

# ST CHRISTOPHER'S HAMPSTEAD

## ADMISSIONS POLICY

| Action   | Policy to be reviewed annually |          |           |
|----------|--------------------------------|----------|-----------|
|          | Owner                          | Date     | Completed |
| Review   | Sandrine Paillasse             | Nov 2021 | ✓         |
| Reported | Education Committee            | Nov 2021 | ✓         |
| Approved | Board of Governors             | Nov 2021 | ✓         |

| To be published on |   |
|--------------------|---|
| School network     | ▪ |
| School website     | ▪ |
| ISI portal         | ▪ |

## **ADMISSIONS PROCEDURE**

### **This policy applies equally to the Foundation Stage (Reception Class), Key Stage 1**

The normal age for admission is either at four years or five years and the first requirement for admission is registration on the appropriate form.

#### **1. For Entry at 4 Years**

- St Christopher's usually takes up to 30 children into the Reception class, and between 14 and 16 children into Year 1 using an assessment in the January before entry to Reception or 18 months before entry into Year 1.
- A waiting list of approximately 10 children is drawn up.
- Completed registration forms must be sent to the school prior to October before the assessment.
- The result of the test/assessment is sent to parents at a date agreed by all the schools in the area.

#### **2. Sibling Policy**

- St Christopher's has a sibling policy whereby the registered younger sister of a pupil is eligible for a place in Reception or Year 1 as appropriate. An exception to this policy would be made, in consultation with parents, where the School feels that a child would not be best placed or thrive at St Christopher's for their primary school career.
- There is not a particular type of St Christopher's child; she could be shy, outspoken, introverted, and extroverted... As long as the school feels that St Christopher's would be the best place for the child to achieve her maximum potential, the prospective pupil will be considered

#### **3. Equal opportunities**

- St Christopher's school is committed to equal opportunities for all, as outlined in our Equal Opportunities policy. We welcome prospective pupils with special educational needs or physical disability.
- Admission to the school depends upon at 4+ and 5+, an assessment that the prospective pupil meets the criteria required to maintain the educational and general standards for all its pupils commensurate with the ethos to which the school aspires.
- The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful primary school career, and emerge a confident, well-educated and well-rounded 11 year-old ready for transfer to a suitable senior school. These criteria must continue to be met throughout the pupil's time at the school.
- The school's policy is to apply these criteria to all 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 compared to any pupil who is not disadvantaged because of her disability.

- The school asks parents to complete a form in respect of a prospective pupil at the time of application. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality. The school believes that there is great enhancement of school education and life by this inclusive policy but with equal importance being given to ensuring that no pupil's education is impaired.

The school strives to make the site as accessible as is possible, though the building's architecture does present challenges. The school currently has limited facilities for the disabled. There are lifts available which give access at the west side of all three levels of the site. Any pupil with impaired mobility might be put at a disadvantage by the layout of the buildings, although the school will do all that is reasonable to comply with its legal and moral responsibility under the Equality Act 2010 and the SEN and Disability Code of Practice 2014, in order to accommodate the needs of prospective pupils who have special educational needs and/or disabilities. The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the school.

#### 4. Occasional Places

- It is rare for places to become available. When such occasions arise, the school contacts families on the waiting list or will host additional assessments for entry at other ages. Parents can contact the Registrar for further details.

#### 5. Procedure

- St Christopher's is academically selective. Entry is by assessment. The school's entry procedure is designed to enable children to show and their best selves, and to identify potential for children to thrive at St Christopher's.
- At 4+, tests align with standards set out in the Early Years Framework. Every child gets the same assessment. The assessment is carried out by the same staff. If a child is too anxious to participate in the assessment, a second opportunity will be offered on another day.
- The Deputy Head Academic arranges assessments for occasional places.

#### 6. Bursaries and scholarship

- St Christopher's School is a registered charity and is committed to broadening access to the school by offering eligible parents / guardians means tested financial support in the form of school fee discounts. The Bursary Policy details our application process, and the level of financial help families can receive.