

# **Admissions Policy (Whole School including EYFS)**

---

**Independent Day School for Boys and Girls**

**Our Lady of Sion School**

Reviewed: 11/10/18

Frequency of review: Annually

Next review: October 2019

# **Our Lady of Sion School**

## **Admissions Policy**

---

### **Admissions Policy**

This policy has been authorised by the Governing Body of Our Lady of Sion School. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

#### **Policy statement**

**1. The Aims of this Policy are:**

1.1. To ensure compliance with the School's charitable purposes. Our Lady of Sion School has a Roman Catholic foundation, inter-faith tradition and is a selective school for pupils aged 3 -19 years.

1.2. 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. We will only admit a child who has met the academic criteria.

**2. Equal Treatment:** We welcome children from 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' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. We expect all of our pupils to attend our ecumenical services and school assemblies which are fundamental to our tradition.

**3. Disability and Special Educational Needs:** The School has limited facilities for the disabled but 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.

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 written details at registration, or subsequently before accepting the offer of a place.

The School needs this information so that in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

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 examination 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 reasonable adjustments that may allow the child to continue at the School.

**Accessibility:** This policy can be made available in large print or other accessible format if required.

## **Procedures**

4. **Summary:** Our admission procedure for candidates from Year 3 upwards has three elements -

4.1. Entrance tests

4.2. Interviews

4.3. References

5. **Entry Points:** These procedures apply at the three main points of entry: 8+, 11 + and 16+ and also to candidates for occasional vacancies in any other year group.

6. **Entry Tests:** These are as follows:

6.1. There are no formal entry assessments for the Nursery, Reception, Year 1 or Year 2.

6.2. Year 3 - 6 candidates take entrance tests, set by the school, in Literacy, Numeracy and Reasoning.

6.3. Years 7-10 candidates take entrance tests in quantitative, verbal and non-verbal reasoning together with a creative writing test set by the school. They may sit a test in French (if previously studied), for setting purposes.

6.4. Sixth Form entry is dependent upon GCSE results.

7. **Interviews:** These are of two kinds -

7.1. General interviews: In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.

7.2. Option interview: At 16+ there may also be an "option interview" to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.

8. **Reference:** 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. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

9. **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.

10. **Special Circumstances:** We recognise that a candidate's performance may be affected by particular circumstances, for example -

10.1. If he/she is unwell when taking tests or has had a lengthy absence from his/her school;

10.2. If there are particular family circumstances such as a recent bereavement;

10.3. If there is a relevant educational history, for example education outside the British system;

10.4. If the candidate has a disability or specific learning difficulties;

10.5. 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

11. **Disclosures:** Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

12. **Additional Factors:** If the School is oversubscribed and we have 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:-

12.1. A child who already has a brother/sister in the school or whose parent is a former pupil here.

12.2. A child whose parent is a current member of our staff.

12.3. A child with a particular skill, talent or aptitude.

13. **Scholarships:** Our Lady of Sion School is keen to admit students with a wide range of talents and to encourage excellence in all areas. Scholarships are offered to children entering the school into Year 7 and Year 8. A scholarship is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the pupil's part and to the parents treating the school and its staff reasonably. The awarding of an academic scholarship is dependent upon a candidate's performance in competitive examinations or assessments which take place in January.

**Related documents:**

Accessibility Policy

<b>Authorised by Chair of Governors 11//10/18</b>
---

<b>Signed copy held by Clerk to Governors</b>
---