

# PRIOR'S FIELD SCHOOL

## GODALMING SURREY

GSA BSA Girls' Boarding and Day 11-18

### **ADMISSIONS POLICY & PROCEDURES**

#### **1. Aims**

- i. To ensure compliance with the School's charitable purposes. Prior's Field is a selective school for girls aged 11-18.
- ii. To identify and admit children who will benefit from a Prior's Field education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a pupil to the School who has met our selection criteria.

#### **2. Equal Treatment**

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' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

#### **3. Disability and Special Educational Needs**

The School has limited facilities for disabled pupils but will do all that is reasonable to comply with its legal and moral responsibilities under the Disability Discrimination Act 1995 as amended by the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities 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 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 reasonable be made to cater adequately

for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special educational 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.

#### **4. Procedures**

Our admissions procedure has the following:

- i. Competitive entry tests;
- ii. Written confidential reference and recent report from applicants' current school;
- iii. Disability assessments (if applicable);
- iv. The Head is also entitled to take into account any particular attribute of the applicant which suggest she may benefit from the general ethos of the school.

**5. Entry points:** These procedures apply at the main points of entry: 11+, 13+ and 16+ and also to candidates for occasional vacancies in any other year group.

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

- i. At 11+ candidates take papers in Mathematics, English, Science and Verbal Reasoning set by the School.
- ii. For admission to other year groups, the school sets its own tests in Mathematics, English and Science and English as an Additional Language, if appropriate.

**7. Character recommendation:** 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).

**8. 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 pupils and the School.

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

- i. If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- ii. If there are particular family circumstances such as a recent bereavement;
- iii. If there is a relevant educational history, for example education outside the British system;
- iv. If the candidate has a disability or specific learning difficulties;
- v. 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.

**10. 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.

**11. Additional factors:** In the event that the School is oversubscribed and if 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 take into consideration the date of registration.

**12. Boarding:** There are separate lists for day and boarding places and offers are made according to the type of place requested on the registration form.

**13. Bursaries and Scholarships:** The School has a commitment to widening access to ensure that the opportunity for a Prior's Field education is provided to children from a broad spectrum of society. The School has a separate policy for Bursaries. Those available on entry, are means tested. Scholarships are offered at 11+, 13+ and 16+. These are for academic excellence and excellence in Art, Music, Sport and Drama. The school has a

separate booklet which details the procedure involved in each type of scholarship.

#### 14. Other discounts:

**Armed Forces Discount:** Pupils who have a parent serving in the armed forces are eligible for a 10% discount on the fees. Serving personnel should be aware that they can apply for MOD and foreign office continuity of education allowance under certain criteria.

**Siblings:** For the third sibling, a 10% reduction in fees is offered to the elder daughter(s), while at least two other siblings are at the school. Girls who have sisters at the school are, given priority on entry, if all the admissions criteria are successfully met.

**Old Girls:** A 10% reduction in fees is offered to the daughter of an old girl. Girls who are daughters of Old Girls are, where possible, given priority on entry.

#### 15. Overview of Application Process

##### Enquiries

The process normally begins at least a year prior to entry, with enquiries being received by telephone, email, fax or post. All enquiries are added to the admissions database, allocated to the Registrar or Deputy Registrar and placed in the relevant enquiry file. The Front Office sends the relevant prospectus (main school or sixth form) to the enquirer. The prospectuses contain:

Main School	Sixth Form
SIFA leaflet	Mini prospectus (concertina flyer)
Scholarship information booklet	A-Level options booklet
Open Morning flyer	Destination of leavers' charts (courses and universities)
Boarding flyer	Registration form
Registration Form	UCAS procedures and timings
Information for parents booklet	Events programme
Map (colour)	Academic bursaries flyer

Initially, prospective parents and students are invited to attend an Open Morning which are held three times a year. An individual tour of the school and a meeting with the Head can also be arranged and parents are asked to contact the Registrar's Office to make an appointment. If the parents are considering a boarding place, the Head of Boarding or her staff conduct the tour of the junior or sixth form boarding house.

## **Registrations**

Parents who would like their daughter to be considered for a place complete a registration form and are asked to pay a non refundable registration fee. The Registrar's Office acknowledges receipt of these documents and either changes the girl's entry in the admissions database to "registered" or adds her to the database as a new entry.

## **Preliminary Examinations (11+ only) and Confidential Reports**

Parents will be contacted in October prior to entry the following September and are given a timetable of the admissions procedure. At 11+ entry, this will include a Saturday visit to the school during the autumn term (known as Preview Day) which will include some informal testing and an informal group interview. A request for a written confidential report from the applicant's present school is made after this. The report should be received in time for the entrance examinations, which take place in early January.

## **Admissions Criteria**

Applicants are offered a place following the satisfactory completion of the entrance examination papers set by the school and receipt of a written confidential reference and recent report from the applicant's current school. The Head is also entitled to take into account any particular attribute of the girl that suggests she may benefit from the general ethos of the school.

## **Sixth Form**

Sixth Form applications may be made at any stage in the academic year.

After the parents have registered their daughter(s) for a place, a request for a written confidential reference and report (including predicted GCSE grades, if appropriate) is sent to the applicant's present school. Applicants may be offered a conditional place following receipt of the written confidential reference and report and based on her predicted GCSE grades (if appropriate).

International applicants who are registered for a place are required to sit the school's entrance examinations in English as a Foreign Language and Mathematics. A request for a written confidential reference and report is sent to the applicant's present school at the same time. These applicants may be offered an unconditional place following receipt of the written confidential reference and report and based on the applicant's entrance examination results.

The Head is also entitled to take into account any particular attribute of the girl that suggests she may benefit from the general ethos of the school.

As with non-Sixth Form applicants, there are separate lists for day places and boarding places and offers are made according to the type of place requested on the registration form. Conditional offers will be made throughout the year and may be followed by unconditional offers once the applicant's GCSE results have been confirmed to the school. Parents will then be asked to complete an admissions agreement and pay a deposit to secure the place. Acceptances must be received by the deadline stated in the formal offer letter or the offer of a place will be withdrawn. If parents reside abroad permanently, the deposit will be the equivalent of one term's fees. All deposits are refundable when the girl leaves the school.

Scholarship examinations for sixth form take place in the November prior to entry the following September and offers are made to applicants in December.

This policy is reviewed annually and authorised by the Governors of Prior's Field.

**Date of next review: Autumn 2010**