

ADMISSIONS POLICY

Arnold Aim

- 1) Each pupil, parent and member of staff will be welcomed and valued as a full member of the Arnold community.

Regulatory Context

The School complies with the following regulatory requirement:

Admission and attendance registers [Regulation 3.(9)]. The Education (Pupil Registration) (England) Regulations 2006 have superseded the Regulations of 1995 and the amendments of 1997 and 2001. The relevant Statutory Instrument 2006 No. 1751 is available at www.opsi.gov.uk For each pupil, the admission register must contain:

- a) name in full;
- b) sex;
- c) name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
- d) at least one telephone number at which the parent can be contacted in an emergency;
- e) day, month and year of birth;
- f) day, month and year of admission or re-admission to the school;
- g) name and address of the school last attended, if any;
- h) an indication of boarding or day attendance (in schools which include boarders).

Practice

- 1) Arnold Kindergarten, Junior School and Senior School admit pupils without bias with regard to gender, nationality, ethnicity or religion.
- 2) With regard to age, the applicant must normally be of the correct age band for the year-group he/she proposes to enter.
- 3) With regard to academic ability, the applicant must attain the required standard in the entrance assessments for the appropriate year-group.
- 4) For the Junior School, applicants will be assessed during a taster visit on their ability to cope with the curriculum and the social environment. Academic references may also be used in making this assessment.
- 5) For the Senior School (Years 7-11), applicants will be assessed on their ability to cope with the curriculum. This is measured by means of examinations in English, Mathematics and a nationally standardised Non Verbal Reasoning test. Those eligible for the offer of a place (if one is available) will have attained an acceptable standard on each of these tests.
- 6) Applicants for the Sixth Form are normally expected to attain five GCSEs at grade C or above.
- 7) If an applicant falls slightly short of the above criteria, a place may still be offered, but at the discretion of the Headmaster, and other criteria will apply. These will include an interview and both academic and character references.

- 8) In the case of an applicant with specific learning difficulties, a full professional report must be submitted in advance of the entrance assessment. Allowance will then be made, but the overriding criterion will be the pupil's ability to cope with the curriculum and level of support offered.
- 9) In the case of an applicant transferring to Arnold after the start of secondary education (ie above Year 7), the school may, at its discretion, require a period of attendance to be on a probationary basis. During or at the conclusion of this time, either party may terminate the contract without penalty beyond fees already paid.
- 10) On any occasion where the school intake into Year 7 is over subscribed, places will be allocated on the basis of ability as assessed in the entrance assessments. In the event that the above is unable to distinguish between candidates, then school references and/or an interview will be taken into account. At other times vacant places will be offered to the next applicant who fulfils the entry criteria. If there are no places available in a specific year other than Year 7, applications will still be encouraged and, once a candidate has attained the required standard in the relevant entrance assessments, a provisional place may be offered and the child placed on the waiting list. Once a place becomes available it will be offered to the child at the head of the waiting list.
- 11) For existing Arnold pupils, entrance into the Senior School will be automatic if they have been in attendance from Year 5 and have reached the minimum standard requirements.
- 12) Financial assistance is limited both in terms of the amount and the number of UCST assisted places. Other scholarships are applied for and awarded separately and on merit. In these cases, the ability of the child and the available assistance have to be balanced in the school's assessment of whether or not a place can be offered.
- 13) With regard to disability, the School will make reasonable adjustments not to put any disabled pupil at a substantial disadvantage compared to any pupil who is not disabled. Parents of prospective pupils are asked to inform the Headmaster or the Head of AJS in advance, when they apply for a place at the School, of any disabilities or long-term medical conditions and the implications thereof which the School should consider, either in the selection process or once a pupil has been accepted. In assessing any pupil or prospective pupil, and in considering any adjustments it might need to make, the School may take such advice and require such assessments as it regards appropriate.
- 14) In all cases entry will be subject to a satisfactory reference from the applicant's previous school.
- 15) All applications are treated positively, sympathetically and in confidence.

Appeals

- 1) Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of the Local Governing Body of Arnold, whose decision is final. Appeals should be addressed directly to the Chair of the Local Governing Body at the School, and should state the grounds for the appeal.

Reference

The following policies and documents support admissions practice:

- 1) Admissions Procedure
- 2) Admissions Register
- 3) Financial Assistance documents
- 4) Curriculum Policy
- 5) Accessibility/SENDA Policy
- 6) Learning Support Policy

Monitoring and Review

This policy document will be monitored by the Director of Admissions, who will report to the Headmaster on its implementation on a regular basis. This policy is reviewed in the summer term each year or at other times, as appropriate. The policy is made available to parents, staff and other relevant parties in accordance with the school's Provision of Information Policy.