



Education is that which liberates

# 15a Admission Procedure Policy

## The Swaminarayan School A1

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**Governor in charge of: Bharat Patel**

Last reviewed: April 2017 N Manani

Next review date: June 2018

# A . Admission procedures

## 1. Preparatory School

<b>PROCEDURE FOR NEW ENTRANTS PREPARATORY SCHOOL</b>
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1. Pupils must be of the correct age on 31st August, for admission into a particular year in the Prep School.  
  

Kindergarten	-	2 years (minimum age = 2½ years)
Nursery	-	3 years
Reception	-	4 years
Year 1	-	5 years
Year 2	-	6 years
Year 3	-	7 years
Year 4	-	8 years
Year 5	-	9 years
Year 6	-	10years
2. Parents/guardians may apply for their child's entry to The Swaminarayan Preparatory School by filling in an application form and paying **£100** registration fee (non-refundable), together with a copy of the birth certificate, passport and the last school report.
3. In order to qualify for entry, a child must reach a certain academic standard in the Preparatory School tests in English and Mathematics. He/she will have to pass an oral and written examination.
4. Kindergarten or Nursery children are tested informally through observations and conversations arranged with the Head of Foundation Stage or admissions teacher. Age appropriate assessments of the child's ability to: speak, verbal knowledge of literacy and maths, listen to instructions, solve simple puzzles, social skills and hand-eye co-ordinations are carried out.
5. Entry into the Early Years Foundation Stage requires pupils to stay for part of the day. Key Stage 1 & 2 children normally spend the whole day in school and lunch will be provided. During the day they complete the examinations and also have an opportunity to get to know the school. The final decision to accept a child lies with the Head teacher of the Prep School.
6. A child may not be accepted in the school if in the opinion of the Head teacher the school cannot provide adequately for the child's emotional, physical, medical or educational needs. However, the school does not discriminate against pupils with medical / physical / other disabilities and makes every effort to make reasonable adjustment to be fully compliant with the SEND Act. Please also see the EAL (B35) / SEN (B27)/ Equal Opportunities (B16) policies, and policy B45 the Disability Access Plan.

7. It is a requirement that all parents disclose fully any safeguarding issues or needs that their child may have prior to the child sitting the assessment. Failure to do so may result in immediate rejection of the application. The school will approach the previous school to indicate if there are any safeguarding issues pertaining to the child entering the Prep school.
8. Parents will also need to provide copies of their child's reports from their current/previous school to the interview. In some circumstances we may need to contact their previous school to attain information.
9. Offers may be made on a conditional basis for some pupils based on whether or not we feel that we may be able to meet specific pupil's needs. If a pupil on a conditional offer is unable to be provided for, or may not meet the conditions of their offer, parents will be asked to find an alternative setting.
10. A decision on acceptance of the pupil will be made within seven days after sitting the assessment. Letters of acceptance or rejection will be sent within a fortnight of the examination.
11. Parents will be asked to complete an acceptance form, a Medical Condition Form together with a £500 acceptance fee. For a pupil who is not a UK citizen, we are required to check the residency status and take copies of their passport.
12. Children may sit for an assessment any time throughout the academic year.
13. Pupils will also be sitting an exam for common entrance into Senior school in English and Mathematics. They may also be asked to do other examinations such as Cognitive Ability tests.
14. Prospective parents are asked to telephone the School Secretary (020 8965 8381) to arrange an interview and a guided tour with the Head teacher before submitting an application.

## **2. Senior School**

<b>PROCEDURE FOR NEW ENTRANTS SENIOR SCHOOL</b>
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1. Students must be of the correct age on 31st August, for admission into a particular year in the Senior School:
 

Senior 1	-	11 years
Senior 2	-	12 years
Senior 3	-	13 years
Senior 4	-	14 years
Senior 5	-	15 years
2. Students may be accepted into the Senior School all through the academic year. Parents/guardians may apply for their child's entry to The Swaminarayan Senior School by filling in an application form and paying £100 registration fee (non-

refundable), together with a copy of the birth certificate, passport and the last school report. Upon receipt of the application form and the registration fee, the student will be invited for an Entrance Examination within two weeks.

10. The student will spend the whole day at school and lunch will be provided. All students will do examinations in English & Mathematics. Pupils may also be asked to do other examinations such as Cognitive Ability tests. Entrants into Senior 3 may be required to sit examinations in a number of subjects other than English and Mathematics. In such cases attendance may be required on two days. A Senior School Admissions Tutor and/or the Headteacher may also conduct an interview with the pupil.
5. The school will ask the Headteacher of the pupil's current school to provide additional information and a report.
6. In all cases the criteria for acceptance will be potential rather than examination success. The decision to accept a child lies with the Headteacher.
7. A student may not be accepted in the school if in the opinion of the Headteacher, the School cannot provide adequately for the child's emotional, physical, medical or educational needs. However, the school does not discriminate against pupils with medical / physical / other disabilities and makes every effort to make reasonable adjustment to be fully compliant with the SEND Act. Please also see the EAL (B35) / SEN (B27)/ Equal Opportunities (B16) policies, and policy B45 the Disability Access Plan.
8. Letters of results and acceptance/rejection will be sent within a fortnight of examination. Offers may be conditional on the pupil making satisfactory progress.
9. Parents will be asked to complete an acceptance form, a Medical Condition Form together with a £500 acceptance fee. For a pupil who is not a UK citizen, we are required to check the residency status and take copies of their passport.
11. There are seven scholarships on offer for entry into Senior 1. These are based on their performance in the January Entrance Examinations. They include:
  - Best average Entrance Examination result during the January Entrance examinations -50%
  - Two £1000 scholarships
  - Two £500 scholarships
  - One English Scholarship £1000
  - One Mathematics Scholarship £1000
12. External students wishing to join the 6<sup>th</sup> Form are required to complete the application to the school by the end of February in the year of starting their A Levels studies. Students are required to have a minimum of six Level 8 or A grades at GCSE for entry into the Sixth Form. They must have a Level 8 or A grade at GCSE in their chosen A Level subject.