

STAMFORD ENDOWED SCHOOLS

PUPIL ADMISSIONS 2017: POLICY

The **Principal** is responsible setting the Admissions' Policy and this will be reviewed for by Governors' to ensure it is appropriate and is correctly applied. It is recognised that a number of staff will be closely involved in the admissions process.

Unless otherwise indicated responsibility for implementing the routine admissions procedures consistent with the policy is delegated to the **Vice-Principals: Heads** of the Schools.

It is the Schools' expectation that all pupils will continue their education in the Schools through to GCE Advanced Level at age 18. This Admissions Policy supports that expectation.

The term *parents* in this document refers to parents and carers and the term *child* refers to children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disabilities (SEND)).

Policy

- ◆ Pupils, both boys and girls, are admitted to the Stamford Endowed Schools as **fee paying day pupils** at any age from Rising 3 to 18 as follows

Age (as at 1 September or the term of turning 3)		
Rising 3	boys and girls	Stamford Nursery School
4 - 10	boys and girls	Stamford Junior School
11+	boys	Stamford School
11+	girls	Stamford High School

Pupils, both boys and girls, are admitted to the Stamford Endowed Schools as **fee-paying boarding pupils** (either 3 night, weekly or full-boarding) at any age from 8 to 18. In exceptional circumstances, at the discretion of the Principal, pupils younger than the age of 8 years may be admitted as boarding pupils. This might be when there is an older sibling at the school or family circumstances make it beneficial for the child to board.

There are a number of pupils at the Schools whose fees are part-funded by Lincolnshire county council. No new pupils have been admitted since September 2011.

Other than at the very youngest ages (under the age of 6) admission is based on educational assessment, usually through appropriate written entrance tests or otherwise administered by the school, or results in public examinations, and, where possible and appropriate, a reference from the pupil's previous school. Wider educational, social and domestic factors may also be taken into account when awarding places.

- ◆ Professional judgement about a pupil's suitability rests with the Principal and the Head of the School who alone are responsible for offering places. Where a place is not offered to a pupil there is no right of Appeal.

- ◆ Places will be offered on the basis of entry tests, references and other assessments taken at the entry exams which are usually in January prior to entry in September. A place may not be offered when the reference is unsatisfactory or is not received.
- ◆ When there are places still available, children will be tested after this time and so long as they reach the qualifying standard will be offered a place. Applications can occur mid-year.
- ◆ The criteria for admissions to SES apply equally to all children regardless of disability, ethnicity, race, religion, sexual orientation, gender or social background,
- ◆ Admission to the Stamford Endowed Schools is subject to Parents¹ with custodial responsibility for their child accepting (by both parents, if applicable signing the Acceptance Form) and complying with the Terms and Conditions of Entry as published by the Governors and amended from time to time. Parents need to complete the Entry Form and pay the Registration Fees. Charges and tuition fees can be found on the Schools' website.
- ◆ An offer of a place will be made in writing. To accept the place parents have to sign the Acceptance Form and return this to the School with the Deposit.

Disabled students

Definition of disability (Equality Act 2010): 'A physical or mental impairment which has substantial and long term adverse impact on a person's ability to carry out normal everyday activities'.

This has some overlap with the definition of 'special educational needs' in the Education Act 1996 (which includes pupils with significantly greater difficulty in learning than the majority of children of his/her age, or a disability which means that a pupil cannot make full use of the general educational facilities provided for pupils of their age) but not all pupils are disabled by their SEN and vice versa.

- ◆ SES will not treat disabled pupils less favourably;
- ◆ Students with disabilities or special needs are welcomed. However, parents of children with special educational needs and physical disabilities are advised to discuss their child's requirements in detail before registering for a place and before he or she takes any entrance assessment. This could enable SES to determine if their needs fall within the scope of our Learning Support provision (this would be at an additional cost) and to determine if the nature of the school site can accommodate the needs of those children with physical disabilities. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss the provision with the family medical advisers to assess how the child's needs could be met, should they become a pupil at the school.
- ◆ SES will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage (the 'reasonable adjustment' duty) in matters of admission and education.
- ◆ SES does select pupils by ability and aptitude (and does not need to adjust the pass mark for pupils with disabilities),

¹ Throughout the admissions documentation the term **Parent** will be used to denote the Parent or Guardian who is (are) the person(s) with parental responsibility or the child.

- ◆ The Schools have a duty to provide auxiliary aids and services: 'where a disabled person would, but for the provision of the auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, [a duty] to take such steps as it is reasonable to have to take to provide the auxiliary aid'. There are no generic answers as to what is a reasonable adjustment. The duty is always child specific and context specific.

Entry to Early Years at Stamford Junior School

The Early Years at Stamford Junior School (SJS) comprises of the Stamford Nursery School (SNS) and two Reception classes.

The Early Years adhere to the SES admissions policy; this procedure holds information which is specific to the Early Years as SJS.

Children may join the SNS:

The 'Goslings room'; in the term in which they have their third Birthday
The 'Owl room'; in the year in which they have their fourth Birthday

The waiting list will be monitored and reviewed regularly.

A registration form, sessional booking form and a £100 registration fee are required to be completed by all parents prior to their children attending nursery.

It should be stressed that a place at Stamford Nursery School does not automatically guarantee a child a place at Stamford Junior School if it is felt that, in the professional judgment of the Principal and the Head of the Junior School, a child has additional needs or medical conditions that the school cannot meet within its own resources in order for a child to make at least satisfactory progress within the curriculum that is offered.

The children will be invited to attend the Nursery for a 'taster' session, during which the children can play and join in activities. These sessions last for approximately 1 hour and may be increased as appropriate, to gently build up the child's confidence. Parents may wish to stay with their child if they feel the need. The duration of the 'settling in period' will be flexible and will continue until the child feels happy and secure in the Nursery setting.

Entry to Year 1 to Year 6

Pupils need to attend an assessment morning during which formal and informal tests are made depending on the child's age. The Head of the child's current school will also be contacted for a confidential reference.

Entry at age 11

Pupils from Stamford Junior School have automatic entry into the senior schools and need not take the entrance examination. However, if any pupil wishes to be considered for a Scholarship or for a Bursary then they must take the entrance examination.

If routine Junior School assessments give serious cause for concern about the pupil's ability to succeed in the senior schools the pupil's profile will have been discussed with the Principal and any doubts about the pupil progressing satisfactorily in the senior school discussed with Parents well before a decision has to be made. Such cases are expected to be very few. There should be no surprises for Parents who will have been alerted to potential difficulties well before the stage of transfer from Junior to Senior.

External applicants for a fee-paying place and all applicants (internal and external) for a Scholarship must take the entrance tests. Those applying for Scholarships need to attend an additional assessment. Places and scholarships are awarded accordingly. Bursaries are allocated according to available funds and will be awarded only to those families in proven financial need after completion of a standard financial statement from which their financial need can be assessed.

Entry at intermediate ages up to GCSE

Entry into Years 8 to 11 is considered on the basis of performance in either the Schools' own entrance tests in core subjects, or Common Entrance Examinations, as relevant.

Entry into the 6th Form

Entry into the 6th Form is based on academic performance at GCSE and (for external candidates) reference from the pupil's previous school.

Experience shows that success at AS and A-level depends on a good profile of GCSE grades with grade B being the usual minimum requirement in most of the subjects to be studied at AS-level. Where there is no equivalent subject studied at GCSE for A-level, e.g. Politics, Economics, Psychology, then related subjects will be used as an indicator.

The *normal* guide to students and Parents is for a 6th form entrant (internal and external) to have achieved **at least 5 subjects at GCSE grade B** or better, preferably in subjects related to their proposed AS & A-level courses of study. In cases where a student's disciplinary record or general approach to school has been a cause for concern then Principal/Head reserve the right to refuse admission into the 6th form. In such cases full consultation will have taken place with Parents well before any final decision has to be taken. There should be no surprises.

Applicants for a Sixth Form Scholarship must take the Sixth Form Scholarship examination in two of the subjects (or proxy subjects) they might wish to study at A' level.

Where a Year 12 student's conduct and academic progress gives serious cause for concern, the Principal/ Head reserve the right not to allow the student to progress into Year 13.

For children for whom English is not their first language there will be additional language competency tests which will be written and/or oral such as a Skype interview.

General note concerning a pupil's transfer from another Independent School

Where Parents are bidding for a transfer into the Stamford Endowed Schools from another Independent School in membership of the Independent Schools Council (ISC), a place may be offered following testing procedure but will not be confirmed until a satisfactory written reference has been received from the previous school, together with, where possible,

confirmation of no outstanding debts to the previous school. Where there are doubts on either or both of these the Principal should be informed before any decision to offer a place is taken. Places for the 6th Form should not be offered until after 1st December in the year prior to entry.

Entry on the school roll

When a pupil is admitted to the Stamford Endowed Schools he/she is placed on the roll of one of the three Schools. For the main annual entry in September pupils' personal and educational details can be entered on the school roll during the summer. For immediate mid-year admission, the pupil should be placed on the school roll once written acceptance of the offer of a place **and** the acceptance fee have been received. The date at which a pupil entered the Stamford Endowed Schools should always be recorded. The pupil's category of admission should be entered using the following descriptors:

Fee Paying Day

Fee Paying Boarder (3 night)

Fee Paying Boarder (weekly)

Fee Paying Boarder (full)

County Scholar

For those fee-paying pupils in receipt of a Governors' Scholarship their category should be followed by (Scholar).

For each pupil, the admission register must contain:

(i) name in full;

(ii) sex;

(iii) name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.

(iv) at least one telephone number at which the parent can be contacted in an emergency;

(v) day, month and year of birth;

(vi) day, month and year of admission or re-admission to the school;

(vii) name and address of the school last attended, if any;

(viii) an indication of boarding or day attendance (in schools which include boarders).

Bursaries

For routine school administrative purposes, it is inappropriate to record whether a pupil is in receipt of a Bursary. This is confidential information. A separate, confidential list of Bursaries should be kept in by the Head in the School and the Finance Office with access restricted to designated senior staff.

Removal from the school roll

Once admitted a pupil's name remains on the school roll until the contract between the Parents and the School is terminated. As soon as a pupil's name is removed from the school roll then the Local Authority must be informed immediately and in all cases. The date of a pupil's leaving (i.e. removal from the school roll) and destination should always be recorded and documented at the point of leaving and at the end of each academic year. Termination (removal from the school roll) occurs when:

- a pupil reaches the end of Year 13 at which point they are deemed to have completed their education at SES. No notification is required either by the Parents or by the Schools. The date of leaving is recorded as the last day of the summer term in the academic year.
- written² notice of withdrawal by the Parents is received by the Head. Removal from the school roll takes effect from the date specified in the Parents' letter. Occasionally Parents may give provisional notice subject to possible changes in their circumstances. The pupil remains on the school roll until any provisional notice is confirmed in writing as definite. **Note:** one term's notice of withdrawal is required otherwise one term's fees in lieu of notice is required. This is always the SES position. Any concession on the fees in lieu will be determined following discussion by the Principal, the Head and the Finance Bursar.
- a pupil is permanently excluded by the Principal and the decision is upheld by the appropriate Governors' committees, including any Appeal Committee. Removal from the school roll takes effect from the date at which any decision to permanently exclude is finally upheld.
- a pupil is required to leave the School by the Principal due to Parents defaulting on fee payment.
- for other exceptional reasons which makes retaining the pupil's name on the school roll untenable. For example, but not limited to, prolonged refusal to attend school by the pupil, or the pupil attending another school without formal notification from the Parents. The date of removal from the school roll will always be specified in any correspondence from the Principal to the Parents.

Any School must inform their local authority of any pupil who is going to be removed from the admission register immediately and in all circumstances. This is in every case of non-standard transitions whenever a child of compulsory school age leaves a school before completing the school's final year or joins the school after the start of the first year.

Information passed to the Local Authority must include:

- A record of details of the pupil's residence
- The name of the person with whom they will reside
- The date from which they will reside there

² withdrawal must be done by the Parent in original hard copy to ensure correct identity of the withdrawing Parent. E-mail or faxed statements of withdrawal are **not** acceptable.

- The name of the destination school (where they can reasonably obtain this information);
- Inform their LA of the pupil's destination school and home address if the pupil is moving to a new school
- Provide information to their LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).

Any School must work collaboratively with Local Authorities when making 'reasonable enquiries' to locate a pupil if he / she has not returned after 10 days authorised leave or 20 days without authorisation.

Process

The Admissions Team has a statutory duty to notify Lincolnshire County Council of any new joiners who join at non-standard transition times ie mid-year entry or not into Reception or Year 7. Please note:

- This responsibility does not extend to pupils beyond Y11
- The reporting must be submitted via LCC's online system
- The reporting must be submitted within 5 days of the pupil joining the school
- Admissions does not need to report on pupils leaving the school. This will be undertaken by the pastoral team or the schools' administrators. This process is also outlined in the SES Attendance Policy

Responsibility

The Admissions Administrator will be responsible for implementing the procedure for arrivals. It should be undertaken weekly during term time only. In her absence, the Assistant Registrars in each school will be responsible.

The Attendance

The school roll is a public document and confers responsibility on the Governors and the Schools. Responsibility for ensuring the accuracy of the school roll rests with the Head and his/her administrative staff. Monitoring pupils' attendance³ at school is one of those responsibilities. Attendance registers must be taken for all registered pupils for all year groups and computer records which are backed up are kept of attendance. Where a pupil's attendance gives cause for concern then Parents must be alerted without delay. The Head must review the circumstances where a pupil's attendance falls below 90% in any four-week period and a written record made. Where a pupil of statutory school age fails to attend without reason for a single period of ten consecutive school days then the Head and the Principal must discuss the circumstances and report this to the Local Education Authority. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

³ see also the SES policy and procedure on school attendance and registration. Every attempt should be made to confirm the destination of a leaving pupil especially if they are still of school age.

Pupils who make insufficient academic progress for movement to the next year group

In exceptional circumstances a pupil may encounter considerable academic or personal difficulties which make satisfactory progression to the next year group impossible. This can be for a variety of reasons, for example prolonged illness, school refusal, poor attitude to work. These cases are so individual that each must be considered on its own merits. Repeating the academic year should be one option considered. Discussion with Parents must have taken place on several occasions to offer advice on the problem and to determine the best way forward. Whilst repeating an academic year is not always the full solution to a problem, in many cases it can help. In every case the Head must discuss the details with the Principal before a decision is reached and communicated to Parents. The maintenance of full written records of all communications with Parents and outside agencies is essential. The best interests of the pupil are always paramount in reaching any decision. In extreme cases, and where no agreement can be reached with Parents, SES reserves the right not to allow a student to move into the next year group.

Transfer to another School

When a pupil leaves SES for another school the pupil's school records should be transferred and a reference provided when required. Every attempt should be made to confirm the destination of a leaving pupil. If a pupil is under statutory school leaving age and a school destination cannot be confirmed then the Local Education Authority must be informed in writing.

Note: when a pupil is being transferred to another independent school which is a member of an association within ISC then the ISC Code of Practice requires the receiving school to check that there are no outstanding fees with SES before the offer of a place is confirmed and also that a report is received.

The school offices are responsible for maintaining accurate up-to-date records of destinations of pupils who leave and for producing a list of leavers and destinations at the end of each term, with the full year's list in September covering all pupils who left in the previous academic year.

Responsibilities of Parents whose children are on the School Roll

Parents whose children are on the school roll have agreed to abide by all the terms and conditions of acceptance set out by the Governors in the joining literature. This includes payment of fees (other than County Scholars) and acceptance of the school rules. [see separate SES Policy and Procedure documents on Terms & Conditions of Entry and on School Rules, Behaviour and Discipline]

Responsibilities of SES to Parents whose children are on the School Roll

SES has widespread responsibility to Parents whose children are on the roll of one of the Schools. These responsibilities and duty of care are set out in Governors' published literature and Policy Statements. [see separate SES Policy and Procedure document on Pupil Care & Welfare, Child Protection, Curriculum and Examinations, Terms and Conditions and on Boarding].