

# LEICESTER GRAMMAR JUNIOR SCHOOL

## ADMISSIONS POLICY

*This Policy should be read in conjunction with SEND, Equal Opportunities and with regard to the Prevent Duty.*

*This is a whole School and as such includes EYFS.*

***“The School is a co-educational centre for excellence in academic, musical, sporting and other areas of personal development within a Christian ethos.”***

The School’s aims are:

- To develop the academic potential of the pupil.
- To develop the musical, sporting and other talents of the pupil.
- To develop the moral and spiritual wellbeing of the pupil.
- To develop the individual, in a co-educational school with a Christian ethos.

The School welcomes pupils with academic potential and other talents regardless of gender, race, ethnicity, religion, SEND needs or any disability. The School will select pupils for entry in accordance with its published admission procedures.

As a school we support and promote the British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those of different faiths and beliefs. This is in line with the Prevent Duty (2015).

In addition, the School aims to strike a balance between academic and practical work, physical education, moral and spiritual development and the pursuit of leisure activities. We are committed to high standards of teaching and care and we welcome parental contact. Pupils are encouraged to participate enthusiastically in work and leisure activities and are expected to behave with tolerance and understanding, respecting the needs of others.

The School attaches importance to courtesy, integrity and good discipline. Parents agree that the pupil will take a full part in the activities of the School, will attend each school day, will be punctual, will work hard, will be well behaved and will comply with the School Rules about the wearing of uniform. All pupils will receive health and life skills education appropriate to age in accordance with the curriculum from time to time.

## **Applications**

Pupils will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable registration fee paid. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the relevant time. Admission occurs when the Parents accept the offer of a place. The School operates an equal opportunities policy.

Admission occurs when the Parents accept the offer of a place. Entry occurs on the date when the pupil attends the school for the first time under the School's Terms and Conditions (copy on request).

Entry into the Junior School is through assessment at ages 3+ to 10+. Most pupils enter school at the start of the academic year, but if required entry can occur across the year.

Assessments for those entering Foundation Stage and all other Years in September take place during the previous February. Foundation Stage Children spend a morning/afternoon session in school. Older pupils spend the day in school. During this time staff gauge their level of skill development.

For 3+ and 4+ entry this is measured against the Foundation Stage Profile and the child's 'readiness for school'.

In Year 1, the children requiring places spend half a day working alongside present pupils, completing the school's own assessment packs. Assessment for entry into Year 2 comprises standardised tests in Mathematics, Reading, and Spelling, Verbal Reasoning and the school's own assessment paper for English, which includes story writing.

Pupils seeking admission into Years 3 to 6 are required to sit a formal examination in Mathematics, English, Verbal Reasoning (standardised papers), reading and creative writing. Reports from the child's existing setting are also taken into consideration.

The purpose of the examination is to reveal the pupil's underlying ability rather than how well they have prepared for the examination. In all cases the pupil's current school will be approached for a reference which is cross referenced with a candidate's performance in the examination.

## **Offer of a Place and Deposits**

If, in due course, a place is offered, the acceptance deposit will be payable when parents accept the offer. Details of deposits are set out in the *Fees List* as varied from time to time. The acceptance deposit will be retained in the general funds of the School until the pupil leaves and will be repaid by means of a credit without interest to the final payment of fees or other sums due to the school on leaving, unless stated otherwise in the Terms and Conditions or unless the parents wish to donate the acceptance deposit to the school's general funds.

## **Moving to the Senior School**

A pupil who is intending moving from the Junior School to the Grammar School will be required to show an appropriate aptitude and ability (successfully passing the Entrance Test which takes place in November of Year 5) in order to receive a recommendation from the Junior School Headteacher.

## **Withdrawal from School**

A term's notice must be given before a pupil is withdrawn from the School or a term's fees in lieu will be immediately due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The pupil's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by the parents. The **School Year** is deemed to start on 1 September in each year. The main reason for these rules is to ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum.

The School monitors each pupil's progress and each term parents will receive a formal profile of the pupil, either written or oral.

## **Learning Difficulties**

At the Grammar School each pupil who has passed the entrance examination and accepted the offer of a place will be 'screened' for learning difficulties during the first year at the School and at key stages thereafter. Screening tests are indicative only, they are not infallible. The School will do all that is reasonable to detect and deal appropriately with a learning difficulty which is considered to be a 'special educational need'. Parents will be notified if it appears that formal assessment by an educational psychologist is advisable or the pupil is falling behind with studies. A formal assessment can be arranged by the School at the parents' expense, or by the parents. The School does not have a SEND (Special Education Needs and Disability) Department, however, the Head of Learning Support is qualified to make an assessment of conditions such as those commonly referred to as dyslexia. Both the Grammar and Junior Schools will, however, make every effort to support pupils with learning difficulties and will discuss directly with parents

any special needs which have been identified in order to best support the pupil.

## **Disabilities**

The School welcomes pupils and prospective pupils regardless of any disability, of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or prospective pupil at a substantial disadvantage or advantage compared to any pupil who is not disadvantaged, because of their disability. This commitment, of course, applies to any pupil who has SEND.

## **Pupils with English as an additional language (EAL)**

Pupils with English as an additional language (EAL) are considered for entry to the school by the normal published criteria. In order to cope with the academic and social demands of the School, pupils must be fluent English speakers. In exceptional circumstances, pupils may enter the school where English is their second language and they are less than fluent. In these instances, they would need to develop their English speaking and writing skills through immersion in and out of the classroom and suitably differentiated work until their English developed to a level for them to cope with the demands of the curriculum.

## **Discipline**

The Head is responsible for the care and good discipline of pupils while they are in the charge of the School or its staff and for the day to day running of the School and the curriculum. The Head is responsible also for the imposition of any sanction including exclusion for non-payment of fees, suspension during investigation or following a breach of school discipline, and removal or permanent exclusion. The Head is not responsible, unless negligent, for a pupil who is absent from the School in breach of school discipline. It is a condition of remaining at the School that parents and the pupil (including a pupil aged 16 or over) accept the school regime and the Rules (in so far as they are lawful and reasonable) as to appearance and dress and the rules of school discipline that apply from time to time.

## **Pastoral Care**

The School will do all that is reasonable to safeguard and promote the pupil's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances. We will respect the pupil's human rights and freedoms, which must, however, be balanced with the lawful needs and rules of the School community and the rights and freedoms of others.

## **The School Rules**

Each pupil is supplied with a copy of the School R-Time Rules giving information about the ethos and rules at the School. The purpose of the School Rules is to help every pupil to know what is expected and to encourage courtesy and consideration for others. Each pupil *and parent* should read the School Rules. This is also linked to a set of more general 'expectations' which add to the pupil's understanding of how they should conduct themselves when in school.

## **Removal at the Request of the School**

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Head is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of its staff unreasonably) and in any such case removal is considered to be warranted. The deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

**Permanent Exclusion:** A pupil may be permanently excluded at any time if the Head is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School. The Head will act fairly and in accordance with the procedures of natural justice and will not exclude a pupil other than in grave circumstances. There will be no refund of fees following permanent exclusion (and all unpaid fees must be paid).

**Discretion of Head:** The decision to suspend or require removal of or permanently exclude a pupil and the manner and form of any announcement shall be in the sole discretion of the Head. In no circumstances shall the School or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or permanently exclude or which the Head has acquired during an investigation.

**Review:** In the event of permanent exclusion or of a pupil's removal being required, the Head will advise parents of the procedure (of which copies are available on request) under which a written application for a review of the decision may be made.

**Access:** A pupil who has been withdrawn, excluded, suspended, removed or permanently excluded from the School has no right to enter school premises without the written permission of the Head.