



ADMISSIONS POLICY

RGS Springfield
May 2020

RGS SPRINGFIELD: ADMISSIONS POLICY AND PROCEDURES

Introduction

1. RGS Springfield (“the School”) is an academically selective co-educational independent Prep School for pupils aged 2 to 11 years. It acts as a feeder school for RGS Worcester at 11 years of age. We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child’s best interests to attend the school and to ensure that the school can meet the child’s needs.
2. The most common points of entry are at 2 (Nursery), 4+ (Reception), and 9+ (Year Five) although consideration is given to pupils at other ages if a place is available. Transfer between Key Stages is automatic unless it is felt by the school that the needs of the child cannot be met and that the child would not thrive in the environment offered by the School and it is felt that the School cannot meet the child’s needs.
3. All are required to register and pay a £45.00 non-refundable registration fee prior to any Familiarisation/Taster sessions and assessments. Once a place is offered a deposit of £100.00 is required for children entering Reception class or above. We ask for a deposit of £500.00 for any child entering the School below Reception. If a parent has an older child in Reception or above, this will not apply. £400.00 of this amount will be refunded as a credit against fees when your child is in the Michaelmas term of Year One.
4. This policy and its procedures have been authorised by the Governing Body of the School in compliance with the Education Act of 2011, the Children and Families Act (2014) reformed legislation relating to children and young people with special educational needs and disabilities (SEND) and related legislation. This policy is for guidance and will be adapted by the School from time to time, as circumstances require.

Nursery and Pre-School Admissions

Children joining our Nursery and Pre-School are invited in for two familiarisation sessions prior to starting. These sessions aim to settle and familiarise children and parents with our routines. If the child’s second birthday falls within a school holiday, these sessions form part of the child’s first week. Joining is permitted termly and a minimum of two sessions is required. Whilst in Nursery and Pre-School, should outside agency support be needed, it will be discussed and shared with parents, Head of Early Years and the Learning Development Coordinator. A ‘Graduated Response’ following Worcestershire Education guidelines will be applied-please refer to the School’s Special Educational Needs Policy.

During the child’s Pre-School year, parents’ will be offered a place for their child to move into Reception. If parents do not wish to proceed the termly notice period will apply, as per the terms and conditions available on our website, and sent to you with the registration form and again with the offer letter. For those children who have been identified as having an additional need at ‘Graduate Response 3’ or above and require additional adult one to one classroom support to

access our curriculum, the cost of this additional adult support will be incurred by parents.

Transition from Early Years to Pre-Prep

A transition programme between Reception and Year One will begin in the Trinity Term. This will include activities such as working in the Year One classrooms and sampling Year One lessons such as French. For those children with additional needs and in receipt of one to one classroom support, a meeting will be held to discuss the long- term suitability of our setting, RGS Springfield. Outside agencies, including Worcestershire SEN Services, will be consulted in this process. Should it be deemed that we, RGS Springfield, are not able to meet, the specific individual needs of the child, a more suitable setting will be recommended.

Children entering into Reception from outside settings

Entry into Reception is by an informal assessment by the Head of Early Years and Learning Development Coordinator. Prior to being offered a place, children are invited to spend two sessions with their peer group. With parental consent, we will contact their current setting/childminder for an informal discussion about the child and their achievements within the Early Years Foundation Stage. If at any time, taking into account the best interests of the child, RGS Springfield, is not thought to be suitable, the parents and appropriate medical advisers/ outside agencies will be contacted for a team meeting (see further below). Whilst in the Reception year, should children require further assessments this will be overseen by the Learning Development Coordinator. If outside agency involvement or specific resources are required parents will incur this cost.

Year One and Year Two Admissions

Entry into Year One and Year Two is by an informal assessment by the class teacher and if necessary Learning Development Coordinator. Children come and spend a day with their peer group and work with the class teacher. A report from their current school (if applicable) is essential. For those children already with us the transfer is automatic. If at any time the School, taking into account the best interests of the child, is not thought to be suitable in meeting the child's specific additional needs, the parents and appropriate medical advisers/outside agencies will be contacted for a team meeting whereby suitability of the setting, RGS Springfield will be discussed.

Year Three to Six Admissions

1. Candidates for admission into Years Three to Six are invited to attend an assessment after having a Taster Day.
2. A confidential report about the pupil's academic and other abilities and character will be requested from the Head Teacher of the child's current school.
3. Each candidate is required to undertake age appropriate tests in: Verbal Reasoning, Non-

Verbal Reasoning, English and Mathematics. No special preparation is expected or required for these tests but sample Verbal and Non-Verbal Reasoning papers may be purchased from bookshops or online.

4. The Head Teacher's report and the wider interests of the candidate and any other available information are taken into account when offering a place. Potential, not just current attainment, is looked for in the test papers when the child attends a Taster Day, as well as the School's ability to provide the right environment to meet the child's needs.
5. Academic Scholarships for pupils joining us in Year Five are awarded based on performance in the Entrance Assessments. In addition, having taken the Entrance Assessment, pupils entering into Year Five can apply for a Music Scholarship.

Selection

The preconditions for selection are that:

- The candidate is of the appropriate age and sufficient maturity
- The School is able to provide adequately for any special educational needs the candidate may have (see further below)
- The School, having made reasonable adjustments, is able to cope with any disability the candidate may have (see further below)
- The candidate's present School reports satisfactory attitudes and conduct on the part of the parents and the candidate (if applicable)
- Fees (if applicable) at the present school have been paid.

The academic criteria for selection are:

- Success in the Entrance Assessments or Informal Assessments
- A positive recommendation from the Head Teacher of the pupil's present school.

The preference factors subject to sections 1 and 2 above, are that the candidate has special aptitudes or gifts. The School is looking for well-rounded and balanced pupils and those with exceptional abilities in sports, music and the arts.

Although general feedback may be given on request about the performance of candidates in their examination papers, the papers themselves are not released. Examination scripts are exempt from Section 7 of the Data Protection Act. The entrance test results are final and there is no appeal process.

Equal Treatment

Factors which will not be taken into account in assessment of a pupil for admission are: the

candidate's skin colour, race, nationality or ethnic or national origin, religious faith, sexual orientation, or sexual orientation and marital of parents, area of residence or socio-economic group.

Sibling Policy

Admission is not automatic, and there may be occasions where we judge a sibling is likely to thrive better in a different academic environment. A discount is given for siblings and this should be discussed at the time of registration.

Scholarships

Scholarships are available to pupils joining RGS Springfield into Year Five and further information is available by viewing the Scholarships Policy available via the School website or by contacting the Registrar.

1. The award of a scholarship recognises a candidate's exceptional promise in academic work. A scholarship provides a partial remission of a percentage of annual tuition fees. Any scholarship offered to pupils at RGS Springfield ceases at the end of Year Six. Pupils transferring to RGS Worcester must sit their Scholarships examinations if they wish to continue to be considered for a scholarship at 11+.
2. Scholarship awards are subject to satisfactory progress and behaviour on the part of the pupil and the support of both the pupil and parents for the aims and good name of the School.
3. Scholarship remission does not apply to any term for which fees in lieu of notice is payable. The value of the award is deducted from fees before any other allowance such as a bursary is calculated. In all other respects, the School's standard terms and conditions apply.

Disability and Special Educational Needs

1. The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001; the Disability and Discrimination Act 2005, the Equality Act 2010 and the Children and Families Act 2014 in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the School can cater. (See Disability Policy, SENDA and Appendices).
2. Parents of a child who has any disability or special educational needs must provide the Registrar with full written details when registering for admission and at least one week before attending a taster day, open day or Entrance Assessment. A Disability Needs Assessment Form is available from the Registrar.
3. This information is required so that, in the case of any child with particular needs, the School can assess those needs and endeavour to make sure that facilities can be provided

adequately for those needs throughout the admissions process.

4. The School will consult with parents and their medical advisers about the adjustments, which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil. The offer of a place may be subject to termly/annual review as to the continuing suitability of the School taking into account the best interests of the child.
5. Where the School agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the School of providing the service or facility.
6. Additional time and other special arrangements as are deemed reasonable and necessary will be made available for pupils with special educational needs in the Entrance Assessments, provided no later than the Admissions Registrations deadline in January, preceding the Entrance Assessments:
 - a. notice of such special educational needs has been given to the School;
 - b. the school has been provided with a copy of an Educational Psychologist's report or medical report (prepared within the last two years), which must include a recommendation for such special arrangements.

This policy applies to the whole School, including Early Years Foundation Stage.

Sponsor: Headmistress RGS Springfield

Revised: September 2013

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Review Date: June 2016

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Re- Endorsed on 7th day of September 2016 by Governors' Education Committee

Reviewed and amendments made August 2017 Laura Brown

Endorsed August 2017 by the Board of Governors

Reviewed and amendments made August 2018 by Laura Brown, Headmistress

Endorsed August 2018 by the Board of Governors

Reviewed and amendments made August 2019 by Laura Brown, Headmistress

Endorsed August 2019 by the Board of Governors

Reviewed and Minor amendment made May 2020 by Laura Brown, Headmistress

Endorsed May 2020 by the Board of Governors