

Admissions Policy

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Signed: _____



(Simon Hodson, Chair of Governors, on behalf of the Board of Governors)

Date: _____

7th July 2021

Admissions Policy

Authority and circulation

1. This policy has been authorised by the Governing Body of Marlborough House School. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

Policy statement

2. **The aims** of this policy are:
 - 2.1. To ensure compliance with the School's charitable purposes. Marlborough House School ("the School") is an independent nursery, pre-preparatory and preparatory School for boys and girls aged rising 2 and a half to 13 years. The School is owned and operated by Marlborough House School Trust Limited, a company limited by guarantee with charitable status (registered charity number 307793).
 - 2.2. To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community.
3. **Equal Treatment:** Marlborough House School is committed to equal treatment for all, and we welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', sex, race, ethnicity, religion, disability, gender reassignment, and sexual orientation or social background.
4. **Disability:** At present, our facilities for children with disabilities are limited, but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children with disabilities and special educational needs. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admission procedures and arrangements to enable a child, if he/she is able, to satisfy our admission requirements. Please see the Marlborough House School Disability and Accessibility Policy for further details.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that [his/her] health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

Procedures

5. **Summary:** Our admission procedure has four elements -

- 5.1. Assessment Day;
- 5.2. Interviews;
- 5.3. References;
- 5.4. Disability assessments (if applicable).

6. **Entry Assessments:**

- 6.1 Children joining Nursery and Reception will not normally be formally assessed. However, they are invited for a 'taster' visit before they join during which the class teacher and relevant specialist teachers make informal observations. The School may choose to make a further, though still informal, assessment based on these observations.
- 6.2 Candidates joining Year 1 and above will be invited to join the School for a day visit. The School will assess the candidate as follows:
- 6.3 At Year 1 or 2 a Form teacher, Learning Support teacher, Head of Pre-Prep or other member of staff will informally observe the candidate throughout the Assessment Day and carry out informal literacy and numeracy assessments to ensure that the candidate meets the Assessment Criteria (see below).
- 6.4 At Year 3 and above the Form tutor, Head of Learning Support, or other senior member of staff will carry out an academic assessment session with the candidate at some point during the day. The candidate will also be informally observed throughout the day as set out above.

7. **Assessment Criteria:** The purpose of the Assessment Day is to ensure that:

- 7.1. The candidate will benefit from and be challenged by the School's educational programme;
- 7.2. The candidate will be comfortable with the range and depth of this programme and the pace at which it is delivered;
- 7.3. The candidate will be comfortable in the intellectual context of their peer group;
- 7.4. The educational and general standards of the School will be maintained or improved for all its pupils.

8. **Reference:** The Head of the candidate's current school will be asked to provide a reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs).

9. **Candidate's age:** Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider that, as a matter of professional judgement, this would be in the best interests of the pupil and the School.
10. **Nursery:** Children are able to join our Nursery after they have turned two years and six months for two stipulated afternoons a week. We reserve the right to consider a parental request for an increase in further sessions during that term if our staff:pupil ratio and our legal space requirements are able to accommodate the child.

As a child commences the term that they turn three, a nursery parent can increase the number of sessions that their child attends, taking into consideration availability and the recommendations from the Head of Nursery.

11. **Special circumstances:** We recognise that a candidate's performance may be affected by particular circumstances, for example -
- 11.1. If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
 - 11.2. If there are particular family circumstances such as a recent bereavement;
 - 11.3. If there is a relevant educational history, for example education outside the British system;
 - 11.4. If the candidate has a disability or specific learning difficulties;
 - 11.5. 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. If there is an educational psychologist report to be considered, we will contact the current school before a taster day is offered.

Reasonable adjustments will be made to ensure that a candidate is not disadvantaged by any of the above circumstances. Examples of reasonable adjustments include an extra assessment day at the School to ensure that the candidate has the opportunity to prove his/her full potential, extra time allowed or documents in large print during the academic assessment and using wheelchair accessible rooms during the assessment day.

12. In some cases an offer of admission to the School may be made subject to review, which the School may recommend takes place at a specific time or times in a child's school career, to ensure the continued well-being and development of the child. Any such review would include close consultation between staff and parents.
13. **Disclosures:** Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, learning or behavioural difficulties.
14. **Additional factors:** In the event of the school being oversubscribed and we therefore have to decide between two or more candidates who meet our admission requirements (after all appropriate allowances and special consideration have been given) we may give preference to:-

- 14.1. A child who already has a brother/sister in the School or whose parent is a former pupil here;
- 14.2. A child with a particular skill, talent or aptitude.
- 14.3 A child whose date of registration is earlier than another child's.
15. **Offer of places:** An offer of a place is only made following a successful Assessment Visit and reference from the current school or nursery/pre-school. The offer of a place is subject to any obligation to the current school being fulfilled.
16. **Scholarships:** Marlborough House School believes that excellence should be recognised and awards scholarships to children who show outstanding ability in various areas. We offer Year 7 Entry Scholarships in Academic, Art, Design and Technology, Drama, Music and Sport. There is also an All-Rounder category where pupils can demonstrate aptitude in either two or three of the above categories.
17. **Bursaries:** The Governors will consider Bursary Applications to make it possible for as many as possible of those who meet the School's entry criteria to take up a place Marlborough House School. Bursary enquiries will be made via the Bursar.
18. **Terms and Conditions:** The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.
19. **Complaints:** The School's Complaints Policy is on the School's website and can be sent to prospective parents on request. Although the Complaints Policy is made available to parents of prospective pupils, it is not available for use by them; it may only be used by parents of current pupils.
20. **Records and Review:** Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Retention Policy.

The School will not hold the personal data of parents or their child / children for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

