

**Admissions Policy and Procedures 2009-2010**

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## **Admissions Policy and Procedures 2009-2010**

### **Visiting the School**

**Individual Appointments:** Many prospective parents visit St Andrew's on an individual basis. Some bring their children with them, whilst others prefer to make the first visit on their own and return with their children at a later date. The Head will usually meet with you and give you a tour of the School, giving you the opportunity to meet pupils and staff. Those interested in boarding will be shown around the boarding house. A visit can be arranged through the Registrar.

**Open Mornings:** Open Mornings are held regularly throughout the year. No appointment is necessary to attend these informal occasions. We welcome parents and their families to visit the School, meet with the Head, staff and current parents and have a tour of the School, led either by current senior pupils or by our own staff.

**Drop Ins:** For Nursery and Pre-Prep visits, parents can 'Drop In', without an appointment, every Wednesday during term time between 9.30 and 11.30am.

Details of Open Mornings and Drop Ins are published on our website – [www.androvian.co.uk](http://www.androvian.co.uk)

### **A Trial Day at the School**

Following a visit, most prospective pupils spend a day at the School. This is an ideal opportunity for children to get a real feel for the School and to meet other children in their peer group. Please contact the Registrar to arrange.

### **Applying for a Place**

Entry to St Andrew's is essentially non selective and we welcome applicants from all educational backgrounds. The School's primary concern is that the individual educational needs of each child can be met, whilst ensuring that they will thrive socially as well as academically whilst in the School's care.

Applications should be submitted to the Registrar who will acknowledge receipt thereof. An offer of a place will usually be made at this time but on occasions where we have considerable demand for limited spaces in a year group, we reserve the right to delay making any offer until later in the academic year.

Registration can occur for potential or prospective pupils at any entry point during the academic year by completing the Registration Form and paying a non refundable registration fee as stated in the School's Scale of Charges. Popular entry points are 2 years of age (Nursery), 4+ (Reception), 7+ (Year 3), 11+ (Year 7). However, the School accepts pupils to any year group at any stage of the academic year, subject to availability.

The Registration Form is an essential indicator of interest from parents, but is not a final commitment. The form provides information which helps the Registrar give assistance in the admissions process. Early Registration is recommended to reserve a place.

Any information the School holds will be kept entirely confidential and will not be submitted to a third party in accordance with the Data Protection Act. The School operates an Equal Opportunities Policy.

## Acceptance

Once the offer of a place has been made by the School, the place can be secured by paying a deposit (please refer to the School's Scale of Charges). The deposit is non-refundable until the end of a pupil's stay at the School and will be credited to the final 'extras' bill. A Form of Acceptance should also be completed, thereby agreeing to the School's Terms and Conditions as detailed in the Parent/School Contract. Forms of Acceptance, together with the deposit, must be returned to the Registrar by the date specified in the offer letter in order to guarantee the place. If we are not in receipt of a Form of Acceptance or deposit, the School reserves the right to advise the parent should the place be no longer available.

At registration stage we ask parents to inform us of any information regarding any medical conditions, allergies, disabilities and special educational needs. It is important that St Andrew's obtains this information to establish if a pupil's needs can be met.

By way of standard procedure, the School may request information on a child from their previous school and take such advice as appropriate. This request will be made during the term preceding entry.

All information will be treated with the utmost confidence and will only be disclosed if that information has a direct bearing on safety or the provision of an appropriate education.

## Cancellation of a Place

If the parent wishes to cancel their acceptance of a place less than a term before the entry date, or if the pupil does not join the School after a place has been accepted and not cancelled, a term's fees will be payable and the deposit will be credited to the account. Parents who cancel their acceptance giving more than a term's notice before entry, will not be required to pay fees in lieu of notice, but the deposit will be retained by the School unless a previous agreement has been reached. Cases of serious illness or genuine hardship may receive special consideration on written request.

## Aims and Ethos

The School aims and ethos hinge on our commitment to **breadth, balance, excellence and humanity**. Our broad aims are as follows:

- We aim to provide a broad and balanced education which stimulates, excites and inspires all children.
- We aim to give children opportunities to achieve excellence as individuals and as team members. We believe that excellence can be defined within the context of each child's abilities and potential.
- We aim to educate the whole child and to engender in all of them the qualities enshrined in our school values which have their basis in Christian love and morality.
- In aiming for the above we seek to nurture the potential and character of each individual child.

The School's further commitment to **humanity** is expressed concisely in our **school values** and which are as follows:

- To treat other people as we would be treated
- To listen to each other
- To forgive
- To be kind and helpful
- To share
- To do our best to be our best
- To be honest and live with integrity

### **Academic Assessment**

The School asks for a copy of a child's latest report and any results or background information that may be helpful in placing children in the correct academic sets for their ability. Children joining the school in Years 6, 7 or 8 will need to be able to cope with the demands of the Independent School's Common Entrance curriculum. More information on this can be found on the Independent Schools Examination Board website at <http://www.iseb.co.uk/syllabus.htm>. The Head will establish through discussion with parents whether this is likely to be the case and advise accordingly if not. All children are also expected to be able to follow instructions, to display a reasonable standard of behaviour and demonstrate an awareness of the needs of others in the classroom situation.

Very occasionally the School may offer places to pupils one year ahead or behind their peer group if we consider that this would be in the best interests of the pupil and the School. The Head will be happy to advise parents on this matter.

### **Scholarships and Awards – Academic, Sport, Music, Art & Design and Technology , Drama, All Rounder**

Scholarship assessments for children aged 6 to 11 (Year 2 to 6) usually take place during the spring term of each year for entry the following September. Candidates who are successful in gaining a scholarship or award automatically gain an offer of a place in the School.

All scholarships and awards are subject to terms and conditions which the parents will be asked to agree to when accepting the award. The scholarship and awards are tenable throughout a child's time at St Andrew's, subject to satisfactory progress and behaviour which is reviewed termly.

### **Bursaries**

Financial support may be available to those families of pupils who would not otherwise be able to attend St Andrew's. The relevant fee remission varies in value depending on financial need, and all Bursaries are subject to means-testing as required by the Charities Commission. Parents should request and complete a Statement of Financial Circumstances form which will then be assessed by the Bursar, together with the Head and Governors. The form is available from the Bursary. For advice on financial assistance or bursaries, please contact the Bursar at St Andrew's.

### **Additional Information**

In the interest of your child, it is imperative that you inform us of any factors – social, medical emotional or academic (such as learning support) – that might affect your child's learning and other

school activities. It is important that the School receives any information to enable us to establish if a child's needs can be met and to ensure that we are able to make the necessary reasonable adjustments as the School is obligated to do under the Special Educational Needs and Disabilities Act 2001.

### **Learning Support**

If during a child's time at St Andrew's it is necessary for the child to receive learning support to enable him or her to keep up with the academic standard of their peer group, the School will meet with the parents to decide what level of support may be necessary. The cost of any such learning support will be met by the parents.

A child with Learning Support Requirements will only be offered a place if the School feels that the provision available within the Learning Support Department is sufficient to meet the individual needs of the child and can provide the recommended level of support required.

### **Refusal of Candidates**

In rare cases, it is possible that a pupil may be refused a place if, after due consideration, the School believes that it is unable to provide for the educational and/or emotional requirements of the child.

### **Policies and other relevant information**

Prospective parents should be aware that policies and information which relate to the following are available either on the School's website or on request from the School Office.

- School Aims
- Code of Conduct for Pupils
- Child Protection
- Anti-Bullying
- Behaviour and Discipline (including policy on Rewards & Sanctions + policy on Suspension of Pupils)
- Supervision of Pupils
- Curriculum
- SENDA plan
- Special \Educational Needs
- EAL
- Gifted and Talented
- Health and Safety on Educational Visits
- Rewards and Sanctions

- Complaints Procedure
- List of staff and their qualifications
- Equal Opportunities
- First Aid




**Please Note: A Parents' Handbook is sent to all parents of newly registered children before entry to the School.**

**Contacting the School**

For further information or to arrange a visit, contact the Registrar by telephoning on 01323 733203 or via email: [info@androvian.com](mailto:info@androvian.com).

**Contacts:**

Head: Jeremy Griffith, BA (Bristol) PGCE  
 Deputy Head: Martyn Ward, MB.Ed Hons (Oxon)  
 Head of Pre-Prep and Nursery: Lesley Shaikh, MA, BA Hons (Brighton), PGCE  
 Bursar: David King, B.Sc Hons (London), M.A.A.T. S.A.T.  
 Registrar: Sue Offord  
 Head's PA: Tracy Haynes  
 Marketing Officer: Stephanie Cash-Reed  
 Administration Assistant: Louisa Snell

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Authorised by resolution of the Governing Body Representative	Signature .....  ..... Name .....  ..... Date .....  .....