



## Whole School Admissions Policy and Procedures (Including EYFS)

Please also refer to the School's **'Whole School Equal Opportunities Policy for Pupils'**, **'Whole School Disability Policy for Pupils'**, **'Reasonable Adjustments for Pupils'**, **'Whole School Special Educational Needs and Disability (SEND) Policy'**, **'Whole School Accessibility Policy and 3-Year Plan'**, **'Whole School EAL Policy'**, **'Bursaries Policy and Procedures'** and **'Scholarships Policy and Procedures'**.

\* Please note that due to Covid-19 restrictions, some admissions events such as taster days/sessions and assessment days may not run during the current circumstances or may be adapted to ensure the School remains Covid-secure at all times.

### Introduction:

Cranford House is an independent day school providing a co-educational Junior School (2 - 11). Boys are now being accepted into Year 7 and therefore a phased evolution to a fully co-educational school is in process. In addition to this, we have now opened a Co-Educational Sixth Form. We hold a number of open events throughout the year which provide a general introduction to the School. Details of these and other events are published on our website. We are also very happy to welcome prospective families for a personal visit\*. This can be arranged by contacting the Registrar.

### The Entry Procedure:

The usual points of entry are 2+ into our Nursery School, 4+, 7+, 11+, 13+ and 16+. The School may also have occasional places at other ages. Please contact the Registrar for details. Applicants for admission should aim to register by the deadlines detailed on the admissions timeline for their specific year group, available on the School website. Registration should be via the online form on our website, although hard copies are available on request. A non-returnable Registration fee of £75 is payable. Information about the School's fee structure, Bursaries and Scholarships and Terms and Conditions are located on the School website.

### Admissions Criteria:

Our assessment process is designed to identify pupils who will benefit from our balanced and well-rounded education and make a positive contribution towards the life of the School. Cranford House does not select on the grounds of academic ability alone, but a satisfactory performance is required in the entry assessments to demonstrate a pupil's ability to access the curriculum offered at Cranford. We reserve the right to restrict the offer of places to pupils whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community. All applicants must have the legal right to live and study in the UK.

## **The Assessment Process:**

Pupils are admitted according to the process and criteria outlined below, however if we need to decide between two or more applicants who meet our admission requirements we reserve the right to give preference to:

- a child who already has a brother/sister in the School;
- a child whose parent is a current member of staff;
- a child with a particular skill, talent or aptitude;
- a child whose parents wish the child to progress through all year groups to Year 13.

The School further reserves the right to decline admissions at the discretion of the Headmaster

## **Admission to the Early Years Foundation Stage and Years 1 and 2:**

Pupils are invited to attend taster sessions\* and offers of places are made according to availability.

An offer of a Nursery, Reception, Year 1 or 2 place may be made according to availability after receipt of the Registration Fee (£75) and Registration Form. The place will not be guaranteed until the full deposit (£500) is lodged with the School and parents have met the Headmaster or a senior member of staff. Start dates will be agreed in consultation with the Headmaster and Registrar. The minimum number of sessions for which a pupil is accepted in the Nursery is three, although there is some flexibility depending on the pupil's needs.

Upon starting Reception, pupils are expected to attend five full days a week. Any variation to this is at the discretion of the Headmaster.

## **Admission to the Junior School (Years 3 - 6):**

From Year 3 upwards, admission is based upon the following criteria:

- Successful completion of an assessment day\*. This will include time spent in lessons, during which staff assess general levels of literacy, numeracy and social skills. Staff will also assess how the prospective pupil interacts with and integrates into the cohort;
- Pupils will complete an INCAS assessment including analysis of performance in English, Mathematics and Verbal and Non-Verbal skills. No specific preparation is required or desirable for the entry assessments. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and other skills and qualities;
- Review of confidential reference provided by previous school or nursery;
- An interview with the Headmaster and/or a senior member of staff;
- Observation by the Special Educational Needs Co-ordinator or a member of the Learning Support team (either on the assessment day\* or at another mutually convenient time), if they have already presented an Educational Psychologist's report or are considered to require further, detailed assessment;
- Assessment results are reported to the Headmaster who makes a final decision to offer a place. Pupils receive a formal written offer together with copies of terms and conditions, medical form and an acceptance form. These must be returned with a deposit of £750 to secure your son or daughter's place.

## **Admission to the Senior School (Years 7 - 13):**

### Year 7 and Year 9 Entry:

Admission into Year 7 and Year 9 is based on the following criteria:

- Pupil's interview with the Headmaster or a member of the Senior Leadership Team during the Autumn Term\*;
- Successful completion of our Assessment Day\*, during which pupils will be assessed in English, Mathematics and Verbal/Non-Verbal reasoning. No specific preparation is required or desirable for the entry assessments. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and other skills and qualities. For Year 9 entry assessment dates will be agreed between parents and the Registrar;
- Review of confidential reference from the applicant's current school;
- A Taster Day\* is offered for all prospective Year 7 pupils (*internal & external*) during the Autumn term of Year 6, prior to the Assessment Day\*. This will include time spent in lessons, during which staff assess general levels of literacy, numeracy and social skills. Staff will also assess how the prospective pupil interacts with and integrates into the cohort and their commitment to the School's ethos. For Year 9 entry the Taster day\* date will be agreed between parents and the Registrar;
- All Junior School Year 6 pupils at Cranford House for whom the Senior School is appropriate will receive an offer of a place for Year 7. They will still participate in the Taster Day\* and Assessment Day\* alongside external applicants;
- Assessment results are reported to the Headmaster who makes a final decision to offer a place. Pupils receive a formal written offer together with copies of terms and conditions, medical form and an acceptance form. These must be returned with a deposit of £750 to secure your son or daughter's place.

## **Admission to the Sixth Form:**

### Year 12 Entry:

- Our offer of a place into Sixth Form is usually conditional upon a candidate achieving a minimum of seven GCSEs at Grade 4 or above, including English Language and Mathematics;
- Candidates must also meet the individual entry requirements for the subjects they are planning to study at sixth form (usually a Grade 6);
- All candidates for Sixth Form entry will attend an interview with a senior member of staff;
- We will review a confidential reference from the candidate's current school;
- Candidates' interactions with peers and staff and their commitment to the School's ethos are considered during their visits to the School for interviews, scholarship assessments and taster visits;
- Assessment results are reported to the Headmaster who makes a final decision to offer a place. Pupils receive a formal written offer together with copies of terms and conditions, medical form and an acceptance form. These must be returned with a deposit of £750 to secure your son or daughter's place.

Pupils may be admitted to other years in the Senior School and during the school year as and when places become available.

## **Individual Needs:**

The School has due regard to the Equality Act 2010 and welcomes application from pupils with Special Educational Needs and/or Disabilities (SEND). The School does not treat SEND pupils less favourably and will take reasonable steps to avoid putting SEND pupils at a substantial disadvantage in matters of admission and education. It is in the very best interest of both parties that parents give the School full information of their child's educational or other needs at the point of registration and application so that reasonable adjustments can be considered.

The School's Special Educational Needs Co-ordinator (SENCo) is available to discuss these prior to a formal application being made. Parents are asked to disclose any such educational need or disability on the Registration Form in order that the School may assess its ability to fully support every pupil as appropriate. Costs for additional specialist individual needs tuition at Cranford House will be borne by the parents.

If a pupil's results on their assessment day\* indicate any SEND, the pupil may be recalled for further testing with the School's Special Educational Needs Co-ordinator. The School will follow the guidelines and procedures given in the **'Whole School Special Educational Needs and Disability (SEND) Policy'**, **'Reasonable Adjustments for Pupils'**, **'Whole School Disability Policy for Pupils'** and **'Whole School Equal Opportunities Policy for Pupils'**. These are available to view on the School website, in the Compliance section of the Whole School Staff Teams area on Microsoft Teams for all staff to read, or in hard copy upon request from the main School Office.

## **Acceptance of Offer:**

After the pupil's assessment day\* and completion of all assessment activities (as outlined above), we will send out offers to successful candidates. Parents should accept the offer on or before the acceptance deadline by lodging a completed Acceptance Form together with a deposit. This includes current Cranford House pupils in Year 6 or Year 11, although a further deposit is not required. In the event that the School is oversubscribed, pupils will be placed on a waiting list. Therefore, a place cannot be guaranteed for a prospective pupil (or Cranford House pupil moving from Junior School into Senior School or Year 11 into Sixth Form) whose offer has not been accepted by the deadline specified.

## **Conditions of Admission:**

The decision whether to offer a place lies with the Headmaster and the School reserves the right to refuse entry if in the opinion of the Headmaster the pupil does not meet the School's entrance criteria. Acceptance of a place at Cranford will be on the Terms and Conditions provided to parents within the offer letter.

## **The Admissions Register:**

Please also refer to the School's **'Whole School Attendance Policy and Procedures'** for more details.

Cranford House School uses an electronic system to record admissions and attendance: PASS/3SYS. The following is contained on the Admissions Register for each pupil:

- Name in full;
- Sex;

- Name of address of every person known to the School to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989) Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise;
- Where a parent notifies the School that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain this information;
- At least two telephone numbers at which the parent(s) can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the School;
- Name and address of the School last attended, if any;
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information.

The name of a pupil will be included in the Register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. Should the pupil not arrive at the start date, the School will contact the Local Authority at the earliest opportunity.

Cranford House will ensure that the Local Authority is notified where a pupil's name is going to be deleted from the Admissions Register under the following circumstances:

- When a child has been taken out of School to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend;
- When the child has been permanently excluded.

In addition to this, following the introduction of new regulations in September 2016, Cranford House School will notify the Local Authority when a pupil's name is added or removed from the Admissions Register at non-standard transition, i.e. where a compulsory school-aged child leaves the School before completing their final year or joins the School after the beginning of the School's first year.

DfE statutory guidance 'Children Missing Education' September 2016 lists the fifteen official separate grounds for removing a pupil from the Admissions Register and, in accordance with this, Cranford House will provide information to the Local Authority for standard transitions if requested. As children missing education overlaps with our safeguarding commitments, our **'Whole School Safeguarding Policy and Procedures'** and **'Whole School Safeguarding and Child Protection Procedures'** will be followed as appropriate, particularly in the event that a child leaves the School with no known destination.

Cranford House will inform the Local Authority of the pending deletion of a pupil from the Admissions Register as soon as the grounds for removal are met, and in any event, before the child's name is deleted. For non-standard admissions, the notification will be made within five days of the entry of the child on the Admissions Register.

In the event that a pupil does not return to the School within 10 school days after an authorised leave of 10 school days or, or after 20 days of unauthorised absence (in both cases in the absence of illness or other unavoidable cause), the School and Local Authority will jointly make reasonable enquiries as per the guidance in 'Children Missing Education' September 2016 as to the pupil's whereabouts.

Only after this has been conducted and attempts to ascertain the location of the pupil have resulted in failure, can the pupil be removed from the Admissions Register.

The School is obliged to contact the Local Authority when a child fails to attend school regularly or is absent without leave for more than 10 continuous school days.

Cranford House School is committed to working co-operatively with the Local Authority in making returns as requested and reasonable enquiries where necessary in order to meet our responsibilities in this area.

Post-lockdown, the School policy on attendance applies and, barring a local Government-imposed lockdown or a confirmed case of Covid-19 and resulting requirement for self-isolation, the School will seek to re-engage those who do not come into School due to anxiety about Covid-19.

Cranford House is mindful that many parents may be reluctant or concerned about sending their child back to School and will ensure that support is in place to address this and offer full reassurances about the measures in place to protect the School community.

Reviewed: September 2018: Headmaster, Registrar and Governors  
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