



SPRATTON HALL

Admissions Policy

September 2023

ADMISSIONS POLICY

Title: Admissions Policy	Responsible: SJC / FJS / Registrar
Date implemented: September 2005	Last Review: September 2023
	Next Review: September 2024

School Ethos

Spratton Hall is a happy, thriving 4-13 fully co-educational day school. We believe that our girls and boys should learn in an inspirational and dynamic, yet caring and supportive, environment that combines a high quality, all-round, traditional education with a forward-looking and an exciting approach to learning.

General Statement

Admission decisions will be made on the basis of fair and objective criteria by the Head Master and the Governors of the School to ensure compliance with the School's Aims and Objectives and charitable purposes.

Spratton Hall seeks to promote accessibility generally and to children whose parents may require assistance through a Bursary fund. For further details on this please see the relevant section below.

Spratton Hall is a Christian school by foundation, ethos and practice but very much welcomes staff and children from different ethnic groups and backgrounds as well as those with other religious and non-religious beliefs.

The School aims to be as inclusive as possible and will make all reasonable adjustments to ensure that children with disabilities have full access to both the School's core curriculum and to wider opportunities. The School's facilities comply with all relevant Statutory Regulations. In addition, it will do all that is reasonable to ensure that the School's activities are made accessible to children who have disabilities in compliance with its legal responsibilities under the Special Educational Needs and Disability Code of Practice 2014 and the Equality Act 2010.

It is important that as a School we can make a judgement as to whether or not a child is likely to benefit and thrive from the education on offer within Spratton Hall environment in accordance with our aims and principles. If a child has additional needs, our aim is to be inclusive. If it is likely that a child will need a high level of one-to-one support over a protracted period of time and the support of a multi-professional team, we are unlikely to be able to offer an adequate level of support.

Through careful nurturing and a well-developed, integrated pastoral care system, we look after children in a holistic way to ensure the best possible outcome for every child.

We have a fine record of achieving academic excellence, as shown by results on entry to other schools at Common Entrance and Scholarship Examination.

We aim to help all our pupils become secure, happy and self-disciplined individuals through a diverse programme of academic, sporting, outdoor, artistic and musical activities.

(See the School's policies on Equal Opportunities for Pupils, including SEND Accessibility Plan, which are available on the School's website).

School Website and Prospectus

The School website is kept constantly up to date with news, events, policies and the school calendar. The website gives a good insight into the aims and ethos of the School. This is complemented by the School Prospectus. If you would like to receive a Prospectus please contact the Registrar, Sarah Church on 01604 847292 or email Registrar@sprattonhall.com.

Visiting the School

To get to know us properly, we recommend prospective parents visit the School and discuss prospective pupil's needs and aspirations with the Head Master. This visit can either be by attending one of our Open Mornings which are usually held in October and May each year or by having a personal visit with the Head Master. Once again, please call or email the Registrar who will be delighted to arrange a visit.

Registration

If parents decide they would like their child to join Spratton Hall, it is then necessary to register the child. This is done by completing the Registration Form which can be found online under admissions or by contacting the Registrar. The form needs to be completed and submitted to the Registrar along with the Registration fee of £75 (per family). Assuming there is a place, and subject to our assessment procedures, receipt of the £75 non-refundable Registration Fee and Registration Form means that the child will be reserved a place.

Offers of places are subject to availability and the admission requirements of the School at the time the offers are made.

Confirming parents want the place

Acceptance of a place for Reception children is normally requested in the Autumn term of the academic year prior to entry. Parents are asked to confirm their registration and complete an Acceptance Form based on our Standard Terms and Conditions (a copy of the current Standard Terms and Conditions can be supplied upon request). At this time, parents are requested to pay a deposit for £500 to secure a place in the School. 50% of this deposit is deducted from the first term's school fees and the remaining 50% is deducted from the final fee account at the end of Year 8. Children entering the School in other years will be asked for their Acceptance Form and deposit after being offered a place at the School.

Pupil Assessment

Entry into Pre-Prep Reception

For entry to one of our Reception classes at the start of the academic year in September, places are allocated on the basis of our Registration list and, thereafter, our waiting list. For entry to the Pre-Prep at any other stage, subject to the availability of space, pupils will usually spend the day in school during which they will be assessed informally for basic numeracy and literacy skills. On being offered a place, children will usually be able to spend an additional morning at the School giving them the opportunity to familiarise themselves further with Spratton Hall before they start.

As part of our Induction Programme, children entering into the Reception classes are encouraged to attend acclimatisation sessions and story times throughout the Summer Term. These sessions enable Early Years staff to interact and play alongside the children in order to gain an understanding of their learning and development needs. A range of exciting activities, both in and outdoors, provide opportunities for children's physical, personal and social and language skills to be observed. EYFS teachers and the Head of Pre-Prep will communicate closely with parents, seek pre-school progress summaries, and where possible, visit nursery settings during the induction period to gather further information on the learning and development needs of children.

The induction sessions also provide a valuable opportunity for your child to meet their new classmates and to familiarise themselves with the Pre-Prep environment. Parents are invited to stay during story time sessions, so that families can get to know each other and so that they can speak with EYFS staff, should they wish to do so.

Entry into Pre-Prep Years 1 and 2

Children can enter the school during Years 1 and 2 dependent upon availability of places. Children are invited to spend the day in the School. During the day children will be assessed informally for basic numeracy and literacy skills, including reading, written skills and spelling. On being offered a place, children will be invited to a 'moving on half day' in the summer term and, if required, an additional day may be spent in school to give them the opportunity to further familiarise themselves and to meet new classmates.

Entry into the Prep School for Years 3 to 8

For entry to the Prep School in Years 3 to 8, children will spend an assessment day in School prior to being offered a place. There are generally up to twelve places available for entry in Year 3; entry into Years 4 to 8 is subject to availability of places.

To ensure that each child can access our full curriculum, children will spend a day in the School in a class of the relevant year group and undergo literacy and numeracy based assessments

with the Director of Studies as well as tasks undertaken by the class they are spending the day with. This will take place in School prior to the child's entry. On being offered a place, children will then be able to spend an additional day at the School giving children the opportunity to meet new classmates and teachers.

If a child is diagnosed with a learning difficulty or requires reasonable adjustments to be made either for the entry assessments or for spending their day at the school, we ask that parents inform us beforehand so that we can have necessary arrangements in place.

Reference from Previous School

For all children joining Spratton Hall in Years 1-8 (or midway through the Reception year), a reference will be requested from the child's previous school. The reference will request academic information (including any standardised test results); any special support or differentiation needs; a report on the child's contribution to school life (co-curricular, sport, arts etc); a pastoral, social and behavioural report; attendance and medical information; a check that all school fees are paid and up to date; any other relevant information including parental conduct and parental relationship with the school. Any child protection records will also be shared between the schools.

Joining the School on 'Day One'

Every effort is made to make the first day enjoyable and relaxed. All members of staff pay particular attention to new pupils and a current pupil will be chosen to be the new pupil's shepherd and helper for as long as is deemed necessary. Children joining in Years 3-8 are also given a 'New Pupil's Guide' to help the settling in process.

Bursaries

The Governors of Spratton Hall are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support towards the payment of school fees. Such support may be awarded in the form of a discount of up to 100% of the tuition fees payable, depending upon the financial, compassionate or other pertinent circumstances of the applicants.

Spratton Hall Bursary Awards are subject to the testing of parental means each year and may be varied depending upon the parental circumstances. Awards are made on the basis of the Spratton Hall Scale of Awards, which sets out the recommended level of award in relation to a family's financial circumstances. The Scale of Awards is reviewed and revised annually, to reflect any changes in tuition fees, and is approved by the Governors. Awards may be varied depending upon individual parents/guardians circumstances, including their savings, investments, realisable assets, income, size of the family, dependent relatives and any compassionate or other pertinent considerations.

Full details of Bursaries can be found on the School website under 'Admissions/School Fees'.