



## MANOR HOUSE SCHOOL ADMISSIONS POLICY

Date of Issue: **February 2019**

Date of Review: **January 2020**

Responsibility: **Director of Admissions & Marketing**

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This policy should be read in conjunction with the following other policies:

- [Equal Opportunities and Accessibility Policy](#)
- [Behaviour Policy](#)
- [Gifted and Talented Policy](#)
- [SEN Policy](#)
- [Privacy Policy](#) (Web)
- [Data Protection Policy](#)

This whole school policy also applies to the Nursery and Early Years Foundation Stage.

### **Introduction**

Manor House School is an independent day school for girls aged 4-16 with a co-educational nursery for boys and girls aged 2-4 years. The School has around 300 pupils between the ages of 2 and 16.

The five main points of entry are at the ages of two (Nursery), three (Kindergarten), four (Reception), seven (Year 3) and eleven (Year 7). However, places may become available in other year groups and we are pleased to consider applications at any stage.

Applications for places at all ages from Nursery through to Senior year groups must follow our admissions procedures. These include either formal or informal assessment of academic and social skills, as detailed within this policy document.

### **Admissions Criteria**

We are a selective school and, in general, we expect applicants to be performing academically at nationally expected levels.

The School encourages applications from children from a diverse range of backgrounds and is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. Please refer to our Equal Opportunities Policy for further information.

## **Admission Numbers**

There are two classes in the Nursery School; Nursery (up to twelve children) and Kindergarten (up to sixteen children). There is one class per year group from Reception Class up to and including Year 4 with a maximum of twenty places per class. There are normally two classes in Year 5 and Year 6. There are forty places available per senior year group split into two classes and therefore places are offered to external applicants subject to availability. There may be occasions where extra senior places are offered to accommodate demand in that year group.

## **Siblings and children of former pupils**

Whilst the School appreciates that many parents may wish their children to attend the same school, it is important to ensure that Manor House School is the right school for each child and that all applications are considered on their merit. If a candidate has a sibling in the School, this will be considered but it will not give priority to an application. The same applies for children of former pupils.

## **Visits to the School**

We hold Open Mornings in February, May and October which give a general introduction to the school. Further details about their timing and content are published on the Admissions section of our website at [www.manorhouseschool.org/admissions](http://www.manorhouseschool.org/admissions). We welcome prospective parents and their children at other times of the academic year for a personal appointment and tour.

## **Enquiries**

To make an application, arrange a visit and tour or to find out further information regarding our admissions process, parents or guardians should contact the Admissions Office on telephone: 01372 457077 or by email at: [admissions@manorhouseschool.org](mailto:admissions@manorhouseschool.org).

Application forms, details of fees and criteria are available from the Admissions Office or our website ([www.manorhouseschool.org/admissions](http://www.manorhouseschool.org/admissions)) and specific dates of applicable assessments in the senior school are published on the School's website on the senior admissions page at <https://www.manorhouseschool.org/admissions/senior-admissions/>.

## **Applying for a Nursery Place**

For nursery applications, parents are asked to visit the Nursery and meet with the Head of Early Years. Parents will be asked to complete the application form and pay the application fee (£50) and complete a nursery session form. Subject to the acceptable availability of sessions, parents will be asked to then pay the deposit and complete the relevant acceptance forms (See 'Acceptance of a School or Nursery Place'). Parents will be offered two free settling in sessions in agreement with the Head of Early Years to be arranged at the time of joining.

Places are offered on a 'first come, first served' basis until all are filled. Thereafter, a waiting list procedure is operated. Children can join our Nursery Class at the beginning of the Autumn term, Spring term or Easter term. Children can join our Kindergarten Class at any point in the academic year.

Manor House School considers Kindergarten as the beginning of a Manor House education for girls and it is hoped that a girl will progress through to our Prep School.

## **Applying for a School Place**

### **i) School visit**

Before submitting an application form for a school place, parents are required first to visit the School and children are welcome to accompany their parents. A family can visit either by:

- a) attending one of our termly Open Mornings which take place in February, May and October. (Prior booking is preferred but not compulsory).
- b) arranging an appointment/interview with the Headteacher (compulsory for Prep and Senior applicants however optional for the start of Year 7 entry) via our Admissions Office on 01372 457077, followed by an optional tour of the School by the Admissions Officer. Applicants must provide a copy of their daughter's latest school report and provide disclosure of any other information that would be pertinent to an application. This must be received two days prior to the appointment.

### **ii) Registration**

Following a visit and a recommendation to proceed by the Headteacher, parents or guardians are invited to complete an Application Form and return it, together with the relevant fee (£50 Reception and £75 for rest of school) and a copy of the child's birth certificate or passport to the Admissions Office. (Please refer to our Privacy Policy and Data Protection Policy). This means your child is registered for a school place which will be held for that academic year until the application process is completed and an offer made.

### **iii) Assessment**

Extra time may be awarded in assessment situations. Please refer to the 'Internal and External Exam Access Arrangements' in our SEN Policy.

Assessments vary according to the year of entry:

#### Prep School Assessment

##### *At age 4 into the Prep School (Reception)*

External applicants will be offered a place following observation at an individual visit or group Reception Taster afternoon. Applicants are observed by several members of staff as they do simple tasks and interact with other children. This assessment takes approximately an hour.

Girls progressing from Manor House Kindergarten through to Reception Class will be subject to a satisfactory recommendation by the Head of Early Years in agreement with the Head of the Prep School.

##### *At age 7 (Year 3)*

Selection is made principally on the outcome of a taster and assessment day (including an informal Literacy and Mathematics assessment by our Head of Prep School) and upon receipt of a confidential and satisfactory reference from the respective Head of a candidate's current school. The reference will take into consideration predictions, co-curricular strengths and potential contribution to the School community.

For September 2020 entry and beyond, applicants will join an entrance exam day in the preceding January during which they will sit tests in Literacy and Mathematics. They will spend the rest of the day in their current year group.

#### *Other Year Groups*

Entry is welcome into all other prep year groups and mid-year, subject to the availability of places. Applicants are invited to an individual age-appropriate assessment and taster day with testing in Literacy and Maths.

#### Senior School Assessment

##### *General entry*

Excluding Year 7 entry, application to our Senior School is based on a series of age-appropriate timed academic assessments (English, Mathematics and Science) in conjunction with a taster day. A reference is obtained from a pupil's previous school.

##### *At age 11 (Year 7 entry)*

Candidates will need to have registered for a school place by 31 October in order to attend our Year 6 into Year 7 Experience Day. This is normally held in November and candidates will attend a short interview on this day. Candidates unable to make this day, or who apply later, are interviewed separately. Interviews will constitute part of the assessment. A reference will be requested from the Head of the candidate's current school after an application has been received.

Entrance examinations for Year 7 take place in the January before the September of entry. Candidates sit Manor House School's own papers in English, SPaG, Mathematics and Science.

All applicants must sit the entrance exams in January to qualify for an offer of a place and be considered for an Academic Scholarship. A pupil will be expected to achieve a minimum of 50% or more in papers in all subjects.

Girls applying for scholarship awards in Art, Drama, Music or Sport are independently assessed. An application must be submitted by the advertised deadline on our website.

#### **Offer of a School Place**

All offers of a school place (except for Reception Class) are subject to receipt of a confidential and satisfactory reference from the respective Head of an applicant's current school. The reference will take into consideration predictions, co-curricular strengths and potential contribution to the School community.

Offers are valid for the time period stipulated in the offer letter.

#### Year 7

Guaranteed offers will be made to those pupils wishing to join the School at 11+ within two weeks of sitting the entrance examinations and parents will be given a closing date by which they are required to confirm acceptance of that place and pay the relevant deposits. Some candidates who are not offered a place, but whose performance in the assessments showed promise, may be offered a place on the Head's Waiting List.

Senior scholarships in Art, Drama, Music or Sport can only be awarded if a girl passes the entrance examinations. Details of the scholarships available can be found under the 'Scholarships' section of this policy or by contacting the admissions office.

### **Acceptance of a School or Nursery Place**

On accepting a place at Manor House School or Nursery, parents or guardians are asked to sign the Acceptance Form and pay the appropriate deposit (£500 for Nursery and Reception and £800 for rest of school) confirming that they accept the Terms and Conditions.

Parents should note that on accepting a place they may become liable for the first term's fees even if they do not take up the place. Parents should familiarise themselves with our terms and conditions before accepting a school or nursery place.

Copies of both documents are available on the School's website. Once a place is accepted, it is the parents' or guardians' responsibility to inform the School of any changes in their child's educational needs or indeed change of school.

### **SEN Provision**

Allowances are made for those candidates with Specific Learning Difficulties and it is important that the School is made aware of any such difficulty when making an application. A parent or guardian must provide supporting evidence, such as an Educational Psychologist's or Occupational Therapist's report which is submitted to the Head of Academic Advancement (SENCo) in advance of any visit/assessment. A separate report may also be requested from the Special Educational Needs Co-ordinator (SENCo) of a candidate's current school. Please refer to our SEN Policy.

### **Transition through the School**

Progression through the school (for girls aged 4-16) is usually automatic. Exceptionally this is not the case. For example, it might become apparent that the learning or social environment of the school is not suitable to a particular pupil and the School will discuss this with the child's parents at an early stage and will give advice on how to find an alternative school that best serves their child's needs.

### **Scholarships**

#### **Prep Scholarships (awarded at Year 3)**

##### Academic and Expressive Arts scholarships

From September 2020, an Academic Scholarship and an Expressive Arts Scholarship of up to 10% of the annual tuition fee are open to any candidate from an independent or state school, including Manor House School internal applicants. Scholarships are awarded at the discretion of the Headteacher.

#### **Senior Scholarships (awarded at Year 7)**

##### Sport & Creative and Expressive Arts Scholarships

Sport and Creative and Expressive Arts (Art, Drama and Music) scholarships of between 10% - 30% of the annual tuition fee are open to any candidate from an independent or state school including Manor House School internal applicants.

Scholarships in sports such as Athletics, Gymnastics, Hockey, Netball, Tennis and Swimming may be offered. Other specialist sports are also considered and an all-rounder sports scholarship may be awarded at the discretion of the Headteacher.

### Academic Scholarships

There are four academic scholarships currently offered:

- Two Major Open Scholarships at 50% of the basic annual tuition fee – one awarded to an external candidate from either an independent or state school and one to an internal applicant.
- Two Minor Open Scholarships at 40% of the basic annual tuition fee – one awarded to an external candidate from either an independent or state school and one to an internal applicant.

More than one Scholarship may be awarded to a candidate at the discretion of the Headteacher.

### **Bursary Applications**

For those parents who would like their child to attend Manor House School, but for whom the school fees are not affordable, financial support may be available through means-tested bursaries. Applications must be made by the specified date in November given on our bursaries web page

<https://www.manorhouseschool.org/admissions/bursaries/> prior to entry the following September. Further information is available from the Bursar's office.

### **Compliance**

The School is aware of the broad duty to notify/make returns to the local authority for all non-standard admissions and departures, to know or be able to ascertain the correct local channels for so doing, to be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in accordance with local procedures, and that the school works co-operatively with the local authority in making returns as requested and reasonable enquiries where necessary.

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 you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons for longer retention might include re-application at a later date or sibling applications.

**Head's Discretion**

This policy may be subject to change at the discretion of the Headteacher. Any decision made by the Headteacher is final.

**Contact Information**

Any matter relating to the School's admissions process should in the first instance, be referred to the Admissions Officer at [admissions@manorhouseschool.org](mailto:admissions@manorhouseschool.org).

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