a term's notice in writing to the Head of the Prep School must be given. For families paying the Priority Registration fee and not entering Reception, the deposit is also forfeited.
7. Under the Government's Free Early Education Entitlement scheme, eligible Nursery pupils will be allowed up to 30 hours per week (between 9.30 a.m. and 3.30 p.m.) at no cost to parents (if parents fulfil the criteria as published by the government). Please note that children become eligible for the free places funding in the term after the one in which their third birthday falls.

8. When children start with us we normally recommend a minimum of 4 separate sessions per week, though this is at the discretion of both staff and parents. The Nursery Teacher will be able to advise on the availability of sessions. Thereafter, parents wishing to increase or change their child's sessions should discuss with the Nursery Teacher as to whether this will be possible as it will depend on numbers already registered. Please be aware that we may be able to accept changes to sessions after the headcount cut off but we will not be able to claim additional Nursery Education Grant until the following term. Nursery Education Grant headcount is usually the third Thursday of each new term i.e. September, January and April. Should there be a shortage of availability, priority will be given to children already in the Nursery or to younger siblings of such children.

RECEPTION to Year 11 ADMISSIONS

1. Parents will normally have spoken to a member of the Admissions team (0117 9655207) or the secretary of the Prep School (0117 9655297) about the process. Information booklets containing the registration form will usually be sent out after enquiry
2. Parents will normally visit the school before registering, although this may not always be possible. Taster days are available for students whose parents have registered them with the school.
3. Parents need to register their child/children using the Registration Form from the information pack, it is also available on the website.
4. In the case of an applicant with specific learning difficulties, it is the parents' specific responsibility to inform the school of any reports from Learning Support teachers or professional reports (e.g. an educational psychologist) which have been previously carried out. These reports should be discussed and submitted at the point of Registration and before a pupil attends a taster day. The overriding criterion for offering a place will be the pupil's ability to access the curriculum with the level of support normally offered by our Learning Support department and weighing up the balance of needs within the year group for which that child has applied.
5. The Head or Head of the Prep School reserve the right to offer a place based upon a fixed term probationary period.
6. Pupils being considered for a place at the school will be invited to attend a taster day, if they wish, once they have been registered.
7. In the Prep School, pupils entering school in Early Years will not be formally tested but are expected to complete a 2-hour long taster session in a morning. Feedback is then given to the Head of Pre-Prep from the key staff involved in teaching and observing the pupil during this time, who then liaises with the Head of the Prep School; if more time is deemed necessary by the Head of Pre-Prep and the Head of the Prep School as a result of such feedback, this is communicated to the pupil's parents and another taster session offered. The school may also contact the prospective pupil's current child care or Nursery setting for information.
Pupils wishing to enter in Year 1 and Year 2 are invited to spend two taster days with the relevant cohort, during which they are given gentle support to complete assessments for mathematics, writing, grammar and punctuation, reading comprehension and spelling to gauge their current attainment level. They are read with and will also be assessed with regards to social interactions with peers. Feedback is then given to the Head of the Prep School from the key staff involved in teaching and observing the pupil during this time; if more time is deemed necessary by the Head of the Prep School as a result of such feedback, this is communicated to the pupil's parents and another taster session offered.
Pupils wishing to enter from Year 3-6 are expected to attend for two consecutive taster days, during which they are expected to complete assessments with the Head of the Prep School. These comprise of papers for mathematics, writing, grammar and punctuation, reading comprehension and spelling, before continuing the normal school day with their cohort. At the end of the 'taster' period, feedback is given to the Head of the Prep School from all staff involved in teaching and observing the potential pupil, who then communicates the overall findings to parents at the end of the day, or as soon as is practical. If more time is deemed necessary by the Head of the Prep School as a result of such feedback, this is communicated to the pupil's parents and another taster day offered: in some cases, a session with the Prep School's SENDCo may be deemed necessary. In this manner, the Head of

the Prep School will ascertain that the pupil is working at or near the level of the pupils in the year group and that the Prep School can fully provide for all needs of the child.
In all cases a reference from the child's current school is always requested prior to the offering of a place at Collegiate School.

8. If a pupil falls short of the academic standards required, a place may still be offered, at the discretion of the Head or Head of the Prep School, if there is confidence that the pupil has the potential to benefit from what the school can offer. This decision may be based on an agreement for a pupil to have additional help, on the recommendation/report from the previous school, or on the basis of further testing.
9. Each section of the school has its own entry criteria and, although the very large majority of children are able to progress without difficulty, the transfer from the Pre-Prep Department (Reception to Year 2) into the Prep Department (Year 3 – Year 6), from the Prep Department into the Senior School (into Year 7), from Year 9 into Year 10 and from Year 11 into the Sixth Form is dependent upon satisfactory academic progress and behaviour.
10. All applications for places at Collegiate School are treated with sensitivity, positively and in confidence.
11. In all cases entry to school is dependent upon a satisfactory reference from the pupil's previous school.
13. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) (England) (Amendment) Regulations 2013.
The following regulatory points are noted:
 - i. Where a pupil is registered at more than one school, his/her name may only be deleted from the admission register of a school which he/she has ceased to attend where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).
 - ii. In the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with the regulation that the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; the Head or Head of the Prep School or Local authority will have failed, after reasonable enquiries, to have ascertained where the pupil is before deleting a pupil's name from the admission register
 - iii. After 20 school days, after a period of authorised absence has elapsed, a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation. The Head or Head of Prep School will ensure as far as possible that the absence is not due to fact that the pupil is unable to attend the school by reason of sickness or unavoidable cause.
 - iv. The name of a pupil who is detained in pursuance of a final court order or order of recall may only be deleted from the register where that order is for a period of not less than four months and where the proprietor does not have reasonable grounds to believe that the pupil will return to school at the end of that period
 - v. If a pupil is not offered a place parents may use the school's complaints procedure to appeal, the details of which are available on the school website.

SIXTH FORM ADMISSIONS

An offer of a place will usually be made based on a satisfactory reference from the current school and will be subject to the pupil meeting the basic entry requirements for the Sixth Form as well as for the individual subjects they intend to study in the Sixth Form - see the Sixth Form Course Guide. If an applicant falls short of the academic standards required, a place may still be offered, at the discretion of the Head, if there is confidence that the pupil has the potential to benefit from what the school can offer. This decision may be based on an agreement for a pupil to have additional help, on the recommendation/report from the previous school, or on the basis of further testing.

SCHOLARSHIPS

Prep School

The Prep School does not hold a formal scholarship process. If a child demonstrates exceptional ability within the normal assessment process for Year 3 or higher the Head of the Prep School and Head will consider their position. Fee remission for such a scholarship is generally small.

Senior School

Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award a pupil must also display high standards in discipline and effort and be a credit to themselves and the school.

Scholarships can be awarded on merit to pupils in any year group.

Academic Scholarships

All applicants are considered for an academic scholarship following the entrance assessment and meeting with the Head. Those that perform to a very high standard may be awarded a scholarship that will apply for the duration of a pupil's education, subject to continued good academic performance, progress and conduct.

Scholarship awards are typically between 5 and 15% of tuition fees. The highest performing pupil in the Year 7 entrance examination will be awarded the Merchants' Scholar Award which is equivalent to 25% of tuition fees. This award is supported by the Society of Merchant Venturers.

Parents are also able to apply for additional financial assistance through a means-tested bursary.

Other Scholarships

Art, Drama and Music Scholarships

Candidates applying for these scholarships will be of high ability or aptitude in the subject of the scholarship. Music, Art and Drama Scholarships will be awarded by audition, portfolio and/or interview. Prior achievement will be important in these awards. Successful candidates will be expected to make a significant contribution to school performances and displays. These can be reviewed annually, and will always be reviewed at the end of Key Stages.

Art, drama and music scholarships are awarded on merit. Candidates wishing to apply for Scholarships should make this clear in their application.

Sports Scholarships

Candidates applying for this award should have displayed talent in a chosen sport or have potential in a number of sports. They will probably have already represented their chosen sport or physical activity at county level or higher or be capable of achieving a similar standard. The award will be made by practical assessment and/or by taking suitable references in the chosen areas. The sports award will take into account prior experience and achievement. Successful candidates will be expected to make a significant contribution to school teams. These can be reviewed annually, and will always be reviewed at the end of Key Stages.

Sports scholarships are awarded on merit. Candidates wishing to apply for Scholarships should make this clear in their application.

All-Round Scholarships

Candidates may be considered for All-Round Scholarships if they have potential or ability in a number of areas valued by the school. Such candidates will normally have applied to be considered for one or more of the scholarships above. Successful candidates will be expected to make a significant contribution to the life of the school. These can be reviewed annually, and will always be reviewed at the end of Key Stages.

Sixth Form Scholarships

Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award, a pupil must also display high standards in discipline and effort and be a credit to themselves and the school.

Scholarships are awarded on merit. Candidates wishing to apply for Scholarships should make this clear in their application.

Sixth Form Academic Scholarships

Academic scholarships are awarded to pupils who:

- a. have the potential to achieve a significant number of top grades at A Level and
- b. have an excellent reference from the Head of their current school.

Sixth Form Art, Drama and Music Scholarships

Candidates applying for these scholarships will be of high ability or display an aptitude in the subject of the scholarship. Music, Art, and Drama Scholarships will be awarded either by audition, portfolio and/or interview. Prior achievement will be important in these awards. Successful candidates will be expected to make a significant contribution to school performances and displays. These can be reviewed annually.

Art, drama and music scholarships are awarded on merit. Candidates wishing to apply for Scholarships should make this clear in their application.

Sixth Form Sports Scholarships

Candidates applying for this award should have displayed talent in a chosen sport or range of sports. They should already have represented their chosen sport or physical activity at County level or be capable of achieving a similar standard. The award will be made by practical assessment and/or by taking suitable references in the chosen areas. The sports award will take into account prior experience and achievement. Successful candidates will be expected to make a significant contribution to school teams. These can be reviewed annually.

Sports scholarships are awarded on merit. Candidates wishing to apply for Scholarships should make this clear in their application.

Sixth Form All-Round Scholarships

Candidates may be considered for All-Round Scholarships if they have potential or ability in a number of areas valued by the school. Such candidates will normally have applied to be considered for one or more of the scholarships above. Successful candidates will be expected to make a significant contribution to the life of the school. These can be reviewed annually.

Details of assessment for scholarships will be sent to applicants.

The School reserves the right not to award scholarships if candidates do not achieve the standard required.

BURSARIES

Applications for means-tested bursary support are welcomed from families who would otherwise be unable to afford school fees. The school engages an external company to carry out the associated financial assessments and all applicants for bursarial support are required to engage fully with this process. The Head considers the level of need indicated by this process and the availability of funding in that specific cohort.

The level of awards can vary depending on a wide range of factors. Not all bursary applications can be successful.

All awards made will be re-assessed, potentially annually, and may increase or decrease depending on circumstances. All bursaries are means tested.

Hardship Bursaries

Emergency bursaries may be awarded in exceptional circumstances to girls or boys already on roll whose families suffer unexpected financial difficulties. These bursaries are designed to provide short-term assistance. Bursaries are means tested and are reviewed annually.

All bursaries are means tested.

OTHER DISCOUNTS

Siblings discount

The concession for a sibling in attendance at the school or full time in the Nursery at the same time as an elder sibling is attending the school is 5% of tuition fees. The concession for a third child is 10% of tuition fees. These discounts only apply while the older sibling remains at the school.

Old Colstonian discount

A concession of 10% of tuition fees is given to children of Old Colstonians who are successful in their applications.

ADMISSIONS REGISTER – PROCEDURES

1. The admissions register is held electronically
2. In the Senior School, the Admissions Manager is responsible for the register, while the Prep School Secretary is responsible for it in the Prep School.
3. The admissions register includes the following information:
 - Name in full;
 - Gender;
 - Ethnicity
 - Name and address of every person known to the school to be a parent, guardian or carer of the pupil and an indication of the parent/guardian with whom the pupil normally resides;
 - At least one telephone number at which the parent can be contacted in an emergency; in addition an email address is given.
 - Day, month and year of birth
 - Day, month and year of admission or readmission to the school;
 - Name and address of the school last attended, if any;
4. The admissions register can be kept for at least 3 years.
5. The inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) (Amendment) Regulations 2013.
6. The register can show original and amended entries.
9. The Collegiate School electronic admissions register is backed up electronically at least once a month.
10. In accordance with ISI regulations, electronic records are fixed every month.

FURTHER INFORMATION

Candidate's age

Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement that this would be in the best interests of the pupil and the School.

Special circumstances

We recognise that a candidate'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 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.

Disability and Special Educational Needs

Collegiate School will seek to admit those pupils who meet its entry requirements and have the potential to contribute in a meaningful way to the life of the school. The School currently has limited facilities for individuals with disabilities. However, it will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, the Children and Families Act 2014; the Special Educational Needs and Disability Regulations 2014, the Special educational needs and disability code of practice, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. The School needs to be made aware at registration, or subsequently before accepting the offer of a conditional place, of any known disability or special educational need which may affect a pupil's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Copies of any reports carried out by specialists such as a Chartered Educational Psychologist should be provided to the School in order that all reasonable adjustments can be taken to ensure that the application procedure is accessible for candidates with special educational needs or a disability and that the School can cater adequately for the candidate should an offer of a place be made. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents to establish if reasonable adjustments can be made in order to allow the child to continue at the School.

Non-British Applicants

The admissions process for students from outside the British education system will vary depending on the nature of the applications. It will always involve an assessment of written and spoken English in order that the school can be satisfied that the student will be able to access the educational opportunities provided by the school as well as an assessment of their academic potential. Any prospective pupil not holding a British Passport is referred to the Border Agency.

Additional factors

If, for any reason, selection is required between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

- A child who already has a brother/sister in the school or whose parent is a former pupil here;
- A child whose parent is a current member of our staff;
- A child with a particular skill, talent or aptitude.