



# Alleyne's Junior School Policies & Procedures

Name of Policy	Admissions Policy (Junior School)
ISI Regulation	Part 3: Welfare, Health and Safety and other legislation; 15a
Reviewed by	Alleyne's Governing Board
Author/SMT	Mr S Severino, Head/Mrs F Thomas, Registrar
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## Policy Overview

This policy applies to the Junior School, including EYFS (Early Years Foundation Stage).

### 1 Aim of the Admissions Policy

Alleyne's Junior School is a fully co-educational, independent, fee-paying, academically selective, IAPS school. It welcomes applications from children who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider life of the school, regardless of disability, ethnicity, gender, religious belief or sexual orientation.

Please note that whereas our Senior School does offer bursaries and scholarships, Alleyne's Junior School does not.

### 2 Process

#### 2.1 4+ Entry to Alleyne's Junior School

Candidates should have reached their 4th birthday by 1 September at year of entry and turn five during the course of the academic year. Applications should be made between 1 September and 10 November in the year before entry (i.e. during the autumn following their third birthday).

Where a candidate attends a nursery, we will write to the principal/manager and ask them to complete a short report.

#### *Assessment Procedure*

Children are assessed in the January before entry. The process includes assessment of language development, practical reasoning and group participation. The assessment acts as a screening process to suggest those who might have the potential to thrive within a busy, fast-paced school day.

The assessment includes some standardised testing and throughout, there is consideration given to the child's relative age. The school appreciates that children reach developmental milestones at different times and, for this reason, we strive to assess children alongside others who have approximately the same month of birth. Every attempt is made to

make a child's assessment experience as much fun as possible and replicate the style of activities that many children would face in a nursery setting following the EYFS (Early Years Foundation Stage) curriculum.

## 2.2 7+ Entry to Alleyn's Junior School

Applications should be made to the Junior School between 1 September and 10 November in the year preceding entry (this will be during the autumn term of Year 2).

We will write to a candidate's current Headteacher for a report.

### *Assessment Procedure*

Candidates are invited on a pre-arranged day in January to undertake assessments in English (comprehension and creative writing), mathematics and non-verbal reasoning. In mathematics, candidates will be examined on their understanding of numbers, shape, space and measure, handling data and using and applying mathematics. We expect that candidates will have followed the appropriate syllabus for English and mathematics as outlined in the National Curriculum. Some elements of the assessments include standardised testing and there is consideration given to the children's relative ages.

The candidates who have shown they might have sufficient academic potential will be invited to attend a subsequent assessment on a pre-arranged day in January, during which they will undertake a non-verbal reasoning test, a reading test, various small group activities and an individual interview.

## 2.3 9+ Entry to Alleyn's Junior School

Applications should be made to the Junior School between 1 September and 10 November in the year preceding entry (this will be during the autumn term of Year 4).

We will write to a candidate's current Headteacher for a report.

### *Assessment Procedure*

Candidates are invited on a pre-arranged day in January to sit assessment papers in English, mathematics and spatial reasoning. The English assessment will include comprehension and creative writing. In mathematics, candidates will be examined on their understanding of number, shape, space and measure, handling data and using and applying mathematics. We expect that candidates will have followed the appropriate syllabus for English and mathematics as outlined in the National Curriculum. Some elements of the examination include standardised testing and there is consideration given to the children's relative age. Selected candidates are invited back for an interview.

## 3 Access Arrangements

In line with the Equality Act 2010, Alleyn's Junior School aims to make reasonable adjustments to its assessment procedures, such that all candidates can be fairly assessed. Arrangements are considered on a case-by-case basis. Parents must notify the Junior School Registrar, in writing, at the time of registration, if they are aware or suspect that their child has a disability, language or learning difference that may need special consideration. This is in order that the School may have time to put the required provision in place. Parents are advised to consult the separate document *Entrance Examination Concessions & Access Arrangements* for specific details.

## 4 Admissions Panel

The Admissions Panel is made up of Alleyn's Junior School's Head, the Deputy Head and other members of senior staff as invited by the Junior School Head. The Junior School Registrar is secretary to the Admissions Panel. In all matters relating to admissions the decision of the Head of the Junior School is final.

## 5 Final Selection Procedure

The Admissions Panel convenes to decide to whom offers will be made. After this, results are emailed to all applicants on advertised dates.

Some candidates who are not offered a place may, nevertheless, be placed on a waiting list. Should a vacancy arise, candidates on the waiting list will be reconsidered on the basis of their results in our assessments, and an offer of a place may be made. The waiting list will remain active until the September following the assessments.

In September, remaining candidates on the waiting list will be contacted by the Junior School Registrar and given the opportunity to join the Occasional Vacancy List, alongside other interested candidates. Those on the Occasional Vacancy List will be contacted for a fresh assessment if a place becomes available before the next formal assessment point.

## 6 Appeal

There is no recourse to appeal against the decision of the Head with regards to the offer of a place.

## 7 Financial matters

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying the fees for a sibling who is already a pupil in the School. Where relevant, the School further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

## 8 Siblings Policy

We do not offer automatic places to siblings. All candidates need to achieve an appropriate level of performance across the entry process for us to be confident that they will thrive at Alleyn's. However, in cases of candidates with similar performance then priority, where possible, will be given to the sibling of a pupil already at Alleyn's.

## 9 Transfer of Alleyn's Junior School pupils

Although there is automatic transfer for Alleyn's Junior School pupils to the Senior School, they are required to complete the Senior School's 11+ admissions process. Normally they would expect to be offered an unconditional place in the Senior School. In very rare cases, should we feel it is not in the academic or pastoral interest of a child to progress into the Senior School, we would raise this with the parents in good time for discussion, to enable the pupil to apply to a different school.

If a Junior School pupil does not sit the Alleyn's Senior School entrance examination on the published date (for example, because they or their parents intend for them to attend another secondary school) they will forfeit their right to automatic transfer to the Senior School.

## 10 Staff children

Children of permanent members of staff at Alleyn's Junior School and Alleyn's Senior School will undergo the same selection process as other applicants, and the same assessment criteria are used as for other candidates.

## 11 Overseas applicants

In order to cope with the academic and social demands of being at Alleyn's, candidates must be fluent English speakers.

At 7+ and 9+, candidates who are living abroad at the time of the entrance assessments may sit the assessments at an approved test centre by prior arrangement. Due to the 1:1 nature of our 4+ assessment, it can only be undertaken in School.

Alleyn's is a fully co-educational day school which does not offer any boarding facilities, and it is expected that pupils will live with one or both parents while studying at the School. The School requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place at the School. The School reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the young person. Any offer of a place at Alleyn's is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). School fees must be paid by direct debit in £ sterling from a UK bank account.

## 12 Closing Date

The School operates a closing date system for all applications to Alleyn's. It is the responsibility of the applicant to ensure that the properly completed registration form and registration fee are received on or before the published closing date as applications that arrive later than that date will not be accepted. All applications are normally acknowledged within two term-time working days of receipt and it is the responsibility of the applicant to confirm safe receipt of their application if such acknowledgement is not forthcoming.

## 13 Occasional Vacancies

Vacancies may occasionally arise outside of the formal entry periods. Should such a vacancy arise, the School will contact all those who have requested to be on the Occasional Vacancy list.

## 14 Exceptional Circumstances

The Head will consider applications made outside of the parameters set out in this Policy on a case-by-case basis.

## 15 Emergency Admission

In exceptional circumstances the Head reserves the right to admit a student on compassionate or other grounds, subject to interview and subject to there being capacity. This will normally be in response to a request from another head teacher at another school where a particular student is at risk or in need. Such admission will take place only where the Head considers it an appropriate response to urgent need. The Head's decision in such cases is final.

## 16 Future policy changes

This policy may be amended at any meeting of the Governing Board, and changes would not normally apply until the start of the following academic year. However, in exceptional circumstances and particularly those outside of the School's control, this policy – including procedures for assessing candidates – may be amended at short notice and with immediate effect.

## 17 Conclusion

This policy lays out the Junior School entrance procedures which form the basis of the School's admissions practice. There are rare occasions where these might be varied, but this will occur only for exceptional reasons and only at the discretion of the Head.