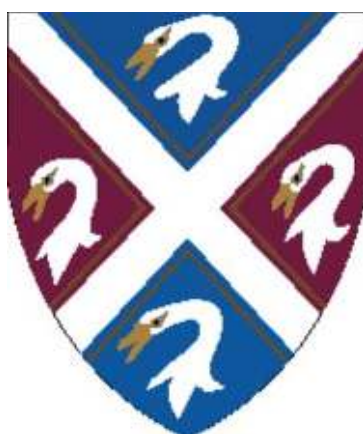


SWANBOURNE HOUSE

THE *Stowe*
GROUP



15a ADMISSIONS POLICY Applicable to the Early Years Foundation Stage

Date	August 2022
Review Date	August 2023

Amendments

Amendment	Date	Description
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	April 2021	Revised and updated by SM
11	August 2022	Revised and updated - SM

References:

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

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 website and for parents to refer to in the school office.

1. GENERAL

Swanbourne House is a co-educational independent school for pupils from ages 4 to 13. The school has approximately 270 pupils of whom up to a third 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. We hold a number of Open Mornings which give a general introduction to the school; details of these mornings are published on our website. The school also welcomes prospective parents and their children at any time. Please contact, the Director of Admissions on 01296 720264 or email on admissions@swanbourne.org to arrange a visit.

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 familiarisation 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].

3. EQUAL TREATMENT

Swanbourne House is a diverse community which promotes equal and respectful treatment to all, including in its admissions process. We consider all applications on their merits, regardless of background. The School complies with its obligations under the Equality Act 2010 and the Children and Families Act 2014. The School is strongly committed to promoting equal opportunities for all.

Should you require bursary assistance, please contact the school's Director of Finance on office@swanbourne.org. On completion of a means test, bursaries can be offered in order to make it possible for pupils who meet the school's admission criteria to attend the school. [Please see the school's Bursary Policy]

4. DISCLOSURES AND SPECIAL CIRCUMSTANCES

We recognise that an applicant's performance may be affected by particular circumstances, for example:

- If there is a disability or specific learning difficulties.
- If they attend [or has attended] a school outside the British education system.
- If English is not the first language.
- If they have any ongoing problems with his health.
- If they are unwell when taking the assessments, or has had a lengthy absence from his school.
- If there are family circumstances, such as a recent bereavement.

If there are such circumstances, we must be informed as soon as possible, and certainly in advance of any entrance assessments being taken [or on the day if a pupil is taken ill during them] and may request further information, such as a medical certificate or Educational Psychologist's report.

5. SPECIAL EDUCATIONAL NEEDS AND DISABILITY

We welcome applicants with Special Educational Needs and Disabilities. We must be made aware of any such needs or disabilities at the point of registration. When a disability or special educational need is made known to us, provided that the special educational need or disability of the pupil can be managed within the school's provision, we will consult with parents and make reasonable adjustments to our admissions procedures to enable a pupil, if they are able, to satisfy our admissions requirements. The school is likely to require an appropriately qualified assessor's report or equivalent independent medical report to support the reasonable adjustment being made.

The school's decision on whether it can cater adequately for a pupil's needs by making reasonable adjustments depends on: whether the adjustment will remove the substantial disadvantage; the cost of the proposed adjustment; the resources available internally or from external providers; the practicability of making the adjustment; health and safety requirements; the interests of other pupils including those who may be admitted to the school; and the school's charging structure generally.

Parents are required to provide details of any medical condition, health problem or allergy affecting their child; as well as any behavioural, emotional and/or social difficulty, on application to the school to inform the school's decision. In the event of any change of circumstance regarding special educational need or disability between registration and admission, parents must inform the school.

The School reserves the right to withdraw an offer should such details be omitted on the Registration Form.

Details of our provision for pupils with SEND can be found in the Special Educational Needs and Disabilities Policy, available on our website.

6. ENGLISH AS AN ADDITIONAL LANGUAGE

Swanbourne House welcomes pupils who speak English as an Additional Language [EAL]. They bring a wealth of prior learning experiences and enrich the school with their diverse backgrounds. In order to cope with the academic and social demands of Swanbourne House, pupils must have begun to be fluent English speakers. Tuition in English as an Additional Language [EAL] can be arranged at Parents expense. The development of their general English language skills is monitored continually, and as pupils progress through the school.

7. 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 Reception is based on observing prospective pupils within our school environment in small classroom groups and informal play.

In the Lower School [Year 1 to Year 4] teachers will look at the child's ability to access the curriculum in areas such as Spelling, Reading and Maths, this will be compared to their age group.

All other pupils [Year 5 to Year 8] sit papers in English and Maths, which are designed for their age group. They will also have an interview with a senior member of staff.

Occasionally, we also complete CAT testing for some pupils where this is deemed more appropriate.

8. 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 takes into account the aptitude, attitude to learning and behaviour of the prospective pupil this will also be a significant factor in a place being offered.

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 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. [See Sibling Policy]

A child will **not** be offered a place:

- if, 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.
- Behaviour and attitude to learning demonstrated during the familiarisation visit is not consistent with the Swanbourne House's policy.
- if 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 to fully access the curriculum and if to do so will prejudice the provision of efficient education or the efficient use of resources.

9. 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.

10. SWANBOURNE HOUSE SCHOLARSHIPS

Swanbourne House offers scholarships at 11+ for excellence in:

- Academic subjects
- Art
- Design Technology
- Drama
- Music
- Sport
- All Rounder

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 Year 6.

The school encourages parents of potential Scholars, who anticipate that they will experience difficulty in meeting the balance of the 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.

Pupils who apply for an academic scholarship sit a separate entrance exam in English and Maths. The scholarship award is held for the duration of a pupil's time at the school, provided his/her conduct is satisfactory.

11. BURSARIES

The School offers sibling discount. Means tested bursaries are offered in accordance with the school's charitable purposes.

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 and parents are required to provide proof of their income and assets, as well as those of the child. The level of support will vary according to parental need.

Bursaries are reviewed annually. Parents are required to provide any new information about their circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

12. OVERSEAS APPLICANTS

The School welcomes overseas pupils. Pupils wishing to board are required to have a relative or legal guardian living in the UK with whom he/she can stay for some weekends. 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.

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 Year 7 and Year 8 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 Heads' Warning - parents will be invited for an advisory interview.
- Head's Warning - parents will be invited for an advisory interview and letter.
- Suspension / Exclusion – only the Head may exclude pupils or Deputy Head in his/her absence;
- Expulsion – only the Head may exclude pupils.

If a pupil is excluded, the exclusion 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.