

# SWANBOURNE HOUSE

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## 15a ADMISSIONS POLICY Applicable to the Early Years Foundation Stage

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Date	November 2019
Review Date	November 2020
Custodian	Head

## Amendments

<b>Amendment</b>	<b>Date</b>	<b>Description</b>
1	Nov 13	Addition of Drama within scholarships
2	Jan 14	SH updates
3	Aug 14	Review and update to include statements on misbehaviour and exclusions
4	Aug 15	Review
5	Nov 15	ISI Consultancy Review
6	Oct 17	Annual review
7	Dec 17	Minor updates following BCC FE audit
8	Sept 18	Section 6 updated
9	Sept 19	Revised and updated by SM and GP
10	Nov 19	Minor amendments

#### References:

- A. Education Act 2002
- B. School Standards and Framework Act 1998
- C. The Education (Independent School Standards) (England) Regulations 2010
- D. Schools Admission Code 2014

## OUR PHILOSOPHY:

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### MISSION AND VISION

To unlock and develop the confidence and individual talents of each child.

1. To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
2. To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
3. To ensure both day and boarding pupils are well prepared within the context of a character and values education for their next school and adult lives in a fast-moving and challenging globalised world.

### SUMMARY

All schools are legally required to have an admissions policy that gives a clear account of their entry procedures. They are expected to apply them fairly and consistently. The policy will be available on the school's web site and for parents to refer to in the school office.

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### 1. GENERAL

Swanbourne House School is a co-educational independent school for pupils from ages 3 to 13. The school has approximately 330 pupils of whom up to half of the pupils make use of the boarding facilities. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child/children will visit Swanbourne House School. We hold a number of Open Days, giving a general introduction to the school, details of these days are published on our web site. The school welcomes prospective parents and their children at any time. Please contact, our Director of Admissions 01296 720264 or email on [admissions@swanbourne.org](mailto:admissions@swanbourne.org) to arrange a visit.

The school describes most year groups by the age of the children at the start of the year. The following may help to explain our terminology:

**Lower School**

- 3s: 3 to 4 (Pre-School age)
- 4s: Reception
- 5s: National Curriculum Year 1
- 6s: National Curriculum Year 2
- 7s: National Curriculum Year 3
- 8s: National Curriculum Year 4

**Middle School**

- 9s: National Curriculum Year 5
- 10s: National Curriculum Year 6

**Upper School**

- 11s: National Curriculum Year 7
- Top Year: National Curriculum Year 8

## **2. ENTRY PROCEDURE**

At Swanbourne House we are keen to identify pupils who will benefit from our caring, balanced and well-rounded education and will make a positive contribution towards the life of the school. Pupils wishing to join the Lower School, Middle School and Upper School will undergo age appropriate familiarisation, taster days and assessments. Pupils may join the school in any year group and in any term, providing there is a space available.

Applicants for admission should register as soon as possible. This includes parents registering where other siblings are already in the School. (The registration form is available from the Director of Admissions or the school website).

### **2.1 ENTRY TO EARLY YEARS EDUCATION**

Swanbourne House offers 15 hours of Universal Free Entitlement funding. The School will aim to work flexibly with the needs of the parents. Pupils are required to register for a minimum of 3 sessions per week.

## **3. EQUAL TREATMENT**

Swanbourne House encourages applications from pupils with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. On completion of independent means-testing, bursaries can be offered in order to make it possible for children who meet the school's admission criteria to attend as pupils.

Swanbourne House is committed to equal treatment for all, regardless of a pupil's sex, race, ethnicity, religion, disability, sexual orientation or social background. Should you require bursary assistance, please contact the school's Director of Admissions.

## **4. SPECIAL NEEDS**

Swanbourne House does not discriminate regarding entry. The school welcomes pupils with Special Educational Needs, providing that our Learning Support Department can offer them the support that they require to access our curriculum and make progress in line with their cohort. The school welcomes pupils with disabilities provided our site can accommodate them. However, we strongly advise parents of children with Special Educational Needs or physical or mental disabilities to discuss their child's requirements with the school prior to applying. This will ensure that we can make adequate provision for the child before they visit so that any special assistance required can be provided. (For example: a ramp may need to be put in place).

Parents should provide a copy of an Educational Psychologist's report or a medical report if they have one, to support their child's application.

The school will discuss thoroughly with parents and if appropriate medical advisers, the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school prior to offering a place.

## **5. THE ASSESSMENT PROCESS**

The assessment process is aimed at identifying if a prospective pupil will be able to thrive within our broad and rigorous curriculum. Swanbourne House 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 a strong tradition in Music, Drama, Art, DT and Sport and there are many extra-curricular activities available, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the Entrance Tests is required; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Assessment for EYFS (3s and 4s) is based on observing prospective pupils within our school environment in small classroom groups and informal play.

In the Key Stage 1 (5s and 6s), teachers will look at the child's ability to access the curriculum in areas such as spelling, reading and Maths, compared to their peers.

All other pupils (7s – TY) sit papers in English and Maths, which are designed for their age group.

## **6. SELECTION CRITERIA**

Only children who attain the required academic standard in the assessment tests will be eligible to be considered for admission. In addition, the familiarisation visit enables us to consider the aptitude, attitude to learning, social and emotional presentation and behaviour of the prospective pupil, all of which will inform our admissions decision.

The criteria for selection is set out below:

- Where pupils are old enough to take a test, they require good enough marks to evidence that they are capable of making progress within the school in line with their cohort.
- A positive recommendation from the prospective pupil's present school.
- A satisfactory interview with parents and the prospective pupil.
- Behaviour and attitude to learning, consistent with the school's policy.
- If a pupil does not meet the academic criteria, the fact that the pupil has siblings at the School is not one of our criteria for offering a place.

A child will not be offered a place if:

- (a) in the opinion of the school, and supported by corroborating evidence, the child has insufficient skills, particularly in Literacy and Maths, so as not to be able to manage the demands of the curriculum.
- (b) behaviour and attitude to learning demonstrated during the familiarisation visit is not consistent with the Swanbourne House's policy.
- (c) the school does not have at present, or is unlikely to be in a position to provide in the near future, appropriate equipment and facilities to enable the child fully to access the curriculum and if to do so will prejudice the provision of efficient education or the efficient use of resources.

## **7. SETTING**

**7.1** The school will set pupils according to the school's assessment of the pupil and vacancies within sets. Throughout the pupil's career at Swanbourne House, all setting and class arrangements are the decision of the school. In the Lower School, the class maximum is usually 16 and in the Middle and Upper School it is usually 18. All pupils are required to sit examinations in the 8s and above, as set by the school.

**7.2** Pupils accepted by the Head into the Scholarship class, customarily have smaller academic classes of between 6 and 8 pupils. It should however, be noted that the usual class size applies to all, and if more pupils merit a position in the Scholarship class, the class will be larger.

## **8. SIBLING POLICY**

Most siblings join us at Swanbourne House. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

## **9. SWANBOURNE HOUSE SCHOLARSHIPS**

Swanbourne House offers scholarships at 11+ for excellence, commitment and potential in:

- Academic subjects
- Art
- Design Technology
- Drama
- Music
- Sport
- All-Rounder (academics + at least 2 co-curricular subjects)

Scholarships are designed to reward excellence and to celebrate exceptional talent. Details of the arrangements for applying for a scholarship are sent to all parents in the Autumn Term when their child is in the 10s.

The school encourages parents of potential Scholars who anticipate that they will experience difficulty in meeting the full tuition fees, to apply for a means tested bursary, alongside an application for a scholarship. You may wish to make an appointment to talk with the Head and Bursar in advance of applying for a scholarship.

Pupils who apply for an academic scholarship sit a separate exam in English and Maths.

Scholarship awards are held for the duration of a pupil's remaining time at the school, provided his/her conduct and progress in their scholarship area are satisfactory.

## **10. BURSARIES**

The School offers sibling discount to parents at a rate determined by the Governing Body. Means tested bursaries are offered in accordance with the school's charitable purposes (see our Bursary Policy).

Our bursary programme is designed to make it possible for as many pupils as possible (who meet the school's entry criteria) to take up a place. Bursaries are means-tested by an independent company and parents are required to provide proof of their income, outgoings, assets and liabilities, as well as those of the child. The level of support offered will vary according to parental need and the school's resources.

Bursaries are reviewed annually. Parents are required to provide any new information about their circumstances for every year that their child attends the school. This may lead to an award being revised upwards or downwards as appropriate.

## **11. OVERSEAS APPLICANTS**

The school welcomes overseas pupils. Pupils wishing to board are required to have a relative or legal guardian living in the UK who will be fully responsible for the pupil while they remain on the school's roll. The school reminds adults in charge that Tier 4 pupils entering the country need to carry with them a parental consent letter with school details included within it. This is to reassure UK Border Agency staff that the parents are aware of the child's destination. It equally applies to children travelling by themselves or accompanied by an adult who is not their parent. Parents have to supply information to the school for Tier 4 to be completed and the checks abroad are not within the control of the school.

## **12. FLUENCY IN ENGLISH**

In order to cope with the academic and social demands of Swanbourne House, pupils must have a reasonable command of the English language. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

## **13. RELIGIOUS BELIEFS**

Although Swanbourne House has Christian roots, the school does not select for entry on the basis of religious belief, and we offer the opportunity for pupils to opt out of services, by request. However, parents should be aware that there is a compulsory Saturday morning Enrichment Programme for the 11s and above (Year 7 upwards), and that all pupils are expected to attend. Parents should request to speak to the Head to discuss any temporary arrangements, e.g. absence due to Bar Mitzvah or family religious celebrations.

## **14. SWANBOURNE HOUSE CONTRACTUAL TERMS & CONDITIONS**

Copies of the Terms and conditions are available on the School's website and will be given to parents as part of the admissions process.

## **15. MISBEHAVIOUR AND EXCLUSION**

The school promotes a good standards of behaviour amongst pupils and supports pupils in achieving this aim. (See the Behaviour Policy.) Repeated poor behaviour may result in:

- Deputy Head's Warning - parents will be invited for an advisory interview.
- Head's Warning - parents will be invited for an advisory interview and letter.
- Suspension – only the Head may suspend pupils or the Deputy Head in her absence;
- Expulsion – only the Head may permanently exclude pupils.



If a pupil is suspended, the suspension may take place in or out of school depending on the circumstances. Parents will be asked to meet with the Head to discuss the details and will receive a letter of confirmation.

In exceptional circumstances, the Head may request a pupil's permanent removal from the school. This would be the final disciplinary sanction. Should parents wish to appeal against this decision, they may write to the Head stating the grounds for appeal. The Chairman of Governors will convene a panel or appoint a convener to organise a panel. Parents and the Head will be informed of the panel's recommendation.

## **16. STEP BY STEP GUIDE TO THE ADMISSIONS PROCESS**

### **STEP 1 – ENQUIRY**

After making an enquiry we will send you a Registration Form and information on the school.

- Please complete and return the Registration Form along with the non-refundable £150 registration fee - this will ensure that your child is on the future entrants' registration list.
- Arrange to visit Swanbourne House to see what we have to offer.

**Please note:** Parents registering their children for entry more than 12 months in advance, will be required to complete the Acceptance Form and pay the Deposit to secure their child's place, subject to assessment. The familiarisation and assessment will normally take place two terms prior to entry. The offer of a place will be confirmed following satisfactory assessments and a reference from the current school.

### **STEP 2 – VISIT followed by FAMILIARISATION DAY**

- On receipt of your Registration and non-refundable registration fee of £150, you will be invited to visit the school and meet with a member of the Senior Leadership Team. You will also have the opportunity to tour the school with a current pupil.
- Your child/ren will be invited to a Familiarisation & Assessment Day to come and experience life at Swanbourne. This will include age appropriate assessments and an interview with a member of SLT.

### **STEP 3 – ASSESSMENTS**

If not conducted at Familiarisation, on a separate occasion, your child/ren will be invited to sit our assessment tests. (See point 5 above)

### **STEP 4 – PLACE OFFER**

Subject to satisfactory assessments and a reference from your child's current school, you will be offered a place. A copy of the school's Terms and Conditions will be sent to you.

- A deposit of £1,000 is payable for 4s and above. This is offset against your child's final term's invoice.
- A deposit of £500 is payable for 3s with EEF with an additional £500 payable when moving to 4s. This is offset against your child's final term's invoice.
- Receipt of the completed Acceptance Form and deposit is required within a two week period to secure the place.
- Delay in returning the Acceptance Form and deposit may result in the place offer being withdrawn

## **STEP 5 – JOINING INFORMATION**

In the term prior to entry, you will be sent all the information you need regarding joining Swanbourne House, including term dates, fees schedule, New Pupil's handbook and uniform list.

For September entries, prospective families will be invited to a New Parents' Information morning and prospective pupils will be invited to a 'Moving Up' Day in the preceding Summer Term.

## **INTERNATIONAL PUPILS**

The above steps will be followed where possible. A Skype interview will be offered with a member of the Senior Leadership Team for prospective families. International pupils will be required to demonstrate a fluency in English to ensure that they will be able to access the curriculum. Further on-line assessments may be required at an additional cost to the family.