



# ADMISSIONS POLICY 2024

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|---------------------|--------------------------|
| Responsible:        | The Head                 |
| Date Reviewed:      | 08 March 2024            |
| Review Period:      | Annual                   |
| Scope:              | Whole School             |
| Approval Authority: | Governors                |
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## GENERAL

1. Clayesmore School is a co-educational HMC boarding and day school educating pupils from the age of 7 to 18.
2. We admit pupils of a wide range of ability. We welcome boys and girls who can access a curriculum leading to GCSEs, and subsequently, to Sixth Form Study. We welcome children who are interested in and enthusiastic about other extra-curricular areas of school life, particularly, music, sport, drama and art.
3. The primary focus of our admissions procedure is to discover whether a child is both able and willing to make the most of the academic and co-curricular opportunities at Clayesmore.
4. In all areas of the school, we operate a policy of equal opportunity in all matters of gender identity, race, disability, sexual orientation, social background and religion.
5. Our admissions process will seek to determine whether or not Clayesmore is a suitable school for each applicant. We do this by asking all pupils (from Year 6 and above) to complete assessments in appropriate subjects, and by obtaining a reference from the Head of their current and/or previous schools. Applicants to the Senior School will attend an interview with the Head, whilst those applying to the Prep School will complete a taster day. We also require parents to supply to us any Educational Psychologists or Specialist Teacher's Reports that exist for their child, if applicable.
6. Full details of the admissions process for each year group can be found in Section 2.
7. In order for a child to be admitted to the school we need to be confident that a reasonable attempt can be made to achieve 7 passes at GCSE. Most of our pupils will go on to take between 9 and 11 GCSEs.
8. The needs of pupils with a specific learning difficulty will be assessed by professionals within the school's Teaching and Learning Centre, before an offer of a place is made. This is to ensure we can provide, with any reasonable adjustments, what is needed to support their learning.
9. Reasonable adjustment is made for all pupils regardless of physical or learning difficulties. In determining the adjustments that can be made we will consider: the extent to which the applicant can access all or most of the curriculum; the cost and practicality of taking a particular step to enable a child to attend the school; the availability of specialist staff within the pupil's timetable; the extent to which aids and services will be provided to disabled pupils and the school under the relevant sections of the most recent Education Act and any other relevant legislation; any health and safety requirements; and the interests of other pupils who may be admitted to the school.
10. All enquiries, visits, registrations and admissions to Clayesmore are managed by the Admissions Office.

## THE ADMISSIONS PROCESS

### Registration

11. Parents may register their child for entry to the school by completing the Registration Form. This can be submitted at any time but applicants should aim to meet the relevant application deadlines in order to maximise their chance of being successful. The Form can be downloaded from the website or is available upon request from the Admissions Office. Registration Forms should be returned, together with the non-refundable registration fee to the Admissions Office. The completion of a **Registration Form does not guarantee admission** and neither does it in any way bind parents.

#### Entry Into Clayesmore Prep School

12. Parents will be invited to visit during term time, when they will have a tour of the school and meet relevant staff and SLT.
13. Once parents have made a decision to apply for a place, they will need to complete and submit the Registration Form as above. Prospective pupils will then be invited to complete a set of entrance assessments (Year 6 upwards only) and attend a Taster Day (all ages). The purpose of the Taster Day is to assess the child's willingness and ability to benefit from the education offered by the school and that Clayesmore is the right school for them. If there are any specialist reports relating to the child, copies must be sent beforehand. The child will spend the day shadowing a pupil in their year group. Throughout the course of the Taster Day pupils will be informally assessed but will also be required to complete academic assessments appropriate to their age and ability. Potential boarders will spend a night in the boarding house, though this does not need to be on the first visit. On occasion, and if necessary, the child may be invited back to attend a second Taster Day.
14. On completion of a successful Taster Day and if all other admissions criteria are met, a place will be offered. A deposit will be payable at this point to secure a place at the school.

#### Entry into Year 9 (13+)

15. For a Year 9 place, parents should visit the school ideally when their child is in Year 6, and for those interested in boarding it is particularly important to be in touch as early as possible.
16. Usually, parents will visit the school on an Open Day, or come for an informal meeting with the Head (or a member of the Senior Leadership Team) either with or without their child.
17. Once parents have made a decision to apply for a place, they will need to complete and submit the Registration Form and pay a Registration Fee. Applicants will then be invited back to Clayesmore to attend a formal interview with the Head and complete assessments in appropriate subjects. The results of these assessments will form part of the final decision-making process, alongside school reports. We will also seek references from the child's current school and Head Teacher.
18. In exceptional circumstances, the interview with the Head may be conducted via digital video software but we anticipate this will, typically, only be in the case of pupils who are applying from overseas.

19. If the school wishes to offer a place, parents will be given a deadline by which they will need to accept the place, and pay a deposit to reserve it. The deposit will be forfeited should the parent subsequently decide not to take up the place. Please note that until a deposit is received, a place will not be secured. (*see Other Important Information, point 41e*).
20. In the Summer Term prior to the September entry, those pupils expecting to enter Year 9 and who are following the Common Entrance syllabus, will be expected to nominate Clayesmore as the school to receive and mark their transcripts. Failure to do so may result in the offer of a place being withdrawn. As a general guideline, pupils should be aiming to achieve an average of 60% in their Common Entrance examinations, however many pupils will work to a higher level than this. Children entering Year 9 who do not take Common Entrance exams will need to provide their most recent school academic report (unless they have completed Clayesmore's entrance assessment tests within 18 months of their joining date).

#### Transferring From Clayesmore Prep School (13+)

21. Most children in Year 8 at Clayesmore Prep School will transfer to the Senior School in Year 9. They are eligible to apply for scholarships and means-tested bursaries as described below. As with external candidates, parents and pupils will be invited to meet the Head and have a tour of the Senior School as required. There is also the opportunity to attend an Open Morning in the Senior School in Year 6/7.
22. Pupils will be invited to visit the Senior School in the Autumn Term of Year 7 if we believe the child is able to meet the requirement to achieve at least 7 GCSEs. A deposit then becomes payable to secure the place (*see Other Important Information, point 41e*).
23. If it is felt there is an alternative setting that would be more suitable for a pupil's 13+ education, every effort will be made by the school to notify parents of this as soon as possible.

#### Entry into Year 10 (14+)

24. A number of places are occasionally available in Year 10. Pupils will be required to complete assessments in Maths and Literacy. The results of these assessments will form part of the final decision-making process, alongside school reports and an interview with the Head. We will also seek references from the child's current school and Head Teacher.

#### Entry Into The Sixth Form (16+)

25. Every year there are a number of new places available for sixth form study, and we welcome applications for students who would like to join us at this stage.
26. Students joining at this level need to be confident of gaining at least 3 A levels/BTECs and also be interested in contributing to the extracurricular life of the school.
27. An Information Event is held in October and applicants are encouraged to attend. Information about Open events and visiting arrangements is available from the Admissions Office or on the website.

28. Once parents have made a decision to apply for a place, they will need to complete and submit the Registration Form (paragraph 11). Applicants will be invited to Clayesmore to attend an interview with the Head and complete assessments in appropriate subjects. Results of tests will form part of the final decision-making process alongside school reports and interview with the Head. We will also seek references from the child's current school and Head Teacher. As a general guideline, pupils are expected to achieve passes in GCSE English and Maths and a minimum of Grade 5 or 6 in their chosen A-Level/BTEC subjects.
29. In exceptional circumstances, the interview with the Head may be conducted via digital video software but we anticipate this will, typically, only be in the case of pupils who are applying from overseas.
30. If the decision is made to offer a place, parents will be given a deadline by which they will need to accept the place, and pay a deposit to reserve it. The deposit will be forfeited should the parent subsequently decide not to take up the place. Please note that until a deposit is received, a place will not be secured. (*see Other Important Information, point 41e*).

#### Transferring internally from Year 11 To The Sixth Form (16+)

31. Students who have a record of good behaviour, ambition and academic success will progress automatically into the Sixth Form. It is unlikely we would require someone to leave for academic reasons alone, but we will advise our pupils accordingly should we believe there to be an alternative setting that would be more suitable for their post 16 education.
32. Parents of existing Clayesmore pupils who wish to leave the school at the end of year 11 must provide one full term's written notice, to the Head, **by the first day of the summer term of the academic year in which they are leaving.**

#### SCHOLARSHIPS

33. We offer a number of scholarships at Year 5, 7, 9 and 12 entry, which warrant a reduction of the fees (the amount of which is at the Head's discretion) for exceptional academic, music, artistic or dramatic ability or talent and potential in Design and Technology or Sport. We also offer a smaller number of All Rounder scholarships at Year 5, 7 and 9 only. Parents need to inform the Admissions Office of their interest in applying for a scholarship. Deadlines for application can be found on the school website. Assessments take place in the Autumn Term each year for entrance the following September. Scholarships cannot be deferred. Scholarship discounts are subsumed into larger means tested bursary discounts, if applicable.
34. For further information please contact the Admissions Office.

#### BURSARIES

35. A number of means-tested bursaries are available. Please contact the Director of Finance and Operations for further information.

## DISCOUNTS

36. The school also offers sibling and military/FCDO discount schemes. For further information about these please contact the Admissions Office.

## BOARDING HOUSE ALLOCATIONS

37. The school reserves the right to allocate students to boarding houses taking into account a range of factors and the need to ensure a good balance of skills and attributes in each house. It is assumed that siblings will go into the same house, though we will be happy to hear from parents if there are good reasons why that should not be the case .

## REFERENCES

38. At all entry points the school will liaise closely with a pupil's current school. The school will always seek a confidential written reference from the pupil's current Head Teacher in support of any pupil's application. It also asks parents, and the pupil's current school, for any details to help it to cater properly for the needs of all prospective entrants: this includes, where relevant, any existing assessment of the need for learning support or medical conditions.
39. Parents considering their children joining the school are advised to inform their current school of their plans, and are required to have fulfilled all financial obligations to that school prior to joining Claysmore.

## OVERSEAS APPLICANTS

40. The school accepts a number of pupils from overseas when places are available. The minimum period of attendance in such cases is three full terms (one academic year) in the Senior school and one term in the Prep school, unless approved otherwise or in exceptional circumstances, subject to available space. Preference will always be given to pupils who are staying for one full academic year or longer. Overseas pupils must have a guardian resident in the UK and appointed by the parents. Overseas pupils are required to have a level of spoken and written English sufficient for them to participate fully in school life. This will be assessed by specialist English as an Additional Language (EAL) staff upon application. It is accepted that pupils from overseas may be unable to attend a Taster Day (in the Prep school) or interview with the Head in person and an interview may be conducted using digital video software instead.

## OTHER IMPORTANT INFORMATION

41. It should be noted that:
- a. The decision to admit a pupil is taken by the Head.

- b. Details of the registration fee and deposit are published on the school website.
  - c. The registration fee is non-refundable.
  - d. Upon accepting the offer of a place at Clayesmore, parents will be sent and are required to complete a Parent Contract, agreeing to the wider terms and conditions set out by the school. **The Parent Contract and associated medical forms are to be signed by all those with parental responsibility and returned to the Admissions Office, with the deposit. A place is not confirmed until the deposit is received.**
  - e. The Deposit is payable 5 terms in advance or on offer of a place, whichever is sooner, of the pupil starting at Clayesmore. It is refundable against the final term's fees for pupils who go on to join the school. The deposit is non-refundable for those who withdraw their application within 5 terms in advance of the pupil starting at the school.
  - f. All pupils residing overseas, regardless of nationality, are required to appoint a guardian in the UK and to have addressed all issues relating to visa requirements, if applicable.
42. Note: if there are no available places in the proposed year of entry, the pupil will be placed on a waiting list. In this case, a deposit will not be requested until a place becomes available.

## FEES AND CHARGES

43. The annual fees for each year group, and schedule of extra charges, are set by the Board of Governors and are not negotiable. Full details of the current fees are published on the website.

## WITHDRAWAL

44. A full term's written notice is required (by the final day of the preceding term) if a pupil is to be withdrawn from any part of the school, with the exception of departures from Year 13 (Upper Sixth) or international students who are signed up for a pre-set number of terms. A full term's fees become payable in the absence of the notice period given above.