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## Admissions Policy

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## Introduction

We believe this policy should be a working document that is fit for purpose and represents the school ethos enabling consistency and quality across the school.

We will consider all applications for admission as we are an inclusive school and will admit students without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with equality expectations.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aim

To establish and maintain a fair and open admissions policy.

## Role of the Governing Body:

The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- nominated a designated governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring this policy and all policies is maintained and updated regularly;
- responsibility for ensuring all policies is made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Principal and Senior Leadership Team

The Principals and the Senior Leadership Team will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- work closely with the policy owner;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- annually report to the Board of Governors on the success and development of this policy.

## Role of Parents/Caregivers will:

- be aware of and comply with this policy;
- apply by using the appropriate application form;

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations
  - school events
- meetings with school personnel
- communications with home such as newsletters
  - information displays in the main school entrance

## Policy Content

The medium of instruction throughout the Reigate Grammar School is English, and it is a requirement of admission that children have a good understanding of English. However, the school provides English as an Additional Language (EAL) for students requiring additional support to be proficient in the language.

Applications will be accepted for any place that the school anticipates being available. Before being offered a place, all applicants for admission to the school, of whatever nationality and in whatever category, must satisfactorily complete the school admission process. Children are invited for interviews/placement assessment only when a place becomes available either on roll or within waitlist parameters.

If an assessment is required for placement, the school will evaluate the student's English language proficiency, academic potential and social behaviour. It might involve a range of testing procedures including an interview and or a written assessment according to the age of the applicant. Depending upon the results of the assessment, an offer of a place may be made. Parents will be advised of the decision within three working days of the completion of the interview/assessment.

If applications are received for Year 10/11 or 12/13 (i.e., for IGCSE and A level courses) for entry after the first eight weeks of the programme, the school will consider each case individually and decide about entry based on continuity of courses, subject availability, assessment components missed, realistic expectations of the student and their parents and the likelihood of the student achieving their academic potential.

## Wait List Guidelines

### I. Priority 1 Children

A child who has a sibling already enrolled and for whom a class place is not immediately available will be placed on a waitlist if his/her parents so desire.

The child's position on the waiting list will be chronological to the date of his/her application being submitted to the registrar.

The parents will be advised of the number of children, if any, who are ahead of their child on the waiting list for that year.

At the end of each school year, the parents of any child remaining on the waiting list will be contacted to establish whether they would like their child(ren) to remain on the waitlist for the following academic year.

The principal will have discretion to decide, at the end of Semester 2, whether to release some or all of the Priority Group 1 reserved places in order to accommodate Priority Group 2 children who are on a wait list or who would otherwise be on a wait list

Application for Priority Group 1 and Priority Group 2 children may be submitted at any time during the school year.

### II. Priority 2 Children

A child on the waiting list is in the priority 2 group. The child's position on the waiting list will be chronological to the date of his/her application.

Parents will be advised of the number of children, if any, ahead of their child on the wait list. They will also be advised that Priority Groups 1 children could pre-empt an available place.

At the end of each school year, the parents of any child remaining on the wait list will be contacted to establish whether their child should remain on that list.

## The Application Procedure

The following information will be available for prospective parents:

Thank you for your interest in the School and for your enquiry for the admission of your son or daughter. To be considered for entry, please complete the Registration Form and submit, along with other documentation requested, to the Registrar. The completion of the form does not guarantee admission.

Priority is given to children in line with the admission policy listed above. Children are scheduled for assessment if and when a place becomes available and, if successful, allocated to a year group.

Children are assessed and, if successful, placed in year groups appropriate to their chronological age i.e. age appropriate birthday between 1st September and 31st August.

For students applying for a place parents must submit:

- Completed registration form
- Copy of Child's passport
- All school reports at current school for the past year
- Completed medical form
- Application fee

A copy of the father's and mother's/carer's Iqama and passport will be required prior to enrolment.

The Application fee will be refunded if the child is not admitted to the school after one full calendar year following the date of initial application.

Admission to Reigate Grammar School is conditional upon parental agreement that students will participate fully in the curriculum and related activities.

## The Admissions Process

Once the application form, copies of school reports, medical form, passport details and fee have been submitted, the Registrar will schedule an interview/entry assessment according to the Priority list above.

The admission will be based on the following criteria:

- If a student is being registered in a school for the first time, the child will be placed in the appropriate age group (Year level) as listed in the chart.
- When a student's last report clearly indicates the grade or year level he/she has attended, then this should be given priority over the age factor. The coordinator/HoD for that area needs to be informed about the admission and if there are concerns, the student needs to appear for a placement test.
- If a student has no previous report and is age appropriate for a particular class, the HoD for the area must be consulted and a placement test might be required.
- If a student appears to have learning difficulties or special needs, the registrar will refer the student to the SEN department. The SEN department will decide whether it can accept the student based on the facilities available.

The Registrar will inform parents of the outcome of the interview/assessment within three working days. A conditional place may be offered subject to the submission of the parents Iqama and payment of all fees and deposits. No child may start at the school until all documentation, fees and deposits have been submitted.

If subsequent to enrolment, the school believes that a child cannot benefit from the curriculum on offer, or a child causes disciplinary problems, the parents may be asked to withdraw the child from the school. In such circumstances, there will be no refund of fees.

## Comparative Year Levels

American Diploma (Grade) & Australian (Year) Levels	British Year Levels	Stages
Nursery/KG 1	Nursery	Early Years
KG 1/KG2	Reception	Early Years
KG2/Foundation	Year 1	Primary
Grade/Year 1	Year 2	Primary
Grade/Year 2	Year 3	Primary
Grade/Year 3	Year 4	Primary
Grade/Year 4	Year 5	Primary
Grade/Year 5	Year 6	Primary
Grade/Year 6	Year 7	Secondary
Grade/Year 7	Year 8	Secondary
Grade/Year 8	Year 9	Secondary
Grade/Year 9	Year 10	Secondary
Grade/Year 10	Year 11	Secondary
Grade/Year 11	Year 12	Secondary
Grade/Year 12	Year 13	Secondary

## Entry Level Ages

American Grade & Australian Year	British Year	Age Completed in Years	Recommended
Nursery/KG1	Nursery	3	1 <sup>st</sup> September
KG 1/KG2	Reception	4	1 <sup>st</sup> September
KG 3/ Foundation	1	5	1 <sup>st</sup> September
1	2	6	1 <sup>st</sup> September
2	3	7	1 <sup>st</sup> September
3	4	8	1 <sup>st</sup> September
4	5	9	1 <sup>st</sup> September
5	6	10	1 <sup>st</sup> September
6	7	11	1 <sup>st</sup> September
7	8	12	1 <sup>st</sup> September
8	9	13	1 <sup>st</sup> September
9	10	14	1 <sup>st</sup> September
10	11	15	1 <sup>st</sup> September
11	12	16	1 <sup>st</sup> September
12	13	17	1 <sup>st</sup> September

If a student has completed a particular Grade or Year level and is too young or old for the class he/she is being admitted to, then the registrar will discuss the matter with the HoD and a placement test will be used to make a decision regarding the student's placement.