

## P10 - ADMISSIONS

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### 1.0 PRINCIPLES

#### *Our commitment to the Equality Act 2010*

St Dunstan's College is an independent, academically selective, coeducational day school. We welcome applications from any boy or girl who will benefit from an academically rigorous education and who will contribute fully and enthusiastically to the broader life of the College, its extensive co-curricular programme, its ethos of inclusion and respect, and the values that underpin the College's operation. St Dunstan's College will not discriminate against children or families on the basis of social background, disability, ethnicity, gender, religion, belief or sexual orientation. The College will always take decisions subject to its obligations under the Equality Act 2010.

### 2.0 POLICY

#### *Criteria for admission*

Admission to the College depends primarily on academic ability but also considers the demonstration of potential, observed learning behaviours and commitment and enthusiasm for the broader life of the College, its ethos and values. Full details of the admissions assessments used at different stages of entry can be referenced in *P10RD01*. Our entry assessments are designed to help pupils show us what they can do, and at each level of entry we always take great care to put candidates at ease, so that they can perform to the best of their ability.

#### *Standard points of entry*

Standard entry points to the College are: Nursery, Reception, Year 3, Year 7, and Year 12. Candidates would normally be expected to turn the following ages during the academic year immediately preceding the year of entry to the College: 3 years-old for Nursery (3+), 4 years-old for Reception (4+), 7 years-old for Year 3 (7+), eleven years-old for Year 7 (11+) and sixteen years-old for Year 12 (16+). Should you be seeking to enter your child in a year not in line with their current age, this will be considered on an individual basis by the relevant Admissions Panel.

#### *Other points of entry*

Occasionally, places do become available outside of the standard points of entry; the Admissions Department should be contacted in the first instance to ascertain whether or not a place is available.

### *Registration for admission*

All pupils interested in attending St Dunstan's College must be formally registered by completing an online registration form and making payment of the non-refundable registration fee. No registrations will be accepted without full payment of the registration fee unless some exceptional arrangements have been agreed. All admissions are handled by the Admissions Office which is responsible for maintaining the register of pupils admitted to the College. Submission of the online form is considered as acceptance of the declaration statements contained within it.

### *Deadlines*

Deadlines for registration are available on the website. Early registration is advised for all entry points to the College.

The College operates a closing date system for all applications. It is the responsibility of the applicant to ensure that the properly completed registration form, scholarship application form, supporting references and registration fee are received on or before the published closing date. Late applications will not be accepted unless in exceptional circumstances in which case the College reserves the right to increase the registration fee.

### *Assessment day*

For 3+ and 4+, children are invited to attend an assessment day during the Michaelmas term preceding the September of entry. For 7+, 11+, and 16+, pupils are expected to attend the published assessment day(s). If for any reason a candidate is unable to attend either the published assessment day(s), there is no guarantee that they may be assessed at a later date.

### *Admission decisions*

Decisions for admission are agreed by an Admissions Panel (chaired by the Head or the Head of the Junior School, as appropriate) who take into account:

- The pupil's performance in any assessments or interviews that form part of the relevant process.
- A review of the reports and references on the pupil from their previous school (if appropriate).
- Any conversations with parents, along with any statements relating to the pupil's standards of behaviour and attitude.

The final decision whether or not to admit a pupil to St Dunstan's is taken by the Head or, in the case of the Junior School, is delegated to the Head of Junior School. There is no recourse to an appeal against the decision of the Head (or Head of Junior School) with regards to the offer of a place, including the award of any Bursaries or Scholarships. Once decisions have been taken, these will be communicated efficiently and effectively to parents. We do not provide information or feedback on individual performance or results.

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 College. Where relevant, the College 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.

#### *Religious Foundation*

College values are underpinned by a liberal Christian heritage. St Dunstan's College does not select for entry on the basis of religious belief and welcomes families of all faiths and none. It is expected that pupils will participate in College events and activities irrespective of individual beliefs (subject always to the College's obligations under the Equality Act 2010)

#### *Special Educational Needs and Disabilities - Access to the Admission Process*

The College does not discriminate against any pupil or parent whose child wishes to register for entry to the College. We welcome enquiries and applications from all children, in line with our Equal Opportunities Policies, and we are committed to the integration of pupils with a wide range of needs, and their involvement in the whole life of the College.

The College aims to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by applicants with SEN and disabilities. The College will treat every application from an SEN or disabled pupil in a fair, open-minded way. However, the College will assess all pupils for admission on the basis of its standard selection criteria once all appropriate reasonable adjustments have been put in place. The College endeavours to ensure that it is able to fully support the needs of all prospective pupils. Parents of children with disabilities, SEN or learning difficulties must fully disclose any special educational needs or disabilities (diagnosed or undiagnosed) of their child at the time of registration and may be required to discuss their child's requirements with the College before the College considers the application for a place and before they sit the College's entrance assessments, so that adequate provision can be made for them on the day. Parents are asked to provide a copy of any reports associated with diagnosed or suspected SEN and disabilities including but not limited to reports or communication with your child's current school, medical or educational psychologist's reports. This information should be received prior to their child taking the College's entrance assessment so that the College can consider what adjustments, if any, may be needed to the admissions process.

All paperwork relating to SEN and disabilities for any child seeking admission to the College will be taken to an Adjustments Panel who will discuss the needs of that particular child and the evidence to support the adjustments. The Panel is Chaired by the College's SENCo. This Panel reserves the right to decide which adjustments are appropriate for our assessments and for our setting based on the information received and in line with our SEND Policy and normal ways of working.

#### *Special Educational Needs and Disabilities – the Offer of a Place*

Before an offer of a place is made, the College will assess whether it is able to adequately cater for and meet any SEN and disabilities (if known) through discussion and meetings with parents, consideration of any professional reports and references from previous schools,

assessment of the pupil at a taster day, as appropriate. An offer of a place may not be made if the College determines, following consultation with parents, that they are unable to meet and provide for a child's needs in line with the College's SEND policy. The College will always consider its obligations under the Equality Act 2010.

### *Siblings*

In keeping with the School's family ethos, in cases of candidates with relatively similar academic ability, priority will, where possible, be given to siblings of current St Dunstan's College pupils and to those with a recent family connection with the school. Such priority assumes that the sibling candidate has done sufficiently well in the Entrance Assessments and, in our view, shows the potential to take advantage of all that the College offers. For applicants to the Senior School, invitation for an interview does not indicate that admission is automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### *St Dunstan's Junior School Transition to Senior School*

It is anticipated that Year 6 pupils at St Dunstan's will transfer automatically to the Senior School; however, the offer of automatic transition is the decision of The Junior to Senior School Transitions Panel (The Panel). The Panel comprises members of the Junior and Senior School Leadership Teams and representatives from the SEND Department and Admissions Team. Decisions are based primarily on recent standardised assessment data, but the Panel will also review wider information from historic standardised data, learning scores, internal assessments and classroom performance in Years 4 and 5. It is the aim of the Panel to make their decision in the first half of the Trinity Term, when pupils are in Year 5.

The Panel's decision will always be in line with our policies regarding Special Educational Needs and Disabilities and Equal Opportunities.

Any pupil for whom the Panel does not confirm automatic transition to the Senior School will be supported in making applications to other schools and in preparing for any entrance assessments. They are also entitled to apply to St Dunstan's Senior School as an external candidate.

Further details of the procedures, including how to apply for scholarships and bursaries, can be found in *P10RD01*

### *Children of staff*

Sons and daughters of permanent members of staff at St Dunstan's College will be subject to the same assessment procedures as external candidates.

### *Overseas applications*

It is hoped that candidates who are living overseas will be able to visit the College in order to undertake our assessments, however, where this is not possible, this should be discussed with the Admissions Department on an individual basis. Where an overseas candidate is

successful in our assessments and is invited for interview, the College will attempt to accommodate this by Skype, should that be more suitable. St Dunstan's does not offer any boarding facilities and it is expected that pupils will live with one or both parents while studying at the College. The College requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place at the College. The College 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 St Dunstan's College is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). Please note that the College will not assume responsibility for sponsoring visa applications and that a place may be withdrawn if it subsequently comes to light that there is a requirement for the College to offer visa sponsorship.

A separate arrangement is in place for our relationship with Euroasia and the Total Care Programme.

#### Children in Need of International Protection

St Dunstan's recognises the immense suffering of young people under 18 forced to flee from active war zones and consequently in need of international protection by the UK Government. This policy solely relates to these young people.

In accordance our vision, values, objectives and ethos, we wish to provide opportunities where possible and sustainable for these displaced children to receive an education at St Dunstan's. These places are separate to, and based upon different entry requirements, those offered under our normal admissions process. Acceptance of a child under this policy does not invalidate a separate decision not to offer a local child a place under normal entry procedures due to the College being full, or based on normal academic criteria.

Full details of this policy can be found in P10RD02

#### *Scholarships*

St Dunstan's College offers a number of scholarships each year for 11+ and 16+ entry. These are designed to reward excellence and to nurture exceptional talent. Details of those available and the procedures of how to apply are published by the Admissions Office and can be found in P10RD01. There are no scholarships available in the Junior School. Offers of fee remission associated with scholarships are confidential and must not be discussed with other parents.

#### *Bursaries*

St Dunstan's College offers a generous bursary programme designed to enable as many as possible of those who meet our entry criteria to take up a place at the College. These means-tested awards are awarded annually to entrants at Year 7 and Year 12. Parents need to request a bursary form (Statement of Financial Circumstances) by ticking the appropriate box on the registration form; the completed form must be submitted by the published deadline. Late submissions or partly completed forms will not be processed. The criteria for

the award of bursaries and the processes for application can be referenced in *P10RD01*. If you have any difficulty in completing the form, please contact us directly. Bursary offers may be conditional upon a home visit. There are no Bursaries available in the Junior School. Offers of fee remission associated with bursaries are confidential and must not be discussed with other parents.

#### *English as an Additional Language*

In order to cope with the high academic and social demands of St Dunstan's College, pupils must ordinarily be fluent English speakers, as appropriate to their age. It may be possible to arrange support in English as an Additional Language (EAL) – this should be discussed with senior staff before registering.

#### *Contractual Terms and Conditions*

Contractual Terms are on the College's website and will be made available to parents as part of the admissions process. No child will be admitted to the College without the Contractual Terms and Conditions being signed.

#### *Our use of data*

Our use of your data is in line with our GDPR Policy.

In line with guidance issued by the Information Commissioner's Office, 'Retaining Personal Data' (Principle 5), any data provided in conjunction with applications to the College is not retained for more than one year after registration, where that candidate is not made an offer of a place.

We use a number of external and internal assessment programmes to monitor pupil progress and advise on pupil potential. We do this to better inform our teaching. Data is considered alongside any other assessments made throughout the year, formal or informal, and as part of the process we also instruct regular comparisons of pupil performance with their ongoing and eventual grade outcomes. Pupil data is supplied to a range of external providers in order to deliver this comparative analysis.

#### *Admissions Register*

For each pupil admitted to the College, the following information is maintained on the Management Information System, operated by the College:

- Full Name
- Sex at Birth
- Day, month and year of birth
- Day, month and year of admission (or re-admission)
- Names and Addresses of all persons known to be parents of the pupil, including indication of which parent the pupil normally lives with and which parent holds parental responsibility.
- Any change of address or parent with whom the child is residing, as provided to the College.

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- At least one emergency contact telephone number for each parent and in the case of single parent families, at least two emergency contact telephone numbers
- Name and address of the school last attended
- Name and address of the destination school, should the pupil go on to leave the College (certainly for those before the end of Year 11 and where possible for those thereafter).

### *Additions to and Deletions from the Admissions Register*

Our local authority will always be informed when a pupil's name is added to or deleted from the admissions register at non-standard transitions or at the end of any year before the end of Year 11, within 5 working days. Where possible we will also inform the local authority where the child is normally resident. When removing a pupil's name, the notification to the local authority will include: the full name of the pupil, the full name and address of any parent with whom the pupil normally resides, at least one telephone number of the parent, the pupil's future address and destination school, if applicable, and the reason why the pupil's name is to be removed from the admission register. In addition, where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil will be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

### 3.0 RELATED DOCUMENTS

ADMISSIONS - Further Guidance

<b>Admissions</b>			
<b>Author/s:</b>	Nicholas Hewlett Laura Whitwood	<b>Date Reviewed:</b>	Lent 2023
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