

# Admissions Policy

ISSR Part 3, Paragraph 15

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Review by:	Director of Admissions, Marketing & Communication
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St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership Team. In line with good practice and as part of the Governors' due diligence, the Board of Governors reviews this policy annually.

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

## 1 Aims

- 1.1 This is the admissions policy of St Joseph's College (the **College**).
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to set out the particulars of the College's policy on and arrangements for admission to the College;
  - 1.2.2 to describe how the College identifies and admits children who will benefit from the education and other opportunities available at the College and who will contribute to and benefit from the ethos and activities of our College community;
  - 1.2.3 to ensure compliance with the College's charitable purposes;
  - 1.2.4 to ensure compliance with the College's responsibilities under the Equality Act 2010.

## 2 Scope and application

- 2.1 The procedures set out in this policy apply at each of the main points of entry to the College and also to candidates for occasional vacancies in any other year group.
- 2.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the College.

## 3 Regulatory framework

- 3.1 This policy has been prepared to meet the College's responsibilities under:
  - 3.1.1 Education (Independent College Standards) Regulations 2014 (SI 2014/3283);
  - 3.1.2 *Boarding Colleges: national minimum standards* (Department for Education (**DfE**), April 2015);
  - 3.1.3 *Statutory Framework for the Early Years Foundation Stage* (DfE, March 2014);
  - 3.1.4 Education and Skills Act 2008;
  - 3.1.5 Children Act 1989;
  - 3.1.6 Childcare Act 2006;
  - 3.1.7 Equality Act 2010 and

3.1.8 SEND Code of practice: 0 to 25 years (DfE & Department of Health, January 2015).

3.2 This policy has regard to the following guidance and advice:

3.2.1 Children Missing Education (DfE September 2016) and

3.2.2 College Attendance (DfE November 2016).

#### 4 **Publication and availability**

4.1 This policy is also published on the College website.<sup>1</sup>

4.2 This policy is available in hard copy on request.

4.3 A copy of the policy is available for inspection from the Bursar during the College day.

4.4 This policy can be made available in large print or other accessible format if required.

#### 5 **Definitions and interpretation**

5.1 Where the following words or phrases are used in this policy:

5.1.1 References to the **Proprietor** are references to the Board of Governors.

#### 6 **Responsibility statement and allocation of tasks**

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Director of Admissions, Marketing & Communication	As required, and at least termly
Monitoring the implementation of the policy	Director of Admissions, Marketing & Communication	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the College's processes under the policy	Director of Admissions, Marketing & Communication	As required, and at least annually
Formal annual review	Governors	Annually

#### 7 **Equality, diversity and disability**

7.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any

<sup>1</sup> ISSR Part 6, Paragraph 32 (3) (a)

disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

- 7.2 The College is inclusive and welcomes applicants with disabilities and special educational needs. The College currently has limited facilities for disabled pupils, but will do all that is reasonable to comply with its 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 College can cater adequately.
- 7.3 Parents of a child who has any disability or special educational needs should provide the College with full details on registration. The College needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the College.
- 7.4 The College shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the College's obligations under equality legislation. The College will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the College can cater adequately for the child should an offer of a place be made.

## 8 Procedures

- 8.1 To register for a place, parents are required to complete a registration form which is available on the College's website, by request from the Admission's department and to pay the applicable registration fee.
- 8.2 Parents are encouraged to attend one of the College's Open Days, Snapshot Mornings, or are welcome to request that a tour of the College is arranged at another time. Parents should contact the Admissions' Office for further details.
- 8.3 **Entry points:** The following procedures apply at each of the main points of entry Nursery, Reception, Year 7, Year 9 and Sixth Form and also to candidates for occasional vacancies in any other year group.
- 8.4 **Admissions procedure:** The College's admission procedure has three elements:
- 8.4.1 entrance assessments;
  - 8.4.2 interviews; and
  - 8.4.3 references.
- 8.5 **Entrance assessments:** These are as follows:
- 8.5.1 3+ - Nursery - Reception have two taster sessions with their peer group
  - 8.5.2 Year 1 - Year 2 children have one taster session and one assessment sessions
  - 8.5.3 7+ - Year 3 – Year 6 ; have one taster session and one assessment session
  - 8.5.4 11+ - Year 7 – Year 11 will sit online assessments in English, Mathematics and Non-verbal Reasoning , attend an interview with the Principal and/or member of the Senior Leadership Team (SLT)

8.5.5 Year 12 – will attend an interview with either the Principal or Head of Sixth Form. Admission to the Sixth Form is conditional on GCSE grades as follows:

- A-level - Four GCSEs at Grade 5 or above, plus at least a Grade 4 in both English & Mathematics
- BTEC - Five GCSEs at Grade 4 or above, plus at least a Grade 4 in both English & Mathematics
- **Interviews:** These are of two kinds:

8.5.6 **general interviews:** in all cases there will be a general interview to explore the candidate's interests, attitude to College, personal qualities, ability to contribute to the College community, support available at home and any relevant connection with the College;

8.5.7 **option interview:** at 16+ there may also be an "options interview" to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.

8.6 **Reference:** The Headteacher of the candidate's current College will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the College community, talents and interest, and any other special circumstances such as special education needs, or a disability.

## 9 **Admissions criteria**

9.1 The admissions criteria are:

9.1.1 success in the relevant entrance assessments and / or achieving the required GCSE grades, as appropriate; and

9.1.2 satisfactory interview; and

9.1.3 a positive confidential reference from the applicant's present College (if applicable); and

9.1.4 commitment to the College's ethos as described in the College's aims.

9.2 We reserve the right to restrict the offer of places to children who we feel can access and also benefit from the broad and varied curriculum offered and make a positive contribution to the College community.

9.3 All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the College to do so.

9.4 It is assumed that pupils will automatically progress through the College, subject to them meeting the required standards of behaviour and progress.

## 10 **International pupils**

10.1 Additional admissions procedures and criteria may apply to candidates who require the College to sponsor their application for a visa to study in the UK. Parents should contact the Admissions Department for further details.

## 11 Siblings

- 11.1 Priority is given to siblings of pupils at the College at the proposed time of entry, although admission is not automatic and the candidate must meet the admissions criteria.

## 12 Scholarships and bursaries

- 12.1 A number of scholarships and bursaries are available. Please see the College's website for further information or contact the Bursar for details.

## 13 Training

- 13.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

- 13.2 The level and frequency of training depends on role of the individual member of staff.

- 13.3 The School maintains written records of all staff training.

## 14 Record keeping and confidentiality

- 14.1 All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.

- 14.2 A confidential admissions record will be kept for each candidate.

### 14.3 Admission register

For pupils admitted to the College, the College will:

- 14.3.1 maintain an admissions register; and

- 14.3.2 inform the local authority of any pupil who is going to be added to or deleted from the College's admission register at non-standard transition points

in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (SI 2006/1751) (as amended)<sup>2</sup>

- 14.3.3 any information reasonably requested in connection with an inspection under section 109 of the 2008 Act which is required for the purposes of the inspection is provided to the body conducting the inspection and that body is given access to the school's admission and attendance registers;<sup>3</sup>

<sup>2</sup> ISSR Part 3, Paragraph 15

<sup>3</sup> ISSR Part 6, Paragraph 32, 1 (g)