The Dean Close Foundation

Admissions Policy
(W038)

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THE DEAN CLOSE FOUNDATION

ADMISSIONS POLICY

- This policy has been authorised by the Trustees of The Dean Close Foundation (the **"Charity"**) for all of its schools, ("the School").

- This policy will be reviewed periodically by the Bursar, and submitted to the Trustees Board for oversight and signing off.

Introduction

1. Throughout this Policy Dean Close (The school) means all the schools owned by the Foundation. The term *parents* will include guardians and others who have parental responsibility for children entering the School. The term *pupils* will be used throughout. The terms and conditions for entry to the School are also outlined in detail in the parent contract, which is signed by parents when accepting a place at the School.

Statement of Intent

2. The School must feel confident that a prospective pupil will benefit from the education offered, in line with the general standards achieved by their peers, so that they can enjoy a complete, happy and successful School career. These criteria must continue to be met throughout the individual's time at the school. The School's policy is to apply these criteria to all pupils and potential pupils regardless of any known disability, subject to its obligation to make reasonable adjustments so as not to put any disabled pupil at a substantial disadvantage relative to their non-disabled peers.

Equal Opportunity

3. Promoting equal opportunities is fundamental to the aims and ethos of Dean Close. We welcome applications from pupils of all ethnic groups, backgrounds and creeds and all are treated equally. Human rights and freedoms are respected but must be balanced with the needs and rules of our School community and rights and freedoms of others.

4. The School seeks to provide a welcoming atmosphere where all individuals feel valued and can make the most of their abilities, including those with learning difficulties and disabilities, on the proviso that the educational needs of the child can be met within the School's academic environment.

Learning Difficulties and Disabilities

5. The School seeks to make adequate and reasonable provision for children with disabilities, including those with an EHC plan, and is committed to making reasonable adjustments to accommodate their needs. The School must, however, be made aware of any known disability or learning difficulty which may affect a child's ability to take full advantage of the education provided. If the School is unable to provide support for a child because of the level of learning difficulty a place will not be offered.

6. Parents of a child who has any disability must provide the School with full written details at registration before accepting the offer of a place. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents over any reasonable adjustments that need to be made to cater adequately for the child. Similarly, if a learning difficulty or disability becomes apparent after admission, the parents must provide the school with full written details in order that the School can consult with the parents about reasonable adjustments that may allow the child to continue at the School.

7. Parents of disabled or potentially disabled children must provide full disclosure of any medical, educational, psychologist or other reports regarding their child's disability, medical condition or special educational needs. In assessing any pupil or prospective pupil, the School may take such advice and require such assessments as it regards as appropriate. Failure by parents to make the necessary disclosure of information may prevent the School from providing adequate support and may lead to the removal of the child.

International pupils

8. Dean Close as a community welcomes international pupils as both Day pupils (if under the age of 12 years old under Child Student Visa sponsorship, BNO visa holders or as Tier 1 or Tier 2 Visa dependents) or as Full Boarding pupils under Child Student Visa sponsorship, EU Settlement Scheme holders, Tier 1 or Tier 2 or BNO visa holders. Full Boarding pupils sponsored under the Child Student Visa scheme are classed as Sponsored Boarders for census purposes and, due to the additional sponsorship duties and administration placed upon the sponsoring school, attract higher fees. International pupils who are educated in the UK under other visa types, are classed as International Pupils for census purposes, however pay a standard Day or Boarding fee. International pupils are often introduced to the School through an Educational Agent (families applying directly are recommended to use such an Agent with an established working relationship with the School). An initial review of the documentation supplied will then be carried out by the Admissions staff to assess suitability of progression in respect of a number of factors. Admissions staff will invite registrations from pupils where places are available. Prospective pupils will be academically tested (as appropriate for their age and school of entry) including an English as an Additional Language (EAL) assessment and will be interviewed (online if required), with references sought from current schools as part of the admissions process. The administration for Child Student Visa sponsorship is carried out by Newland Chase Education, as representatives for the Dean Close Foundation.

Enquiries and Visits

9. All families who request a prospectus or enquire about entrance to the School are encouraged to visit, either on an Open Morning or for an individual tour and may request to visit the School a number of times before deciding whether to register. They will normally have met the relevant Head and Admissions Staff/Registrar and one or more Housemasters or Housemistresses (if appropriate), as well as touring the School with an adult or a pupil before they formally register.

Registration

10. In order to reserve a place in the School, a completed Registration Form, the appropriate registration fee, a copy of the child's passport and full birth certificate (or just full birth certificate

if the child does not hold a passport) must be submitted to the School. A deposit will be required upon completion of the Parent Contract, as detailed in the Terms and Conditions of Acceptance.

11. Notification to the Head of DCS that a pupil's first choice of senior school is DCS via submission of the 'Moving up to Dean Close School Form' will qualify as registration for the Senior School for pupils from DCPS and no registration fee is payable. For DCSJS a registration form is also required, but as at DCPS, no registration fee is payable. Receipt of the completed forms is normally required by the end of September of the year prior to entry. An additional top-up deposit is required which can be added on to the Lent Term's fees or payable by separate arrangement.

Parents at DCPS who are not intending for their child to transfer to DCS must also give separate formal written notice to the Head of DCPS by the last day of the previous term before leaving or they will be required to pay a term's fees in lieu of notice, in accordance with the School's terms and conditions. For example, if a child is leaving one of our Schools at the end of the Trinity Term, it is necessary to give formal written notice by the last day of the Lent Term.

For pupils transferring from DCAS to DCPS, a registration form is required, but no registration fee is payable. An additional deposit will also be required.

For pupils transferring between DCS or DCPS and Kingham Hill or vice versa, a registration form is required, but no registration fee is payable.

12. For pupils transferring from DCPPS, notification to the Registrar of DCPS that a pupil wishes to accept a place at DCPS will qualify as registration for DCPS. An additional top up deposit is required which can be added on to the Lent Term's fees or may be paid by separate arrangement.

Parents at DCPPS who are not intending for their child to transfer to DCPS must give separate formal written notice to the Head of DCPPS at least a term before leaving or they will be required to pay a term's fees in lieu of notice, in accordance with the School's Parent contract.

Criteria for Admission

13.

- Admission to the School will depend upon the availability of a place in the appropriate year group and/or house.
- Admission is conditional upon acceptance of the School's Terms and Conditions, namely the Parent Contract, which we reserve the right to vary at a term's notice.
- Details of the Terms and Conditions of Acceptance of a place at Dean Close, including the School's duties, are contained in the Registration Form and Parent Contract.
- All new pupils joining Dean Close from Year 3 and above will be required to sit the School entry tests or undergo appropriate assessment to ensure they can access the curriculum.
- The Head will make the final decision over entry having taken into consideration all the criteria for admission, including evidence that a pupil will be able to meet the School's requirements regarding a pupil's suitability for the curriculum that is on offer, discipline and conduct.
- Procedures and Conditions for the award of Scholarships and Bursaries are given in the

relevant application forms and on the accompanying Conditions of Award sheet.

Offer and Acceptance

14. Where a candidate is successful, a letter is sent offering a place in the School; this offer must then formally be accepted via signature (by all relevant parties) and by return of the signed Parent Contract. The parent must also pay the deposit in order to accept the place. Appropriate joining literature is sent out prior to the term of admission.

15. At all ages, and prior to a major stage change, Parents will be advised by the School as to whether their child's educational needs can be met within the School's academic environment. If it is felt that Dean Close can no longer provide for the academic educational needs of the child, then parents will be given every support and advice in seeking an alternative educational establishment for the child.

Notice of Leaving

16. A full term's notice, in writing, to the Head of school, as appropriate, is required. For example, if a child is leaving DCPS at the end of the Trinity Term, it is necessary to give formal written notice by the last day of the Lent Term. A hard copy must be signed by all parties who signed the Parent Contract. (Otherwise, a term's fees in lieu of notice will be payable). Provisional notice can only be accepted where a pupil's return to the School depends on public examination results.

A term's notice is not necessary at the end of Year 6 at DCAS, Year 8 at DCSJS and Upper Sixth at DCS or KHS. It is also not necessary for pupils who are on a fixed term placement as agreed in their offer letter.

Age and school related Variations

Dean Close Pre-Prep School (DCPPS)

17. Families of Pre-Prep pupils will meet the Head of the Pre-Prep School and the Registrar.

18. After registration, the Admissions Co-ordinator or Head:

- Contacts the parents and discusses any particular needs of the pupil.
- Makes an appointment for the pupil to come in for a trial day or part day (this may not always be possible for families moving to the area).
- After evaluating the pupil's readiness for school, arranges the sessions of schooling (Squirrel Kittens, Nursery or Kindergarten).
- In the case of pupils entering Reception, Years One and Two, assesses the pupil informally upon his/her literacy and numeracy skills.
- Advises parents on ways in which she can help to prepare the pupil for schooling.

Squirrel Kittens/Nursery /Kindergarten

19. Pupils may be either part-time or full-time; at least three sessions a week are essential initially. The number of sessions that a pupil attends may be increased as and when the teacher and parents feel the child is ready.

Reception, Years One and Two.

20. All pupils are expected to be full-time in these classes.

Dean Close Prep School (DCPS)

21. All pupils entering the School will be required to sit entry tests and submit their latest school report. The School will also seek a reference from their current school. All prospective pupils will also be encouraged to come for a taster day (during which the entry tests can be invigilated) where possible and practical.

Dean Close Preparatory (DCPS) School considers students from overseas who are applying on a Child Student Visa, Tier 1, Tier 2 or BNO basis. Pupils applying via the Child Student Visa route may enter DCPS either as a Day or Boarding pupil until they reach the age of 12, when they are required to take a full boarding place if they wish to continue their education at the Preparatory School. All overseas pupils are subject to UK Immigration rules including a compulsory interview which is typically conducted online.

Parents will be notified in their offer letter if there are any conditions attached to entry to Dean Close School. Pupils entering at Year 7 are selected on the understanding that they should be suitable to continue their education at Dean Close School from Year 9. However, all pupils' progress will be reviewed annually and parents will be informed as explained in the School's Assessment Policy should there be concerns about transitioning to the Senior School

22. Entry at Year 8. A place will only be offered to start in Year 8 if a place can also be offered for Year 9 entry to DCS.

Dean Close Airthrie (DCAS)

23. The parent/guardian of any prospective pupil will attend DCAS for a tour and meet with the Head. After registration, DCAS will request reports and SEN information (if appropriate) from the current school/nursery/setting. Prospective pupils will attend a taster session followed by a taster day, including an entrance test (reception age upwards). The parent/guardian will be notified as to whether a place is offered. If a place is offered, the communication will include any entry conditions attached.

Dean Close St John's (DCSJS)

24. All pupils entering DCSJS at Year 3 will be required to sit the entry tests and submit their latest school report. The School will also seek a reference from their current school. All prospective pupils will also be encouraged to come for a 1 to 2 day taster day (during which the entry tests can be invigilated). Pupil interviews can also be conducted online. Parents will be notified in their offer letter if there are any conditions attached to DCS entry.

DCSJS considers students from overseas who are applying on a Child Student Visa, Tier 1, Tier 2 or BNO basis. Pupils applying via the Child Student Visa route may enter DCSJS either as a Day or Boarding pupil until they reach the age of 12, when they required to take a full boarding place if they wish to continue their education at the Preparatory School. All overseas pupils will be subject to UK Immigration rules including a compulsory interview conducted online.

Dean Close School (DCS)

25. All pupils entering the School will be required to sit entry tests or be assessed as appropriate. They will be required to submit their latest school report (including CAT4 results if appropriate) and DCS will seek a reference from their current school. Prospective pupils will also be encouraged to come for a taster day (during which the entry tests can be invigilated) where possible and practical. Pupil interviews can also be conducted online. Parents will be notified in their offer letter if there are any conditions attached to Dean Close School entry, for instance if they will require ongoing Learning Support or English as a Foreign Language tuition.

26. It will normally be expected that entrance to the School at Year 9 will be for five years, taking pupils to the end of their secondary education. Pupils' progress will, however, be reviewed annually as part of the School's assessment and reporting processes. The School has guideline thresholds for entry into the VIth Form, and these have typically been at 6 grade 6s at GCSE, and a Grade 7(or above at GCSE) in their proposed A 'Level subjects. For some subjects, there are some recommended levels of achievement at GCSE to carry those subjects on to study at A Level. These are outlined in more detail in the Sixth Form brochure.

International pupils are very welcome at DCS. For testing pupils overseas we use the Password Pupil Testing platform, which is used by a significant number of UK-based independent schools. It is an online Maths and English test and is very straightforward to use. The tests are marked by the company within 24 hours so we have a very quick turnaround.

In addition, Sixth Form entry pupils that are overseas will be required to sit the subject paper-based entrance papers.

Kingham Hill School (KHS)

27. All pupils entering the School will be required to sit entry tests or be assessed as appropriate. They will be required to submit their latest school report (including CAT4 results if appropriate) and the School will seek a reference from their current school. Prospective pupils will also be encouraged to come for a taster day (during which the entry tests can be invigilated) where possible and practical. Pupil interviews can also be conducted online. Parents will be notified in their offer letter if there are any conditions attached to School entry, for instance if they will require ongoing Learning Support or English as a Foreign Language tuition.

28. It will normally be expected that entrance to the School at Year 7 will be for seven or five years, taking pupils to the end of their secondary education. Pupils' progress will, however, be reviewed annually as part of the School's assessment and reporting processes. The School has guideline thresholds for entry into the VIth Form, and these have typically been at 6 grade 6s at GCSE, and a Grade 7(or above at GCSE) in their proposed A 'Level subjects. For some

subjects, there are some recommended levels of achievement at GCSE to carry those subjects on to study at A Level. These are outlined in more detail in the Sixth Form brochure.

International pupils are very welcome at KHS. For testing pupils overseas we use a specific pupil testing platform which is used by a significant number of UK-based independent schools. It is an online Maths and English test and is very straightforward to use. The tests are marked by the company within 24 hours so we have a very quick turnaround.

In addition, Sixth Form entry pupils that are overseas will be required to sit the subject paper-based entrance papers.