

ADMISSIONS POLICY & PROCEDURES

Contents

[Arnold Aim](#)

[Policy Statement \(1\)](#)

[Policy Statement \(2\)](#)

[Key Personnel \(1\) – Senior School](#)

[Key Personnel \(2\) – Junior School](#)

[Key Personnel \(3\) – Kindergarten/EYFS](#)

[Kindergarten Admissions](#)

[Junior School Admissions](#)

[Senior School Admissions](#)

[Waiting Lists](#)

[Scholarships](#)

[Financial Assistance](#)

[Accessibility](#)

[Appeals](#)

[Admissions Register](#)

Arnold Aim

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

Policy Statement (1)

Arnold Senior School admits pupils on the basis of academic selection, and all prospective pupils must normally be of the correct age band for the year-group he/she proposes to enter. Furthermore, in the Senior School and, where relevant in the Junior School, entry will be subject to a satisfactory reference from the applicant's previous school. All applications are treated positively, sympathetically and in confidence.

Arnold school seeks to ensure that disabled prospective pupils are not treated less favourably and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in the matter of admissions. The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.

Arnold School also ensures that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

This policy should be read in conjunction with the school's *Behaviour, Discipline and Exclusions* and respective *Rules, Rewards and Sanctions* policies.

Policy Statement (2)

- 1) This policy applies to all members of the Arnold school community, including those in our EYFS setting.
- 2) Arnold implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy.
- 4) This policy is reviewed at least annually by the Deputy Head, who will report to the Headmaster and Local Governing Body on its implementation on a regular basis.

Key Personnel (1) – Senior School

- 1) Mr Jim Keefe: Headmaster
- 2) Mr Craig Jenkinson: Deputy Head
- 3) Mr Allan McKeown: Assistant Head/Head of Sixth Form
- 4) Mr Phil Hayden: Assistant Head/Head of Middle School
- 5) Mrs Jackie Nicholls: Head of Lower School
- 6) Mrs Angela Heaps: Headmaster's PA

Key Personnel (2) – Junior School

- 1) Miss Katy Wright: Head of the Junior School
- 2) Mrs Sam Draper: Junior School Receptionist

Key Personnel (3) – Kindergarten/EYFS

- 1) Mrs Jane Allen: Head of Foundation Stage
- 2) Mrs Katie Hartley: Kindergarten Manager

Kindergarten Admissions

- 1) Enquiries from prospective families are welcome at any time, and should be directed to the Kindergarten Manager.
- 2) The Kindergarten is registered for 50 children per session:
 - a) 20 children between the ages of 2 and 3 years
 - b) 30 children between the ages of 3 and 5 years.
- 3) In the Kindergarten, a child will be offered a nursery place dependent upon:
 - a) Availability of spaces, taking into account the staff/child ratios, the ages of the child and the registration requirements
 - b) If relevant, whether the child has any siblings already in the nursery.

Junior School Admissions

- 1) Enquiries from prospective families are welcome at any time, and should be directed to Junior School Reception in the first instance.
- 2) For the Junior School, children are assessed during a taster visit on their ability to cope with the curriculum and the social environment.
- 3) Academic references may also be used in making this assessment.

Senior School Admissions

- 1) Enquiries from prospective families are welcome at any time, and should be directed to the Head's PA in the first instance.
- 2) For existing Arnold pupils, entrance into the Senior School is automatic if they have been in attendance from Year 5 and have reached the minimum standard requirements.
- 3) For the Senior School (Years 7-11), external applicants are 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.
- 4) The Senior School Entrance Examination takes place in January, for entry into Year 7 the following September. A completed Registration Form and initial fee must be forwarded in advance. Full details are in the school prospectus and on our website www.arnoldschool.com

- 5) Appropriate assessments are taken by external applicants in Years 8 – 11 at any time of the school year, as required.
- 6) 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.
- 7) Applicants for the Sixth Form are normally expected to attain five GCSEs at grade C or above.
- 8) 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.
- 9) 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. Further details are in our *Special Educational Needs* policy.

Waiting Lists

- 1) In the event that a particular year group is already full in the Junior School, pupils wishing to join will be assessed as above and a provisional place reserved on the relevant waiting list. Once a place becomes available, it will be offered to the child at the head of the waiting list.
- 2) 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.
- 3) 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, 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.

Scholarships

- 1) Scholarships are available for Year 7 entry in:
 - a) Art
 - b) Music
 - c) Sport
- 2) Scholarship assessments take place for the above shortly before the January Entrance Examination. Depending upon achievement, these awards are limited and fixed between 5% and 10% reduction of annual fees.

- 3) Academic scholarships are also awarded on the basis of attainment in the January Entrance Examination. These scholarships are also limited and fixed between 5% and 10% reduction of annual fees.
- 4) Scholarships are available for Sixth Form entry in:
 - a) Art & Design
 - b) Drama
 - c) Music
 - d) Sport
- 5) Scholarship assessments, which are open to both internal and external candidates, take place for the above in December of Year 11. Depending upon achievement, these awards are limited and fixed between 5% and 10% reduction of annual fees.
- 6) Academic scholarships are also awarded on the basis of certified attainment at GCSE level. These scholarships are also limited and fixed between 5% and 10% reduction of annual fees.
- 7) Further information about our scholarships is available on the school website, and the Head's PA is available to answer questions at any time.

Financial Assistance

- 1) Financial assistance is available as:
 - a) Assisted Places
 - b) Bursaries
- 2) Further information is available on our website and directly from the Head's PA.

Accessibility

- 1) 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.
- 2) Further information is available in our *SENDA* and *Special Educational Needs* policies.

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.

Admissions Register

The school complies with the following regulatory requirement, and from the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) (England) Regulations 2006:

Admissions 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).

The Admissions Register is completed and stored electronically by the Data Manager, Mr Mike Salmon. Copies are also held by the Headmaster, the Assistant Head/Head of Middle School and the Head of the Junior School, as discrete and fixed monthly updates. Thus, the inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006. The Admissions Register is backed-up weekly and copies held for at least three years.