



Admissions Policy

This policy applies to all sections of Lanesborough School, including EYFS.

1. Aims

This document sets out the policy for admissions for pupils to Lanesborough Preparatory School in order to ensure that

- selection criteria are within the school's charitable purpose
- all prospective parents and pupils are treated fairly, equally and consistently
- the policy for admissions is clear, transparent and accessible to all staff and prospective parents
- applicants are identified whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at Lanesborough.

2. Background

Lanesborough Preparatory School, Guildford is an independent non-denominational school for pupils aged from rising 4 to 13. From September 2020 will be a school for pupils aged 3 – 11.

We welcome pupils into every year, depending on availability of places and the assessment process. Our main points of entry are:

- Nursery (age 3+) – we accept an average of 16 pupils per year in Nursery
- Shell (age 4+) – we accept on average an additional 16 pupils in Shell
- Year 3 (age 7+) – we accept on average an additional 20 pupils in Year 3

3. Religious affiliation or designation

Lanesborough School's approach to worship, whilst based on the traditions, values and precepts of the Christian Church, respects the faiths of all members of the school community who will, nevertheless, abide by the rules and activities of the school. As the Cathedral Choir School we have many close links with the Anglican Cathedral in Guildford.

4. Policy on equal treatment

Lanesborough School encourages all its pupils to respect and serve other people regardless of ethnic origin, culture, gender, sexual orientation, gender reassignment, linguistic background, special educational need, religion or disability. The school condemns any form of prejudice or denial of equal opportunity in these areas. Those in a position of responsibility will seek to ensure that all pupils at Lanesborough benefit equally from its provision. To this end, the school is committed to:

- an entry policy to a pupils' school which makes no discrimination on the grounds of ethnic origin, disability or religion;
- the promotion of a culture within the school which actively discourages discrimination on the grounds of ethnic origin, gender and sexual orientation, disability or religion;
- providing a curriculum which emphasises positive aspects of, and contributions to, a healthy and tolerant lifestyle regardless of culture or gender;
- within the constraints of existing buildings and location, ensuring that disabled members of the school community are not unreasonably disadvantaged;
- instances of discrimination on the grounds of ethnic origin, gender and sexual orientation, religion or disability and to take appropriate action.

5. Disabilities and Special Educational Needs

The School has regard for the guidelines as outlined in the revision to the SEND Code of Practice 2014, the Equality Act 2010 and the Childcare Act of 2006. It expects parents to inform the School, prior to the assessments, if their son has any Special Education Needs and give details of any assessments which may have been carried out, so appropriate arrangements may be made.

Lanesborough School adopts an inclusive policy and students with Special Educational Needs are offered the opportunity to join the School if they satisfy the School's selection criteria. Parents may be asked to contribute to any special resources. Students with Special Educational Needs will have access to the whole school curriculum and be fully integrated into the school. Exceptional circumstances which may affect such access will be dealt with on an individual basis in consultation with the Head of Learning Support, Form Teacher, Deputy Head, parents and boy.

6. Fees

The fees are payable termly in advance, or monthly by direct debit, and include the cost of most stationery and textbooks, games and school societies, but exclude a small number of items, e.g. individual music tuition is provided at an extra charge.

The Governors reserve the right to review or alter fees at any time and at a term's notice.

Entry is competitive, but no parent who would like their son to come to Lanesborough School should be deterred from applying for financial reasons as it is the policy of the School to make the education offered as widely available as possible.

Bursaries are offered each year from Year 3.

Choral scholarships are available for Guildford Cathedral Choristers after they have passed a probationary period. Voice trials for this take place in Year 2.

7. Admissions process

The aim of the Admissions Policy is to select pupils who will flourish in the particular academic environment the school provides and take full advantage of the opportunities available.

Any boy can apply provided he is living with his parents or legal guardian within reasonable daily travelling distance of the school.

The Admissions Policy is determined and administered by the Head on behalf of the Governors and the Head's decision on admissions matters is final. The School is not obliged to state its reasons for rejection of a candidate.

The admissions process is made up of three stages: registration, assessment and acceptance.

8. Registration

Before being considered for a place at the school, an applicant's parent or guardian must register him by completing the registration form and paying the non-returnable registration fee.

Parents can register their son at any time before the assessment date. All pupils who are registered by the assessment day will be considered in exactly the same way.

The school will hold and process information about candidates and their parents for the purpose of making decisions about the offer of a place for the pupil and for decisions about the award of bursaries and choral scholarships.

9. Assessments

The school aims to provide a happy, purposeful environment for pupils and we try to demonstrate this on assessment days by putting candidates at their ease and making it as pleasant an experience as possible.

Assessment procedures for pupils joining the different year groups are detailed below, but there are a number of rules which are common to all:

- No entrance exam may be taken more than once, but pupils who are not successful in one age category can apply again in future years provided the school has places available.
- Candidates who are living overseas or in other parts of the UK at the time of testing may choose to take the tests under normal examination conditions at their current school.
- A report from the Headteacher of a pupil's current school will normally be requested before making an offer.
- The school does not provide examination marks to candidates' parents as it considers these to be meaningless in isolation, but the Head is always happy to discuss a candidate's performance.

Each year an information sheet with the timings and arrangements for assessments is sent to all parents who have registered.

Admissions into Nursery (age 3+)

Assessments for entry into the Nursery will take place in the January prior to starting. The pupils and their parents will be invited to attend a short session with Pre-Prep Early Years staff. The pupils will be assessed in small groups of similarly aged pupils. Places for the September will be offered by the end of February. Then entry into Shell will be conditional on

successfully completing the year in the Nursery and being judged able to cope with the demands of the curriculum at Pre-Prep.

4+ (Shell)

Assessments for entry into Shell (Reception) will take place in the November prior to starting. The pupils and their parents will be invited to attend a short session with Pre-Prep Early Years staff. The pupils will be assessed in small groups of similarly aged pupils. Places will be offered by the end of December.

Admissions into Year 3 (age 7+)

The assessment for this age group is in two parts. In early November all pupils are invited to two assessment sessions. Attendance at both sessions is required. They will complete activities in sport, music and teamwork and assessments in English, maths and reasoning. Voice trials for Guildford Cathedral Choir are available on this day.

Places will be offered by the end of November of the calendar year prior to entry.

Admission into other year groups or at other times of the year

Candidates in appropriate age groups may be considered for places in other year groups at any time of the year if space allows.

Nursery to Year 2:

Pupils will be invited in to spend some time individually with a teacher who will assess their ability through age-appropriate tasks.

Year 3 and above:

Pupils will be given written tests in English, mathematics, non-verbal and verbal reasoning.

Food allergies

The school's caterers are very experienced at providing meals for children with food allergies and will be happy to discuss special requirements with parents in advance of the assessment day.

Candidates with disabilities

The school wishes to make itself as accessible as possible to pupils with disabilities within the constraints of access to buildings, etc, but it is important that the school is advised of the nature of any disability before the child comes to an assessment.

On the assessment day, a special examination room can be set up if required.

Dyslexia and other learning difficulties: Parents are asked to send in a copy of the most up-to-date psychologist's report before the day of the assessment. No extra time is allowed in the tests.

Physical disabilities of a temporary nature

If a candidate has an injury which temporarily prevents him writing (broken arm, etc), an amanuensis and/or computer can be provided or, if appropriate, the assessment day can be postponed.

Partially-sighted candidates

The school can provide large print assessment papers if parent notify the school at Registration.

10. Acceptance

Parents confirm acceptance of the place by returning a signed admission agreement and paying an admission deposit, which is 25% of the first term's fees. The deposit is non-refundable.

11. Choral Scholarships

These are available through Guildford Cathedral. Details are available from the Cathedral Music Secretary.

12. Bursaries

Means-tested bursaries, up to 100% remission of fees are available for pupils in Year 3 and above. These are administered by the Bursar and further information is available from the Bursar's Department at the Royal Grammar School, Guildford.

Reviewed August 2019
Next review August 2020
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