



## LEICESTER GRAMMAR JUNIOR SCHOOL

### ADMISSIONS POLICY

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

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

Leicester Grammar Junior School is a co-educational independent day school for pupils from 3-11. Deciding on the right school for your child is very important, and a visit to the school is an integral part of the process. We hold a number of Open Door events throughout the school year; details are published on our website: <https://www.leicestergrammarjunior.org.uk/open-mornings>

We are also very happy to host prospective parents and their children at other times for a private visit, and to meet staff and pupils; you can be sure of a warm welcome. Please contact Mrs Michelle Dubois, who is in charge of Admissions, on 0116 2591950 or e-mail [duboism@leicestergrammar.org.uk](mailto:duboism@leicestergrammar.org.uk)

***“The Leicester Grammar School Trust seeks to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos.”***

**In order to fulfil this mission, LGJS aims to:**

- Promote intellectual curiosity and a lifelong love of learning
- Offer an extensive range of experiences which broaden the curriculum and develop the pupil
- Create a stimulating, happy and supportive community where each pupil is allowed to flourish
- Care for the mental and emotional wellbeing, promoting a healthy lifestyle and nurturing self-esteem
- Enable the moral and spiritual wellbeing of each pupil to grow and thrive **LGJS Values:**
- **Respect:** care for everyone and everything, showing good manners at all times
- **Trust:** be an honest and reliable member of our school
- **Courage:** show resilience and perseverance when approaching challenges
- **Curiosity:** demonstrate a keen interest, exploring and investigating the world we live in
- **Community:** actively show love and care for others and our world

In addition, the school aims to strike a balance between academic and practical work, physical education, moral and spiritual development. 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.

## **Equal Treatment**

Leicester Grammar Junior School welcomes pupils with academic potential and other talents regardless of gender, race, ethnicity, religion, SEND needs or any disability. This enriches our community and is vital in preparing our pupils for today's world. 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).

## **Religious Beliefs**

Leicester Grammar Junior School welcomes applications from prospective parents of all faiths and of no faith and is a happy diverse community.

Although Leicester Grammar Junior School has a Christian foundation, the school does not select entry on the basis of religious belief, and it offers the opportunity for pupils of all faiths and none to practise their own beliefs.

## **Special Needs**

Leicester Grammar Junior School does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, provided that we can offer them the support they require and cater for any additional needs, and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school before the child comes in for assessment so that we can make adequate provision for him/her. Parents should provide with the Application Form a copy of any educational psychologist's reports or medical reports if they have one.

The school will discuss thoroughly with the parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

## **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.

## **Sibling Policy**

Most siblings join us at Leicester Grammar Junior School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive in a different academic environment.

## **Applications**

Leicester Grammar Junior School is an academically selective school. 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.

The School's Registration Form is available on the School's website - <https://www.leicestergrammarjunior.org.uk/register> and from Michelle Dubois in charge of Admissions at LGJS.

Entry into the Junior School is through assessment at ages 3+ to 9+. Most pupils enter school at the start of the academic year, but if required entry can occur across the year. Please do contact Michelle Dubois for further details.

We wish to welcome pupils who will thrive in our school environment. Applicants for admission should normally register by early in December of the year preceding the desired year of admission (e.g. 2 December 2024 for entry in September 2025 etc.). The school's online Application Form is available on the school's website [www.leicestergrammarjuniorschool.org.uk/admissions](http://www.leicestergrammarjuniorschool.org.uk/admissions).

We are able to arrange further entrance assessments at other times of the year, subject to places still being available, however candidates may not resit an entrance assessment within the same academic year and may only make one re-application for entry within each phase (Reception - Year 2; Years 3 - 6; Years 7 - 10).

## **The Assessment Process**

Assessments for those entering Foundation Stage and all other Years in September take place during the previous January/February. Applicants for entry should normally register by the end of November of the year preceding the desired year of admission (e.g., by end of November 2020 for entry in September 2021 etc)

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'.

For entry into 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 5 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 assessment.

Our selection process is designed to identify pupils who are able to benefit from our balanced and wellrounded education and to make a positive contribution to the life of the school.

### **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.

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.

### **Moving to Leicester Grammar 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 Transfer Test which takes place in April/May of Year 5) in order to receive a recommendation from the Junior School Headteacher. If they are unsuccessful at this time, they will need to sit as an external candidate for the Senior School in line with the assessment details for Leicester Grammar Senior School.

### **School's Terms & Conditions**

The school's Terms and Conditions are on the school's website – <https://www.lgsjunior.org.uk/policieslgsj> and will be made available to parents as part of the admissions process.

### **Complaints**

The school's Complaints Procedure is on the school's website – <https://www.lgsjunior.org.uk/policieslqjs> - and can be sent to the prospective parents on request.

## **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation and the school's Privacy Notice.

The school will not hold the personal data of your child for longer than is necessary and for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of a sibling; or to deal with any ongoing matters or queries arising from the application.