



# The Ryleys

Girls & Boys Preparatory School

## 15a Admissions Policy

**Monitoring:** Headteacher

**Named Person Responsible:** Mrs J. Langford

**Reviewed:** April 2018

**Policy Review Date:** April 2021

# Admissions Policy

---

## THE ENTRY PROCEDURE

The Ryleys School does not select pupils on the basis of academic ability. Admission is based upon academic suitability which is assessed through informal assessment on the taster day and an informal interview to assess character. In some instances, references from the candidate's previous school may be sought. Our admissions process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school.

Pupils usually enter The Ryleys School at age 1 or 4 (Nursery/Reception) but children may enter the school at any age providing places are available. Please contact the Admissions Department for details.

## EQUAL TREATMENT

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

The Ryleys School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, or social background. Our provision for bursaries is described below.

## SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our LEAP Department (Learning Enhancement Achieving Potential) can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School before applying for a place so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

## THE ASSESSMENT PROCESS

The aim of the process is to identify potential. We are 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 strong traditions in music,

drama, art and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

We do not assess candidates for entry who are below the age of 4.

Potential candidates attend a taster day so that informal assessments can be regarding their suitability for a place at the school. If appropriate, a more formal English and maths assessment may be given, depending on the child's age.

### SIBLING POLICY

Most siblings join us at The Ryleys School. 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.

### BURSARIES

Our bursary programme is generous and is designed to make it possible for as many as possible of those who meet the School's entry criteria to take up a place here. We offer means tested awards, reviewed annually, to entrants at the appropriate point of entry, where the parents have indicated on the registration form that they require financial support. Bursaries are means-tested in accordance with the criteria published in the School's Bursary Policy. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Our Bursary Policy can be obtained from the School Business Manager.

### OVERSEAS APPLICANTS

We welcome overseas pupils. For those who do not have English as their first language, tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

### Religious Beliefs

The school is non-denominational.

### SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's web site and will be made available to parents as part of the admissions process.

### COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

References:

- A. Education Act 2002,
- B. School Standards and Framework Act 1998
- C. SI 2003/1910 (as amended).
- D. ISI Regulatory Checklist (0907)
- E. <http://www.isi.net/documentation/docindex.htm>F.  
<http://www.dcsf.gov.uk/sacode/docs/RevisedSchoolAdmissionsCode041208.pdf>

*The Ryleys School acknowledges the assistance provided by guidance documents prepared by the following public bodies and not for profit organisations:*

- *The Independent Schools Inspectorate (ISI)*
- *The Department for Children Schools and Families (DCSF)*