



ADMISSIONS POLICY

SEPTEMBER 2018

Adcote School is a Boarding and Day School for girls aged between 7 and 18 years. In certain circumstances (usually overseas girls who have taken an extra year in their education or entered the Sixth Form late), girls may stay on beyond 18 years at the discretion of the Head.

1. The process of admission is non-selective and is governed by the principles of fairness and inclusiveness. Adcote welcomes girls from a wide range of abilities and backgrounds, both social and cultural.
2. Adcote School will not discriminate on the grounds of ethnic origin, race or disability, as per the School's Equal Opportunities Policy
3. The School recognises the Disability Act (2000), but reserves the right to discuss with prospective parents the advantages and disadvantages of Adcote for a child with a disability.
4. Upon request, a prospective pupil is invited to 3 taster days, during which she will be given the standard Wide Ranging Ability Test, together with a free writing task and comprehension test as appropriate. The pupil's conduct, social skills and personal development will also be observed. A report is made to the Head who discusses it with the parents. Should the report identify difficulties or problems, it is the School's policy to look at these positively and to find strategies to overcome them. Although Adcote does not select children by academic ability, the School nevertheless reserves the right to decline to accept a child if there is a good reason to believe that the School does not have sufficient resources to cater for that child's needs.
5. As part of the admissions process, the School acknowledges the right of parents to be fully informed about the School's ethos, mission statement, School code, policies, terms and conditions and other matters relating to health, welfare and insurance.
6. As part of the admissions process, the School reserves the right to seek references from previous school or other informed parties.
7. The School may offer Scholarships and Bursaries at its discretion. Applications for Scholarships are invited before exams in January. Applications for Bursaries are accepted at any time through completion of the Financial Circumstance Form. The provision of Bursaries will be agreed between the Head, Bursar and Chair of Governors.

PROCEDURES FOLLOWING ENQUIRIES OR VISITS BY PROSPECTIVE PARENTS

The first enquiry is recorded on our Database (Engage), Lead sheet and Dashboard and a prospectus pack is sent out with relevant information and an invite to visit the school.

Appropriate follow up letters/emails are sent either:

- (a) Asking if they would like to arrange a visit or
- (b) Telling them of a forthcoming Open Day or
- (c) Inviting them to attend a suitable event e.g. nativity play

The standard enquiry letter is usually adapted to reflect some individual detail. Follow up phone calls are made to ensure that the information has been received and to encourage a visit to the School. If no response to these letters/emails this line goes dead.

An enquiry that leads to a visit by the parents and/or their daughter(s) is recorded on the database. The visit will include a tour of the school and a meeting with the Head and the Head of Admissions. During the visit, a schooling history will be ascertained and any gaps need to be explained.

After the visit, the next step would be to proceed to a 3-day taster for their daughter with her peer group. The taster form must be filled in and be brought in on the first morning along with a copy of the most recent school report. If the school report is missing, the Admissions Clerk will call to remind parents to bring it in at collection.

During the taster, their daughter will sit either the rising stars or the WRAT test to ascertain where she is for her age.

Feedback is given by the Head to the parents at the end of the taster session and usually a place is offered verbally at this time and a school reference will be requested. Only once the latest school report, the school reference and any gaps in education explained will a formal letter be issued.

The visit/taster day is followed up by an offer letter of confirmation from the Head and parents are invited to register their daughter(s). The offer will be subject to receiving a school report and a school reference.

The parents are contacted within a week to answer any queries or concerns. All the above is recorded on the database, lead sheet and dashboard.

If registration proceeds, full joining instructions are sent out a month before starting at Adcote and the pupil starts at the agreed time.

An entry is made on the school register once the pupil has actually started at the School. On the day of starting the School Secretary will send out the Safeguarding form to the last school.

When a pupil leaves the School she is deleted from the register, moved to leaver on the database and her file archived for 7 years.