

*Holme Grange School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential*

## Holme Grange School Whole School Policy Including EYFS



### ADMISSIONS POLICY

<b>Date:</b>	<b>Amendment:</b>	<b>Reviewed by:</b>	<b>Authorised by:</b>
<b>November 2023</b>	<b>Review due</b>		
<b>November 2022</b>	<b>Review</b>	<b>JBr</b>	<b>SMT and passed to Governors</b>
<b>November 2021</b>	<b>Review</b>	<b>JBr</b>	<b>SMT and passed to Governors</b>
<b>June 2020</b>	<b>Minor revisions</b>	<b>MJe</b>	<b>SMT 15/09/2020 and passed to Governors</b>
<b>May 2019</b>	<b>Updated &amp; exclusions separated into separate policy</b>	<b>Julia Braithwaite</b>	
<b>Jan 2018</b>	<b>Revised</b>		
<b>June 2016</b>	<b>Revised</b>		
<b>Sept 2014</b>	<b>Revised</b>		
<b>July 2011</b>	<b>Revised</b>		
<b>Jan 2010</b>	<b>New policy</b>		

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Holme Grange School is an independent day school for girls and boys aged 3 - 16 years set within 21 acres of beautiful Wokingham countryside. Outstanding pastoral care produces confident, articulate children who really enjoy their learning and sporting activities.

We are proud to promote traditional values in order to foster self-reliance, self-discipline and self-confidence in a caring community whereby children gain interests and characteristics that give them a head start for life.

The School has approximately 650 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Holme Grange School. We hold three Open Mornings each year, which give a general introduction to our school. Details are published on our website. We are very happy to welcome prospective parents and their children at other times during the term. On Open Mornings, a tour of the School is hosted by a pupil and you will have the opportunity to meet our Staff, Senior Management Team and Headteacher.

Please contact the Registrar, Mrs Julia Braithwaite, on 0118 978 1566 or email [j.braithwaite@holmegrange.org](mailto:j.braithwaite@holmegrange.org) to arrange a visit. Mrs Braithwaite will be able to arrange meetings with our Headteacher, Mrs Claire Robinson as required.

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## Admissions Procedure

<b>Early Years</b>	<b>Little Grange</b>	<b>3 - 4</b>			
<b>Pre-Prep</b>	<b>Reception</b>	<b>4 - 5</b>			
	Year 1	5 - 6	<b>Eaton Grange</b>	<b>Year 7</b>	<b>11-12</b>
	Year 2	6 - 7		<b>Year 8</b>	<b>12-13</b>
<b>Prep</b>	<b>Year 3</b>	<b>7 - 8</b>		<b>Year 9</b>	<b>13-14</b>
	Year 4	8 - 9		<b>Year 10</b>	<b>14-15</b>
	Year 5	9 -10		<b>Year 11</b>	<b>15-16</b>
	Year 6	10-11			

## Our Entry Procedure

The Entry process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of our school.

Holme Grange is a mainstream school. Prospective pupils are invited to spend the day at Holme Grange working alongside their peer group, (Taster Day) and will undergo a range of assessments including verbal and non-verbal reasoning. There is a separate process for entry into Year 7 (see below). Parents applying for a place for a child will be asked, during their initial contact with the school, for details of any learning difficulty, disability or special educational need, including behavioural, emotional and/or social difficulties their child may experience.

When an additional need is highlighted, the Registrar will request reports and supporting documentation which will be referred to the Accelerated Learning Centre where a review will be conducted by the school's SENCo. This review will take into account the school's ability to provide for the needs of the child. If the SENCo believes the pupil would thrive at Holme Grange the pupil will be invited for a Taster Day as per the above.

If there are no additional needs for entry to Nursery and Reception classes, a decision will be made based upon an informal discussion between the Headteacher/Registrar and the child's parents.

Applicants for admission at Reception, Year 3, 7 and 9 should register by the end of the Autumn term of the year preceding the desired year of admission. If space is available we also admit pupils into other year groups at various times in the year. Waiting lists for each year group vary in length so we recommend early Registration.

The Registration form is available from the Registrar, contact details as above. If you are interested in registering, you will be required to complete a Registration Form and pay a non-refundable Registration Fee of £200.

The Headteacher of a prospective pupil's current school will be asked to provide a written reference as to the prospective pupil's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special

circumstances such as special educational needs, or disability. The reference may also include the results of tests taken at the school such as NFER, MIDYS or SATs if appropriate.

## **Equal Treatment**

Our aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. 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 prospective pupils 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, gender, gender reassignment, sexual orientation, property, birth, pregnancy and maternity (as relevant to girl pupils) or other status. Some bursaries are offered in order to make it possible for pupils who meet the school's admission criteria to attend the school. Our provision for bursaries is described below.

## **Special Educational Needs/Physical Disabilities**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Accelerated Learning Centre (ALC) can offer them the support that they require. There is an additional charge for support from the ALC and details of all support fees are set out in our 'Information for Parents' booklet in the School's Prospectus.

We also welcome pupils with physical disabilities provided that our site can accommodate their needs. The school is situated on a split-level site with modern additions to a Grade 2 listed building. This means that those with serious mobility problems would find it difficult to access the site.

As set out in 'Our Entry Procedure' above, we request that parents of children with special educational needs or physical disabilities discuss their child's requirements with the Registrar in the first instance who will refer as required to the SENCo and/or Headteacher before he or she attends a Taster Day or Admissions Day (for entry into Year 7). This will ensure that we are able to meet the pupil's needs and if invited for a Taster Day, we can make adequate provision for them. As set out in 'Our Entry Procedure, parents should provide copies of any reports or assessments from an Educational Psychologist, Speech and Language Therapist, Occupational Therapist, etc or medical report, or Statement of Special Educational Needs, to support their request for specific learning difficulty provision or other special arrangements.

We will discuss thoroughly with parents and their medical advisors the adjustment that can reasonably be made for the child if they become a pupil at Holme Grange School.

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## **The Assessment Process**

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. Holme Grange has strong traditions in music, drama, art, musical theatre, academics and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

If the parents wish to pursue a place at the school and there is a place available in the appropriate year, a mutually agreed Taster Day will be arranged.

Apart from entry to Year 7, all other pupils will have the opportunity to experience a day at Holme Grange working alongside their peer group. During the day the form teacher will talk to the pupil on a 1:1 basis and they will undertake a range of assessments including verbal and non-verbal reasoning. At the end of the day the Registrar or form teacher will meet the parents to discuss the day. It may not be possible to offer a place at this meeting as the Headteacher may not have received feedback from teaching staff, reports, etc.

If a pupil is suitable and a place is available then an offer will be made.

## **Entry into Year 7**

Pupils seeking to enter Year 7 should ideally complete the Registration process by the start of the Autumn term of the year preceding the desired year of entry. As with all Assessment for entry into Holme Grange, the aim of the process is to identify potential.

Pupils will be contacted in November and invited to attend an 'Admissions Day' in the January prior to the desired academic year of entry. During the Admission Day pupils will undertake an hour long CEM Select Entrance Assessment which measures verbal, non-verbal and mathematical skills, followed by an English Writing task, also for one hour. Pupils will participate in a group interview and participate in a variety of team building exercises and other activities such as art and drama to gain a feel for life at Holme Grange. Pupils must be registered to participate in the Admissions Day.

Offers will be made as soon as possible and should be accepted by 1<sup>st</sup> March prior to the September of entry.

## **Disclosures**

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

## **Additional Factors**

If the School is oversubscribed and we have to decide between two or more prospective pupils who meet our admission requirements after all appropriate allowances and special consideration has been given, preference may be given to:

- A child who is a current Little Grange pupil seeking a place in Reception or a current Prep School pupil seeking admission to the Eaton Grange;
- A child who already has a brother/sister in the School;
- A child with a particular skill, talent or aptitude;
- A child whose parent is a former pupil;
- Date of Registration

## Acceptance

Two terms prior to your child starting at Holme Grange, you will receive an Offer Letter and will need to complete the Acceptance Form with a payment of £300 deposit which is refunded at the end of the final term of your child's education at Holme Grange. The deposit is NOT refunded in the case of a child who leaves Little Grange before joining Reception. Written confirmation will be sent and once this has been accepted, Joining Details will follow.

**Please note:** A confidential letter addressed to the Headteacher can be sent if there are any matters of which we ought to be aware before your child enters the School. Parents have a responsibility to inform the prospective school of any issues/conditions and disclose any reports both medical and academic relating to the applicant. Withholding information is in breach of the School's terms and conditions may necessitate the school reviewing their offer of a place. For further information please contact Mrs Julia Braithwaite, Registrar, at [j.braithwaite@holmegrange.org](mailto:j.braithwaite@holmegrange.org)

## Sibling Policy

Most siblings join us at Holme Grange School. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

## Bursaries

The Governors of Holme Grange School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a discount on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursaries may be made available to parents/guardians of children entering Year 7 and above. Parents/guardians seeking a bursary are required to complete the School's Registration form and a Bursary Application form which seeks to establish the financial circumstances of the household. Their child may then be invited into the School for an assessment day to ensure that they would benefit from the education offered by Holme Grange.

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Bursaries are also available for existing parents/guardians where a change in circumstances has resulted in difficulty meeting tuition fees and may result in the child being withdrawn part way through a stage of education. Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household.

All bursaries are awarded at the discretion of the Governors, the Headteacher and School Finance Officer are responsible for the management and coordination of the process. All bursaries are means tested and have terms and conditions.

Bursary Applications must be completed by the end of November in the Academic Year prior to entry.

For further information please contact Mr Anthony Cook, Head of Finance or email [a.cook@holmegrange.org](mailto:a.cook@holmegrange.org)

### **Scholarships**

Scholarships are awarded for entry into Year 7. The examination takes place in the January prior to the academic year of entry and is open to both internal and external candidates. Pupils sit papers in both English and Maths and take part in interviews. Internal candidates should seek advice from the Year 6 form teacher as to their suitability. The examination is advertised in local papers and schools and Registration forms are available on request from Mrs Julia Braithwaite, Registrar or email [j.braithwaite@holmegrange.org](mailto:j.braithwaite@holmegrange.org). Candidates must have completed the Registration process in order to qualify for consideration for a scholarship.

Scholarships are offered as an award on tuition fees payable at the discretion of the Headteacher.

Academic awards may be made, annually, at the discretion of the Head, for entry into Year 9.

### **Sibling Discounts**

Holme Grange offers 5% discount on tuition fees for siblings in the Prep School and 3% in the Pre-Prep.

### **Religious Beliefs**

Although Holme Grange School has Christian roots, we do not select for entry on the basis of religious belief. We offer the opportunity for other religions to practise their own faiths. However, parents should be aware that there are compulsory events/church services that all pupils are expected to attend.

*Arrangements are made to put parents and children in touch with peers, prior to entering the school.*

### **Terms & Conditions**

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The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

## **Complaints**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not, however, available for use by prospective parents.

## **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records / Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.