



Admissions Policy

Aim and Ethos

The aim of this policy is:

- To identify and admit boys who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a boy who has met the criteria.

The ethos of the school in relation to admissions is:

- Aldwickbury is a school for boys aged 4 – 13.
- Except to the extent described below, the School is non-academically selective at age 4. However, it becomes more academically selective in later years.
- Aldwickbury is designated as a school with a Church of England religious character but the School welcomes boys with any or no religious faith.
- The principles of respect, fairness, hard work, truthfulness and kindness to others are an important part of our community life.

Introduction

Aldwickbury School is an all boys independent school from ages 4 (Reception) to 13 (Year 8). The School has approximately 300 boys, with a boarding facility, including weekly and occasional boarding, for Years 6, 7 and 8 with just over thirty beds. Deciding on the right school for your son is very important and we believe that a personal visit is invaluable. We will not accept registration under normal circumstances before such a visit. We welcome prospective parents throughout the year and also hold a limited number of Open Mornings. Please contact our Registrar on 01582 713022 or email registrar@aldwickbury.org.uk to arrange a visit.

Ideally applicants for admission should register by January of the year preceding the desired year of admission. The registration form is available when you visit the school.

The school has two key entry points:

- into the Pre-Prep in the Reception Class (age 4)
- into the Prep School in Year 3 (age 7)

Boys may enter the School in other year groups depending on the availability of places. Please contact the Registrar for details. The Governors have set the maximum number of boys in each class as follows.

- the Pre Prep (Reception, EYFS, to Year 2) classes shall not exceed 18
- in Years 3 – 8 the ideal maximum size of a Year group is 40, with each class being approximately 20
- the School will not take more than a total of 315 boys

Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our boys for today's world. Generous bursaries are offered in order to make it possible for boys who meet Aldwickbury's admission criteria to attend the School, but could otherwise not afford the fees.

Aldwickbury School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

Accessibility

The School has limited facilities for the disabled but we will do all that we reasonably can to assist disabled boys as required by the Special Educational Needs and Disability Act 2001. Parents of a boy who has a disability or special needs must provide the Headmaster with full written details when applying for admission to the School. This information is needed in order that the school may assess whether the boy will be able to access all parts of the curriculum at Aldwickbury. The Headmaster will also consult with the parents regarding any adjustments that could reasonably be made in order to meet the particular needs of the pupil.

The School's policy is that all boys should be involved with and benefit from the wide range of experiences available. In assessing a pupil's application, the school may take such advice and require such assessment as it may regard necessary to ensure that the school can develop the child to the best of his ability. This applies to specific learning difficulties as well as behavioural and physical difficulties. The School requires this information in order that, in the case of any boy with particular needs, those needs can be assessed and parents consulted about adjustments which can reasonably be made to cater adequately for the boy's needs both during the admission process and if an offer of a place is made.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments which may allow the boy to continue at the School.

Entry Procedure

The normal entry procedure is set out below. There may be situations where this route is not appropriate, but the basic principles will still apply.

Registration — the first step

Following a visit to the School to meet with the Head of the Pre-Prep Department and the Headmaster, parents who wish their son to be considered for entry are asked to complete the School's registration form. A boy's name is placed on the list of applicants for admission when this form, with the £60 registration fee has been received. Boys are admitted to Aldwickbury School at ages 4 to 13, usually at the beginning of the school terms but, exceptionally, throughout the year.

Admission to the Pre-Prep Department (4 - 7 year olds)

At the present time places are allocated for the Reception classes from the date of Registration. Parents are contacted in the autumn preceding the academic year of entry to confirm whether a place is still required. The Head of the Pre-Prep Department then offers the available places. A waiting list is kept for any parents who wish to take up a chance vacancy place. Entry from the Pre-Prep Department to the Prep School is dependent on the boy reaching the appropriate standard. Should there be a problem in any curriculum area, this would be discussed with the parents at an early stage.

Admission to the Prep School at Year 3

Boys wishing to join the Prep School are asked to attend a screening session in early January preceding the September entry. The Head of the Junior Department reviews the level of literacy and numeracy before reporting to the Headmaster who then offers places based on this assessment and a report from the boy's current school.

Admission to the Prep School from Years 4 - 7

Boys wishing to join the Prep School in Years 4 - 7 are asked to attend a screening session after they have been registered at the School. The Head of the Junior Department or Academic Deputy Head

reviews the level of literacy and numeracy before reporting to the Headmaster who then offers places based on this assessment.

The Assessment Process

Aldwickbury School has boys from a wide ability range; however, we have academic standards such that boys must be able to reach the levels required by the various senior schools at the end of Year 8. Our selection process is designed to identify boys who are able to benefit from our balanced and broad education and who will make a positive contribution towards the life of the school.

We are looking for well-rounded boys, whose parents have a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions of involvement in many areas outside the curriculum, all of which are important in developing well-balanced, confident individuals and parents should be supportive of this ethos. Dates for assessments for prospective boys entering the school are arranged individually.

Entry Requirements

All places in the School are offered at the discretion of the Headmaster, and there are certain preconditions of entry. These are listed below:

- the applicant's family will support the ethos and objectives of the School and will abide by the School's terms and conditions
- the applicant is of the appropriate age and maturity
- the applicant should enjoy satisfactory health enabling him to attend lessons and participate fully in the life of the School
- within the constraints of the normal operation of the School, Aldwickbury is able to provide adequate learning support should this be needed by a pupil.

All boys must meet certain criteria, and these are listed below:

- The boy must have a competent grasp of the basic skills at a level appropriate to their age.
- All boys beyond Reception will be screened in order to ensure that they will be able to manage our curriculum and style of education
- Transfer from Year 2 at Aldwickbury to Year 3 will be automatic unless the school feels that the boy will not be able to cope with the increasing demands. The parents will have been informed well in advance
- A report from the current school, if applicable, will be required. This should include comments on the applicant's academic ability, talents, interests, attitude, behaviour, and any other special circumstances which may be relevant

Although all boys entering the School must meet the entry requirements, there are some situations which may lead to special consideration at entry:

- a brother is already in the School
- the father of the boy is an Aldwickbury Old Boy

Sibling Policy

Most siblings join us at Aldwickbury School. However, admission is not automatic, and there may be rare occasions where we judge that a sibling is likely to thrive better in a different environment.

Bursaries

Our bursary programme is generous and is designed to make it possible for boys who would benefit from an Aldwickbury education but who would otherwise not be able to afford to take up a place here.

We offer means tested awards annually to entrants in to the Prep School (Years 3 – 8), where the parents have indicated on the registration form that they require financial support. Bursaries are means tested. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff will normally visit the family at their home.

Bursaries are always offered for twelve months at a time. The family is required to provide fresh information about its circumstances for every year that their son attends the School. Levels of support may vary with fluctuations in income.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents, who do not choose to apply for a bursary at the time that their son is being assessed, will not require financial support throughout the time that their son attends the School, except in wholly unforeseen circumstances.

Our Bursary Policy can be obtained from the Bursar.

Fluency in English

In order to cope with the academic and social demands of Aldwickbury School, boys must be fluent English speakers. Normally boys should have been educated in the English medium before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

Religious Beliefs

We are an equal opportunities institution and will not discriminate against any boy on any unlawful basis. We expect all of our boys to attend our school assemblies as these are an important part of our life together. We do not require boys with a different religious belief actively to participate in elements of our assemblies that are of a specifically Christian nature. Parents should also be aware that there are some events at the weekend that all boys may be expected to attend, e.g. some sports fixtures and our annual Prizegiving.

Terms and Conditions

Copies are made available to parents as part of the admissions process.

Disclosures

Parents must, as soon as they are aware, disclose any particular known or suspected circumstances relating to their son's health, allergies, disabilities or learning difficulties.

Complaints

We hope that you and your son do not have any complaints about our admissions process; but copies of the School's Complaints Procedure can be sent to you on request.

Headmaster
September 2007
Reviewed January 2010