

ADMISSIONS POLICY



THE GRANGE
SCHOOL

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POLICY STATEMENT

The Head of The Grange School's ("The Head") aim is to offer places only to those prospective pupils who demonstrate that they will be able to take full advantage of a Grange School education. This decision will be made on the basis of their performance in the relevant entrance assessments and with due consideration to all other information made available to The Head in the application process. We are committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability; race; ethnic or national origin; gender; religion or belief (assuming that, in the case of the latter, the prospective pupil and parents agree to adhere to the religious ethos of the School as set out on the school website). The School must also feel reasonably sure that we are able to educate and develop the prospective pupil to the best of their potential and in line with general standards achieved by the pupils' peers, so that there is every chance that the pupil will have a happy, fulfilling and successful school career. These aims must continue to be met throughout the pupil's time at the School.

AIMS OF THE POLICY

- To set out the procedure for the admission to both the Junior School and the Senior School, as well as the process by which children from the Junior School progress to the Senior School.
- To enable the Head of the Junior School and Head of the Senior School to decide which prospective pupils best demonstrate that they will be able to take full advantage of a Grange School education.
- To ensure, as far as possible, that every pupil in the School is able to benefit from - and make their full contribution to - the life of the School, consistent always with the needs of the school community.

OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following policy:

- Aims & Ethos
- Bursaries Policy

For members of staff, there is more detail on the internal procedures available in the Staff Handbook.

REVIEW DATES AND APPROVAL

This policy is reviewed by the Resources Committee and then approved by the full board of Governors (including the Chair of Governors and the Head(s)).

Last reviewed: Autumn Term 2025

Next review: Autumn Term 2026

Person responsible for review: Head of the Junior School / Head of the Senior School

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PROCEDURE

Admission to the school normally takes place at age 3, 4 or 7 to the Junior School; at age 11 to Senior School; and at age 16 to Sixth Form. Admission at other ages may be possible, depending on availability of places.

All documentation and details of scheduled events and any deadlines can be found on the school website or obtained from the School Office. As well as the Assessment Days set out below there are 2 Open Mornings which all prospective pupils and parents are invited to attend. Further details can be obtained from the School Office.

It is of great importance that a parent informs the School on the Application Form should a prospective pupil require any special arrangements for the Entrance Assessment.

As a day school, The Grange will only accept pupils who reside with a parent (or parents), or legal guardian.

At all ages, a reference will be sought from each candidate's current school before an offer is made.

ADMISSION AT AGE 3

Children may join the School in the term after they turn three. Parents interested in a place in our Pre-School attend, with their children, an invitation morning where they have the chance to meet and talk to staff, and the children can get used to their new surroundings. The Pre-School staff observe the children as they play and interact in small groups. Offers of places are made following these informal assessments.

ADMISSION AT AGE 4

The Reception Assessment usually takes place during the last week of January each year. Precise details of format and arrangements will be publicised in advance every year. During these sessions, potential pupils will work in small groups with staff who look at a number of areas, including:

- pre writing skills
- pre reading skills
- pre maths skills
- creative skills
- gross and fine motor skills
- confidence
- social interaction
- knowledge of the world

The Reception Assessment is in line with the Early Years Foundation Stage, focusing on the seven areas of learning.

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ADMISSIONS AT AGE 7

Those families who would like to join us for entry to Key Stage 2 should submit an application via the website at their earliest opportunity. Academically selective assessments for entry to Year 3 will take place during the spring term of Year Y2. Applicants will spend a day at school during which they will sit a Nationally Standardised Baseline Assessment on an iPad and spend some time with our current pupils in lessons. Places are in high demand and entry is academically selective.

ADMISSION AT AGE 11

The Entrance Assessment takes place in January for external candidates. Precise details will be publicised every year.

Prior to this, a reference will have been sought from each potential pupil's current school. Candidates will complete a Nationally Standardised Baseline Assessment. This will assess developed ability across a number of areas including:

- Verbal reasoning
- Non-verbal reasoning
- Mathematical reasoning
- Spatial awareness

Student will also complete a short written English paper.

TRANSFER FROM THE GRANGE JUNIOR SCHOOL AT 11+

The understanding and intention is that all Junior School pupils will progress through the School and leave at the close of the Summer Term of the Sixth Form. Nonetheless, the School has the right to deny permission for any pupil to enter the next stage of the School. Pupils in Year 6 are not required to sit the Entrance Assessment and progression to the Senior School will be assumed as automatic in almost every case. Exceptions to this are as outlined below.

Academic and personal development are tracked and monitored closely from Pre-School / Reception through to Year 6. Inevitably there will be children, who having successfully gained entry at age 3, 4 or later, where their rate of progress and cognitive development are such that the Head of the Junior School may deem it necessary to counsel parents that the Senior School may not present the correct educational option from age 11. The emphasis of the decision and discussion focuses on the Senior School not being the correct educational environment for that particular child in order to thrive.

Where we have concerns about progression onto the Senior School, these are likely to be raised with parents as early as possible, though typically no later than either the Summer Term of Year 4 or the Autumn Term of Year 5. To do so before this point may be considered premature, although not necessarily in every instance.

In the Spring Term of Year 5, the Head of the Junior School or Deputy Head Academic of the Junior School will write to all parents to provide written confirmation of their recommendation about progression onto Year 7 at The Grange Senior School. The final decision to offer a place in Year

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7 remains with The Head of The Grange School/Head of the Senior School and will be made in writing to parents of Junior School early in the spring term of Year 6.

For those children where concerns exist, the Head of the Junior School will invite parents to a meeting – usually with the Junior School Deputy Head (Academic) – to discuss the basis of these at the earliest opportunity and what support can be offered to best serve the educational interests of the child. If necessary, the Head of the Junior School will make the stipulation in writing that progression to the Senior School will be dependent upon progress at the Junior School and performance in the Junior School's normal standardised assessments. The children to whom this applies will be considered to have 'conditional' progression requirements'; At the earliest opportunity where the Head of the Junior School is advised that conditional progression requirements may be removed, this will be communicated to parents in writing but this could be as late as the month before the Entrance Assessment.

Junior School children whose parent(s) is applying for an Access to Excellence bursary award, will be considered based upon their performance in the Junior School standardised assessments. The outcome of the assessment will be used to help make judgements about the award of a bursary, in accordance with the Bursaries Policy.

Academic Scholarships for current junior school pupils: A maximum of two Academic Scholarships are awarded to children currently in Year 6 worth a 20% reduction in fees from the start of Year 7. Parents are encouraged to talk with the Junior School Deputy Head (Academic) if they are keen for their child to be considered for the academic scholarship. We would only expect parents to express an interested in the scholarship for their child if they:

- Supported by their Year 6 Form Teacher.
- Are achieving above 120 in both English and Maths Attainment on their Progress Tests.
- Possess CAT4 scores that average in excess of 130: this information is available on request from the school.

ADMISSION AT AGE 16

External candidates

Applications from external candidates should be submitted before the end of their Year 11 autumn term. Candidates will be expected to attend an Insight Day in December (Year 11 Taster Day) and an interview which will be held after Christmas.

At interviews, the applicants' parents are formally interviewed by the Head of Sixth Form while the student meets with a member of the Sixth Form Teaching team. In these interviews, assessment will be made as to the likely suitability of the student for A Level study in the chosen subjects. Ahead of interview the candidates current school will be contacted to request a reference and their predicted grades.

Our standard academic entry requirements into the Sixth Form at The Grange School are:

1. Students should secure Grade 7, 8 or 9 in the three or four subjects to be studied at A Level;

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2. Where the subject is not offered at GCSE (e.g. Economics), we would expect to see evidence of Grade 7, 8 or 9 in related subjects;
3. These results should be accompanied with a minimum of a Grade 6 in all other subjects at GCSE.

Students will be contacted in January of their year of entry to confirm their choice of A Level subjects. After this, the teaching blocks for the Lower Sixth are set and any changes in combinations of A Level subjects will only be possible if they are available within these blocks.

Grange School Students

Entry requirements are the same as above.

In certain circumstances, we will be happy to explore the potential for students who do not fully meet these entry requirements to study successfully at The Grange School, taking into account factors such as unexpected circumstances, illness, and – for those transferring from Year 11 – the student's behaviour, attitude to study and overall commitment to Grange School Life.

ADMISSION AT OTHER AGES

Pupils can be assessed at other times if a vacancy arises.

Junior School:

- Pre-School – children are seen by Pre-School staff, both independently and also alongside their parents, for a session engaging in a variety of activities.
- Reception and Year 1 - children are seen by Reception, or Year 1 staff, respectively. They spend a day at school, working on a variety of activities.
- Year 2 – children spend a day in school and undertake a CAT4 standardised assessment, additional assessments in numeracy and literacy and spend some time in the classroom.
- Year 3 to Year 6 - children spend a day at school and undertake a CAT4 standardised assessment, additional assessments in numeracy and literacy and spend some time in the classroom. Children may then be invited back to spend a further day at school with a class working within a variety of activities, if necessary.

An academic and personal reference is requested of the child's current Form Teacher/Head Teacher. A copy of the child's latest school report is required by the assessment day.

As in the Senior School, it is the policy that admission of a candidate should be likely to raise the ability profile of the relevant year group and enhance its character.

Senior School:

- Candidates will be invited to spend a day at the school when they will undertake examinations appropriate to their age and the school's standard expectations. The rest of the day will be spent with their prospective peer group in lesson time and at break / lunch times.
- Candidates who perform to a high standard in the Entrance Assessment will be invited along to meet a senior member of the school for an informal chat about their interest.

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- Parents of these candidates will be invited along to meet a senior member of the school leadership team.

It is the policy of the School that the admission of a candidate should be likely to raise the ability profile of the relevant year group and enhance its character.

Special Educational Needs

For external candidates, parents should send a copy of the Educational Psychologist's Report (or any other evidence) to the school prior to the sitting of the examinations for any candidate who has a Special Educational Need. It is not always possible to allocate additional time to candidates in all elements of the process. Instead and where it is not possible, due consideration is given to the Special Educational Need in the marking of those papers and consideration will also be given by the Head of The Grange School when they are making decisions on the overall performance of each candidate prior to the issue of results.

Results

All examination papers, assessments, comments, marking notes, results and any other data or information relating to candidates remain the property of the school and will not necessarily be made available to parents. The Head of The Grange School will assess the performance of each child in those examination papers and assessments; they will also consider any additional information, including that made available by the child's current school and/or written evidence from other sources as appropriate. Within an appropriate time for the marking of examinations, the meetings with senior staff members with candidates and parents and the consideration of applications, parents will be informed, in writing, of one of three possible outcomes: the child is offered a place; the child is offered a place on a waiting list and would only be offered a place in the school if space became available at a later stage; the child is not offered a place.

Scholarships & Bursaries

Scholarship Awards may be offered at age 11, following the Entrance Assessment, and are dependent upon outstanding results being achieved in all papers taken. The number offered and their value will be decided following the marking process. It is assumed that all candidates are competing for Academic Scholarship and, as such, no special forms need be completed for these awards.

Awards offered at 16 are dependent upon outstanding results in the Scholarship Examination, normally undertaken at the end of the Spring Term, along with consideration of the candidate's GCSE examination results. Sixth Form awards are available to both internal and external candidates. Awards made at age 11 and at age 16 are subject to annual review and require the maintenance of appropriate academic and behaviour standards.

The Music Scholarship is offered to children with musical talent hoping to enter Year 7 of the Senior School. The minimum requirement is at least a Grade 4, in either two instruments or one instrument and voice, achieved with a recognised Examining Board. Information and an application form are available from Senior School Admissions. The award is subject to annual review and requires the maintenance of an active contribution to the musical life of the school.

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A number of Access to Excellence bursaries, worth up to 100% of fees depending on levels of household income, may be awarded to applicants to the Senior School who demonstrate the aptitude and character to thrive at The Grange and whose parent(s) may be in need of financial assistance to enable their children to access a Grange education. Bursary Application Forms, available from the school, should be completed before the child sits the entrance assessment appropriate to the stage of entry. The award is subject to annual review and is made on the basis of financial need; any changes in financial circumstances will lead to a re-assessment of the award.

Please note that non-compliance with any term of the offer could mean that any financial assistance is withdrawn and, in this event, the pupil's parents will become responsible for payment of the totality of the fees including any financially assisted element.

Bursaries and scholarships will be reviewed annually by the Governing Body and the School.

Overseas Applications

The school invites applications from overseas candidates who have the necessary passport/visa arrangements to live with their families and study in the UK throughout their time at the School. In exceptional circumstances assessments can be arranged at a candidate's current school with agreement. If a candidate is unable to attend the school for interview, due to their country of residence, alternative arrangements can be made. All applications must meet the requirements of the UK Border Agency. Any offer of a place is conditional on meeting these requirements.

This does not apply for Junior School candidates where it is a requirement of the offer for the prospective student to spend some time in the school setting with their peers and to be observed by staff. That said, recognising the limitations that can sometimes exist to facilitate an in-person assessment, we will make all available efforts to facilitate some form of appropriate assessment.