



ADMISSIONS POLICY

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Signed:	Seren Wildwood <i>Clerk of School Committee</i>

Admissions Policy

The aims of this policy are:

- to ensure compliance with the School's charitable purposes. Sibford School is a non-selective school for pupils aged 3 – 18. All applications to the School are treated equally.
- to promote and support an ethos which is based upon the Quaker values of simplicity, truth, peace, equality and social justice. Our ethos acts as a foundation upon which the whole community and learning environment is built.
- to support a school in which a comprehensive range of abilities is represented. This includes children who are gifted, able and talented and those with specific learning difficulties. We are non-selective, beyond our expectation that the child can demonstrate the independence required to access a mainstream curriculum, and the ability to cope academically, socially and behaviourally within a mainstream setting.
- to identify and admit children who will benefit from a broad academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child who has met the relevant criteria.

We welcome children from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected, but are balanced by the lawful needs and rules of our school community and the rights and freedoms of others. All prospective pupils for admission will be treated equally according to the school's Equal Opportunities Policy.

Students are required to understand and speak sufficient English to access the school curriculum at their age-related stage. However, of the total intake, approximately 10% of places may be awarded to pupils for whom English is not their first language.

We expect all of our pupils to attend the School's Meetings for Worship, which are fundamental to our ethos.

We welcome those with disabilities and will do all we can that is reasonable to ensure all aspects of our School's educational experience are made accessible to children with disabilities. The nature of some of our Senior School buildings, which are on several floors, currently places limitations on access. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our

admissions procedure and arrangements to enable a child, if s/he is able, to satisfy our admission requirements.

In order that we are able to meet the needs of any pupils entering Sibford School, it is important that pupils are able to access our teaching programmes and also be receptive to our Quaker ethos. This is the foundation for our learning and social environment which allows us to make a commitment to the nurturing and education of the whole child.

Of the total intake, we aim to admit approximately one third of pupils onto our full support programme and some, with mild specific learning difficulties, are accepted on a reduced programme. All pupils on a full programme follow the mainstream curriculum, though some may be withdrawn from Modern Foreign Languages for additional support. 1 to 1 tuition is also offered at the discretion of the Special Educational Needs Co-ordinator (SENCo) in the Junior or Senior school and alternative timetable placements are considered in some circumstances. This is designed for children with more varied learning difficulties who we feel will benefit from our caring environment and attention to individual needs. It is fundamental to our aims and approach that these children, with some in class support, will be able to progress within a mainstream learning environment.

Procedure

Admission to Early Years Foundation Stage

Children may commence their education at Sibford from the age of three. There are two year groups in Foundation: Nursery; the academic year in which a child will reach the age of four and Reception; the academic year in which a child will reach the age of five. Prospective parents of children in either year group are invited to arrange a half or full "taster day". Upon entry Nursery children can attend full or part time. Sessions are agreed in consultation with the class teacher and tailored to the individual child's needs. All children attend full time by the term in which they reach the age of five. There are no entry requirements save that where a child has specific special needs it must be established that the school is the right setting to meet that child's needs. They must also be able to go to the toilet independently.

Admission to the Junior School

Once an admission form is received, Sibford School asks the parents for copies of previous school reports, any specialist reports (such as an Educational Psychologist's report) and a confidential school reference. The

child is normally only invited to attend the Junior School for two taster days when these have been received.

Prospective pupils are assessed by means of observation by the class teacher and a range of more formal, age appropriate tests to establish the ability level of each child.

Admission to the Senior School for Years 7-10

To maintain equal access to the entry process, every child invited for assessment undertakes tests to determine academic ability. Pupils also complete a short piece of writing. The assessment usually takes place during an "entry day". As part of the process the child experiences part of the day shadowing a current pupil, and, if joining Year 7, spends time with the current Year 6 pupils and teachers.

The Head interviews every child, including those transferring from the Junior School. Decisions on those who need a support programme are made by the Support for Learning Department and Learning Support specialist teachers and it is normally a condition of acceptance that for those offered a Learning Support place on a full programme or 1:1 basis the programme is taken up and maintained.

Sibford School seeks a confidential reference from the child's current school, and asks to see copies of previous school reports and specialist reports. These must be received before a place can be offered.

Admission to the Sixth Form

All students (both internal and external applicants) who wish to join the Sixth Form have the opportunity for an interview with the Head of Sixth Form. For those students who are not already in Year 11 at Sibford, the entrance procedure is as for other students joining the Senior School. They are invited for interview with the Head.

The entry requirement for a Level 3 programme (Advanced level) is a minimum of 5 GCSEs at grade C or above, or the equivalent level of qualification for students applying with international qualifications. It is normally expected that B grades at GCSE are attained in those subjects to be followed at Advanced level.

The entry level for a Level 2 programme (Intermediate/equivalent to GCSE) is 5 GCSEs A-F, or equivalent. A course guide, published annually, gives guidance on the specific entry requirements for individual courses.

Some students may be required to receive additional dyslexia or ESOL (English for Speakers of Other Languages) support as a condition of their place.

For candidates aged 16+, a reasonable performance at GCSE is expected. The minimum requirement for each specific subject is published in the course guide.

Admission to ESOL courses

We recognise that it is not always possible to interview applicants from overseas, but, where possible, face to face interviews, either in person or by Skype, are arranged.

Applicants are usually asked to complete an English language test to help us determine the appropriate level of English support. The Head of ESOL reserves the right to re-direct pupils to alternative courses on arrival in cases where these might be more appropriate to their level of ability in English.

Offers

Following interview and assessment, the Head communicates the results to parents as soon as possible, and, where appropriate, an offer is made. We ask that parents confirm their acceptance of a place within two weeks of receipt of a written offer; in circumstances where this is not possible, we ask parents to keep the school informed of their situation.

Appeals

In cases where an application is refused, the parent has a right of appeal to School Committee (the Governing Body). This should be made in writing to the Clerk of School Committee within 14 days.