

St George's School Edgbaston Admissions Policy



St George's
School Edgbaston

St George's School Edgbaston is a co-educational Independent day school for children between four months and eighteen years. St George's has a Christian ethos based on a Christian Foundation, but welcomes staff and children from many different cultures, faiths and backgrounds. St George's is an inclusive school, and in addition to academic ability and potential, we look for a range of qualities and skills which children might contribute to school life. The school does not select pupils on academic ability alone, but assesses the full range of a child's talents and abilities in order to clarify both what each child can do, and what they could achieve given the nurturing, support and opportunities available within the school.

The School is organised into the following divisions:

- Lower School (for pupils aged 4 to 11)
- Upper School (for pupils aged 11 to 16)
- Sixth Form (for pupils aged 16-18+)

Whilst the usual entry points are at Reception (4+ years), Year 7 (11+) and Sixth Form, places do become available at other points throughout the year. Parents/ carers / guardians are advised to contact the school to enquire if places are available in the year group appropriate for their child.

Lower School:

Reception Class (EYFS)

Upon receiving the Registration Form and fee, an appointment is made for parents to view the Lower School and meet the Head of Lower School and Reception Class Teacher, if they have not already had the opportunity to do so.

We will then organise for our Reception Class Teacher to visit your child in their current Nursery (or class setting if transitioning within current year band). This enables us to see your child in their familiar setting, and talk to the adults who currently work with them. This is an important part of the process as we need to ensure we can meet all your child's needs. The more information we have about your child, the more effective their transition into our school will be.

If we are unable to visit your child's current location (for example due to relocation), our Reception class teacher will make phone contact with your child's current setting.

The teacher will complete an assessment summary sheet on the child, which provides information about the child's academic and social abilities. The teacher will then make a recommendation as to whether the child should be offered a place, and will discuss this with the Head of Lower School. The Head of Lower School will make the final decision as to whether a place should be offered, and will consider the information gathered from your child's current setting, any assessments/paperwork from external agencies, and a confidential reference taken up from the child's current nursery/school.

Year 1 to Year 6

Upon receiving the Registration Form and fee, an appointment is made for parents to view the Lower School and meet the Head of Lower School, if they have not already had the opportunity to do so.

Prospective pupils are invited in to spend a day with their appropriate peer group. This enables staff to observe the child both at work and play, and lets the child discover if they feel comfortable in the St. George's Lower School environment. Occasionally we may ask for a pupil to attend further sessions/days in order to confidently ensure we can meet all the child's educational needs.

During the day spent in school the child will follow the timetable of the class they are with. However, time will be found within the classroom setting to observe skills in Mathematics and English. This is intended to be a positive experience for the child, and we do ask that you let us know about any anxieties, concerns or needs your child may have.

The form teacher will complete an assessment summary sheet on the child, which provides information about the child's academic and social abilities. The teacher will then make a recommendation as to whether the child should be offered a place, and will discuss this with the Head of Lower School. The Head of Lower School will again make the final decision as to whether a place should be offered, and will consider the information gathered from your child's taster day, any assessments/paperwork from external agencies, and a confidential reference taken up from the child's current school.

How do we make our decisions?

The decision making procedure is based upon the visit/taster day and the report from the child's current Nursery/School. We do not look for purely academic skills, as we are equally concerned with the child's attitude, behaviour and social skills. If a child has a learning difficulty, the Learning Support department would be involved to ensure that the appropriate support could be offered.

If a place is available within the appropriate year group and the above criteria are met, then a place would be offered. If there are no places available, then a place on the waiting list would be offered. However, if the child did not have a very successful assessment day, or if the school felt it was not the right setting to meet the pupil's needs, then a place would not be offered. Whatever the outcome, parents are always informed of the decision by telephone within 24 hours, and in writing within two weeks.

The School will not be obliged to state its reasons for not offering a place.

Prospective parents are always informed that entry into Lower School does not guarantee automatic entry to St. George's Upper School.

Year 7 Entry

School prospectus and registration forms are available on request. Parents/Guardians of all prospective pupils must complete and return the registration form together with the registration fee prior to sitting the entrance examination.

An acknowledgement of the registration form and fee and a letter giving details of the November entrance examination are then sent to the parents. Candidates applying for places after November may still be considered, and the school will arrange for further opportunities to sit the entrance examination at a time to suit. We also contact the pupil's current school and ask for a confidential report.

The examination consists of:-

Reading Test: 1 hour

Writing Test: 45 minutes

Maths Test: 1 hour

We endeavor to find out as much as possible about each child before considering an offer of a place; in addition to the exam we pay close attention to a child's report from their current and in some cases we also meet and interview a prospective pupil. The interview, whilst kept informal, is conducted by a member of the school's leadership team to allow consideration to be given to a pupil's character and any achievements and interests outside of school.

How do we make our decisions?

After tests have been marked and recorded, prospective pupils are placed in rank order. Each child is then looked at in terms of test scores, any information from interviews, confidential reports, and any other staff/current school

comments. Any further additional material may also be considered, such as letters from parents, evidence of personal achievements and also dyslexia, educational psychologists reports etc.

The team involved in these decisions would include the Headteacher, the Deputy Headteacher and the Heads of English, Mathematics and Learning Support. In some cases, further information will be requested from the Head Teacher of a prospective pupil's school re behaviour or work attitude.

The qualities that we look for in a pupil are not purely academic and a current Head Teacher would be able to help us with our ultimate decision.

When pupils have learning difficulties or disabilities, we need to know that we are able to offer the appropriate support. Some pupils have specific learning difficulties (e.g. dyslexia); others may have problems with social skills or need some form of accelerated learning programme.

The first decision on who will be offered places is based upon all of the entrance criteria, not just the test scores. Some pupils are offered places immediately, some we place on our waiting list and some we are unable to accommodate at all.

All pupils who sit the entrance examination are informed of the outcome and the decision of an offer of a place by telephone within 12 working days, and in writing within 15 working days.

The School will not be obliged to state its reasons for not offering a place.

Application for Entry Year 7 – 11 (During the School Year)

Occasionally the school will receive an application for a place (or a place on the waiting list) at different times of the school year. Parents should contact the admissions office for up to date information. School prospectus and registration forms are available on request. Providing a place is available, we are prepared to consider any applicant on an individual basis following completion and return of the registration form together with the registration fee. Prospective pupils are encouraged to complete a visit and tour of the school.

Parents who approach us for 'mid-school' entry do so for a variety of reasons, and it is important for the school to understand these to aid any potential transition. Therefore, we often invite a prospective applicant to spend a taster day at the school within the appropriate year group. This allows a potential pupil to discover if they are happy in the St George's Upper School environment and allows the school to undertake any appropriate assessments. Occasionally we may ask for a pupil to attend further sessions/days in order to confidently ensure we can meet all the child's educational needs.

A confidential report is also requested from the pupil's current/previous school and parents and prospective pupils will meet with the Headmaster during the application process.

How do we make our decisions?

Each application is looked at individually and all information is given careful consideration. This includes a child's current attainment, confidential report from current/previous school, reports from our teaching staff and any other information. We do not look for purely academic skills, as we are equally concerned with the child's attitude, behaviour and social skills. If a child has a learning difficulty, the Learning Support department would be involved to ensure that the appropriate support could be offered.

If a place is available within the appropriate year group and the above criteria are met, then a place would be offered. If there are no places available a place on the waiting list would be offered. However, if the child did not have a very successful assessment day, or if the school felt it was not the right setting to meet the pupil's needs, then a place would not be offered. Whatever the outcome, parents are always informed of the decision by telephone within 48 hours, and in writing within two weeks.

The School will not be obliged to state its reasons for not offering a place.

Entry to Sixth Form

All Year 11 pupils and parents are individually written to during the Autumn Term. They are also encouraged to attend Open Events and to meet with the Head of Sixth Form. Open Events are also advertised to encourage interest from prospective applicants from outside of school.

All of those making Sixth Form enquiries are given an information pack about the Sixth Form; including information about the wide range of courses and subjects that are available for study in the Sixth Form and the application process.

- At least 5 GCSE C grades or above are normally required for entry to the Sixth Form
- A GCSE Grade B or above is normally required for acceptance onto an AS or A-Level course, although subject teachers may consider individual circumstances. Requests to study subjects that have not been previously studied at GCSE will also be given careful consideration.
- The school is also able to offer an alternative Sixth Form Progression Pathways provision for students who may not meet the normal entry requirements (this may sometimes include a GCSE re-sit). This is something we are happy to discuss individually with students and parents. Appointments to discuss these should be made with Miss J Stinton, Head of Sixth Form.
- Following the GCSE results in August the Head of Sixth Form will be available to meet students and finalise their specific learning needs and aspirations.
- Where appropriate students will be timetabled to follow an ASDAN qualification; either the Award of Personal Effectiveness (AoPE) or the Certificate of Personal Effectiveness (CoPE).

How do we make our decisions?

Careful consideration is given to each individual subject choice, and the applicant's ability to study their preferences. Following an application and interview with the Head of Sixth Form, an offer of a place is made and a record of the applicants preferred subjects is noted.

This offer is conditional on the applicant achieving the necessary GCSE results, and so final confirmation of a place in the Sixth Form in August and early September.

Confirmation of a place is secured when the Acceptance Form and deposit for fees are returned to the school.

The School will not be obliged to state its reasons for not offering a place.

Disability and Special Education Needs

The School has limited facilities for the disabled, but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents / Carers or Guardians of a child who has any disability (including a major long-term illness), or statement of special educational needs/Educational Health Care Plan, should provide the School with full written details when applying for admission. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the Entrance Examination, as appropriate) and during their life at the School. We are prepared to consider any applicant on an individual basis following completion and return of the registration form together with the registration fee. The school cannot facilitate reading and reviewing SEND paperwork prior to registration.

The School will consult with parents (and Local Authority if appropriate) about the adjustments which can reasonably be made for the child both during the admission process, and later as a pupil to ensure the smooth transition of the child into the school, and the most effective inclusion of the child whilst at the school. Any additional educational support may be subject to a further cost, in addition to the fees.

English as an Additional Language/Overseas Students

The school may be able to accommodate children whose first language is not English. Many pupils' needs can be met within the classroom, but if necessary further additional support can be arranged. This will be subject to further cost in addition to the school fees.

It is not always possible to assess EAL pupils as either they do not have sufficient command of English to complete examination or assessments, or they are applying for a place at the school whilst in their home country. In these situations, academic reports from the pupils' home country are requested prior to arrival, and in some cases, a pre-arranged telephone or Skype interview may take place between the EAL teacher and the potential student, in order to ascertain the ability to communicate in English.

Once a pupil has arrived in the U.K. an initial assessment of English language acquisition is carried out by EAL staff in order to determine the type and level of support needed.

Information is also gathered about:

- the pupils' linguistic background
- the pupils' previous educational and schooling experience
- the pupils' family background.

A summary of this information is then made available to staff.

Overseas students are considered on an individual basis and must fulfil the requirements set out in the Admissions Procedures for Overseas Students prior to the offer of a place at the school (see Appendix 1).

Scholarships and Bursaries

Each year a limited number of scholarships and bursaries are awarded by the Trustees. The school welcomes applications from all religious and socio-economic backgrounds. Scholarships and bursaries are awarded on the basis of merit and available finances.

- Applications for a Bursary or a Scholarship ideally should be made at the same time as an application for a place at the school.

All decisions about scholarships or bursaries are confidential to the Board of Trustees.

Reviewed and updated October 2016

Appendix 1

Admission Procedures for Overseas Students seeking admission to St. George's School:

The following requirements **must** be met before St George's can consider whether a place here is appropriate for an overseas applicant.

1. Parents must send a current school report, and a copy of the child's passport. This must include the front cover of the passport as well as the identification page with the photograph.
2. If the child meets our entry requirements, the School will then confirm an offer of a place. Skype may be used for the interview process.
3. Parents then send to the school a completed copy of the Provisional Entry Form.
4. The school will then send an invoice for the first year's fees plus the registration fee and deposit, which should be returned to the school as soon as possible.
5. Once the school has received payment, we will issue you with a Certificate of Acceptance of Studies (CAS). You will need the CAS number for a visa application. Please note that you must use the original documentation and the CAS number for the visa application and that only one CAS will be issued per pupil.
6. We reserve the right to re-test students' knowledge of English on arrival at St George's. This is done to check each student's ability to cope with the curriculum.
7. If the school discovers that the student's level of spoken and written English is not as anticipated, we may have to change the course originally offered to the student. This might include asking someone enrolled to study 'A' Levels to first join year 11 for a year, or to reconsider his or her choice of subjects.
8. If it is clear that the student will be unable to cope with the curriculum within St George's School, we may ask the student to withdraw.
9. The school will require confirmation that accommodation arrangements made by parents of overseas students are through a private arrangement with a blood relative.

Should the school become aware that an overseas student under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related. The school will notify the local authority of the circumstances, and the local authority will check that the arrangement is suitable and safe for the child.