



## **Admissions Policy**

**School Division:** Whole School

**Policy Division:** General

**Policy Owner:** Principal

**Date:** September 2023

### **1. Introduction**

This policy is a 'Whole School Policy' and informs practice in the Senior School, Boarding Houses, Preparatory School and Nursery. We apply the regulations on admissions fairly and equally to all those who wish to attend this school. We seek to be an inclusive school welcoming children from all backgrounds and abilities provided we feel able to meet their needs. All applications will be treated on merit and in a sensitive manner.

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

Claremont School is academically inclusive and therefore does not have an entrance exam. The only restrictions we place on entry are those of number 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 may not make an offer for them to study at Claremont.

### **Admissions Process for Day Pupils (Prep Prep, Prep and Senior Schools)**

The key stages of the admissions process for entry into the Prep & Senior Schools are as follows:

- Visit and tour of the school
- Taster or Experience Day\*
- Interview with Headteacher or Senior Leader
- Report from previous school, ideally from Headteacher.
- Completion of Registration form and payment of registration fee
- Offer Letter

\*Experience Days take place in the Summer Term for Y5-7.

The decision on whether to make an offer to a student is made by the Admissions Panel, at either the Prep or Senior Schools. The Admissions Panel is made up of the Head of

Admissions, the Headteacher, Director of Boarding, a representative of the academic team, a representative of the pastoral team and If relevant, the SENDCo. A completed registration form and payment of the registration fee must be received before an offer can be made. The Admissions Panel meets regularly throughout term time and on an ad hoc basis during the holidays.

Day students may enter the school at any age subject to available places, although entry at the start of the school year is strongly encouraged. Boarding is available for students in Y7 and above, unless in exceptional circumstances.

Preparatory School children transfer automatically to the Senior School in Year 9, subject to on-going satisfactory performance and behaviour.

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There are no specific academic barriers to entry at Y7 or Y9, beyond the school being able to provide adequately for a student's needs. Parents are expected to declare any known learning difficulties, safeguarding, health or behavioural histories as part of the registration process. Failure to do so may result in offers being withdrawn.

The Sixth Form does not have specific barriers to entry; however, we would expect those pursuing a full academic programme to have at least five 9-4 grades at GCSE and a 6 grade in those subjects they wish to study at A Level. In some cases this threshold might be higher. The School reserves the right to refuse entry onto particular courses if we do not believe a child can access the material at a suitable level.

For students who have previously studied a non-British curriculum the school will accept the equivalent qualifications.

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We welcome domestic students who may wish to board. The school offers both full and weekly boarding. Potential boarding students would follow the same admissions process as domestic students with the addition of an interview with the Director of Boarding once an offer has been accepted, to assess their suitability for the boarding environment. There is no guarantee an offer will be made to board, if offered a place at the school.

## **2. Admissions for Nursery**

The key stages of the admissions process for entry into the Nursery are as follows:

- Visit and tour of the school
- Taster Days and settling in visits
- Meeting with Head Nursery
- Completion of Registration form and payment of registration fee
- Offer Letter

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Children join the Reception class in the September after their 4th birthday and if they are in Reception class and 4 years of age, they are eligible to receive Early Years funding.

## **Admissions Process for International Boarding Pupils (Prep and Senior Schools)**

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Claremont School welcomes students from across the World. Boarding students are admitted according to strict guidelines produced by the Home Office. The key stages of the international admissions process is as follows:

- Reception of paperwork, school reports, Identification documentation and application form
- Online interview with Assistant Head (International) or the Headteacher.
- Evidence of English proficiency .
- Interview with Director of Football Academy\*
- Offer Letter
- Registration fee paid.

\*if a potential candidate for the Football Academy

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In order to access the school curriculum and be able to socialise with their peers, students must demonstrate a suitably advanced level of English on entry (usually IELTS 4 in Y9 and IELTS 5 in Y12). We offer EAL classes both at the Prep and Senior school to support students with their developing acquisition of the language. There is a supplementary cost associated with this. The choice as to whether a student is to attend EAL lessons is discussed as part of the interview process and features on the Offer letter. Students will be expected to cope with the standard curriculum and should have an IELTS 4 in Y9 and IELTS 5 in Y12.

## **Learning support and special educational needs**

We do not discriminate in any way regarding entry into the school.

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

We welcome pupils with physical disabilities and take all reasonable steps to ensure accessibility of all areas of the site (see Disability Policy)

The School will work in close consultation with Parents to ensure that suitable adjustments are made to accommodate students with physical disabilities so that their learning is not compromised.

Parents should provide a copy of an Educational Psychologist's report if available, or similar documentation. If, on entry, the school deems it necessary for a student to be assessed for specific learning needs, this will be at the expense of the parents.

The School accepts students with Educational Health Care Plans (EHCPs) subject to an enhanced interview process involving the SENDCo. Acceptance will be dependent on the School being able to suitably meet the needs of the student concerned.

Should the school determine that a child needs the additional support of a Learning Support Assistant, either on entry or subsequently, this will be at the expense of the parents.

### **3. Admission Fees & Deposits**

In order to register for a place at the school a 'Registration Fee' of £125 needs to be paid. On acceptance of an offer a further £125 'Joining Fee' is payable.

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The 'Registration' and 'Joining' fees are only refundable if an offer is not made to your child.

Before your child joins the school a deposit is required to be paid. Please see the [school website](#) for further details of fee amounts.

For students who join the school a full terms notice is required before withdrawing. For example, if a student was to withdraw at the start of October, fees would be payable for both the Michaelmas and Easter Terms.

### **4. Complaints & Appeals**

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

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 educational 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.

### **5. Policy Owner**

The policy owner is the Principal.

### **6. Review Date**

This policy will be reviewed annually. The next review is due in September 2024.