



Abbots Bromley School

15A ADMISSIONS and EXCLUSIONS POLICY

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| 1Statutory Policies | 15A Admissions and Exclusions |
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Aims of this policy

Abbots Bromley School, including AB International College, aims to identify and welcome applicants whose academic abilities and personal talents appear to match the ethos and standards of the school and whose personal qualities suggest that they have the potential to contribute to our community and benefit from the many opportunities offered here.

To set selection criteria and procedures which are fair for all applicants.

Admissions process

The admissions process is as follows:

Please visit the school website for further information, request information directly from school and to arrange a personalised visit or attend an Open Day.

A personal visit to Abbots Bromley School will involve a tour of the school and the opportunity to meet current pupils and key staff.

At this stage, parents & prospective pupils will be given the opportunity to meet the Principal, Head of School, Head of AB International, Head of Prep or other key members of staff, depending on the interests of the prospective pupil (e.g. Dance or Equestrian).

Candidates are then invited to a **Taster Day**, which is designed to enable them to make an informed decision about the School. A Taster Day allows individual pupils to experience life of the School for a day.

If a boarder, a **Taster Night** is also available, in order to meet other students in their year group, participate in lessons and get a feel for the Abbots Bromley School community.

Overseas pupils often meet trusted Agents of the school in their home country if they are unable to visit and pupils in Y10 and above are invited to take part in a 'Skype' interview.

Registration

Parents are asked to register their daughter or son (boys in Prep, and Sixth Form only) and pay a non-refundable registration fee. This entitles prospective pupils to take any relevant entrance assessments.

Points of entry to the School

Pupils will be accepted into the Prep School throughout the school year. Key entrance points are Kindergarten, Reception, Year 3, Year 5 and Year 6 (in preparation for transition to the Senior School).

In the Senior School, pupils are expected to begin at the start of the academic year unless there are extenuating circumstances. Key entrance points are: Year 7, Year 9, Year 10 and Year 12. The school may also accept pupils in other year groups subject to places being available.

In certain circumstances, pupils may enter the school mid-way through the school year. In all cases, places are offered based on a number of criteria:

- a) Latest school reports
- b) An interview with a key member of staff
- c) Performance in relevant entrance assessments.
- d) Performance in Scholarships
- e) Where there is felt to be an individual need

Procedure after a Taster Day or Application from Overseas

The school will offer candidates a place or the school will decline the application in writing. Parents will accept the place and pay the acceptance deposit. Students requiring a visa will be supported according to the policy 'Recruitment of Overseas Pupils'. Parents may decline a place, noting that the school will retain the non-refundable registration fee. No deposit is required of Kindergarten pupils. This only becomes payable at the beginning of the year in which the child becomes five years of age.

Scholarship examinations

Scholarship/Exhibition Examination dates will be published on the School website and will also be available by request from the Admissions Officer. Scholarship weeks are held in the Michaelmas Term. In exceptional circumstances scholarships may be applied for later in the year.

More detailed information on Admissions to Abbots Bromley Preparatory School

All prospective pupils will spend a day in the Prep School where they are individually assessed, normally within the 12 months prior to entry.

All parents are asked to complete a Pupil Information Profile. *(Attached to the end of this policy)*

Methods of assessment will depend on the age of the child, but generally Years K-4 are assessed in terms of their academic potential and their social skills.

From Year 5-6 the tests will be more formal, and written papers in English, Maths and Non-Verbal Reasoning may be completed during the assessment day.

In addition, form teachers will observe the social and interaction skills of a prospective pupil, and a written report is given to the Head of Prep.

A report from a pupil's previous school or Nursery (if applicable) will be sought and taken into consideration prior to a decision being made to offer or decline a place.

In the case of Kindergarten pupils attending a private Day Nursery, the Head of Prep or the Kindergarten Teacher will visit the child at the setting whenever possible and a copy of the birth certificate is requested.

More detailed information on Admissions to Abbots Bromley Senior School

Prospective pupils for Years 7-10 (girls only at the present time, with boys admitted into Y7 from September 2017) are assessed within the normal school day by members of staff who teach them on

their taster day. School reports are also requested and there will be an interview by a senior member of staff during the day. School reports are requested from overseas pupils, a handwritten letter from the student to explain why they wish to study in the UK and a copy of their passport. Pupils in Year 10 and above are requested to join a 'Skype' interview.

Pupils moving up from Year 6 of the Prep School to the Senior School at 11+ will proceed according to satisfactory performance and with consultation, at all stages, with parents.

Admissions to the Sixth Form

There is an expectation that a pupil who has progressed through the senior school will continue into the Sixth Form at Abbots Bromley, subject to their GCSE passes, and at all times in consultation between parents and staff. Where students have taken Vocational courses, these will also be assessed alongside the students' ability to cope with A-Levels or equivalent courses.

Prospective Sixth Formers will be admitted provided they have achieved the required grades at GCSE, or overseas equivalent.

A report from the candidate's previous school is always sought and taken into consideration.

For overseas students, a high level of English is required to enter the Sixth Form and entrance tests in English as a Foreign Language will be required for each candidate, to ensure that pupils admitted to the school from overseas are able to access the curriculum. Pupils who do not have the language skills for Y12 entry may be offered a place on the Y12 Foundation course which will give them an opportunity to improve their English sufficiently well to study A Levels during the subsequent year.

Abbots Bromley Y12 Foundation Course – AB International College

Abbots Bromley School offers a two-strand Foundation Course for pupils for whom English is not their first language and whose current level of English is not of the standard required to enable them to access the curriculum appropriate to their age.

It is expected that pupils will commence the course at the beginning of the academic year i.e. September, and remain on the course for the whole year. In exceptional circumstances, and subject to availability of a place, pupils may join the course at other times during the academic year, for either one or two terms.

In addition to intensive English classes, all pupils study GCSE Maths, some Science (depending on their standard of English) and will be able to join Senior School classes for Games. They will also be able to participate in a range of extra-curricular activities such as Dance, Riding, Music, etc. for which additional charges may apply. Students with a better level of English will be able to study for one or two additional GCSE subjects.

Selection for the Y12 Foundation Course will be by:

- satisfactory references from the pupil's current school,
- satisfactory interview with a senior member of Abbots Bromley School or satisfactory reports of an interview with one of the School's approved overseas agents

- an assessment of their current level of English using the online version of the Oxford Placement Test. This test must be taken under the supervision of a member of staff from Abbots Bromley School or one of their approved agents in the applicant's own country.

Satisfactory completion of the Y12 Foundation Course will enable the pupil to enter Y12 at Abbots Bromley School at the beginning of the academic year following completion of their course.

4. Special circumstances

We recognise that a candidate's performance may be affected by mitigating circumstances for example:

- if he/she is unwell when taking tests or has had a lengthy absence from school
- if there are particular family circumstances such as a recent bereavement
- if there is a significant factor in a candidate's educational history
- if the candidate has a disability or specific learning difficulties
- if English is not a candidate's first language

In all cases, parents are asked to complete the Pupil Information Profile, so as to inform the School of any special circumstances relating to their child. (For example: health, allergies, disabilities, learning difficulties, social or emotional problems which may affect their child's performance.)

The School may, in addition, request further information such as a medical certificate or educational psychologist's report and any associated correspondence from the pupil's current school, if we consider it necessary in order to make a fair assessment.

The School will make any reasonable adjustments to the Admissions procedure as may be required to assist candidates with disabilities or special needs to take the entrance assessments. Parents are requested to inform the School if they have any special requirements for adjustments to be made at any stage of the Admissions process.

5. Selection

If there is a need to decide between two or more candidates who meet the admissions requirements, the factors listed below will be taken into consideration.

They are not ranked in a specific order, however, because Abbots Bromley School is a boarding and a day school, the question of whether the application is in respect of a boarding place or a day place will be taken into consideration.

There may be a restriction on intake in one or both of these areas if numbers exceed places.

FACTORS FOR CONSIDERATION:

- the applicant has a sibling at Abbots Bromley School
- the applicant's mother is a former pupil of Abbots Bromley School and/or member of the Guild
- the applicant has special gifts or aptitudes
- the applicant and their family have visited the School or an agent has represented them
- whether Abbots Bromley School is the first choice of school

- date of registration

6. The Offer of a place

Final decisions regarding entry are made at the discretion of the Principal, Head of School or Head of AB International.

Letters offering places, or any scholarships or bursaries, are sent out as soon as possible after assessment, provided the reports from the candidates existing school have been received.

The School is not obliged to state its reasons for rejection of an applicant and does not give out specific marks or grades but may offer relevant feedback in certain specialist areas if it is deemed helpful to the applicant.

The School does not give out past papers for any level of entry.

Parents are asked to accept the offer and pay the acceptance deposit, or alternatively decline the offer by the beginning of March in the year preceding entry, or within 28 days.

Acceptance of a place is subject to the School's terms and conditions which will be provided with the offer or are available at any time on request.

7. Bursaries and Scholarships

A range of means-tested bursaries and awards are available in cases where financial assistance is required. Bursary forms and further information about bursary applications are available from the Bursar. If a bursary is awarded, it will be reviewed on an annual basis by the School's Finance Committee.

A limited number of scholarships, giving up to 20% remission of fees is available.

A limited number of Exhibitions, giving up to 10% remission of fees is also available.

The duration of the award will be indicated in the letter of offer, if a pupil is eligible to receive a scholarship or exhibition. As outlined in the offer letter, pupils are expected to meet all expectations. If this is found not to be the case, the Award may be withdrawn.

Full details of scholarships and how to apply can be obtained from the Admissions Department.

8. Complaints

In the event that any parent has a concern regarding this Admissions procedure or the outcome of an application, they are referred to the School Complaints Procedure, available from the Principal and on the website.

Abbots Bromley School (including the Prep School and ABIC) is committed to safeguarding and promoting the welfare of children. We welcome applications from children from all backgrounds and we do not discriminate on the grounds of race, colour, ethnic or national origins or disability.

The school is aware of its responsibilities under the Disability Discrimination Act and has a Disability Policy.

9. Exclusions

There are two types of Exclusion – a fixed Term or a Permanent.

Fixed Term Exclusions:

1. These may be used under circumstances when a pupil's or student's behaviour has been such that the Principal or member of the Senior Management Team feel there is no other suitable punishment, for example;
 - On-going systematic bullying
 - Fighting of any sort
 - Theft of property
 - Being in possession of any illegal substance.
2. The decision to exclude, the length of the exclusion and the reason(s) for it will be confirmed in writing by the Principal to the parent(s) and/or guardian (or any other related parties) as soon as possible and the Custos (Chair of Governors) will be informed.

Permanent Exclusions:

3. The School may permanently exclude a pupil where in the reasonable opinion of the Principal (or Head of ABIC / Head of Senior School in her absence) it is considered necessary or in the interests of the pupil or the School.
4. Permanent exclusion of a pupil will usually be a last resort and the School will consider other alternatives first, including fixed term exclusions.
5. A decision to permanently exclude a pupil will be made by the Principal (or in the Principal's absence the Head of ABIC / Head of Senior School).
6. The Principal will usually only make a decision to permanently exclude a pupil after discussion with the parent(s) and/or guardian of the pupil.
7. The decision to permanently exclude and the reason(s) for it will be confirmed in writing by the Principal to the parent(s) and/or guardian (or any other related parties) as soon as possible and the Custos (Chair of Governors) will be informed.
8. Permanent exclusion may be with immediate effect or on notice depending on the circumstances.
9. If the parent(s)/guardian are dissatisfied with the decision to permanently exclude or feel they have been unfairly treated they have the right to appeal to a panel of Governors under the School's complaints procedure.

Instances where permanent exclusion may be considered could include:

- A number of fixed term exclusions have already been implemented

- Another student/pupil has been endangered by the behaviour of individual
- A weapon is brought into school with the intention of using it
- A student is 'under the influence' of an illegal substance or attempting to 'deal' in an illegal substance
- On-going bullying (all other sanctions have failed to work).
- Other such instances that the school deems appropriate.