



## St Andrew's

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BERKSHIRE

### Admissions Policy

#### Overview

St Andrew's School is a co-educational, family school of around 300 pupils and welcomes all children whom the School believes will be able to make the most of the wide range of opportunities and extra-curricular activities that the School offers and will benefit from the whole educational experience it provides.

Class sizes at St Andrew's are small enough to provide a nurturing environment where every child receives the individual attention appropriate for the needs of his or her age group, but large enough to offer and sustain a broad curriculum within a caring learning environment, where your child can learn to work hard, co-operate with others and develop self-reliance.

Form sizes do not exceed 20 but, where individual subjects are to be split by ability, subject sets may be slightly larger or smaller to achieve the best grouping of abilities in any particular year.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. Please contact our Director of Admissions, Jane Taylor, on 0118 974 5518 or email [taylorj@standrewsberkshire.co.uk](mailto:taylorj@standrewsberkshire.co.uk) to arrange a visit.

#### Registration and Entry Procedure

Entry into St Andrew's School is primarily at the ages of:

- Age 2<sup>3</sup>/<sub>4</sub>      Pre-Prep      Nursery class\*      *(from the term in which your child turns 3)*
- Age 4      Pre-Prep      Reception class
- Age 7      Prep      Year 3 (limited spaces)
- Age 11      Prep      Year 7 (limited spaces)

*\*We recommend children in Nursery attend for a minimum of 3 mornings per week*

There may be availability in other years, but places are dependent on unfilled spaces and children leaving. A small number of places may also be available in Year 7 as a few pupils leave to join senior schools whose main entry is at 11+.

## **Admissions Procedure**

**Step 1** – The first stage is for prospective parents to book a place on an Open morning or an Individual Tour, where they will meet the Head Master, Head of Pre-Prep and Director of Admissions. Sight of a current school report is requested before an Individual Tour.

**Step 2** – Complete the registration form online and pay the registration fee

**Step 3** - If places are available, the Director of Admissions will invite your child to the school for a Taster Day/Session to see how they get along in the classroom, and they will be asked to sit some informal assessments, usually in English and Maths. Where applicable, a copy of a recent school report is requested before the Taster Day/Session, and the child's current school is asked to complete our Report Request Proforma (RRP)

**Step 4** – Pupils will then be offered places, subject to availability

**Step 5** – Parents who accept a firm offer of a place, will be asked to sign and return the application form and pay the deposit

**Step 6** - The pupil will be invited to return to St Andrew's for a 'Settling-In' session before they start

The School does not select on the basis of academic ability so there is no formal assessment but, for entry to the Pre-Prep, the School will seek to gain an understanding of a prospective pupil's current social and developmental stage and, following the Taster Day/Session, will discuss admission date and any other factors including, if applicable, any reasonable adjustments that the School may need to consider.

Children in the Pre-Prep will normally progress to the Prep School at Year 3. If the Head of Pre-Prep considers that a particular child will not thrive in the Prep School, then this will be discussed with parents in advance.

Many of the places in Year 3 and above are filled by children moving up from the Pre-Prep. For the remaining places the entry procedure is the same as for Pre-Prep, but a more detailed report will be sought from the child's present school and children may be asked to sit some short tests to assist with subject set arrangements.

Places are offered to children who the School believes will flourish in the caring environment of the School and will be able to make the most of the opportunities the School has to offer including music, sport, art and drama and thus benefit from the whole educational experience the School provides. If the year group is oversubscribed priority is given to siblings. Those for whom there is no space may be offered a place on the waiting list and will be advised if a place becomes available.

## **Equal Treatment**

St Andrew's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries may be offered from Year 3 in order to widen access to children who would most benefit from the education the School has to offer but whose families are unable to afford the fee. St Andrew's School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, sexual orientation or social background.

## **Equality Act 2010 and Special Educational Needs & Disabilities Code of Practice 2015**

St Andrew's 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, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

Any child requiring Learning Support will be invited to meet and work with the School's Head of Learning Support to assess any requirements necessary. If the School feels that it is unable to help a child to make suitable academic and social progress, then a place will not be offered. However, the School has a very accomplished Learning Support team and a good track record of helping pupils to thrive.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school. The School fee and staffing structure is based on the teaching of children in class groups and the School

makes an additional charge for one to one support where this exceeds the level that the School considers can reasonably be provided.

The School only takes Year 8 entrants, or pupils for less than a year, in exceptional circumstances.

### **School's Contractual Terms and Conditions**

The contractual terms and conditions are included in the acceptance form which parents receive as part of the admissions process.

### **Complaints**

We hope that you and your child do not have any complaints about our admissions process, but if you do, the school's complaints procedure is available on our website.

### **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose and in accordance with our Retention of Records Policy.

## **St Andrew's Nursery Supplementary Information**

The Nursery School offers a programme of age-appropriate education within a caring environment with the freedom of much of the learning taking place outside. There is some flexibility about the number of sessions a child may attend but the Nursery School day is carefully tailored to allow progression and development appropriate to the age of the children and for this reason attendance sessions must be booked termly and may be adjusted on half a term's notice.

### **Daily timetable**

- The day starts at 8:30 am and children may arrive from 8.15 am
- Children attending for mornings only should be collected at 12 noon, or, booked termly in advance, may stay for lunch and be collected at 1:00 pm
- Children attending for full days should be collected at 3:30 pm
- Late Club care is available from 3:40 pm – 6 pm subject to prior agreement with the Nursery teacher as the longer day may not be suitable for some of the younger children

The Nursery School accepts children from the term in which their third birthday falls. Our 'Rising 3s' are known as 'Acorns'. It is recommended that they attend for a minimum of three mornings per week. The School reserves the right to defer admission if, in the opinion of the School, the child is not yet mature enough to engage in and benefit from the Nursery School educational environment.

Children who will reach their 4th birthday during the academic year, join the Nursery School as 'Oaks'. To prepare children for full days in Reception the following year, the minimum number of sessions increases to four full days per week by the end of the year. Parents should discuss their particular requirements with the Head of Pre-Prep who will advise on an appropriate weekly attendance pattern for each child depending on their stage of development.

#### Document Review History

Last review date: April 2024

Next review date: April 2025

Editor: Director of Admissions