



ADMISSIONS POLICY

(Including The Early Years Department, Alton School Nursery and Reception Year)

Responsible member of staff: **S. Acworth**

Review date: **October 2022**

Next review: **October 2023**

Rationale

Alton School including Alton School Nursery is a Catholic School dedicated to helping children achieve their potential, but we acknowledge that the School may not be suitable for every child. A sensitive admissions process allows the school to try to identify a child's needs and measure them against our expertise. This selection process ensures that the child will fit into our community. Alton School, of which Alton School Nursery is part of, is committed to equal treatment of all, regardless of a candidate's race, ethnicity, religion, sexual orientation, disability, special educational needs or social background.

We seek to ensure that children whose needs can properly be met at the school are admitted.

The School is a co-educational independent day school for pupils from Nursery to Year 13. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hold Open events and Taster events throughout the year which give a general introduction to the school. Details are published on the admissions section of our [website](#). We are very happy to welcome prospective parents and their children at other times. Please contact Mrs Pigott our Admissions Registrar by telephone on 01420 82070 or by email at admissions@altonschool.co.uk to arrange a visit.

The Entry Procedure

Pupils are admitted throughout the school year where places are available.

The usual points of entry are:

- Nursery
- Reception
- Year 3
- Year 7
- Year 9
- Year 12

Places in the Nursery are offered after an initial visit depending on availability. We arrange our waiting list on a first come, first serve basis in our Baby/Toddler rooms. In our older Nursery rooms, we place children on a waiting list if they register more than one school term in advance. In our Reception class we arrange our waiting list on a first come, first serve basis as in our Baby/Toddler rooms. In addition, we may take into account the following: siblings already attending the school, the vicinity of the home to the school and if possible, we keep a place vacant, if this is financially viable, to accommodate an emergency admission. We are flexible about attendance patterns to accommodate the needs of individual children and families. This is available providing this does not disrupt the pattern of continuity within the department that provides stability for all children. We welcome fathers and mothers, other relations and carers, including childminders.

In the Lower School an assessment may be made on a child's current progress if joining Years 1 to 6 of the Lower School. We encourage prospective pupils to attend one of our taster days.

Pupils wishing to join the Senior School (Year 7 upwards) will be asked to sit the school's Entrance Assessment and provide evidence of academic performance, behaviour and sociability in their current school. The Head will have an interview with the parents. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and will make a positive

contribution towards the life of the school. The Head does not interview the pupils on a one-to-one basis but will meet them when they visit with their parents or join us at one of the Taster Days.

The Entrance Assessment for Year 7 is held in the January of the year of entry. This is for external candidates only.

The Entrance Assessment for a Year 8 - 10 applicant is arranged as required. Pupils relocating from abroad are able to sit the Entrance Assessment online.

Equal Treatment

Our 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.

Alton School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation, disability, special educational needs or social background.

We welcome pupils with special educational needs or disabilities, providing that we have the facilities and teaching skills to offer them the support that they require. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school before he or she sits the Entrance Assessment or visits the school so that we can make adequate provision. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Registration Fee and Entrance Assessment Fee

A registration fee is required at the start of the admissions process for all age groups through Nursery and School. The fee does not secure a place for your child, but it does ensure that your child will be considered for selection as a pupil at the school. An Entrance Assessment Fee (for Years 7-10) is requested prior to sitting the Entrance Assessment.

The Assessment Process

The aim of the process is to ensure that children who attend our school are happy, well-rounded, quietly confident individuals who will receive a broad education. This approach is intended to enable each child to achieve their potential and become the best that they can be. Alton School is an academic school with strong traditions in the creative and performing arts, sciences, and sport. There are many extra-curricular activities, and an annual year group residential 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.

We have a gentle academic assessment for Year 1 & 2 candidates by way of a Taster Day and candidates for Year 3 upwards will sit CAT 4 assessments suitable for their age and join us for a Taster Day.

All other candidates for entry (below 16+) sit papers at Cat 4 assessment suitable for their age.

Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of five GCSEs at grades 9 – 6, which should include Maths and English and having an interview with the Head or the Director of Upper School.

We will offer places to candidates from our waiting list after the closing date for acceptances.

An offer of a place is subject to Alton School receiving the following:

- References from current school,
- Deposit
- Signed terms and conditions acceptance form, which includes medical declaration, provision of any specific information relating to the child (relevant medical and educational disclosures).

Sibling Policy

Most siblings join us at Alton 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. If a family has three children in full time education at the school, from Reception to the Sixth Form, they may be eligible for a 20% fee reduction for the third child.

Scholarships

Our Hypatia Programme replaces Alton School's previous awards and scholarships. The programme focuses on enrichment and extension and there are awards available for Music, Drama, Art, Sport and Academic. These are non-monetary and recognise achievement and ambition.

During the first half of the Autumn Term, the Director of Studies together with teaching staff will observe pupils and identify those who would benefit from or show a particular interest in stretching themselves either academically or in their chosen area. They will then be invited to join the relevant Hypatia Programme, commencing in the second half of the Autumn Term.

All our Hypatia Programmes are subject to annual review and in some cases specific conditions for each award.

There is also the opportunity for pupils to join the Hypatia Programme at a later stage, should we feel they are performing at a high enough level in the relevant discipline.

Bursaries

A limited number of means tested bursaries are available each year. These are subject to availability of funds. Bursaries are awarded by a Bursary committee. Bursaries are reviewed annually.

Further information can be found on the school [website](#).

Religious Beliefs

Although Alton School is a Catholic school, we do not select for entry on the basis of religious belief. We are inclusive but there is an expectation that pupils embrace the Catholic nature of the school. Religious Studies is a core subject, there is an annual retreat programme, assemblies, occasional

services of prayer and Mass is usually celebrated throughout the term for special liturgical events. All pupils share in these acts of faith.