



CROSFIELDS SCHOOL

POLICY FOR ADMISSIONS (A1)

Person Responsible: HM; Board of Governors (Education and Welfare Committee)

Review Date: Autumn 2020

Next Review Due: Autumn 2021

Reference Documents/Websites: Curriculum Policy (A3)
English as an Additional Language Policy (A2)
Equal Opportunities Policy (A15)
Special Education Needs & Disability Policy (SEND) A17

Crosfields School is a coeducational independent day school for pupils from ages 3 to 13. The School has 550 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 Crosfields. We hold a number of open events throughout the year which give a great insight to life at Crosfields. Details of these events are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's registrar on (0118) 9879902 or email registrar@crosfields.com to arrange a visit.

THE ENTRY PROCEDURE

Crosfields is a selective school. For Year 3 and above, selection is based upon academic merit which is assessed through an entry examination, an interview at the School and references from the candidate's previous school as well as selection 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 the School. Children entering our Pre-Prep (Nursery to Year 2) are invited for a group assessment prior to entry.

The main points of entry are at Nursery (3+), from four years of age/Reception, Year 5 at 11+/Year 7 and 13+/Year 9, usually at the start of the academic year. We admit 40 pupils a year at Nursery, 20 pupils a year at Reception, as well as opening additional class at Year 5 and Year 7. The School may also have occasional places at other ages. Please contact the Registrar for details.

In order for a child to be considered for a place at the school, parents must first register their child. The School's Registration Form is available on the School's website and from the registrar. Completion of the Registration Form and confirmation that this has been accepted and the

child's name has been recorded on an entry list/waiting list does not constitute an offer of a place at Crosfields School.

Children wishing to join Crosfields from outside of the UK must ensure that they have appropriate immigration permission and all required travel documents (if applicable) to study in the UK. Crosfields is a licensed student sponsor and, subject to the fulfilling the criteria, are able to sponsor pupils from outside the UK.

EQUAL TREATMENT

Crosfields' aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

Crosfields School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The School's provision for bursaries is described below.

SPECIAL NEEDS

Crosfields School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided that, with reasonable adjustments, we can offer them any support that they require, cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they sit the entrance exam/assessment so that we can make adequate provision for them, where reasonable practicable. Parents should provide with the Registration Form details of any learning support information or a copy of any professional assessment such as Educational Psychologist, Specialist Teacher, Occupational or Speech & Language Therapist, Neuro-Psychologist or a medical report, for example, if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Crosfields School is 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. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular interests.

Assessment for Nursery children is based on observing children playing as part of a group and interacting with adults and their peers. In addition to this, the Reception children are asked to

complete some simple tasks with the teacher. Year 1 and 2 children sit more formal assessment tests of their mathematical and phonic knowledge.

All other candidates for entry sit papers (written or electronic) in English, Maths and Reasoning, which are designed for their age group. We interview all candidates of as part of our assessment process for each age group, Year 3 upwards.

References will be sought from the Head of a candidate's current school, if applicable, as part of the assessment process.

The dates for the assessment process for the current year can be obtained from our Registrar. If parents consider that their child will require any additional support during the assessment process as a result of any disability and/or special educational need, they should discuss this with the Registrar as soon as possible.

Crosfields School is not obliged to state its reasons for rejection of any candidate.

SIBLING POLICY

Most siblings join us at Crosfields School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. Siblings will be offered a priority assessment, ahead of others on the waiting list, as a place becomes available.

SCHOLARSHIPS

Crosfields offers scholarships to talented children entering our Senior School at Year 7. The Crosfields Scholarship award is given to children who excel in two areas (for example Academic and Drama).

A Scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

PURPOSE OF SCHOLARSHIPS

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout their time at Crosfields School. During the Autumn Term, children at Crosfields in Year 6 will be invited to apply for a Scholarship Award. Further Scholarship awards may be available to children not currently at Crosfields, for entry in to Year 7. If available, entries will be invited in the Spring Term of the Year of entry. The criteria set for Scholarship assessment is available on request.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same as registration of their child) for one of the School's means-tested bursaries described below.

BURSARIES

The School is able to offer a limited number of Bursaries for pupils entering in Year 7 or above. All applications will be means-tested and assessed in the first instance by Bursary Administration Ltd. Further information is available from the Bursar. Parents should indicate on the Registration Form that they require financial support.

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 a bursary is confirmed, a member of the Bursary Administration company staff will normally visit the family at their home.

Bursaries are normally awarded for the remainder of the pupil's time at the School but may be reassessed on an annual basis.

Bursaries are only offered to families who are resident in the UK.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

FLUENCY IN ENGLISH

In order to cope with the high academic and social demands of Crosfields School pupils must be fluent English speakers. Screening for English as an Additional Language (EAL) may be undertaken as part of the Admissions Process. Tuition in EAL can be arranged at the parent's expense.

RELIGIOUS BELIEFS

Crosfields School welcomes applications from prospective pupils of all faiths and of no faith.

Although Crosfields School has Christian roots, the School does not select for entry on the basis of religious belief. Crosfields holds regular assemblies (known as Collect) and teaches Religious Studies (RS) as part of the curriculum. All children must attend Collect and RS lessons.

SCHOOL'S TERMS & CONDITIONS

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.

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 Policy. The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

This policy also applies to EYFS.