



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Admissions
Date policy updated	22.09.2020
Date policy to be reviewed	22.08.2021
Author	Mr M Psarros and Miss R Malvern
A shaded area denotes a regulation to which all Schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

Accessibility Plan
Data Protection, Retention and Management
Disability Access
Early Years Entitlement
English as an Additional Language (EAL)
Enhanced Learning
Gifted and Talented
Parent Contract

Admissions Policy Statement

Clifton High School is a selective school where the expectation is that children will thrive and perform well both academically and in terms of their personal development. It sets out to provide for children whose ability enables them to profit from a demanding, stimulating education of the highest quality. Since the School's establishment over 140 years ago, the approach has focused on bringing out the best in each and every child. The School is committed to developing and attracting children and young people of above average ability.

The School aims to identify and welcome applicants whose personal qualities, academic and other abilities resonate with the School's ethos, aims and standards, such that they benefit from the many opportunities offered, contribute to the school community and realise their own individual brilliance.

Clifton High School operates on two sites. The classroom teaching takes place on our site in Clifton. The classrooms are light and spacious and located on several levels in large Victorian buildings with a large lawned area and playgrounds. The children enjoy the independence they gain daily from frequent movements up and down the stairs and between the various buildings. Sports facilities onsite include a swimming pool and gym; these are in walking distance with an underground tunnel which prevents children from having to cross the road. Offsite our sports facilities are located at Coombe Dingle, which is a ten-minute drive and coaches transport the children to and from this location.

The School site comprises several historical buildings. As such, difficult stairs, basement rooms and passageways mean that wheelchair access is limited. The parent should inform the School if there are any special requirements or adjustments needed prior to visiting the School.

This policy sets out the principles that are used in selecting children at all stages of their school education from the The Hive through to Sixth Form, together with the process of selection.

Equality

The School is non-denominational with a Christian ethos, for boys and girls aged from 3 to 18 years. The School welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. The School will make all reasonable adjustments to make sure that a disabled pupil is not treated less favourably for a reason related to their disability. If the special educational needs or disability of the applicant, in the opinion of the Head of School following advice given by the Head of Enhanced Learning, are within the School's capacity to cope, given reasonable adjustments, and have been discussed fully and openly between the School, the parent and the pupil as appropriate, a School place may be offered.

Aims and Objectives of the Process are to

- Make the admissions process and selection criteria clear and fair for all applicants
- Collect evidence that gives as comprehensive a picture of each child as possible including results from assessments, reports and references from the previous school and discussion with the child and parent
- Provide equal opportunities for all children to demonstrate their potential, regardless of social background, religion or ethnicity
- Consider any Special Educational Need and Disability (SEND) when assessing the potential of a child to benefit from the education and opportunities offered at Clifton High School and make all reasonable adjustments to ensure that a disabled pupil is not treated less favourably for a reason related to their disability

Admissions Register

The Admissions Register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

For each pupil the Admissions Register will contain: name in full; sex; name and address of every person known to be a parent with whom the pupil normally resides and which parent holds parental responsibility as defined in Section 3 Children Act 1989; at least two emergency telephone number of a parent: day, month and year of birth; day, month and year of admission or re-admission: name and address of last school, if any.

Disclosures and Entry to the School

The parent must, at the registration stage when applying for admission, disclose to the School in confidence any

- Known medical condition, health problem, diagnosed dietary condition or allergy affecting the child
- Special requirements for adjustments to be made
- Disability, special educational need or any behavioural, emotional and/or social difficulty on the part of the child or any history of SEND
- Associated reports and documents from relevant professionals, Educational Psychologists, medical or specialist teacher assessments to include and provide details on any the following that apply: Asperger's Syndrome, Attention Deficit Hyperactivity Disorder, Attention Deficit Disorder, Autism, Dyslexia, Dyspraxia, Dyscalculia, Hearing impairment, Mobility Impairment, Processing Difficulties (Verbal and Visual), Specific Allergies, Speech and Language Disorder, Visual impairment
- Details of any safeguarding, behavioural or disciplinary matters that the child has been personally involved in, either pending or previously resolved
- Family circumstances or Court Orders which might affect the child's welfare or happiness, by please completing the Family Circumstances Form, which is available from the Admissions Department
- Concerns about the child's safety
- Previous school's name and date of leaving
- Evidence if a child has been identified as Gifted and Talented in any curriculum area
- Details of home schooling or at an alternative provision

Failure to disclose information may delay or affect the outcome of the process.

Registration and Admission for all Pupils

Applicants will be considered as candidates for admission and entry to the School when the Registration

Form has been completed and returned. Admission will be subject and conditional upon receipt of all paperwork requested above and the following

- Receipt of a copy of a recent school report from the child's current school or provider prior to any visit
- A formal meeting taking place between the parent and child with either the Head of School or the Deputy Head of School prior to admission
- A Head's confidential report from the current school
- Clifton High School reserves the right to consider the attitude, conduct and ability of the applicant during the admission process
- Availability of a place
- The pupil and the parent satisfying the admission requirements at the relevant time, see details specific to each stage of entry

Admission is confirmed when the parent accepts the offer of a School place (and conditions, if applicable) and returns the completed Acceptance Form where two signatures are usually required. Entry is defined as the date when the pupil attends the School for the first time as laid out under the Terms and Conditions of the Parent Contract.

If admission is refused the School is not obliged to state its reasons for rejection of an applicant and does not give out specific marks or grades.

The School reserves the right, after due process, not to offer a School Place on the grounds that this selective school cannot make the provision necessary to match the needs of the pupil. Upon entry, the School reserves the right to review the pupil's progress to see if the School can continue to meet the needs adequately in the best interests of the pupil.

Deposit

A deposit (UK acceptance deposit) as shown on the fees list for the relevant year of entry or a (International acceptance deposit) will be payable when a parent accepts the offer of a School place. The acceptance deposit will be retained in the general funds of the School until the pupil leaves. It will then be transferred to the Development Office to help fund major capital projects, significant educational development as well as scholarships and bursaries, unless written notification to the contrary is received one month prior to the final bill.

Applications from Overseas

The School is currently a registered UK Border Agency sponsor. The parent must inform the Admissions Department when returning a completed Registration Form or at any other time if their child requires sponsorship from the School in order to obtain a visa to study at the School. Where a child is sponsored by the School for immigration purposes the parent shall permit the School to take and retain copies of the child's passport and visa. It shall always be the responsibility of the parent to ensure that their child has the appropriate immigration permission to reside in the United Kingdom and to study at this School. In order to be eligible for the Early Years Entitlement funding, the child must live in England.

Specific Entry Details for Each Stage of Entry to Clifton High School

The Hive and Reception

Entry to Early Years is selective. It is expected that children will be able to access the full Early Years' curriculum. Whilst Clifton High School accepts the 15 hours Early Years Entitlement, the school reserves the right to prioritise the applicants who decide to volunteer to participate in full day activities. The 15 free hours may be used during term time only or for 12 hours a week for up to 45 weeks of the year. The free hours are provided from 9.00am – 12.00am each morning. The Early Years Entitlement is accessible from the term after the child's third birthday and finishes the term after the child's fifth birthday.

Assessment

The Government Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to five years old. The main learning and development framework that the Clifton High School EYFS staff use for their observations and assessments is in the Government's "Development Matters in the Early Years Foundation Stage". This provides the school with support in implementing the statutory requirements of the EYFS.

On the assessment day the parent is welcome to settle their child into the department and return approximately one hour later. The child will work independently and alongside the other children, this is in order for staff to assess whether the child is functioning age appropriately, ahead of expectation or behind expected levels, together with their level of independence, to inform decision making in the offering of a place. The child will not realise that they are being assessed but will play alongside current children in The Hive or Reception classroom and will have an enjoyable time. If your child has Special Educational Needs or Disabilities (SEND), Clifton High School will endeavour to support your child as much as possible during the assessment process.

Offer of a Place

Prospective Hive parents will be contacted by the Admissions Department to discuss a start date. If the number of applicants exceeds the number of places, the child will be added to a waiting list.

If a child fails to meet the required standard, the Head of School, Deputy Head, Second Master or Registrar and School Admissions Officer will communicate with the parent, and where possible will give signposts. The parent of children in our Reception Class will be contacted by the Infant School Leader, before the end of the Spring Term if there appears to be any reason why they may be declined a School place at the next stage of the School.

Year 1 and Year 2

Internal and external entry to Years 1 and 2 is determined by an assessment carried out by a class teacher within that department. It is expected that pupils will be capable of accessing the full curriculum and demonstrate the potential ability to gain entry to the Junior School in due course.

Assessment

On a Year 1 or Year 2 assessment day, the parent is welcome to settle their child into the department then, the child will be observed in their social interactions with peers in the classroom and the playground. The child will be formally assessed against National Standards in Literacy and Mathematics.

In Literacy: a written piece of work (relevant to the current classwork) marked upon National Standard Criterion; be heard to read; read and say some phonics.

In Mathematics: a short mathematics test, given verbally but with answers written down.

Offer of a place

If a child fails to meet the required standard, the Head of School, Deputy Head, Second Master or Registrar and School Admissions Officer will communicate with the parent, and where possible give signposts.

The parent of children currently in our Year 2 will be contacted by the Infant School Leader before the end of the Spring Term if there appears to be any reason why they may be declined a School place at the next stage of the School.

The Junior School

Internal and external entry to The Junior School is determined either by a formal or in class assessment dependant on the age of the child. It is expected that pupils will be capable of accessing the full curriculum and demonstrate the potential ability to perform to the required standard in the entrance examinations and gain a School place in the Senior School.

Assessment

For children in Year 2 applying for Year 3, please refer to the Year 1 and Year 2 section. If in Year 3 or above, children will visit for a morning during which time they will sit formal assessments under test conditions. The results of these assessments will be compared to those of their age-appropriate cohort at Clifton High School. Following this formal assessment, successful children will be invited back for a whole school taster day, with assessments made in the classroom as they work alongside their year group. The taster day will involve the pupil integrating fully into the school day, including all specialist subjects. They will also meet briefly with the Head of School, Deputy Head, Second Master or the Junior School Leader.

If children are relocating to Bristol they will be invited into School for a whole day with assessments in the morning and the afternoon spent with their year group; they are not required to return for a full taster day unless practically possible.

Offer of a Place

If a child fails to meet the required standard, the Head of School, Deputy Head, Senior Master or Registrar and School Admissions Officer will communicate with the parent, and where possible will give signposts. The parent of a pupil currently in our Year 6 will be consulted before the end of the Spring Term in Year 5 by the Junior School Leader, if there appears to be any reason why they may be declined a School place in the Senior School.

The Senior School

It is expected that pupils who enter the Senior School will be academically able to access a wide range of GCSE subjects (the norm is 9), to take A levels (the norm is 3 A Levels and 1 AS Level). The expectation is that all pupils will go on to the University of their Choice.

All Year 6 pupils and their parents, both internal and external applicants, will be called for a formal interview with the Head of School or Senior Master and will subsequently take the entrance examinations and assessments in January for entry into Year 7.

Disclosures upon entry into the Senior School

If a special educational need is disclosed, the Head of School together with the Head of Enhanced Learning will determine if the School can meet the needs of the pupil in line with the Accessibility Plan. The School reserves the right, after due process, not to offer a School place on the grounds that this selective school cannot make the provision necessary to match the needs of the pupil. The School reserves the right to review the pupil's progress to see if the School can continue to meet their needs adequately.

Assessment

The entrance examination will take the form of a written examination in Mathematics, English, Verbal and Non-verbal reasoning. No past papers are provided.

There is an examination fee payable for external candidates which will be offset against fees upon entry to Year 7.

Potential scholars, identified from their performance in the entrance examinations and assessments, will be called back to School for a formal scholarship interview with the Head of School.

Offer of a Place

If a child fails to meet the required standard for entry into the Senior School, the Head of School will communicate with the parent.

Year 8 – 10

For applications received throughout the academic year, a decision is made based on knowledge of the year group in question as to whether the applicant would integrate both academically and socially. The decision is based upon school reports, examinations and assessments, interviews and possibly upon consideration of work that the pupil has completed recently.

Assessments

The examination and assessment will take the form of a written examination in Mathematics and English.

Offer of a Place

If a child fails to meet the required standard for entry into the Senior School, the Head of School will communicate with the parent.

Financial assistance can only be considered if any money remains following the allocations made after the January entrance examinations and assessments.

Sixth Form

It is expected that students must achieve at least a Grade 7 in the GCSE examinations for the subjects that they wish to continue studying at Advanced Level. The absolute minimum entry required is a further 6 GCSEs at Grade 6 or above which must include Mathematics and English Language if they are not the chosen A level subjects. All offers made before the public GCSE results are conditional. Subject choices are dictated by current pupil demand and subject to timetabling.

There are several scholarships available at this entry level. Scholarship candidates are expected to give a formal presentation to the Head of School in addition to being interviewed by the Head of Sixth Form or Heads of Department in each subject for which the pupil would like to be considered for a scholarship.

Offer of a Place

If a Year 11 pupil fails to meet the required standard for entry into the Sixth Form, the Head of School will communicate with the parent before the end of the Spring Term.

If current pupils fail to obtain the minimum GCSE grades they meet with the Head of School or Head of Sixth Form to discuss their options. If an external pupil fails to meet the required standard the Head of School will communicate with the parent.

Adaptations to the admissions policy due to COVID-19

The Hive

As part of the application process, the parent and child will be invited to a Microsoft Teams meeting with the Infant School Leader and Nursery class teacher. A confidential reference from the child's previous nursery will also be requested.

The Infant School

In order to protect the year group 'bubbles', applicants for The Infant School are unable to attend an in-class assessment until further notice. Therefore, an offer may be made to a pupil upon receipt of a satisfactory school report and confidential reference from their previous school or nursery, in addition to a meeting with the Infant School Leader and relevant class teacher. The School reserves the right to review the Offer of Place, once a pupil enrolls and within the first term of their studies.

The Junior School

For children in Year 2 applying for Year 3, please refer to the Year 1 and Year 2 section. To minimise visitors to the school, pupils are invited to sit entrance examinations at home, providing that their parent or guardian sign a full disclaimer. In order to protect the year group 'bubbles', applicants for Years 3 – 6 are unable to attend a taster day until further notice. Therefore, an offer may be made to a pupil upon receipt of a satisfactory school report, confidential reference from their previous school and their entrance examination results. The School reserves the right to review the Offer of Place, once a pupil enrolls and within the first term of their studies.

The Senior School: Year 7

For Year 7 entry in September 2021, we anticipate that entrance examinations will take place as usual in January. Formal meetings for internal and external pupils will continue to take place.

The Senior School: Years 8 - 10

To minimise visitors to the school, pupils are invited to sit entrance examinations at home, providing that their parent or guardian sign a full disclaimer. In order to protect the year group bubbles, applicants for the Senior School are unable to attend a taster day until further notice. Therefore, an offer may be made to a pupil upon receipt of a satisfactory school report, confidential reference from their previous school and their entrance examination results. The School reserves the right to review the Offer of Place, once a pupil enrolls and within the first term of their studies.

Sixth Form

In order to protect the year group bubbles, applicants for the Sixth Form are unable to attend a taster day until further notice. Therefore, an offer may be made to a student upon receipt of a satisfactory school report, confidential reference from their previous school and will be conditional upon their GCSE results – please refer to the Sixth Form section.

All Visitors must follow the Covid – 19 Visitors Guidelines Document which can be found in the Policy Section on the Clifton High School website.