
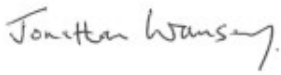


Admissions Policy

Leehurst Swan School



Approved by:	 Headteacher  Representative of the governing body	Date: 08/01/24
Last reviewed on:	08/01/24	
Next review due by:	08/01/26	

This policy applies to all parts of the school including the EYFS and is published on the school website for access by parents.

1. Aims

- 1.1. Leehurst Swan School is a co-educational through school for pupils between the ages of 4 and 16. The school has three main entry points in Reception, Year 7 and Year 9. The preferred time of entry into the School is at the start of the academic year, but entry can be at any time, provided a place is available.
- 1.2. Leehurst Swan is selective to a point; pupils admitted into any year group, other than Reception, sit either an informal or formal assessment depending on their age. The aim of assessing children on entry to the school, is to ensure that their individual educational and social needs, can be met within the classroom situation.
- 1.3. Children would normally be accepted into their correct curriculum year. Only in exceptional circumstances are they placed one year behind their natural year group. Children are **not** allowed to be ahead of their natural year group without full and compelling reasons supported by educational and welfare assessments.
- 1.4. It is the parents' specific responsibility to inform the school of any reports from learning support teachers or professional reports that have been previously carried out. These reports should be discussed and submitted before a pupil attends a Taster Day at Leehurst Swan. In assessing any pupil or prospective pupil, the school may take such advice and require such assessments, as it deems appropriate. Subject to this, the school will be sensitive to any issues of confidentiality.
- 1.5. If we feel a pupil on roll would be better served academically by attending a specialist school or that the time spent by teachers catering for his/her special needs in the classroom is detrimental to the needs of the rest of the class, then we reserve the right to ask parents to remove their child to another school. In such instances we would work closely with parents to find a suitable alternative and would not enforce such a demand until such an alternative had been found.
- 1.6. The school does not permit gender, sexual orientation, religion, race, colour or disability to be used as criteria for admission and has an Equal Opportunities policy.

2. Entry Points

2.1 Reception

Children may join Reception from four years old. The child may spend a trial session in Reception before a place is offered. The decision to offer a place is dependent on:

- the availability of a place
- the recommendation of the teacher and Headteacher

All offers of places are made by the Headteacher, whose decision is final. Places are offered with regard to the Equal Opportunities and Special Educational Needs Policies.

The ratio is 1:16 for reception children with a qualified teacher. This ratio will be adjusted to provide increased supervision for specialist activities, e.g. swimming, trips etc.

2.2 Key Stage 1

Children entering Key Stage 1 will spend at least one day in school during which they will be assessed by the form teacher whose form corresponds to their current age group.

2.3 Key Stage 2

Entry into Year 3

Children already in the school have automatic transition into Year 3. Existing pupils and those joining from other schools are invited to sit a scholarship examination. This takes place in the January of the year in which they are due to enter Year 3 and is usually on the same day as the entrance examination for entry into the Senior School.

The Scholarship Examination consists of an English test and a mathematics test. Each scholarship is up to the value of 30% of fees and is valid for the time that the child is in the Prep Department.

Entry into Year 3 (children not taking the Scholarship Examination), Year 4, Year 5 and Year 6.

Children will be expected to spend at least a day in school during which time they will be assessed. During the morning the relevant form teacher will test the child in:

Reading and Understanding – this may be by reading from a book or using a standardised reading test

Writing – children may be asked to write a story

Mathematics – check-up tests or standardised mathematics tests may be used

Staff who teach the children during the day will be asked to report back to the form-teacher.

The form teacher reports back, by the end of the school day, to the Headteacher, who decides, on the recommendations of the form teacher, whether or not a place should be offered. The Headteacher's decision is final.

This policy is subject to annual review according to a timetabled programme.

2.4 Year 7 and 9

Children entering Year 7 and Year 9 will sit an entrance examination in the January of the year in which they will join Year 7. The Entrance Examination consists of a mathematics paper, an essay and a comprehension. Pupils applying for an academic scholarship will also sit a science paper. A school report is also requested from each feeder school. Children not already in the school will be invited for interview with the Headteacher. There is also an opportunity for parents to meet the Headteacher.

As a result of the examination, interview (external candidates only) and school report parents will:

- be offered a place for their child,
- told that their child's name is on the waiting list,
- or told that there is no place available for their child

Parents of children already in the school will have been advised if it is thought that their child is unlikely to reach the standard required for entry into the Senior School. There is no automatic transfer from the Prep Department to the Senior School.

Parents are asked to make their decisions two weeks after the offer of a place has been made or a date specified in March, whichever is the later.

Scholarships are available for children entering the Senior School at Year 7 and 9. Parents can apply for their child to be considered for Academic, Sport, Art and Performing Arts Scholarships that are not means tested.

The scholarships are awarded in the following way:

Academic Scholarships:	performance in the Entrance Examination
Sport Scholarship:	pupils are expected to have attended county trials in his or her major sport. Performance testing a variety of skills
Music:	pupils are expected to have reached a minimum standard of Grade 4 on their main instrument, audition and sight reading
Art:	examination and portfolio
Drama:	pupils are expected to have reached a minimum standard of LAMDA Grade 3 or similar, audition / assessment

Bursaries

Financial assistance is available via our means-tested bursaries programme for students in Year 3 and above. Bursaries are usually awarded on entry to the School in Year 3, Year 7 or Year 9, although applications may be considered at other entry points, subject to available funding.

Those parents who indicate an interest in applying for a bursary will be asked to complete an application form at the appropriate time and submit this by the published closing date. This will be prior to the entrance assessment. When a place is offered based on the entrance assessment, the letter may also include details of any financial award. Bursaries are reviewed annually for the next academic year and the amount may increase or decrease according to circumstances.

The School reserves a limited amount of funds for hardship requests from parents of students who are already enrolled at the School but whose circumstances have adversely changed, resulting in difficulty in meeting fees, which may otherwise result in the student being withdrawn mid-way through a stage of their education.

Parents should be aware that the School would not expect to provide financial assistance within the first two years of a student joining (other than being in receipt of a bursary on entry), since it is expected that sufficient financial resources exist to cover school fees commitments during this period.

2.5 Years 8 – 11 and during Years 7 and 9

All children entering the Senior School will sit a mathematics test and an English test. These are arranged on a day that the child spends in school with their current year group and may be in the morning or afternoon depending on the timetable for that day. The decision to offer a place is dependent on the candidate's performance in the tests, experience throughout the day and the availability of a place.

It is not the policy of the school to admit a pupil during Year 10 or 11 unless there are extra-ordinary circumstances; admission during Year 10 and 11 is always at the Headteacher's discretion.

The Headteacher's decision, based on the recommendations of the staff, is final.