



**ARNOLD LODGE**  
4 - 18 yrs Co-educational Independent Day School

# Admissions Procedure

**Approved: March 2018**

Reviewed Annually

**Next review: August 2019**



## Admissions Procedure

### 1. Introduction

Arnold Lodge is an academically selective independent co-educational school for children between the ages of 4 and 18. At Arnold Lodge, our school mission is to develop the happiness, confidence and skills of each pupil so they can be successful in their aspirations.

If you are considering Arnold Lodge for your child, we would love to invite you to visit the school. Whether you attend an Open Day or have an individual tour with the Headteacher, you'll receive a warm welcome. To book a tour, contact the school Admissions team on [admissions@arnoldlodge.com](mailto:admissions@arnoldlodge.com) or call 01926 778050.

### 2. Entrance to Arnold Lodge

As an all-through school, the necessary requirements for entrance to Arnold Lodge will differ depending on the age of the child and the point of entry. While children are admitted to Arnold Lodge throughout the school year and at different ages, the school normally accepts pupils into Reception, Year 3, Year 7 and Year 12 upon the child satisfactorily meeting the entrance criteria.

#### Entrance to Reception – Year 3

Prospective pupils for Reception will need to register and attend a taster session in the year before they are due to begin Reception. Following a successful visit to Arnold Lodge, a formal offer will be made. If there are limited places available, the prospective pupil may then be placed on our waiting list.

For pupils who have attended one term of school or more (from the Spring term of their Reception year onwards), a reference will be required from their prior school before a place at Arnold Lodge can be confirmed.

#### Entrance into Year 4

Entry from Year 4 to Year 6 is via a taster day, a review of literacy and numeracy, an assessment (Cognitive Ability Test) and satisfactory reference from the Headteacher of the applicant's current school. Entry into the school between Year 4 and Year 6 does not guarantee progression into Year 7.

#### Entrance into Year 7

Entry to Year 7 is via a taster day, an assessment (Cognitive Ability Test), an interview with the Headteacher (or other appointed person) and satisfactory reference from the Headteacher of the applicant's current school.

#### Entrance into Sixth Form

Entry to Arnold Lodge Sixth Form is by interview with the Headteacher (or other appointed person), review of GCSE attainment and satisfactory reference from the Headteacher of the applicant's current school. A Level choices will be dependent upon the applicant achieving satisfactory grades to study the chosen A Level.



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### 3. Conditions for admission to Arnold Lodge School

#### The considerations for successful admission are:

- The present school of the applicant reports satisfactory behaviour and conduct
- Expected support for the ethos of Arnold Lodge from the applicant and the family as a whole. Arnold Lodge's ethos and approach to education is very important and children from families who share the values of Arnold Lodge will generally be more successful. More information on our ethos, values and school missions can be found on the school website and school prospectus.
- The child's overall contribution to school life based on school reports and interview.
- The applicant's special educational needs (if any) can, in the opinion of the Headteacher, be successfully met by the school's normal provision.

#### The academic criteria for selection are:

- Satisfactory results from the Cognitive Ability Test
- A good report and reference from the pupil's current school
- A positive taster day and/or interview with the Headteacher

### 4. Equal Treatment

Arnold Lodge aims to encourage applications from pupils from diverse backgrounds; this enriches our community. We are committed to equal treatment for all, regardless of a candidate's sex, race, religion or beliefs.

### 5. Pupils with SEND

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs (SEN) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate them. Nevertheless, we strongly advise parents of children with specific educational needs or disabilities to contact us at any stage in the application process so that we can ensure that these needs are met. The school will do everything that it reasonably can to accommodate all children, no matter what their needs or background. Where reasonable adjustments cannot easily be made, the school will discuss with parents how additional funding could be secured to enable all children to make good progress.

### 6. Pupils with Statements of SEN (Statement) or EHC Plans

Where the learning support department at Arnold Lodge is able to meet the needs of a pupil with an EHCP and the LEA has agreed that a child is best placed at Arnold Lodge, the LEA will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan.



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## 5. Disability

At present, our facilities for children with disabilities are limited but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, we will do all that is reasonable to comply with the legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

## 6. Disclosures

Parents must disclose, as soon as possible, and certainly in advance of publication of results of the application process, any known or suspected circumstances relating to their child's health, allergies, disabilities or SEND.