



ALLEYN'S JUNIOR SCHOOL ADMISSIONS POLICY

Name of Policy	Admissions Policy
ISI Regulation	Part 3: Welfare, Health and Safety and other legislation; 15a
Reviewed by	Alleyne's Governing Board
Author/SMT	Mr S Severino, Junior School Head
Date of school review	September 2021
Date of next school review	September 2022

This policy applies to the Junior School, including EYFS (Early Years Foundation Stage).

1 Aim of the Admissions Policy

Alleyne's Junior School is a fully co-educational, independent, fee-paying, academically selective, IAPS school. It welcomes applications from children who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider life of the school, regardless of disability, ethnicity, gender, religious belief or sexual orientation.

Please note that whereas our Senior School does offer bursaries and scholarships, Alleyne's Junior School does not.

2 Process

2.1 4+ Entry to Alleyne's Junior School

Candidates should have reached their 4th birthday by 1 September at year of entry and turn five during the course of the academic year. Applications should be made between 1 September and 5 November in the year before entry (i.e. during the autumn following their third birthday).

Where a candidate attends a nursery, we will write to the principal/manager and ask them to complete a short report.

Assessment Procedure

Children are assessed late in the Autumn term or in the January before entry. The process includes assessment of language development, practical reasoning and group participation. The assessment acts as a screening process to suggest those who might have the potential to thrive within a busy, fast-paced school day.

The assessment includes some standardised testing and throughout, there is consideration given to the child's relative age. The school appreciates that children reach developmental milestones at different times and for this reason, we strive to assess children alongside others who have approximately the same month of birth. Every attempt is made to make a child's assessment experience as much fun as possible and replicate the style of activities that many children would face in a nursery setting following the EYFS (Early Years Foundation Stage) curriculum.

2.2 5+ Entry to Alleyn's Junior School

Following the major redevelopment of the school site and expansion to two form entry in the Infants (Reception, Year 1 and Year 2), there will be a unique opportunity to make a formal 5+ application to join Alleyn's Junior School in September 2022. Candidates should have reached their 5th birthday by 1 September at year of entry and turn six during the course of the academic year. Applications should be made between 1 September and 4 February 2022.

Assessment Procedure

Children are assessed in the early March before entry. The process includes assessment of language development, practical reasoning and group participation. The assessment acts as a screening process to suggest those who might have the potential to thrive within a busy, fast-paced school day.

The assessment includes some standardised testing and throughout, there is consideration given to the child's relative age. The school appreciates that children reach developmental milestones at different times and for this reason, we strive to assess children alongside others who have approximately the same month of birth. Every attempt is made to make a child's assessment experience as much fun as possible and replicate the style of activities that many children would face in a Reception setting following the EYFS (Early Years Foundation Stage) curriculum.

2.3 6+ Entry to Alleyn's Junior School

Following the major redevelopment of the school site and expansion to two form entry in the Infants (Reception, Year 1 and Year 2), there will be a unique opportunity to make a formal 6+ application to join Alleyn's Junior School in September 2022. Candidates should have reached their 5th birthday by 1 September at year of entry and turn six during the course of the academic year. Applications should be made between 1 September and 4 February 2022.

Assessment Procedure

Children are assessed in the early March before entry. The process includes assessment of language development, practical reasoning and group participation. The assessment acts as a screening process to suggest those who might have the potential to thrive within a busy, fast-paced school day.

The assessment includes some standardised testing and throughout, there is consideration given to the child's relative age. The school appreciates that children reach developmental milestones at different times and for this reason, we strive to assess children alongside others who have approximately the same month of birth. Every attempt is made to make a child's

assessment experience as much fun as possible and replicate the style of activities that many children would face in a Year 1 school setting following the KS1 national curriculum.

2.4 7+ Entry to Alleyn's Junior School

Candidates for entry into the school at 7+ should have reached their 7th birthday by 1 September at year of entry and turn eight during the course of the academic year. Applications should be made to the Junior School between 1 September and 5 November in the year preceding entry (this will be during the autumn term of Year 2).

We will write to a candidate's current Headteacher for a report.

Assessment Procedure

Candidates are invited on a pre-arranged day in January to undertake assessments in English (comprehension and creative writing), mathematics and non-verbal reasoning. In mathematics, candidates will be examined on their understanding of numbers, shape, space and measure, handling data and using and applying mathematics.

We expect that candidates will have followed the appropriate syllabus for English and mathematics as outlined in the National Curriculum. Some elements of the assessments include standardised testing and there is consideration given to the children's relative ages.

The candidates who have shown they might have sufficient academic potential will be invited to attend a subsequent assessment on a pre-arranged day in January, during which they will undertake a non-verbal reasoning test, a reading test, various small group activities and an individual interview.

2.5 9+ Entry to Alleyn's Junior School

Candidates for entry into the school at 9+ should have reached their 9th Birthday by 1 September at the year of entry and turn ten during the course of the academic year. Applications should be made to the Junior School between 1 September and 5 November in the year preceding entry (this will be during the autumn term of Year 4).

We will write to a candidate's current Headteacher for a report.

Assessment Procedure

Candidates are invited on a pre-arranged day in January to sit assessment papers in English, mathematics and spatial reasoning. The English assessment will include reading, comprehension, language usage, spelling and writing. In mathematics, candidates will be examined on their understanding of number, shape, space and measure, handling data and using and applying mathematics. We expect that candidates will have followed the appropriate syllabus for English and mathematics as outlined in the National Curriculum. Some elements of the examination include standardised testing and there is consideration given to the children's relative age. Selected candidates are invited back for an interview with the Headmaster which includes reading, comprehension, mental arithmetic and a discussion about the candidate's interests and current affairs.

3 Disabilities, Learning Differences and English as an Additional Language (EAL)

In line with the Equality Act 2010, Alleyn's Junior School aims to make reasonable adjustments to its assessment procedures, such that all candidates can be fairly assessed. Arrangements are considered on a case-by-case basis. Parents must notify the Junior School Registrar, in writing, at the time of registration, if they are aware or suspect that their child has a disability, language or learning difference that may need special consideration. This is in order that the School may have time to put the required provision in place. Parents are advised to consult the separate document *Entrance Examination Concessions & Access Arrangements* for specific details.

4 Admissions Panel

The Admissions Panel is made up of Alleyn's Junior School's Headmaster, the Deputy Head and other members of senior staff as invited by the Junior School Headmaster. The Junior School Registrar is secretary to the Admissions Panel. In all matters relating to admissions the decision of the Headmaster of the Junior School is final.

5 Final Selection Procedure

The Admissions Panel convenes to decide to whom offers will be made. After this, offers are made on advertised dates.

Some candidates who are not offered a place may, nevertheless, be placed on a waiting list. Should a vacancy arise, candidates on the waiting list will be reconsidered on the basis of their results in our assessments, and an offer of a place may be made. The waiting list will remain active until the September following the assessments.

In September, remaining candidates on the waiting list will be contacted by the Junior School Registrar and given the opportunity to join the Occasional Vacancy List, alongside other interested candidates. Those on the Occasional Vacancy List will be contacted for a fresh assessment if a place becomes available before the next formal assessment point.

6 Appeal

There is no recourse to appeal against the decision of the Head with regards to the offer of a place.

7 Financial matters

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying the fees for a sibling who is already a pupil in the School. Where relevant, the School further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

8 Siblings Policy

There is no priority given to siblings for entry to Alleyn's Junior School. Siblings of current pupils at Alleyn's Junior and Senior School will undergo the same selection process as other applicants, and the same assessment criteria are used as for other candidates.

9 Transfer of Alleyn's Junior School pupils

Although there is automatic transfer for Alleyn's Junior School pupils to the Senior School, they are required to sit the Senior School's 11+ Entrance and Scholarship Examination.

Normally they would expect to be offered an unconditional place in the Senior School. However, for those whose performance falls below the required standard for external candidates, entry to Alleyn's Senior School may be offered subject to a probationary period of two years in Alleyn's Lower School (Years 7 and 8 in Alleyn's Senior School). This will involve a formal assessment of their progress being made at the end of Year 7.

Only Junior School pupils who are under consideration for a scholarship will be required for interview.

If a Junior School pupil does not sit the Alleyn's Senior School entrance examination on the published date (for example, because they or their parents intend for them to attend another secondary school) they will forfeit their right to automatic transfer to the Senior School.

10 Staff children

Children of permanent members of staff at Alleyn's Junior School and Alleyn's Senior School will undergo the same selection process as other applicants, and the same assessment criteria are used as for other candidates.

11 Overseas applicants

Candidates who are living abroad at the time of the entrance assessments may be required to come to the School for assessment (and interview if requested). In order to cope with the academic and social demands of being at Alleyn's, candidates should be fluent English speakers.

Alleyn's is a fully co-educational day school which does not offer any boarding facilities, and it is expected that pupils will live with one or both parents while studying at the School. The School requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place at the School. The School reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the young person. Any offer of a place at Alleyn's is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). School fees must be paid by direct debit in £sterling from a UK bank account.

12 Closing Date

The School operates a closing date system for all applications to Alleyn's. It is the responsibility of the applicant to ensure that the properly completed registration form and registration fee are received on or before the published closing date as applications that arrive later than that date will not be accepted. All applications are normally acknowledged within two term-time working days of receipt and it is the responsibility of the applicant to confirm safe receipt of their application if such acknowledgement is not forthcoming.

13 Occasional Vacancies

Vacancies may very occasionally arise outside of the formal entry periods. Should such a vacancy arise, the School will contact all those who have requested to be on the Occasional Vacancy list.

14 Future policy changes

This policy may be amended at any meeting of the Governing Board, and changes would not

normally apply until the start of the following academic year. However, in exceptional circumstances and particularly those outside of the School's control, this policy – including procedures for assessing candidates - may be amended at short notice and with immediate effect.