



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.
- To set selection criteria and procedures that are consistent with Aldwickbury's charitable purpose and fair to all applicants

The ethos in relation to admissions is:

- Aldwickbury is a school for boys aged 4 – 13.
- Except to the extent described below, Aldwickbury 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 boys with any or no religious faith are welcome.
- The Aldwickbury Values (kindness, integrity, independence, fairness, endeavour, respect, cooperation, commitment) are an important part of our community life.

Introduction

Aldwickbury is an all boys' independent school for boys aged from 4 (Reception) to 13 (Year 8). There are approximately 360 boys, with a boarding facility, including weekly and flexible boarding, for Years 5 to 8 with just over 30 beds. The Headmaster has overall responsibility for the operation and administration of the Admissions Policy.

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 the Registrar to arrange a visit by telephone on 01582 713022 or email registrar@aldwickbury.org.uk .

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

Aldwickbury has two key entry points:

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

Boys may start in other year groups depending on the availability of places. The Registrar should be contacted for details. The maximum number of boys in each class is normally set as follows:

- the Pre-Prep (Reception to Year 2) classes shall not normally exceed 18
- in Years 3 – 8 classes shall not normally exceed 20
- there will be three classes per year group except in exceptional circumstances
- the total number of boys in the school is currently approximately 335

Equal Treatment

Aldwickbury aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches the community and is vital in preparing the boys for today's world. Bursaries from Year 3 upwards are offered in order to make it possible for boys who meet the admission criteria to attend the school. Our provision for bursaries is described below. Aldwickbury is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Accessibility

Aldwickbury is an all-boys prep school, we are committed to the policy of Equal Opportunities in relation to all boys. The School aims to ensure that no boy or prospective pupil receives more or less favourable treatment on the grounds of race, colour, creed, nationality or disability.

We welcome boys with special educational needs, learning difficulties and disabilities providing that our staff can offer them the support that they require. Similarly, we welcome boys with physical disabilities provided that the School is suitable for them, after making any reasonable adjustments. The school requires parents of boys with special educational needs, learning difficulties or physical disabilities to discuss their son's requirements with the Headmaster upon registration or before, and to keep the school informed of any changes. Parents should provide a copy of any Educational Psychologist's report or a medical report at the time of registration, or, in any event before an offer of a place is made.

This information is needed in order that the Headmaster may assess whether the boy will be able to access all parts of the curriculum at Aldwickbury, it is also used to ensure that any boys will be able to take part in the admissions procedure. 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 boy. Failure to submit such information may result in breach of contract.

Aldwickbury's philosophy is that all boys should be involved with and benefit from the wide range of experiences available. In assessing an application, the Headmaster may take such advice and require such assessment as he may regard necessary to ensure that the boy be able to develop to the best of his ability in this environment. This applies to specific learning difficulties as well as behavioural and physical issues.

Similarly, if special education needs or a disability become apparent after admission, the Headmaster or another appropriate member of staff will consult with parents about

reasonable adjustments which may allow the boy to continue to access the curriculum and other opportunities at Aldwickbury.

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 meet with the Headmaster and/or the Head of the Pre-Prep Department, parents who wish their son to be considered for entry are asked to complete the registration form. A boy's name is placed on the list of applicants for admission when this form, together with the 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 (Reception to Year 2)

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 that a place is still required. The Headmaster then offers the available places. A waiting list is kept for any parents who wish to take up a chance vacancy place.

If parents are looking for a place in Year 1 or 2 then the Head of Pre-Prep will review the level of literacy and mathematical skills of the boy, where appropriate a report from the current school will also be requested before places are offered.

Admission to the Prep School from Years 3 to 8

Boys wishing to join the Prep School in Years 3 to 8 are asked to attend a screening session after they have been registered. The level of literacy and numeracy of each candidate will be reviewed, the boy will talk to a senior member of staff and a report from the current school will also be requested. Places based on this assessment will then be offered by the Headmaster as appropriate.

Dates for the assessment of a potential boy are arranged individually and in consultation with the parents.

Entry Requirements

Boys with a range of ability levels are accepted, however, the academic standard is set such that the boys can reach the entry requirements of various senior schools (both day and boarding) at 13+. It is important that boys attending Aldwickbury can benefit from the balanced and broad education that is offered. The boys should be willing to contribute to, and be involved with, what happens both inside and outside the classroom. Aldwickbury has strong traditions of involvement in many areas outside of the curriculum all of which are important in developing well-balanced, confident individuals and parents should be supportive of this ethos.

All places at Aldwickbury 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 our ethos and objectives and will abide by the 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 all aspects of life at Aldwickbury
- within the constraints of the normal operation, Aldwickbury is able to provide adequate support that may be needed by a boy such that he can benefit from the education available

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.
- 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 must meet the entry requirements, there are some situations which may lead to special consideration at entry:

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

Transfer through the school will be automatic unless a boy is struggling to engage with the increasing demands of higher years. In rare cases where this happens the parents are consulted in order to determine what is right for their son.

Sibling Policy

Most brothers join Aldwickbury, although admission is not automatic. There may be rare occasions where it is judged that a sibling is likely to thrive better in a different environment.

Bursaries

The bursary procedures are designed to make it possible for boys who would benefit from an Aldwickbury education who would otherwise not be able to afford it to take up a place here. Means tested bursaries are offered on an annual basis to entrants from Year 3 upwards, to boys who show ability where the parents have indicated that they require financial support. Where appropriate, 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. Before the offer of a bursary is confirmed the Bursar will normally arrange a home visit.

Bursaries are always offered for an academic year and are reviewed annually. The family will be required to provide fresh information about circumstances for every year that their son attends Aldwickbury. Levels of support may vary with fluctuations in family income.

It is the expectation 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 Aldwickbury, except in wholly unforeseen circumstances.

The Bursary Policy can be obtained from the Bursar.

Fluency in English

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

Religious Beliefs

Aldwickbury School is an equal opportunities institution and will not discriminate against any boy on any unlawful basis. All boys are expected to attend assemblies as these are an important part of the corporate life. Boys with a different religious belief are not required to actively participate in elements of 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 sporting fixtures and the 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

It is hoped that parents and their sons do not have any complaints about the admissions process; but copies of the complaints procedure can be sent on request.

Headmaster

Reviewed October 2015