



Minerva Education

Inspiring Learning

ADMISSIONS POLICY

1 Aims

- 1.1 This policy is aimed at parents of prospective pupils at the School and sets out the School's admissions requirements.
- 1.2 The aim of the policy is 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.

2 Equal treatment

- 2.1 We welcome children from many different ethnic and racial 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' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.
- 2.2 We expect all of our pupils to attend our church services and school assemblies which are fundamental to our Christian ethos. However, parents may withdraw their children from collective worship provided prior notification is given to the School.

2.3 Disability and Special Educational Needs

- 2.3.1 The School currently has limited facilities for the disabled. However the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 2.3.2 The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.
- 2.3.3 The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about whether adjustments can reasonably be made to ensure that the application procedure is accessible for the child and whether the School can cater adequately for the pupil should an offer of a place be made.
- 2.3.4 The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an assessment paper in large font for a visually impaired pupil. Similarly, if

special education needs or a disability become apparent after admission, the School will consult with parents about whether reasonable adjustments can be made in order to allow the child to continue at the School.

3 Procedures

3.1 If a prospective parent would like to register their child, they must complete the School's registration form and return this together with the required registration fee. Receipt of the registration form will be acknowledged and details of the next steps provided.

3.2 The School's admissions procedures and criteria are set out in the Appendix to this policy.

3.3 Disclosures

3.3.1 Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, special educational need or learning difficulties.

3.3.2 We recognise that a candidate's performance may be affected by particular circumstances, for example:

- (a) if he / she is unwell when taking tests or has had a lengthy absence from his / her school;
- (b) if there are particular family circumstances such as a recent bereavement;
- (c) if there is a relevant educational history, for example education outside the British system;
- (d) if the candidate has a disability or learning difficulties;
- (e) if English is not the candidate's first language.

3.3.3 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.

3.4 **Age of child:** 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.

3.5 **Oversubscription:** The School is oversubscribed. If we need to decide 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:

3.5.1 a child who already has a brother / sister in the school or whose parent is a former pupil here;

3.5.2 a child with a particular skill, talent or aptitude.

Authorised by	Minerva Education Board Meeting
Date	7 th September 2015

Effective date of the policy	1 September 2015
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Appendix 1 Admissions procedure

- 1 **Entry points:** These procedures apply to candidates for these points of entry and also to candidates for occasional vacancies in any other year group.
- 2 **Nursery:** Children may enter the nursery at the age of two if their third birthday falls within the Autumn Term (September to December). Otherwise, Nursery entry is at age 3. Places will be offered following the receipt of a completed registration form and fee and attendance at a trial session.
- 3 **Pre-Prep:** Pre-prep includes two years of Nursery and one year of Reception. Places will be offered following the receipt of a completed registration form, fee, and most recent nursery/ school report. The child(ren) will be invited to attend a trial session.
- 4 **Prep:** The prep school takes children from Year 1 to Year 6. Following the receipt of a completed registration form, fee and most recent school report, the child(ren) will be invited to a trial morning which includes assessment.
- 5 **Waiting list:** A waiting list will be operated where the applicants meet the criteria for entry but the respective class is full. The waiting list will be formed in order of registration date.
- 6 **Open days:** Open Mornings are held termly, and private tours are always available. The Headmistress will be available at both options.
- 7 **Character reference:** Where appropriate, the Head of the candidate's current school will be asked to provide a written 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.

Updated 02.11.16