



Ashford School and Ashford Friars Preparatory School Ashford School Admissions Policy

The aim of our Admissions Procedure is to ensure that boys and girls who join Ashford School are able to be happy, successful and secure within our academic, cultural and pastoral environment, whether they are boarders or day pupils.

We are a selective school and recognize the central value of Art, Drama, Music and Sport and expect and encourage enthusiasm in these fields. We look for boys and girls who are prepared to make the most of the wide opportunities on offer.

We do not discriminate on grounds of race or creed: those intending to join Ashford School are expected to be comfortable with Christian values and character. We seek to apply our admissions criteria fairly and sensitively in accordance with the Equality Act 2010.

Obtaining a Place at the School for your Child

These are the current arrangements for gaining a place for your son or daughter at Ashford School. The school provides childcare and education for boys and girls from the age of 3 months to 18 years in four separate sections: each specialise in a particular age range. Boarding places are normally only available to boys or girls from age ten onwards. The ages referred to here are of the boy or girl on 1 September 2005.

Children from 3 months to 7 years and from 11 – 18 years are taught on the Ashford site. Children from 7 –11 are taught on the Great Chart site. There is a supervised shuttle bus in the morning and afternoon to enable pupils to move easily between the sites. The journey takes about ten minutes.

Bridge House

(For boys and girls age 3 months to 3 years)

Bridge House provides day care for children from 7:30am – 6:30pm, Monday – Friday. Places are offered following a visit and discussion with the Head of Bridge House, Mrs Fran Russell. There are 12 places each for babies from 3 - 12 months, 12 – 18 months & 18 months – 2 years. There are 16 places available for children from 2 – 2 ½ years.

First Steps is a group of two classes of up to 16 children and is a gentle introduction to a structured learning environment in preparation for transfer to the Nursery at age 3+. Most of these children will transfer to our Prep School.

Preference will be given to those who can demonstrate a commitment to educating their child at Ashford Friars Prep School.

Ashford Friars Prep School

(Boys and girls age 3 – 7 years)

Age 3+ (entry into Nursery)

Up to 72 full time places are available. Children enter the Nursery throughout the year, usually at the start of the term after their third birthday. Offers are made following a visit, which involves play with similar age children and observation, by trained nursery staff. The entry is non-selective but it is expected that most children from the Nursery will proceed on to our Prep and Senior Schools and, therefore, need to have the potential to thrive in an academic setting.

Age 4+ (entry into Reception)

There are up to 48 places available; many will be taken up by children from our own Nursery but there are likely to be around 16 places each year open to new children. The children are placed in one of two or three classes of about 16 pupils each. Offers are made following a visit, which involves play with similar age children and observation. The entry is non-selective but it is expected the children will proceed on to our Prep and Senior Schools and, therefore, need to have the potential to thrive in an academic setting.

Age 5+ (entry into Year 1)

Pupils may be admitted following assessments in reading, writing and number subject to there being a place available.

Age 6+ (entry into Year 2)

Pupils may be admitted following assessments in reading, writing and number subject to there being a place available.

Preference will be given to those who can demonstrate a commitment to educating their child at Ashford Friars Prep School.

Ashford Friars Prep School

(boys and girls age 7 – 11 years)

Most pupils join the Prep School with the intention of transferring to the Senior School at 11+ and this is our expectation. Nonetheless, for the few that request it, we do prepare pupils for the Kent Selection Test and for scholarship tests to other independent schools.

Age 7+ (entry into Year 3)

Most pupils from Year 2 in the Pre-Prep will move into Year 3 in the Prep School. There are 48 places available in three classes of about 16 pupils each. An offer of a place is made after a visit and assessments in reading, writing, number and verbal reasoning.

Age 8+ (entry into Year 4)

Pupils may be admitted following assessments in reading, writing, number and verbal reasoning subject to there being a place available.

Age 9+ (entry into Year 5)

Pupils may be admitted following assessments in reading, writing, number and verbal reasoning subject to there being a place available.

Age 10+ (entry into Year 6)

Pupils may be admitted following assessments in reading, writing, number and verbal reasoning subject to there being a place available.

Preference will be given to those who can demonstrate a commitment to educating their child at Ashford School.

Ashford School

(boys and girls age 11 –18 years)

Age 11+ (entry into Year 7)

Admission at 11+ is by test, interview and report from a candidate's previous school. The tests are held in the January prior to starting. Normally we expect to admit pupils who will reach at Level 5 in the National Curriculum SATs at Key Stage 2. There are normally 60 places available. Approximately 15 boys and 15 girls are admitted at this age to join those that have transferred from our Prep School. The entrance tests provide the written part of the scholarship assessment.

Age 12+ (entry into Year 8)

Pupils may be admitted by test, interview and report at 12+ into Year 8 subject to there being a place available.

Age 13+ (entry into Year 9)

Admission at 13+ is by test, interview and report from a candidate's previous school. The tests are held in the January prior to starting. Normally we expect to admit pupils who will reach at

Level 7 in the National Curriculum SATs at Key Stage 3. Approximately 10-20 additional pupils are admitted at this age. The entrance tests provide the written part of the scholarship assessment. The offer of a place is not subject to performance in the Common Entrance Examination and candidates from schools that do not prepare pupils for Common Entrance are welcomed.

Age 14+ (entry into Year 10: GCSE)

Pupils may be admitted by test, interview and report at 14+ into Year 10 subject to there being a place available and where the school is able to provide the combination of GCSEs requested.

Age 15+ (entry into Year 11: GCSE)

Pupils do not normally transfer schools at this age but we are happy to consider applications as they arise.

Age 16+ (entry into Year 12: AS Level)

Candidates for Year 12 take tests in each of their proposed AS Level subjects and in English if this is not their first language. Overseas candidates who cannot take the tests at Ashford will usually arrange invigilation at their current school or their local British Council office. Candidates will then be selected for interviews and/or further tests for places and for scholarships, neither of which will not be offered before the start of December. Offers of a place are normally subject to satisfactory performance at GCSE; candidates are normally expected to achieve at least a B (or the equivalent) in the subjects they expect to study at AS level.

Applications

Applications for admissions at any age should be addressed to the Registrar, Ashford School, East Hill, Ashford, Kent TN24 8PB; telephone: +44(0)1233 625171; registrar@ashfordschool.co.uk. A non-returnable registration fee is payable on submission of an application. Parents are asked to state in advance if their son or daughter is also entered for other schools. We should also be told at the application stage if a child has a disability or particular need so that we can properly assess his/her requirements.

Sibling policy

From the Prep School onwards entry is competitive and based on the potential of the boy or girl to benefit from the academic education that the School provides. We shall consider each candidate individually and the fact that a brother or sister is already in the School does not guarantee the award of a place to a younger sibling. Where possible however, we will give precedence to a younger sibling in the admission process, if this is considered to be in the child's best interests. It is not always possible to do so.

Acceptance of Places

Once a place is offered, we ask for prompt acceptance. Acceptance normally comprises the payment of a deposit and the return of the school's Form of Acceptance. This document sets out the primary contract with the School and the financial obligations regarding notice and withdrawal, to which parents are required to agree. Once a place is accepted, an entry will be made on the school's admissions register in line with the Education (Pupil Registration) (England) regulations 2006.

Complaints

In the event of a child not being granted a place at Ashford School, parents who wish to challenge this decision may use the Complaints Procedure.

Scholarships & Bursaries

Scholarships are financial and/or honorary awards that are given on a competitive basis. Scholarships that carry a financial award are given without regard to the ability of the family to pay the fees. The number and level of awards may vary from year to year. All scholarships are available to pupils already in the School. Full details are available from the Registrar (registrar@ashfordschool.co.uk)

Those joining the school may apply for financial support in the form of a bursary. Bursaries are means-tested and subject to review. Applications for bursarial support should be made at the same time as completing a registration form.

We also have a limited fund for those falling on hard times while studying at the school.

Progress through the School

It is our expectation that pupils who join the School at one of the younger entry points will enjoy a full career at Ashford, proceeding to and through the Sixth Form. Very occasionally it is necessary to review the case of a pupil who is about to move into the Year 7 or Year 12 to be sure that it is in his or her best interests to do so. Progression of a pupil into the Sixth Form is normally assured by a combination of reasonable behaviour, hard work and academic success at GCSE. Experience shows that graduation into the Sixth Form should present no difficulty to almost all pupils who are admitted to the School.

Boarders

Every boarder whose parents are resident abroad would normally have a guardian, living within reasonable reach of Ashford, who undertakes to oversee travelling and holiday arrangements, to look after the pupil in certain circumstances, more generally to take an interest in the pupil's progress and to be available for consultation on any matters which may arise. The guardian would normally be at least 25 years old.

Admissions Register Procedures

The procedures for administering the Admissions Register include:

1. The register is held in electronic format using the Engage MIS for Prep and Senior Schools and in paper form for Bridge House.
2. The Registrar is responsible for the administration of the Admissions Register for the Prep and Senior Schools. The admissions register for Bridge House is managed by the administrator locally.
3. The following are recorded in the register:
 - a. Full name
 - b. Sex
 - c. Name and address of all parents/guardian with an indication of the parent/guardian with whom the pupil normally resides
 - d. At least one telephone number at which the parent can be contacted in an emergency
 - e. Date of birth
 - f. Date of admission/readmission
 - g. Name and address of previous school
 - h. Whether the pupil is a day or boarding pupil
4. The register is kept for at least three years
5. Inclusion or deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006
6. The electronic register is backed-up at least each month; new versions do not overwrite old versions
7. The register shows by the name of any person making an amendment and the date the amendment is made.

Revised by M Buchanan October 2010

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SUPPORTING DOCUMENTATION

<http://www.ashfordschool.co.uk/admissions/view/42>

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