



ADMISSIONS POLICY

This policy also applies to the EYFS

Updated	Review Date	Version
October 2021	October 2022	2021.02

Signed: Mr John Clarke (Chairman of the Board)

ADMISSIONS POLICY

GENERAL

- 1.1 This policy applies to all pupils in the school from Nursery to Year 8.
- 1.2 Abercorn School is a co-educational independent school for pupils from ages two and a half to thirteen years. The school has around 250 pupils and we endeavour to keep small class sizes.
- 1.3 Please contact the school's Admissions Team on 020 7286 4785 or email admissions@abercornschool.com for further information, to arrange a visit, or for any other questions regarding this policy.

2. ENQUIRIES

- 2.1 All enquiries should be made to the Admissions Team via the schools website or admissions@abercornschool.com or by telephone to 020 7286 4785. The Admissions Team will ensure that you have all the information you need.

3. VISITS

- 3.1 Deciding on the right school for your child is very important and prospective parents are encouraged to visit to see the school in action. Discover Mornings take place regularly and are an opportunity to tour the school on an informal group basis. We are also very happy to welcome prospective parents and their children at other times. Further details on visiting the school can be found on the school's website; www.abercornschool.com/visits

4. THE ENTRY PROCEDURE

- 4.1 Abercorn School is non-selective for children joining Lower School (Nursery, Pre-Reception, Reception and Year 1) and no formal assessment is required.
- 4.2 There is a selection process for Year 2-Year 8 entry and any family applying for a scholarship.
- 4.3 The main entry points are within the Lower School, however the school may also have occasional places in all other year groups.
- 4.4 We offer rolling admissions and welcome applications at any point during the year.
- 4.5 Applicants for admission should register as soon as possible as places are offered in order of registration date 2-3 terms in advance of the desired start date.
- 4.6 Upon registration, parents will be requested to provide a valid form of photographic ID of their child (passport/visa where applicable) and birth certificate in order to confirm their age, education level and right to access education in the UK. If you wish to have further information regarding data protection, our privacy notices are available on our website.

5. REGISTRATION

- 5.1 We require parents to submit an online registration form and registration fee to enable their children to be registered; this does not guarantee a place. If a place is wanted immediately and there are spaces available a child may be offered a place at any time during the year. Offers are subject to assessment and references where applicable. More information on the Assessment Process can be found below.
- 5.2 Most siblings join Abercorn School, and do have priority entry upon registration. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.
- 5.3 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.
- 5.4 When offered a place, parents will need to return the completed acceptance form, signed by both parents, copy of the child's passport or EU national card, with their visas where applicable if not already provided, and pay an Acceptance Deposit within two weeks to secure the place. The deposit will be refunded following the parent contract terms and conditions in the acceptance form.
- 5.5 There is no appeal process for admission to the school. The decision of the Headmaster is final.

6. OVERSEAS APPLICANTS and FLUENCY IN ENGLISH

- 6.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). In order to cope with the academic and social demands of Abercorn School pupils joining in Years 4 and above must have a good level of English which would be determined by the assessment process.
- 6.2 Support in English as an Additional Language (EAL) can be arranged for those who would benefit from it and parents must be committed to supporting further English study at an additional cost from Year 2 and above.
- 6.3 Abercorn School is a licensed Student Sponsor. Sponsorship of studies is available for non UK national applicants. If you wish to obtain further information or apply for a Certificate of Acceptance for Studies (CAS), please contact our admissions team on admissions@abercornschool.com, call 020 7286 4785 or visit the [International Admissions](#) page on our website.
- 6.4 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

7. EQUAL TREATMENT AND ADDITIONAL NEEDS

- 7.1 Our school is totally committed to avoiding all forms of discrimination as set out in the UK Equality Act (2010). Abercorn School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

- 7.2 The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them.
- 7.3 However, we ask the parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with Abercorn School before making an application. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.
- 7.4 The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.
- 7.5 Where necessary the school will record, in an Individual Education Plan (IEP), the strategies used to support and the progress of any pupils with significant learning difficulties or disabilities. If an IEP review identifies that support is needed from outside services, we will meet with parents to recommend further action. See *SEND Policy* for further details.

8. THE ASSESSMENT PROCESS

- 8.1 The aim of the assessment process is to identify potential. Abercorn School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 8.2 We do not assess prospective pupils who are looking to join Nursery to Year 1. Prospective pupils looking to join between Year 2 to Year 8 will be asked to attend a taster day, including an assessment, at the school where possible. Arrangements can be made for an assessment to be sat remotely at the candidate's current school, under controlled exam conditions, for those families not currently living in the London area. Assessments for September entry are usually sat 1-2 terms in advance of the desired start date. The selection process is designed to help us assess your child's ability so that their needs and expectations are fully considered before a place can be offered.
- 8.3 We would seek to obtain a pupil reference from the current school and ask for a copy of the child's most recent school report (where applicable) to complete the assessment process.

9. GUIDELINES FOR TESTING

- 9.1 Administration of Testing for Applicants
- A designated staff member administers the admissions test if there is no apparent EAL or SEN need.
 - If a pupil has potential EAL/SEND needs, the admissions testing/taster visit will be overseen by a member of the Learning Support Department if possible, or at minimum, a member of that team to spend at least 15 mins with the applicant.
- 9.2 Testing Materials/Admissions Criteria

- The test may include English, Maths, Verbal or Non-verbal Reasoning.
- EAL applicants may not be required to complete the English and VR papers.
- Additional materials must include a school report from the most recent school and a reference from the prior school.

9.3 Review of Test/Taster Day

This will be carried out by the relevant person from the Senior Leadership Team, alongside, the relevant person from the Learning Support Department.

9.4 Timeline

- A member of the admissions team will be in touch within 24 hours of the taster and assessment day.
- We aim for an offer to be made & communicated within 48 hours of the test date.
- Where EAL/SEND needs are to be considered it may take several days before an offer is made. The family will be kept informed and in certain cases, the applicant may be asked back for further testing.

9.5 EAL Process

- The application process above will apply.
- EAL applicants are assessed using appropriate EAL testing materials.
- Any applicant with EAL/SEND will be seen by a member of the EAL/SEN team during their visit.
- Decisions about acceptance of EAL/SEND applicants will depend on the School's capacity to adequately provide for the pupil's needs.
- The school's capacity to provide for an individual pupil's needs will depend on a variety of factors, which vary from year group to year group, from term to term, and relative to the peer group needs in the year group for which the applicant is being considered.

9.6 Remote Assessment Practice

- Parents of the applicant will complete a Consent to Contact Current School form.
- Assessment papers are sent directly to the school or agency invigilating the test.
- An Assessment Invigilator Declaration should be completed by the invigilator and returned to us alongside the test papers.
- Timeline as above upon receipt of the test from an external source.

10. FINANCIAL AID

10.1 Abercorn School is committed to broadening access to the School by offering to eligible parents or guardians means-tested financial support towards the payment of school fees.

10.2 Financial Aid is available for any eligible pupil joining from Pre-Reception to Year 8 and places are awarded at the discretion of the Bursaries Committee.

- 10.3 Financial Aid applicants are subject to the traditional assessment process, and are required to register with the school. Further details can be found on our website; [fees and affordability](#).

11. SCHOLARSHIPS

- 11.1 Abercorn School is committed to broadening access to the School by offering a discount on fees for eligible new pupils joining from Reception to Year 8.
- 11.2 Scholarship applicants are subject to assessment, and are required to register with the school.
- 11.3 Scholarships are awarded on the basis of performance at the assessment and interview with a senior member of staff, at the discretion of the Scholarship Committee.

12. AVAILABILITY OF INFORMATION

- 12.1 The Admissions Policy and arrangements for admission to the school is available to view on the school's website at www.abercornschool.com/policies and www.abercornschool.com/admissions.

13. ADMISSIONS REGISTER

- 13.1 In accordance with the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (1 September 2021) (KCSIE), the School maintains an Admissions Register.
- 13.2 The Admissions Officer informs the Westminster School Admissions team when children move onto and off the school admission register.
- 13.3 When a pupil leaves Abercorn School, the Admissions Officer informs the Westminster School Admissions team before the pupil's name is deleted from the register.

14. SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

- 14.1 Copies will be made available to parents as part of the admissions process.