



Emanuel School

## **Admissions Policy**

### **General**

Emanuel School is a school for pupils aged 10 – 18. The school welcome applications from girls and boys. Entry into the school is at 10+ (year 6) 11+ (year 7) 13+ (year 9) and 16+ (into the sixth form). The school does not routinely admit students at other entry points as a matter of policy.

The appropriate year group that a child enters the school is usually determined by their age on 1<sup>st</sup> September in any year although the headmaster is allowed to judge on the acceptability of variations based on an assessment of the child's ability to cope academically with the pace of the year group and taking into account their social development.

Emanuel School has an equal opportunities policy which states that the school will not discriminate against pupils on the basis of gender, ethnic background or sexual orientation. The school has a Christian ethos and welcomes staff and children from all ethnic groups, backgrounds and creeds.

It is important for applicants to note that Emanuel is an academically selective school and it is not possible to admit pupils to Emanuel unless they satisfy the entrance criteria (the minimum criteria are outlined below). The school also takes into account evidence about the behaviour of pupils when making its decisions, taking evidence from one or more of the following sources: school reports, head's reference and interview.

The school has a sibling policy. If an applicant has a brother or sister who is currently at the school then, provided that the applicant satisfies the minimum published criteria for selection, an offer is guaranteed. The school also give winners of co-curricular scholarships guaranteed offers as long as they achieve the minimum criteria for selection as outlined below.

### **Registration**

Before a child can be considered for a place, the form of registration for admission must be completed and submitted with a non-refundable registration fee via the admissions page on the school's website. The registration fee is currently £145. So that the school can interview all applicants before the entrance exam, it currently caps registrations for 10+ at 200 and 11+ at 1,000. However, there is no cap for 13+ registrations as the school calls back a selection of pupils for interview after the entrance exam. At present, the school does not cap registrations for 16+ entry, but will interview all candidates on the same day as the entrance exams. For entry to school in September 2020 and beyond there will be no cap on the number of registrations expected at any entry point (10+, 11+, 13+ or 16+). Registration will open in the September two years prior to the intended year of entry and remain open until October of the year prior to entry.

A child can be registered for one entry point only at any one time. If parents wish to change the entry point, then they must withdraw the original registration and re-register for another entry point. This will depend on the other entry point still being open. Changing to another entry point requires another registration fee of £145.

Applications for admission made after the published deadline may be considered at the school's discretion. In exceptional circumstances assessments may be held at times other than those published by the school, again at the school's discretion.



### ***Minimum entry requirements***

The following criteria should be met before the headmaster will offer a place at Emanuel:

- A candidate must achieve a satisfactory pass in the entrance examination. The current published minimum for 2019 entry is 60% in Maths and English and 110 on the VR paper at 10+ and 11+. Preference for offers of places will be given to those who are siblings and those offered scholarships in art, drama, music and sport, if they pass at these published minimum scores and satisfy the two points below.
- A candidate must have a satisfactory reference from the headteacher of their current school and a copy of the most recent school report.
- A candidate must give a satisfactory interview with a member of the admissions or academic staff.

For entry at 10+ and 11+ the examination will consist of papers in English and Mathematics (sample papers are available on the website) and a verbal reasoning test.

For entry into year 9 (13+) all candidates are required to sit the Emanuel 13+ entrance examination which will consist of papers in English, Mathematics, Science and a Foreign Language (either French, Spanish, German or Latin). Sample papers are available on the website. The required pass mark is 60% in each of these papers.

For entry into the sixth form (16+) by external candidates the entrance exam consists of a non-calculator Maths paper, an English paper and a general paper. Sample papers are not available.

Places are offered subject to availability and are conditional on performance. The headmaster's decision about whether or not to make an offer is final in all cases. The school does not provide detailed feedback or scores on the subject papers and tests sat during the examinations.

### ***Entry of existing pupils into the sixth form***

The school's ambition is that all pupils will progress into the sixth form. Please note, however, the headmaster is not obliged to permit a pupil to enter the sixth form from year 11 unless he is satisfied that it is appropriate to do so having regard to academic attainment, behaviour and all other relevant circumstances (see section 5.11 of the school's Terms and Conditions). It may be that in some cases, to be confident of a pupil's aptitude and academic efforts further requirements may be set for progress into sixth form. In a few cases it is possible that no offer will be made. In this case reasons will be given, but please note that the headmaster's decision about whether or not to make an offer to join the sixth form is final.

### ***Scholarships and bursaries***

The school offers scholarships for outstanding academic performance and ability and/or for outstanding performance and ability in music, sport, art and drama. The minimum requirements and the mode of assessment for scholarships are published on the school website.

Bursaries are granted, subject to availability, according to financial need. There are financial eligibility criteria and terms and conditions apply.



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To be considered for either a scholarship or bursary, the school registration form must be completed as well as the appropriate scholarship or bursary application form, subject to the terms and conditions for scholars and bursary holders (published separately).

The headmaster reserves the right to withdraw the scholarship or bursary if the appropriate standards are not maintained, subject to the terms and conditions for scholars and bursary holders. In deciding on the award or withdrawal of scholarships or bursaries the headmaster's decision is final.

### ***Entrance examination concessions and access arrangements***

In accordance with the Equality Act 2010, the school will make 'reasonable adjustments' for some candidates, when sitting the entrance exams, which will allow those candidates with specific learning needs, disabilities and long-term medical conditions, or for whom English is an additional language, to show staff what they know and hence allow staff to consider their application fairly alongside all the other candidates. This document is intended to show what reasonable adjustments the school may be prepared to make, and the information the school requires for considering each case.

#### *Disabilities and medical conditions*

Applications for examination concessions/access arrangements where the candidate has a disability, injury or a long-term medical condition should be accompanied by a written report from an appropriately-qualified medical professional. This report should confirm that the candidate's disability or medical condition has resulted in persistent and significant difficulties when accessing and processing information, for which they wish special access arrangements to be applied. This information will then be considered by members of the Learning Support department and a recommendation (to apply any exam concessions or access arrangements) will be made to the headmaster. The headmaster's decision on whether or not to apply any examination concessions or access arrangements will be final.

#### *Extra time*

Candidates with specific learning difficulties may be allowed extra time for the completion of a paper or papers. A decision on this will be made by the headmaster, following the advice of his admissions staff and members of the Learning Support department, in those cases where the school has received a copy of a specific written report and recommendation from an appropriately qualified, registered professional (e.g. an educational psychologist or a specialist tutor who holds a current SpLD Assessment Practising Certificate). This assessment must have taken place within two years of the school entrance examination. The recommendation must clearly show one below-average standard score of 84 or below, or in exceptional circumstances two or more standard scores of 89 or below, in an assessment of speed of reading, speed of reading comprehension, speed of writing or cognitive processing. In such cases 25% extra time may be allowed for the completion of the entrance papers other than the verbal reasoning examination at 10+ and 11+.

#### *Computers*

Candidates may be allowed the use of a school computer for the English entrance exam at 10+ and 11+ if certain conditions are met. At 13+ and 16+ school computers may be allowed for all written assessments where appropriate. The use of a school computer may be granted to candidates where it is their normal way of working due to a specific learning difficulty or medical condition, and specifically if they currently submit classwork and homework to their teachers over 50% of the time. This proof is likely to involve a letter



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from the headmaster or senior member of staff at their current school confirming that this is the child's normal way of working and also providing evidence of their specific areas of difficulty. If the school does allow a candidate to use a school computer, the candidate's work will be printed out by the invigilator at the end of the examination. For more details, please refer to the Laptop and Mobile Device Policy available on request.

### Extra time plus the use of a computer

In order for the school to allow a pupil extra time and the use of a computer, the educational professional's report must demonstrate persistent difficulties with the pupil's speed of processing, with below-average measured scores (84 or below) in at least two or more of the following areas: speed of reading, speed of reading comprehension, speed of writing, cognitive processing measures (e.g. auditory or visual processing or working memory) or English as an additional language (EAL).

### English as an additional language.

Candidates for whom English is an additional language may be allowed to use an approved bilingual translation dictionary (which can be an electronic dictionary) for examination papers/written assessments (other than English papers) if the candidate's first language is not English, Irish or Welsh, and this reflects the candidate's normal way of working.

No extra time will be awarded unless the candidate entered the United Kingdom within three years of the time of the examination with no prior knowledge of the English language. This needs to be confirmed by the current school.

### Other access arrangements

The school will consider requests for other access arrangements, if made in writing to the admissions department with appropriate supporting documentation.

### Application and notification

Parents seeking special examination arrangements of any kind for a candidate must send a detailed, written request and supporting documentation at the time of registration or to reach the admissions department before the second Friday in November of the year preceding the year of entry. The school will confirm in writing which, if any, special arrangements will be made for the candidate. Requests after this date will not be considered. Candidates must bring the letter of confirmation to the entrance exam.

Exam concession requests are reviewed in line with the requirements of the joint council for qualifications and what is allowed for external exams.

The headmaster's decision about examination concessions and access arrangements in all cases is final.

### **School fees and uniform**

Fees are paid termly in advance or by monthly direct debit. The governors review all fees annually.

On acceptance of a place, a deposit of one term's fees will be held by the school and will be refunded on leaving, less any monies which may be outstanding at the time, provided that at least a term's notice of leaving is given.

Supplementary charges may be incurred for school trips, expeditions and some other optional items.



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All pupils below sixth form wear school uniform. Sixth form pupils must adhere to the sixth form dress code. The cost of the school uniform is the parents' responsibility.

### ***Further details***

Full details can be found on the school website at [www.emanuel.org.uk](http://www.emanuel.org.uk).

### **Contact**

If you have any questions about admissions please do not hesitate to contact the admissions secretary or head of admissions and communication. The school number is 020 8870 4171 or you can email [enquiries@emanuel.org.uk](mailto:enquiries@emanuel.org.uk)