



ALDRO

Admissions Policy

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1. INTRODUCTION

Aldro School (**Aldro**) is a co-educational independent preparatory school for pupils aged 7 to 13. The school has approximately 230 pupils, many of whom enjoy one of our family friendly boarding options. We believe that a personal visit to the school is a vital element of our admissions process. We hold up to two Open Mornings a term, which are designed to give a general introduction to the school. Details of these, with a link to register for the event, are published on our website. We are also very happy to welcome prospective parents and their children for personal visits throughout the year. Please contact our Admissions Registrar on 01483 813535 or email on admissions@aldro.org to arrange a visit.

2. THE ENTRY PROCEDURE

Aldro is a selective school with our selection process 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.

The usual points of entry are at seven years of age, into our Form 3 and at eleven years of age into our Form 7. The School may also have places for pupils at other ages. Please contact the Admissions Registrar for details of vacancies.

Parents wishing their child to be considered as applicants for admission to Aldro are required to complete and return to the Admissions department, a Registration Form and non-refundable registration fee, along with a copy of the child's passport and latest full school report. Upon receipt, the Admissions department will allocate the child a provisional place on our list. Applicants for admission should register by October of the year preceding the desired year of admission. The School's Registration Form is available on the school website or from the admissions department.

Stage	Timescale	Requirements
Parent visit	Ideally, at least 1 year before entry	Open morning and/or 1:1 visit
Registration	Ideally, at least 1 year before entry	Registration form & fee of £100
Assessment visit	November or December prior to entry or at a mutually convenient time for mid-year entry.	Report/reference from current Head
Acceptance	Offer made following Assessment visit	Signed contract, acceptance form and deposit of £1,000 for day pupils, or a term's fees for international pupils and full boarders.

3. EQUAL TREATMENT

Our aim is to encourage applications from as diverse a range of backgrounds as possible. Bursaries are offered to make it accessible for as many pupils as possible, who meet the school's admission criteria. Further details can be found below.

Aldro is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background.

4. SPECIAL EDUCATIONAL NEEDS

Aldro does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before he/she sits the entrance assessment we so that can make adequate provision for him/her. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess the child's needs and consult with parents about the adjustments, which can reasonably be made. The School can ensure, for example, that he/she will be able to access the education offered and that we are able to ensure his/her health and safety, and the health and safety of others.

We will discuss with parents the adjustments that can reasonably be made for the child, should an offer of a place be made at the school, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability. In many cases, this will include the provision of 1:1 additional learning support lessons, with an additional cost added to the termly bill.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that his/her health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School. If, after reasonable adjustments have been considered, the School is unable to cater adequately for the needs of children with disabilities, parents will be informed why an offer will not be made.

5. ADMISSION TO ALDRO

An Open Morning is an excellent way to visit the school, enabling the whole family to see the school in action and meet current staff and pupils. Mid-week Open Mornings seek to replicate a normal school day, whilst Saturday Open Mornings seek to provide a more representative selection of the breadth of education available. Following attendance at an Open Morning, or in some cases prior to this, prospective parents should additionally make an appointment with the Admissions Registrar to have a 1:1 meeting with the headmaster and have a personal tour of the school. This will be an opportunity to discuss, in depth, how the individual needs of the child might be met at Aldro.

The next stage involves the completion of a Registration Form and once this is received, together with the Registration Fee (£100), prospective pupils are added to the admissions list and become 'registered pupils' and will be invited to an assessment/taster day.

6. THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Aldro is 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 co-curricular activities, all of which are important in developing a well-balanced, confident individual.

All our registered pupils will sit entrance assessments to ensure that they will be able to cope with the academic demands of school life and to assess their strengths and weaknesses. For the Form 3 and Form 7 entry points, prospective pupils will be invited to an assessment day to sit a range of writing, reasoning, and reading tests which are age appropriate, alongside a taste of school life with art, music, drama and sport activities. Those children joining at other ages will be invited for an individual taster day, to sit reasoning, writing, and reading assessments in the morning, and then join their peers in the appropriate class for the remainder of the day.

No preparation is necessary for the entrance assessments, which are designed to reflect the expectations of the National Curriculum and how it relates to independent preparatory schools. All applicants start on an equal footing, with identical opportunities to display their academic aptitude.

In addition to the assessment days, a report from the prospective pupil's current school will be required. This not only paints a broader picture of a pupil's abilities and interests than we can glean from our entrance assessments, but also serves as an important "safety net" in case the child significantly under-performs on the assessment day itself. The headmaster, or head of senior/middle school interviews all pupils from Form 4 upwards during their visit.

7. OFFER OF A PLACE

On successful completion of the assessment process, parents will be invited to secure the offered place (s) by returning a completed acceptance form and paying a deposit by a stated date. Those who do not secure the place by payment of a deposit and return of the signed acceptance form, by the stated date, may risk losing their place; these may be offered to other families seeking places.

Applicants may be offered a waiting list place. Parents are asked to confirm that they would like their child to remain on the list until a place may become available.

8. RELIGIOUS BELIEFS

Although Aldro has a Christian ethos, we do not select for entry based on religious belief, and we offer places to pupils from other religious backgrounds or none. There is scope for pupils from other religious backgrounds to practise their own faiths; however, parents should be aware that normal school commitments should be honoured, and all pupils are expected to attend our Chapel services and morning assemblies.

9. APPEALS

Should a pupil not be offered a place at Aldro, we will make clear in our written feedback why we believe that a pupil would not thrive or be happy here. We will always seek a reference from the current school and take this into consideration. There are many reasons why we might make our judgement, but it will always be made with the fullest set of information available to us. Should a parent wish to make an appeal against this decision, they should write in the first instance to the headmaster and include any further information that was not available at the time of making our decision. The headmaster will acknowledge the initial appeal within 48 hours and will form a review body of three people (not involved in the initial decision), to include at least one governor, to make a final decision within four weeks of the initial appeal.

10. OVERSEAS APPLICANTS

We welcome all applicants whether local to Aldro or much further afield. We ask families to come to visit Aldro so that they can see the school (especially if they are looking to board). During these visits we can arrange for a taster day and for the entrance assessments to take place.

During the application process, we will need to formally check the identification of all applicants, and the Admissions Registrar will help guide those of non-UK passports as to the exact process for registration, assessment and progress to an offer. Overseas pupils can study at Aldro as a boarder if they have a relative or legal guardian living in the UK with whom they can stay for the exeat weekends, half terms and holidays. Aldro is an authorised Child Student Visa sponsor and can arrange the necessary Confirmation of Acceptance for Studies (CAS) for each pupil that the school will be sponsoring. We work with an external provider to ensure compliance with all UK Visas and Immigration Department requirements. There is an additional charge for the administration of this service.

11. SIBLING POLICY

Most siblings join us at Aldro as we are a family school. However, admission is not automatic, and there may be rare occasions where we judge that a sibling is likely to thrive better in a different academic environment.

12. BURSARIES

Our bursary programme is designed to ensure that as many as possible of those who meet Aldro's entry criteria can take up a place here. We offer several means-tested bursaries annually to entrants where the parents have indicated on the registration form that they may be eligible for financial support. Both parents are required to provide proof of their income and assets and the level of support varies according to parental need. Some of the Aldro Bursaries are set aside for the children of people in full-time Christian work in line with the school's Christian ethos.

Bursaries are always offered for a year 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 or wealth. Our Bursary policy and application form can be obtained from the Bursar. Decisions are made in consultation with an external advisory company, the Headmaster, Bursar and Governors.

13. FLUENCY IN ENGLISH

There is an expectation that all pupils at Aldro will have a good understanding of English, although help with English as an Additional Language (EAL) is provided for pupils who require it. There is an additional charge for this one-to-one tuition as part of a fixed international package. Pupils for whom English is not their first language, will have an informal language assessment prior to a school visit with EAL co-ordinator, before being invited for entrance assessments.

14. SAFEGUARDING

The Aldro admissions department is committed to safeguarding and promoting the safety and welfare of every child in the school, in line with the School's Safeguarding policy.

Please note that when children leave or join the school at non-standard points, we are obliged to provide information of the transition to Surrey County Council.

15. MISBEHAVIOUR AND EXCLUSIONS

Details of the Aldro misbehaviour and exclusion policies can be found in our Behaviour Policy, which is available on the school website.

16. SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

The School's Terms and Conditions are made available to parents as part of the admissions process.