

COGNITA
TEACHING EXCELLENCE



Admissions Policy

December 2016

Policy statement

We welcome applications for admission from pupils of all backgrounds. This Policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

Enquiries

All enquiries and applications should be made to Mrs Gini Garside, the Registrar. The Registrar will ensure that you have all the information you need.

Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Head. Huddersfield Grammar adopts the policy that 'every day is an open day' which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact Mrs Gini Garside to arrange this.

Registration

Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

Admission to Nursery

Children are welcomed into the Kindergarten from 3 years of age. Kindergarten children are expected to be completely out of nappies. No formal assessment of children is undertaken though parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

Taster days

We offer Taster Days as an opportunity for all prospective pupils to experience a school day. On this day, the school will make a general assessment of the child's suitability to attend the school. The parents of each applicant will be informed at the end of the Taster Day whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

Transition from Nursery to Reception

Transition from Kindergarten (age 3-4) to Reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development.

Transition through year groups

It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupils' progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

Admission to other year groups

Children joining the school are assessed in the core subjects of English and Mathematics. Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer. It is likely that the school will ask to see past school reports and the Headmaster may wish to contact the Headteacher at the child's school prior to confirming the offer of a place.

Academic Scholarships are awarded following the Scholarship Examination in October each year. Please read the Scholarships Policy for full details.

Subject to evidence of outstanding performance, Performing Arts Scholarships may be awarded in Dance, Drama and/or Music and Creative Arts Scholarships for Art. Candidates must also achieve an acceptable academic standard.

Sports Scholarships are available subject to references, evidence of outstanding performance and interview. Candidates must also achieve an acceptable academic standard.

Headmaster's Exhibition Awards for scholarship standard performance that may not rank high enough to receive an actual scholarship and Means tested bursaries may also be awarded at the discretion of the Headmaster.

The most important issue for entry at Year 10 is whether GCSE optional subjects fit reasonably well and whether the individual is willing to embrace wholeheartedly the ethos of the school. Emphasis is placed on the importance of:

- Interview with the Headmaster and/or Deputy Head.
- References or reports from the present school.
- A taster day during which a standardised assessment will be made in English, Mathematics and Science.
- Students will be asked to bring work samples with them. This should always include English, Science and Mathematics. Where work samples are not available, the child will be required to complete an appropriate entrance examination including a assessment in each of their GCSE option subjects.

Overseas students may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

Allocation of places

In the event that the number of children registered for any year group exceeds the places available, the following priority procedure will be applied.

- Siblings in the school
- Length of time the child has been registered
- Results obtained in standardised tests
- For a child entering the Kindergarten, a child requiring a full time place has priority over a children requesting a part time place, provided sufficient sessions are available.

Offer

The parents of each applicant will be informed at the end of the Taster Day whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

Waiting list

If no place is available, parents may place their child's name on the waiting list for the school.

Appeal

There is no appeal process for admission to the school. The decision of the Headmaster is final.

False information

Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

Overseas pupils/Pupils with English as an additional language

We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

Special educational needs and disabilities

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

Admissions Register

The School maintains an Admissions Register in line with regulatory requirements.

Admissions Policy

Ownership and consultation	
Document sponsor (role)	Director of Marketing and Admissions
Document author (name)	Karen Gray
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Audience	Parents of pupils at Cognita schools School staff

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