



# CROSFIELDS SCHOOL

## POLICY FOR ADMISSIONS

<b>Policy Owner:</b>	Admissions Manager
<b>Reviewed on:</b>	30 September 2024
<b>Approved by:</b>	Head on 2 October 2024
<b>Next Review Due:</b>	By October 2025

**Reference Documents/Websites: Curriculum Policy  
English as an Additional Language Policy  
Equal Opportunities Policy  
Special Education Needs & Disability Policy (SEND)  
KCSIE (2024)**

Crosfields School is a coeducational independent day school for pupils from ages 3 to 16. The School has 731 pupils (September 2024). Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. 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 Admissions Manager on (0118) 9879902 or email admissions [admissions@crosfields.com](mailto:admissions@crosfields.com) to arrange a personalised visit with one of our Senior Leadership Team.

If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School website and social media platforms will publicise details of the alternative arrangements in place.

For the purpose of this policy a **"Parent"** shall include a guardian, carer or any other person with parental responsibility for a child at the School.

### **THE ENTRY PROCEDURE**

Crosfields is an academically selective school.

#### Nursery

We have 40 places in Nursery which is the ideal entry point for entry into Crosfields School.

#### Junior School

Reception (age 4) is another main entry point offering 20 places for prospective families, although there are sometimes vacancies for entry into Year 1 or Year 2.

Children entering Nursery to Year 2 are invited for a group assessment prior to entry.

We consider applicants for every year group within our Junior School with popular year groups identified at Year 3 and Year 5.

The number of places will vary from year to year depending upon the number of pupils moving through the school.

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. We also look to select on the basis of 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.

## Senior School (Entry for Year 7 – 11)

Entry to the Senior School will normally be at Year 7 or Year 9. Pupils will be considered for entry into Year 8 if places allow. Entry direct into Year 10 for the start of GCSEs will only be considered in exceptional circumstances. Senior School year groups may have up to 80 pupils.

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. We also look to select on the basis of 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.

### **REGISTRATION**

In order for a child to be assessed and considered for a place at the school, the child must be registered with us. The School's Registration Form is available on the School's website the registration fee is required before we can consider an application for a place at the School. 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. The School's provision for bursaries is described below.

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.

We are committed to broadening access to the Senior School for high calibre pupils through our bursary programme and welcome applications from parents who have children with significant potential but would not be able to afford full fees without financial support. See Bursaries section 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 we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities

and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss 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, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place 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. The School has strong traditions in music, sport and swimming alongside a varied co-curricular programme, 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.

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

### **Junior School (Nursery- Year 2)**

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.

## **Junior School (Year 3- Year 6)**

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

## **Senior School**

Assessment for entry into the senior school is in three parts:

Academic Ability	Formal Assessment
Contribution	Group Interview
Engagement with adults and children	Team Build Activity

All candidates will sit online papers in English, Maths, Verbal and Non Verbal Reasoning which are designed for their age group.

## **DATES**

The dates for the assessment process for the current academic year can be obtained from our Admissions Manager . For in-year entry, assessments will be carried out by a member of the Senior Leadership Team at a mutually convenient time.

## **REFERENCES**

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

## **ADDITIONAL SUPPORT**

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 Admissions Team as soon as possible.

## **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 or Year 9. Scholarships are on offer for Academics, Sport, All-Rounder and Performing and Creative Arts.

The Crosfields Scholarship award is given to children who excel in any one given area. Due to being mindful of pupils being able to make the most of the opportunities offered and expectations placed on scholars, we would only award a scholarship in one of these areas. Pupils may be assessed for a maximum of two scholarship areas. If they meet the criteria in each, they would be offered a choice but could still be considered an 'honorary scholar' in the second area.

Scholars will be set annual targets and will need to meet these to maintain the scholarship. 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 and a package of opportunities and expectations. During the Autumn Term, children at Crosfields in Year 6 & 8 will be invited to for a Scholarship assessment if it is felt that they meet the necessary criteria. Further Scholarship awards may be available to children not currently at Crosfields, for entry into Year 7 and 9. If available, entries will be invited in the Spring Term of the Year of entry. The criteria set for Scholarship assessment is available on the school website.

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 from reception or above. Further information is available from the DFO via email [dfo@crosfields.com](mailto:dfo@crosfields.com). Parents should indicate on the Registration Form that they require financial support.

Parents will be asked to complete a preliminary financial questionnaire and if it is clear that a bursary would be required, parents will be referred to Bursary Administration Ltd who will conduct a detailed assessment of financial means on the School's behalf. Both parents are required to provide proof of their income, expenditure and assets and background financial checks and a virtual home visit will be conducted. Bursary Administration will provide a report and recommendation for consideration by the School's Bursary Awards Committee thereafter.

The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Bursaries are normally reviewed on a biennial 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, pupils should be confident English speakers. Screening for English as an Additional Language (EAL) may be undertaken as part of the Admissions Process. Tuition in EAL will be arranged at the parent's expense, where a required.

## **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 ReligiousStudies (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 issued to parents as part of the admissions process. The Terms and Conditions are subject to amendment from time to time.

## **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 personal data for longer than is necessary for a lawful purpose.

This policy also applies to EYFS.