



## ADMISSIONS POLICY

The aims of this policy are:

- To ensure compliance with the charitable purposes of the Schools.
- To identify and admit children who will contribute to and benefit from the ethos and activities of the Schools' community. We will only admit a child who has met the academic criteria.

### General

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 will visit Stamford Endowed Schools. We usually hold a number of open events in the autumn term, which give a general introduction to the Schools. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times and contact information can be found on the Stamford Endowed Schools website..

Pupils, are admitted to the Stamford Endowed Schools as **fee paying day pupils** at any age (as of 1 September) from 2 to 18 as follows. All schools are coeducational:

2-3	Stamford Nursery School
4 - 11	Stamford Junior School
11+	Stamford School

Pupils, may also be admitted to the Stamford Endowed Schools as **fee-paying boarding pupils** from age 8, if they live in the UK, or age 9 if they live outside the UK. In exceptional circumstances, at the discretion of the Principal, pupils younger than the age of 8 years may be admitted as boarding pupils.

The criteria for admission to SES apply equally to all children regardless of disability, ethnicity, race, religion, sexual orientation, gender or social background. Although the School has a Christian ethos, the School does not select for entry based on religion and welcomes applications from prospective pupils of all faiths and no faith.

Professional judgement about a pupil's suitability rests with the Principal and the Head who alone are responsible for offering places. Where a place is not offered to a pupil there is no right of appeal.

### **Application**

Parents must complete the application form and pay the application fee prior to assessment. The application fee is non-refundable.

Date of application is the date on which the School receives the application form and the application fee.

When there are places still available, applications and assessments may be made mid-year. The School does not generally accept pupils into Year 11 or Year 13.

#### *Special educational needs and disabilities*

The Schools do not unlawfully discriminate in any way regarding admission. The Schools welcome children with disabilities and/or special educational needs provided we can reasonably offer them the support that they require, and that our site can accommodate them after reasonable adjustments have been made. The School can provide the Schools' Disability and Special Educational Needs Provision Statement on request.

Parents of a child who has any disability, medical needs or special educational needs must provide the Schools with full details upon application. The Schools need this information so that, in the case of any child with particular needs, the Schools can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the Schools can cater adequately for the pupil should an offer of a place be made.

### **Assessment**

Places will be offered on the basis of entry tests, references and other assessments. A place may not be offered when the reference is unsatisfactory or is not received. Wider educational, social and domestic factors may also be taken into account when awarding places.

#### *Entry to Nursery and Reception*

It is expected that children will have the necessary social and developmental skills to be able to access the Early Years Curriculum. These will be observed during a taster session.

*Entry to Year 1 to Year 6*

Pupils must complete age-appropriate assessments, including English and mathematics. In addition, staff observations, school reports and references will be taken into consideration.

All candidates for Years 1-6 are expected to attend in person for assessment, and undertake a taster stay if applying for boarding.

*Entry to Year 7 to Year 12*

Candidates for entry to Stamford School will be assessed upon the following:

- Satisfactory performance in the School's entrance assessments (for entry to Year 7-Year 10)
- Satisfactory performance in Common Entrance (where applicable, for entry to Year 9)
- Satisfactory performance in GCSE or equivalent public examinations (for entry to the Sixth Form)
- Attitude, ability and willingness to contribute to the wider life of the School
- A reference from the pupil's current school, including their disciplinary record.

An interview, either in groups or individually, will be conducted and will form part of the assessment process.

We recognise that a candidate's performance may be affected by particular circumstances, for example, if he/she is unwell when taking tests or has had a lengthy absence from his/her school. In these cases, we may request further information as we consider necessary to make a fair assessment.

*English as an Additional Language candidates*

Candidates whose first language is not English will be asked to sit an examination in Mathematics, English and any other subjects deemed relevant to their chosen curriculum. They will also be interviewed (via video conferencing if they are unable to attend for interview in person) to establish that their English is of a standard that will allow them to successfully access the curriculum.

## Offer and acceptance

It is the Schools' policy not to make the results of entrance examinations available to the candidates, the parents, their current school or any third party. Feedback on specific areas of strength and weakness may be given.

Applications will result in one of three outcomes:

- The candidate has been offered a place at the Stamford Endowed Schools
- The candidate has been placed in the Waiting Pool
- The candidate has not been offered a place at the Stamford Endowed Schools

To accept a place, parents or parties with parental responsibilities must sign the Acceptance Form and return this to the Schools with the Acceptance Deposit.

When the offer of a place is made, parents will be given a deadline by which the place must be accepted. After this time, the offer of the place may be withdrawn and the place offered to another family. Parents may re-register at no cost, and join the Waiting Pool.

Where a year group is oversubscribed, candidates will be considered in order of their performance in the entry assessments and, where necessary, will be prioritised against the following criteria:

- A child who has a sibling at the Stamford Endowed Schools, or who has a sibling joining the Schools in the same admissions cycle.
- A child who has requested a weekly/full boarding placement.
- A child with a particular skill, talent or aptitude.
- A child whose parent is a member of staff employed by the Schools.

All offers are made subject to satisfactory completion of the relevant period of time at their current school. The permanent or temporary exclusion of a pupil by their current school between the date on which an offer is made and their arrival at the school may invalidate the offer. Waiver of this clause is exclusively at the discretion of the Head.

A child may not start as a pupil until the School is in receipt of: references from the child's current school (where applicable); the signed Acceptance Form; all required pre-joining paperwork; and the appropriate Deposit.

Parents who return the Acceptance Form and the Acceptance Deposit entirely by means of distance communication (i.e. by post, fax or electronic communication) without a face-to-face meeting with a member of the School staff may cancel the acceptance within 14 days of the date recorded on the Acceptance Form.

If a place is not taken up after acceptance, the Acceptance Deposit will not be refunded and Fees in Lieu will be imposed in accordance with the Schools' Terms and Conditions, unless:

- The Parents completed the application process entirely by distance communication, and have cancelled within 14 days of accepting the place, or
- The candidate fails to reach the specified standard for entry in GCSE or equivalent examinations.

#### *“Out of Year” Applications*

Very occasionally, we may offer places to pupils one year ahead of or behind their standard year group if, as a matter of professional judgement, we consider that this would be in the best interests of the pupil and the Schools.

#### **Scholarships**

Details of the full range of scholarships and their terms and conditions can be found on the School website.

#### **Bursaries**

Details on fee assistance can be found on the School website. The Bursary Policy can be obtained on request from the School.

#### **General Note Concerning a Pupil's Transfer From Another Independent School**

Where Parents are bidding for a transfer into the Stamford Endowed Schools from another Independent School in membership of the Independent Schools Council (ISC), a place may not be confirmed until the School receives confirmation that there are no outstanding debts to the previous school.

#### **Candidates Studying in the UK on a Tier 4 Visa**

The Schools are registered sponsors for Tier 4 pupils, and adhere to all current regulations and best practice in fulfilling their sponsorship duties.

## School's Terms & Conditions

The terms upon which the School educates each child are set out in the School's Terms and Conditions which are on the Schools' website and will be made available to parents as part of the admissions process.

## Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the Schools' Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

## Definitions

In this document, *the Schools* refers to the Stamford Endowed Schools, which are selective schools with a Christian ethos for day and boarding pupils aged 2 to 18. They comprise Stamford Nursery School, Stamford Junior School, and Stamford School.

The term *parents* refers to those with parental responsibility for the child.

The term *child* refers to children and young people aged 0 to 19 years old.

A *sibling* for the terms of this policy means a brother, sister, step-brother, step-sister, half-brother, or half-sister from a legally recognised parental relationship.

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