

# POLICY STATEMENT



Policy	Admissions and Customer Care Policy
OFSTED Standard No	
School Department	Admin

Date Written	6 <sup>th</sup> April 2017
Written by	G Sutton
Approved by	SMT
Date of Approval	6 <sup>th</sup> April 2017
Next major review date	August 2018
Location and disseminations	A copy of the policy can be found in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding.
Forms, feedback and reporting	Some policies have specific reporting forms (these would be indicated within the policy). However, don't panic if you cannot locate the correct reporting or feedback form you will find, next to every policy on the web site that there is an online report form and rating form for any feedback that you may wish to give.

## Introduction

- 1.1. This policy is a 'Whole School Policy' and informs practice in the School. We apply the regulations on admissions fairly and equally to all those who wish to attend the school. We seek to be inclusive welcoming children from all backgrounds and abilities provided we feel able to meet their needs. For this reason we request detailed information regarding an applicant's academic and behavioural background. All applications will be treated on merit and in a sensitive manner.
- 1.2. The only restrictions we place on entry are those of number (in terms of boarding places and spaces on courses, as appropriate) and considerations of need. If the number of children applying for entry exceeds the places available or if we feel we cannot adequately provide for a child's needs, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice whenever possible. We may also consider offering a place on a waiting list.

## **Admissions Process**

2.1. Parents are encouraged to spend some time looking around the school and learning about us. If they are interested in seeking a place in the Junior or Senior School, a completed registration form should be sent to the Admissions Officer at the address on the reverse of the form, along with the registration fee, which is non-refundable. Completion of the registration form in itself does not constitute an offer of a place.

2.2. Admission is based on the following:

- A satisfactory report from the prospective pupil's previous school.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil.
- Where applicable overseas students are required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media. A full assessment of linguistic ability may also be carried out upon arrival to facilitate correct placement. It is helpful if existing English language qualifications such as Cambridge English examinations are submitted.
- A Skype meeting and/or interview with the relevant Head of Department or a member of the Admissions team.
- A date may also be arranged for their child to spend time with us on a 'taster day'.

Following the completion of the above, combined with the school's assessment of whether Buckswood is the appropriate school, the school is then in a position to offer a place. When the acceptance form is signed and appropriate registration fee and deposit paid, their child's place is secure.

2.3. With regard to the Sixth Form, we would recommend those pursuing a full A Level or IB programme to have at least five A\* to C grades at GCSE or equivalent and a B grade (strong performance) in those subjects they wish to study. For further information, see the appendix below. The School reserves the right to refuse entry onto particular courses.

## **Overseas Applicants**

3.1 We welcome overseas pupils who can study at Buckswood School as boarders provided that they have a relative or guardian living in the UK.

## **Equal Treatment**

4.1. Buckswood School is committed to equal treatment for all, regardless of a applicant's race, ethnicity, religion, sexual orientation or social background.

## **Fluency in English**

5.1. Pupils for whom English is a second language can be supported in school. We suggest a certain standard is required before the pupil starts an examination course; students applying for Sixth Form study are advised to have English at B2 level, but each application will be treated on

its own merits. For further information, see the appendix below. Applicants with English below B1 level will be recommended to take an intensive English course prior to commencing Sixth Form.

### **Special Needs**

6.1. We do not discriminate in any way regarding entry.

6.2. We welcome pupils with special educational needs providing that our Learning Support Department can offer them the support they require.

6.3. We welcome pupils with physical disabilities provided our site can cope with them.

6.4. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request for e.g. extra time or other examination concessions.

6.5. We discuss thoroughly with parents and their medical advisers adjustments that could reasonably be made.

### **Complaints**

7.1. We hope that you and your child do not have any complaints about our admissions process; but copies of the School's Complaints Procedure can be sent to you on request.

### **8. Appeals**

8.1. If we do not offer a child a place, it will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much or because we feel we are unable to provide for the child's special needs. If parents wish to appeal against a decision to refuse entry they can do so to the Principal whose decision is binding for all parties concerned. See also Disability Discrimination Policy.

Appendix:

### *Sixth Form (A level or IB) Programme – Enrollment Policy*

Enrolment into the Sixth Form is made by way of an application from the student/parent/guardian to the school. New international students must complete an English test and the Head of Sixth Form or IB Co-ordinator need to see reports and evidence of grades when considering an applicant. After initial consultations between the school, student, and family, a student may be offered a place.

#### *Internal applications*

Students already studying at Buckswood School should let the Head of GCSE/Sixth form/IB Co-ordinator and/or Admissions of their wish to continue their studies with us.

Buckswood School will already have a good understanding of an existing student's academic progress and pastoral development, so the school will be able to assess the suitability of a student without the student being required to undertake any separate entrance tests.

- The School will use the students **predicted and (or) the actual GCSE grades** to indicate whether a student has the required academic ability to meet the challenges of A level/IB courses and will offer a suitable programme of study in relation to this.
- Ideally, in order to access the rigorous nature of academic content on the A level/IB programme the **School recommends students to achieve at least a grade B in GCSE Maths and English, and in the subjects that the students will consider studying at A level/IB.**

#### *External applications with GCSE or iGCSE*

Buckswood School may have very little information about external applicants. Therefore we will need to assess the candidate's suitability and academic aptitude in order to deal with the challenges of Sixth Form study.

- The School will use the students **predicted and (or) the actual GCSE grades** to indicate whether a student has the required academic ability to meet the challenges of the A level programme.
- The School recommends students **achieve at least a grade B in GCSE Maths and English, and in the subjects that the students will consider studying.**

- As outlined above, we will also require evidence of school grades and reports.

*External applications without GCSEs or iGCSE's*

- If applicants are not sitting GCSE exams, then Students will be required to provide the **last two years of school reports/grades** and **complete an English Test**.
- The Buckswood School teachers (EFL Dept.) marking the test will discuss the applicant's attainment with the Head of Sixth Form/ IB Co-ordinator.
- A decision on suitability for A level/IB study will be taken on the above information.