

Admissions Policy



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S. Anselm's

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| Monitoring: | Head |
| Named Responsible Person: | Heads PA / School Secretary |
| Date of Policy Review: | October 2019 |
| Next Review date: | October 2021 |

1. Introduction

S. Anselm's School welcomes pupils from aged 3-16. When vacancies are available, admission to the School is at the discretion of the Head. From rising 3-4½ children are admitted to the Nursery; from 4½ -7½ to the Pre-Prep, from 7½ -13 to the Prep School and from 13-16 to the College.

2. Admission Process

We understand the importance of choosing the right school and parents are encouraged to visit S. Anselm's for open days, personalised visits and tours or discussions with the Head prior to registering.

- All pupils should be registered for entry to the School through the completion of the School's formal Registration Form. A non-refundable registration fee of £100 should be made at this stage.
- At the discretion of the Head Teacher, if a formal offer is made, parents are then asked to complete the Admissions Forms and sign the Parent Contract to accept the offer of a place for their child based on the Terms and Conditions detailed in the contract. At this stage we ask for a deposit of £500 to secure the place. This will then be deducted from the final account.
- Once a formal offer of a place is made, a report is always requested from the child's current school to help us understand their educational background. It is our responsibility as professionals to ensure that any decision we come to about entry into the school will be the best for that individual child. We need to ensure that he or she will be able to access our curriculum (at each key stage) and advance happily through the school. We are happy to discuss decisions with parents.
- Parents are also advised that they should keep any current school informed of any intended move to S. Anselm's and must observe their regulations regarding the giving of due notice. We cannot accept anyone from another independent school who has failed to meet their commitments to the previous school in full prior to joining us.

The School has a Christian ethos but welcomes children from many different ethnic groups, backgrounds and creeds. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

It is important that all parties are content that a child will cope with a diverse and rich curriculum, feel safe and happy in our learning environment and make a positive contribution to the school. We would also like parents to develop an understanding of the school's ethos, policies and procedures so that the working partnership between future Anselm's' families and the School can begin. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the school community and the rights and freedoms of others.

3. Disability and Special Education Needs

For the purposes of this document special needs may be defined as a physical disability, a medical condition or a learning need (e.g. dyslexia, developmental coordination disorder, ADHD, Autistic spectrum disorder, speech and language difficulties).

We do not discriminate in any way regarding entry. The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, the Special Educational Needs and Disability Act 2001 and the SEND Code 2015.

We welcome pupils with learning needs, providing that our Learning Support Department can, with reasonable adjustment, offer them the support that they require and the support that we provide will allow them to cope with our curriculum. Learning support lessons incur an additional charge. The School has limited facilities for the disabled but we welcome pupils with physical disabilities provided that our site can, with reasonable adjustments, accommodate them.

Parents of a child who has any known special educational need must provide the School with full written details during the Admissions process. The School needs to be made aware of any known disability or special educational need that may affect the child's ability to take full advantage of the education provided at the school. With this information, the School will, in the case of any child, assess those needs and consult with parents over any reasonable adjustments that can be made so that the School can cater adequately for the child if they become a pupil. Similarly, if a learning difficulty, medical condition or disability becomes apparent after admission, the School will consult with the parents about reasonable adjustments that can be made and which may allow the child to continue at the School. If it is felt that the School can no longer provide for the educational needs of the child, then parents will be given every support and advice in seeking an alternative educational establishment for their child.

We expect that parents of all children - prospective or current - with special needs, will provide full disclosure of any medical, educational psychologist or other reports regarding their child's disability, medical condition or educational needs. This information may be used to support any request, for example, for examination extra time provision or other special arrangements. In assessing any pupil, or prospective pupil, the School may take such advice and require parents to seek assessments as it regards as appropriate. We will, of course, talk each stage through with parents on a case by case basis. Failure by parents to make the necessary disclosure of information may prevent the School from providing adequate support and may jeopardise the entry or advancement of the pupil through the school.

4. Financial Assistance

The School offers a limited number of assisted places. Assisted places are means-tested. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need.

Before the offer of an assisted place is confirmed, a home visit may be conducted. All assisted places (including hardship grants) are subject to annual review of parental means and may be varied upwards or downwards depending on changing parental circumstances.

The School offers a sibling discount upon admission at the rate of 5% for the second child and 10% for any siblings thereafter.

The School offers a further discount, at the discretion of the Head, for children from serving armed forces families and/or Old Anselmians.

5. Overseas Pupils

We welcome overseas pupils provided that they have suitable Guardianship arrangements in the UK and if needed should be able to stay with their Guardian for Exeats and Half term etc. or on occasion due to medical reasons. In order to cope with the academic and social demands of S. Anselm's, pupils must have a basic standard of English before coming to the school, which will be assessed at interview. Tuition in English as an Additional Language (EAL) can normally be arranged at the parent's expense.

Please note pupils who normally reside outside of the EU are required to have a Tier 4 visa to study in the UK. Whilst the School will issue a CAS number to parents, it is the responsibility of parents to apply for this visa. The United Kingdom Border Agency (UKBA) issues our licence as an educational sponsor so that pupils from outside of the European Union (EU) can study at S. Anselm's School.

Parents of overseas pupils can either follow the admissions process directly with the School, or via an appropriate third party or agent.

6. Additional Information

Although every effort will be made to notify parents, please note that the School reserves the right to change the Admissions procedure without notice at any time.

Prospective parents should be aware that the School reserves the right to vary the entry procedures at any time after registration has taken place, and to vary or waive them in any respect in individual cases. It also reserves the right to introduce a competitive examination as a condition of admission.

The local authority will be informed by the DSL, of any pupil joining or leaving the school at a non-standard transition point.

The information on the School's website is not part of any agreement between parents and the School. Although correct at the time of writing, certain statements may go out of date from time to time. Parents wishing to place specific reliance upon any statement in the web pages referred to in this guidance should seek written confirmation before accepting an offer of a place.