



## Admissions Policy

### Introduction

Aldwickbury is an all boys' independent prep school for boys aged from 4 (Reception) to 13 (Year 8). There are approximately 375 boys, with a boarding facility, including flexible boarding, for Years 5 to 8.

### Entry Procedure

The normal entry procedure is set out below. There may be situations where this route is not appropriate, but the basic principles will still apply. Boys may start in any year group depending on the availability of places, although Reception (4+) and Year 3 (7+) are the most common. The Registrar can be contacted for details of availability of places and to organise a visit, either by telephone on 01582 713022 or email [e.warrington@aldwickbury.org.uk](mailto:e.warrington@aldwickbury.org.uk).

#### Registration — the first step

Following a visit to meet with the Headmaster and, if relevant, the Head of the Pre-Prep Department, parents who wish their son to be considered for entry are asked to complete the registration form. A boy's name is placed on the list of applicants for admission when this form, together with the registration fee, has been received. Boys are admitted to Aldwickbury School at ages 4 to 13, usually at the beginning of the school terms but, exceptionally, throughout the year.

#### Admission to the Pre-Prep Department (Reception to Year 2)

At the present time, places are allocated for the Reception classes from the date of Registration. Parents are contacted in the Autumn preceding the academic year of entry to confirm that a place is still required. The Headmaster then offers the available places. A waiting list is kept for any parents who wish to take up a chance vacancy place.

If parents are looking for a place in Year 1 or 2 then the Head of Pre-Prep will invite the boys to visit in order to review the level of literacy and numeracy. A report from the current school will also be requested, along with any other reports as appropriate, before places are offered.

#### Admission to the Prep School from Years 3 to 8

Boys wishing to join the Prep School in Years 3 to 8 are asked to attend an assessment session after they have been registered. The level of literacy and numeracy of each candidate will be reviewed, the boy will talk to a senior member of staff and a report from the current school will also be requested, along with any further relevant information. Places based on this assessment will then be offered by the Headmaster as appropriate.

Dates for the assessment of a potential boy are arranged individually and in consultation with the parents.

## **Entry Requirements**

Boys with a range of ability levels are accepted, however, the academic standard is set such that the boys can reach the entry requirements of various senior schools (both day and boarding) at 13+. It is important that boys attending Aldwickbury can participate in, and benefit from, the balanced and broad education. The boys should be willing to contribute to, and be involved with, what is offered both inside and outside the classroom. Aldwickbury has strong traditions of involvement in many areas outside of the curriculum all of which are important in developing well-balanced, confident individuals and parents should be supportive of this ethos.

All places at Aldwickbury are offered at the discretion of the Headmaster, and there are certain preconditions of entry. These are listed below:

- the applicant's family will support our ethos and objectives and will abide by the terms and conditions
- the applicant is of the appropriate age and maturity
- the applicant should enjoy satisfactory health enabling him to attend lessons and participate fully in all aspects of life at Aldwickbury
- within the constraints of the normal operation, Aldwickbury is able to provide adequate support that may be needed by a boy such that he can benefit from the education available

All boys must meet certain criteria, and these are listed below:

- the boy must have a competent grasp of the basic skills at a level appropriate to their age
- all boys beyond Reception will be assessed in order to ensure that they will be able to engage with our curriculum and style of education
- a report from the current school, if applicable, will be required and should include comments on the applicant's academic ability, talents, interests, attitude, behaviour, and any other special circumstances which may be relevant
- any reports that relate to a boy's specific needs (including Educational Psychologist, Medical or Speech and Language) should be given to the School at the assessment stage

At assessment the behaviour of the boys will be monitored, and should be in line with our expectations.

Although all boys must meet the entry requirements, there are some situations which may lead to special consideration at entry:

- a brother already attends Aldwickbury
- the father of the boy is an Old Boy of Aldwickbury

Transfer through the School will be automatic unless a boy is struggling to engage with the increasing demands of higher years. In such a situation, there will be extensive consultations with the parents.

## **Sibling Policy**

The Headmaster will, whenever possible and subject to availability of places, give preference to siblings of pupils already at the school. Admission is not automatic for siblings and there may be occasions where, in the school's judgement, another school would be more suitable.

## **Bursaries and fee assistance**

The bursary procedures are designed to make it possible for boys who would benefit from an Aldwickbury education who would otherwise not be able to afford it to take up a place here. Means tested bursaries are offered on an annual basis to entrants from Year 3 upwards, to boys who show ability where the parents have indicated that they require financial support. The parental financial situation is assessed using an independent company, this process will include a home visit. The level of support varies according to parental need; but can extend to full fee remission.

Bursaries are offered for an academic year and are reviewed annually. The family will be required to provide fresh information about circumstances for every year that their son attends Aldwickbury. Levels of support may vary with fluctuations in family income.

The Bursary Policy can be obtained from the School and is published on the website.

## **Accessibility**

Aldwickbury is a mainstream prep all boys' school and is recognised as a school with a Christian ethos; we are committed to the equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. We welcome boys with special educational needs, learning difficulties and disabilities providing that our staff can offer them the support that they require. Similarly, we welcome boys with physical disabilities provided that the School is suitable for them, after making any reasonable adjustments.

The School requires parents of boys with any special educational needs, learning difficulties or physical disabilities to discuss their son's requirements with the Headmaster upon registration or before, and to keep the school informed of any changes. Parents should provide a copy of any Educational Psychologist's report, Speech and Language report or a medical report at the time of registration, or, in any event before an offer of a place is made.

This information is needed in order that the Headmaster may assess whether the boy will be able to access all parts of the curriculum at Aldwickbury, it is also used to ensure that any boys will be able to take part in the admissions procedure. The Headmaster will also consult with the parents regarding any adjustments that could reasonably be made in order to meet the particular needs of the boy. Failure to submit such information may result in breach of contract.

In order to cope with the academic and social demands of Aldwickbury, boys must be fluent English speakers. Normally boys should have been educated in the English medium before starting their education here. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Aldwickbury's philosophy is that all boys should be involved with and benefit from the wide range of experiences available. In assessing an application, the Headmaster may take such advice and require such assessment as he may regard necessary to ensure that the boy be able to develop to the best of his ability in this environment. This applies to specific learning difficulties as well as behavioural and physical issues.

Similarly, if special education needs or a disability become apparent after admission, the Headmaster or another appropriate member of staff will consult with parents about reasonable adjustments which may allow the boy to continue to access the curriculum and other opportunities at Aldwickbury.

### **Religious Beliefs**

Aldwickbury School is an equal opportunities institution and will not discriminate against any boy on any unlawful basis. All boys are expected to attend assemblies as these are an important part of the corporate life. Boys with a different religious belief are not required to actively participate in elements of assemblies that are of a specifically Christian nature. Parents should also be aware that there are some events at the weekend that all boys may be expected to attend, e.g. some sporting fixtures and the annual Prizegiving.

### **Terms and Conditions**

Copies of the Terms and Conditions are made available to parents as part of the admissions process.

When a firm offer has been made in writing, parents will be invited to complete a form to confirm their acceptance and will be asked to pay a deposit of £1,000 to secure the place. This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged. The deposit will be held over until the end of the pupil's last term at the school and refunded subject to any and all financial obligations being met by the parents. If a parent decides to cancel their son's place before entry, written notice must be received by the first day of the preceding term or a term's fees will become due in lieu.

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

### **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice, which is available on the School's website.

Headmaster  
September 2019