



St George's
School Edgbaston

ADMISSIONS POLICY

Revised: September 2018



St George's School Edgbaston is a co-educational Independent day school for pupils between four and eighteen years. As a Rights Respecting School, St George's has a Christian ethos based on a Christian Foundation that welcomes staff and pupils from many different cultures, faiths and backgrounds. We are an inclusive mainstream school, who in addition to academic ability and potential, look for a range of qualities and skills which pupils might contribute to school life. The school does not select pupils on academic ability alone, but assesses the full range of a child's talents and abilities in order to clarify what each child can do, and what they could achieve given the nurturing, support and opportunities available within the school.

The School is organised into the following settings:

- Lower School (for pupils aged 4 to 11)
- Upper School (for pupils aged 11 to 16)
- Sixth Form (for pupils aged 16-18+)

Whilst the usual entry points are at Reception (4+ years), Year 7 (11+) and Sixth Form, places do become available at other points throughout the year. Parents/ carers / guardians are advised to contact the school to enquire if places are available in the year group appropriate for their child. Admission will be subject to the availability of a place and the pupil satisfying the entrance requirements as described in the procedures for entry below.

Lower School

We host three Open Days a year. If you cannot attend the Open Days, or would prefer to see the school in action, our Admissions Team will be happy to arrange a tour for you. Tours take approximately an hour. You will be taken around the school, be introduced to the Class Teacher/s for the year band/s you are interested in, and then meet the Head of Lower School. A member of our Admissions Team will be available to answer any questions you may have.

Reception Class (EYFS)

Upon receiving the Registration Form and non-refundable Registration Fee, an appointment is made for parents to view the Lower School and meet the Head of Lower School and Reception Class Teacher, if they have not already had the opportunity to do so. At this point a confidential reference will be sent to your child's current setting to help us gain insight into their academic and social aptitudes.

We will then organise for our Reception team to visit your child in their current Nursery (or class setting if transitioning within current year band). This enables us to

see your child in their familiar setting and talk to the adults who currently work with them. This is an important part of the process as we need to ensure we can meet all of your child's needs. The more information we have about your child, the more effective their transition into our school.

If we are unable to visit your child's current location (for example due to relocation), our Reception class teacher will make phone contact with your child's current setting.

During the visit the teacher will complete an assessment summary sheet on the child, which provides information about the child's academic and social abilities. We will use this information to help us decide whether the child should be offered a place. Our Admissions Panel will make the final decision as to whether a place should be offered, and will consider the information gathered from your child's current setting, any assessments/paperwork from external agencies, and a confidential reference taken up from the child's current nursery/school.

Year 1 to Year 6

Upon receiving the Registration Form and non-refundable Registration Fee, an appointment is made for parents to view the Lower School and meet the Head of Lower School if they have not already had the opportunity to do so. At this point a confidential reference will be sent to your child's current setting to help us gain insight into their academic and social aptitudes.

Prospective pupils are invited in to spend a day with their appropriate peer group. This enables staff to observe the child both at work and play, and lets the child discover if they feel comfortable in the Lower School environment. Occasionally we may ask for a pupil to attend further sessions/days in order to confidently ensure we can meet all the child's educational or social needs.

During the day spent in school the child will follow the timetable of the class they are with. However, time will be found within the classroom setting to observe skills in Mathematics and English. This is intended to be a positive experience for the child, and we do ask that you let us know in advance about any anxieties, concerns or needs your child may have.

The form teacher will complete an assessment summary sheet on the child, which provides information about the child's academic and social abilities. The teacher will then make a recommendation as to whether the child should be offered a place, and will discuss this with the Head of Lower School. Our Admissions Panel will again make the final decision as to whether a place should be offered, and will consider the information gathered from your child's taster day, any assessments/paperwork

from external agencies, and a confidential reference taken up from the child's current school.

How do we make our Decisions?

All applications go before our Admissions Panel which is made up of members of the Senior Leadership Team and the Inclusion Department. The decision making procedure is based upon the visit/taster day and the report from the child's current Nursery/School. We do not look for purely academic skills, as we are equally concerned with the child's attitude, behaviour and social skills. If a child has a specific diagnosis or learning difficulty, the Learning Support department would be involved to ensure that the appropriate provision could be offered (see the **Disability and Special Educational Needs** section of this policy). Any further additional material may also be considered, such as letters from parents, evidence of personal achievements and also dyslexia, educational psychologists reports etc.

If a place is available within the appropriate year group and the above criteria are met, then a place would be offered. You will receive an offer letter and an acceptance form which must be returned to the school in order to for us to admit your child.

If we decide that we are not the appropriate setting for your child we will also inform you in writing. The Admissions Panel will have considered all the information made available to them (including information from our staff with regards to the taster days). No one person can make a decision whether to offer a place or not in isolation, and therefore the decision will be final.

The School will not be obliged to state its reasons for not offering a place.

Prospective parents are advised that entry into Lower School does not guarantee automatic entry to St. George's Upper School.

Upper School

In line with our Lower School we host three Open Days a year. If you cannot attend the Open Days, or would prefer to see the school in action, our Admissions Team will be happy to arrange a tour for you. Tours take approximately an hour. The tour will provide an opportunity to see students participate in a number of different lessons and see the classrooms and facilities available in Upper School. There will also be an opportunity to meet some of the teaching staff in Upper School and if available, the Headmaster. A member of the Admissions Team will be available to answer any questions you may have.

Year 7 Entry

The School Prospectus and Registration Forms are available on request. Parents/Guardians of all prospective pupils must complete and return the Registration Form together with the non-refundable Registration Fee prior to sitting the entrance examination.

An acknowledgement of the Registration Form and fee and a letter giving details of the November entrance examination are then sent to the parents. At this point a confidential reference will be sent to your child's current setting to help us gain insight into their academic and social aptitudes.

Candidates applying for places after November may still be considered, and the school will arrange for further opportunities to sit the entrance examination at a time to suit. We also contact the pupil's current school and ask for a confidential report.

The examination consists of:

- English Test (Reading and Writing): 1 hour and 15 minutes
- Maths Test: 45 minutes

If your child requires Access Arrangements during the exam, you should provide us with an up to date professional's report which identifies the need for access arrangements and details what they should be.

We endeavour to find out as much as possible about each child before considering an offer of a place; in addition to the exam we pay close attention to a child's reference and reports from their current school, and in some cases we also meet and interview a prospective pupil. The interview, whilst kept informal, is conducted by a member of the school's leadership team to allow consideration to be given to a pupil's character and any achievements and interests outside of school.

How do we make our Decisions?

After tests have been marked and recorded, prospective pupils are placed in rank order. Our Admissions Panel considers each pupil in terms of test scores, any information from interviews, confidential reports, and any other staff/current school comments. Any further additional material may also be considered, such as letters from parents, evidence of personal achievements, as well as dyslexia, educational psychologists reports etc. (see the **Disability and Special Educational Needs** section of this policy). In some instances further information will be requested from the Head Teacher of a prospective pupil's current school re behaviour or work attitude. The qualities that we look for in a pupil are not purely academic, and your child's current Head Teacher would be able to help us with our ultimate decision.

The first decision on who will be offered places is based upon all of the entrance criteria, not just the test scores. Some pupils are offered places immediately, some we place on our waiting list and some we are unable to accommodate at all.

All pupils who sit the entrance examination are informed of the outcome and the decision of an offer of a place by telephone within 12 working days, and in writing within 15 working days. Not receiving all the information we need, or delays in response from your child's current school may prolong the process; it would be helpful if you could inform your child's school that we will be in touch and request that they cooperate in information sharing.

If we decide that we are not the appropriate setting for your child we will also inform you in writing. The Admissions Panel will have considered all the information made available to them (including information from our staff with regards to the taster days). No one person can make a decision whether to offer a place or not in isolation, and therefore the decision will be final.

The School will not be obliged to state its reasons for not offering a place.

Application for Entry Year 7 – 11 (During the School Year)

The school often receives applications for a place (or a place on the waiting list) at different times of the school year. Parents should contact the admissions office for up to date information. School prospectus and registration forms are available on request. Providing a place is available, we are prepared to consider any applicant on an individual basis following completion and return of the registration form together with the non-refundable registration fee. Prospective pupils are encouraged to complete a visit and tour of the school.

Parents who approach us for 'mid-school' entry do so for a variety of reasons, and it is important for the school to understand these to aid any potential transition. Therefore, we invite a prospective applicant to spend a taster day at the school within the appropriate year group. This allows a potential pupil to discover if they are happy in the St George's Upper School environment and allows the school to undertake any appropriate assessments. Occasionally we may ask for a pupil to attend further sessions/days in order to confidently ensure we can meet all the child's educational needs.

A confidential report is also requested from the pupil's current/previous school and parents and prospective pupils will meet with the Headmaster during the application process. Any further additional material will be considered, such as letters from parents, evidence of personal achievements, as well as dyslexia, educational psychologists reports etc. (see the **Disability and Special Educational Needs** section

of this policy). In some instances further information will be requested from the Head Teacher of a prospective pupil's current school re behaviour or work attitude. The qualities that we look for in a pupil are not purely academic, and your child's current Head Teacher would be able to help us with our ultimate decision.

How do we make our Decisions?

Each application is looked at individually and all information is given careful consideration. This includes a child's current attainment, confidential reference and reports from current/previous school, reports from our teaching staff and any other information such as professionals' reports or recommendations. We do not look for purely academic skills, as we are equally concerned with the child's attitude, behaviour and social skills. If a child has a learning difficulty, the Learning Support department would be involved to ensure that the appropriate support could be offered (see the **Disability and Special Educational Needs** section of this policy).

If a place is available within the appropriate year group and the above criteria are met, then a place would be offered. If there are no places available a place on the waiting list would be offered.

If we decide that we are not the appropriate setting for your child we will also inform you in writing. The Admissions Panel will have considered all the information made available to them (including information from our staff with regards to the taster days). No one person can make a decision whether to offer a place or not in isolation, and therefore the decision will be final.

The School will not be obliged to state its reasons for not offering a place.

Entry to Sixth Form

All current Year 11 pupils and parents are individually written to during the Autumn Term. They are also encouraged to attend Open Events and to meet with the Head of Sixth Form.

Open Events are also advertised to encourage interest from prospective applicants from outside of school. Providing a place is available, we are prepared to consider any applicant on an individual basis following completion and return of the registration form together with the non-refundable registration fee.

All of those making Sixth Form enquiries are given an information pack about the Sixth Form; including information about the wide range of courses and subjects that are available for study in the Sixth Form and the application process.

- At least 5 GCSE C grades or above are normally required for entry to the Sixth Form.
- A GCSE Grade B or above is normally required for acceptance onto an AS or A-Level course, although subject teachers may consider individual circumstances. Requests to study subjects that have not been previously studied at GCSE will also be given careful consideration.

The school is also able to offer an alternative Sixth Form Progression Pathways provision for students who may not meet the normal entry requirements (this may sometimes include a GCSE re-sit). This is something we are happy to discuss individually with students and parents. Appointments to discuss these should be made with the Head of Sixth Form. Please also see the **Disability and Special Educational Needs** section of this policy.

- Following the GCSE results in August the Head of Sixth Form will be available to meet students and finalise their specific learning needs and aspirations.
- Where appropriate students will be timetabled to follow an ASDAN qualification; either the Award of Personal Effectiveness (AoPE) or the Certificate of Personal Effectiveness (CoPE).

How do we make our Decisions?

Careful consideration is given to each individual subject choice, and the applicant's ability to study their preferences. Following an application and interview with the Head of Sixth Form the application will go before our Admissions Panel which is made up of members of the Senior Leadership Team and the Inclusion Department. If the offer of a place is made a record of the applicants preferred subjects is noted.

Any offer is conditional on the applicant achieving the necessary GCSE results, and so final confirmation of a place in the Sixth Form in August and early September.

Confirmation of a place is secured when the Acceptance Form and deposit for fees are returned to the school.

If we decide that we are not the appropriate setting for your child we will inform you in writing. The Admissions Panel will have considered all the information made available to them. No one person can make a decision whether to offer a place or not in isolation, and therefore the decision will be final.

The School will not be obliged to state its reasons for not offering a place.

Disability and Special Educational Needs

Parents / Carers or Guardians of a child who has any disability (including a major long-term illness), additional needs, or Educational Health Care Plan, should provide the School with full written details when applying for admission (including professionals reports). The School needs this information so that, in the case of any child with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the Entrance Examination, as appropriate) and during their life at the School. You should inform our Admissions Department if your child has additional needs and they will provide you with a useful 'frequently asked questions' guide to our school.

We are prepared to consider any applicant on an individual basis following completion and return of the registration form together with a non-refundable registration/administration fee of £250. The school cannot facilitate reading and reviewing SEND paperwork prior to registration. Should your child have additional needs or hold an EHCP, please read Appendix 1.

The School has limited facilities for the disabled, but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School will consult with parents (and Local Authority if appropriate) about the adjustments which can reasonably be made for the child both during the admission process, and later as a pupil, to ensure the smooth transition of the child into the school, and the most effective inclusion of the child whilst at the school. Any additional educational support may be subject to a further cost, in addition to the fees. We would encourage you to read our SEND Policy and SEND Information Report in conjunction with this policy.

English as an Additional Language/Overseas Students

The school may be able to accommodate children whose first language is not English. Many pupils' needs can be met within the classroom, but if necessary further additional support can be arranged. This will be subject to further cost in addition to the school fees.

It is not always possible to assess EAL pupils as either they do not have sufficient command of English to complete examination or assessments, or they are applying for a place at the school whilst in their home country. In these situations, academic reports from the pupils' home country are requested prior to arrival, and in some

cases, a pre-arranged telephone or Skype interview may take place between the EAL teacher and the potential student, in order to ascertain the ability to communicate in English.

Once a pupil has arrived in the U.K. an initial assessment of English language acquisition is carried out by EAL staff in order to determine the type and level of support needed.

Information is also gathered about:

- the pupils' linguistic background
- the pupils' previous educational and schooling experience
- the pupils' family background

A summary of this information is then made available to staff.

Overseas students are considered on an individual basis and must fulfil the requirements set out in the Admissions Procedures for Overseas Students prior to the offer of a place at the school (see Appendix 2).

Scholarships and Bursaries

Each year a limited number of scholarships and bursaries are awarded by the Trustees. The school welcomes applications from all religious and socio-economic backgrounds. Scholarships and bursaries are awarded on the basis of merit and available finances.

- Applications for a Bursary or a Scholarship ideally should be made at the same time as an application for a place at the school. Please note: we do not offer scholarships for entry into our Reception Class or Key Stage.

All decisions about scholarships or bursaries are confidential to the Board of Trustees.

Next review: September 2019

This policy, along with all other policies, will be reviewed by the SLT, the Admissions Team, the SEND Departments and the Board of Trustees.

Appendix 1: SEND Admissions

Pupils with Additional Needs

Due to our commitment to inclusive education, the school is extremely popular. With this in mind, we host monthly tours where parents and pupils can view our facilities and speak to a member of our Inclusion department about the provision we offer. If you would like to book a place on one of our tours, please make contact with our Admissions Department. We have a 'frequently asked questions' guide to admissions for pupils with additional needs which can be requested at the point of enquiry.

Traditionally pupils access places in St George's by passing our selective entrance exam or assessment taster day/s, which is still the expectation. The school will endeavour to make reasonable adjustments in accordance with the Equality Act, however as is the case with all Independent schools many adjustments carry an additional cost which is not included in the school fees for the mainstream cohort (core offer).

In the maintained sector each pupil has a 'notional budget' of £6000 allocated to meet any additional needs, with the LA providing 'top up' funding for children with a higher level of need. Top up funding is allocated through the CRISP process. Independent schools do not have access to CRISP; nor does the sector receive the notional budget or top up funding. Some of the provision your child requires may be beyond our core offer; therefore you need to be aware of the additional fees we would charge to meet your child's needs appropriately. These are available from our Admissions Department, and will be shared once you have registered your interest in our school and we understand more about the needs of your child.

Our SEND Information Report is available on our website and details which interventions and support form part of our core offer (available to all), and which are beyond (not available to all).

All applications for pupils with SEND are considered at a fortnightly panel meeting. The panel is made up of members of the school's senior leadership team and the SENCOs. Our Admissions Team will let you know the date of the meeting at which your child's application will be considered. We aim to respond to you within two working days of the panel meeting to inform you of the school's decision.

Pupils with Educational Health Care Plans

St George's School does have a number of pupils on role who hold Educational Health Care Plans. Their placements are supported in the main by Birmingham and

Solihull, but also Sandwell, Worcestershire and Dudley Local Authorities. **The school does not accept pupils who hold EHCPs without the support of their Local Authority.**

We host monthly tours where parents and pupils can view our facilities and speak to a member of our Inclusion department about the provision we offer. If you would like to book a place on one of our tours, please make contact with our Admissions Department. We have a 'frequently asked questions' guide to admissions for pupils with Educational Health Care Plans which can be requested at the point of enquiry.

Following a tour, should you have a preference for St George's you should ask your Local Authority (LA) to initiate the Consultation Process. If the LA agrees to consult they will send all pertinent documentation relating to your child (copy of the EHCP, review paperwork, professionals reports etc.). Please ensure you are happy that the paperwork shared is up to date and reflects the current needs of your child. More information about school placement can be found on the [My Care in Birmingham](#) or the [Solihull Local Offer](#) websites, or via your local Special Educational Needs & Disability Information, Advice and Support Service (SENDIASS).

Please note: the School will not read any professionals reports, additional paperwork or EHCPs unless your LA consults us with regards to placement; you can however register your interest as detailed in the Disability and Special Educational Needs section on Page 5.

Once the school receives the consultation we have fifteen **working days** to respond. During this time we will review the consultation paperwork and speak to your child's current setting; we may ask to visit your child's current nursery or school; alternatively we may ask your child to attend some taster days or sessions at St George's. All of this will help us to understand your child's needs and make a decision as to whether we can provide for them in our setting. The consultation will be considered at our SEND Admissions Panel meeting; the panel is made up of members of the school's senior leadership team and the SENCOs. Our Admissions Team will let you know the date of the meeting at which your child's application will be considered. Not receiving all the information we need, or delays in response from your child's current school may prolong the process; it would be helpful if you could inform your child's school that we will be in touch and request that they cooperate in information sharing.

If your child holds an EHCP we aim to inform your LA of our decision within two working days following the panel meeting. Should we feel we can meet needs, we will respond to your LA with a set of costs for placement. The final decision is in their hands and should be discussed directly with them. If placement is agreed a member

of our Inclusion Department will make contact with you to support smooth transition into the school.

The school may decide that our setting is not the best provision to meet your child's needs. We will respond with our decision directly to your LA who will inform you accordingly. Any further conversations with regards to school placement should be had with your LA Principal Officer or your SENDIASS worker.

Appendix 2: Admission Procedures for Overseas Students seeking admission to St. George's School

The following requirements **must** be met before St George's can consider whether a place there is appropriate for an overseas applicant.

1. Parents must complete and return a Registration Form together with a non-refundable Registration Fee of £500, a current school report, a copy of the child's passport and a copy of the child's birth certificate. Originals must be produced on arrival at the school. This must include the front cover of the passport as well as the identification page with the photograph.
2. If the child meets our entry requirements, the School will then confirm an offer of a place. Skype may be used for the interview process.
3. The school will then send an invoice for the first year's fees plus the deposit, which should be returned to the school as soon as possible.
4. Once the school has received payment, we will issue a Certificate of Acceptance of Studies (CAS). The CAS number is needed for a visa application. Please note that original documentation must be used as well as the CAS number for the visa application and that only one CAS will be issued per pupil.
5. We reserve the right to re-test students' knowledge of English on arrival at St George's. This is done to check each student's ability to cope with the curriculum.
6. If the school discovers that the student's level of spoken and written English is not as anticipated, we may have to change the course originally offered to the student. This might include asking someone enrolled to study 'A' Levels to first join year 11 for a year, or to reconsider his or her choice of subjects.
7. If it is clear that the student will be unable to cope with the curriculum within St George's School, we may ask the student to withdraw.
8. The school will require confirmation that accommodation arrangements made by parents of overseas students are through a private arrangement with a blood relative.

Should the school become aware that an overseas student under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related, the school will notify the local authority of the circumstances, and the local authority will check that the arrangement is suitable and safe for the child.