



## Ashford School

### ADMISSIONS

#### Policy Statement

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

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.

Ashford School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Ashford School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Ashford School is a selective school from 5 years +. Ashford School will take reasonable steps to avoid putting disabled prospective students at a substantial disadvantage in matters of admission.

From the beginning of the first day on which the School has agreed or been informed that the pupil will attend the School, an entry will be made in the School's Admissions Register (held electronically) in line with the Education (Pupil Registration) (England) Regulation 2006.

Ashford School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006. The admissions policy should be read in conjunction with the School's Behaviour and Discipline Policy and Exclusions, Expulsion, Removal and Review Policy.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school reception.

#### Procedures

##### 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 of the academic year they are wishing to join.

**Bridge Nursery** is for pupils from 3 months – 3 years old and is based on the East Hill Site.

**The Senior School** is for pupils from 11 – 18 years old and is based on the East Hill Site.

**Stables Nursery** is for pupils from 3 months – 3 years old and is based on the Great Chart Site.

**The Prep School** is for pupils from 3 –10 years old and is based 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 Nursery**

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

Bridge Nursery provides care for Pupils from 7:30am – 6:30pm, Monday – Friday. Places are offered following a visit and discussion with the Head of Bridge Nursery, Mrs Fran Russell. There are 30 places for babies from 3 months – 2 years.

Pre-Nursery is a group of two classes of up to 24 Pupils and is a gentle introduction to a structured learning environment in preparation for transfer to the Nursery at age 3+. Most of these Pupils will transfer to our Prep School.

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

### **Stables Nursery**

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

The Stables Nursery provides care for babies and children aged from 3 months to 3 years from 7:30am – 6:30pm, Monday – Friday. Places are offered following a visit and discussion with the Head of Stables Nursery, Mrs Kelly McBeath and our Admissions Officer, Mrs Daisy Davidson.

There is a dedicated Baby Room and three mixed age classes that provide a gentle introduction to a more structured learning environment in preparation for transfer to the Nursery at Great Charge at age 3+.

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

### **Ashford Prep School**

#### **Age 3+ (entry into Nursery)**

Up to 72 full time places are available. We have three main intake points (at the beginning of each term) and pupils enter the Nursery usually at the start of the term after their third birthday, although we can accept entrance throughout the year. Offers are made following a visit from the parents and child to meet with the Head and/or Head of the Nursery. The entry is non-selective, but it is expected that most pupils 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 Pupils from our own Nursery but there are likely to be around 18 places each year open to new Pupils. The Pupils are placed in one of two or three classes of no more than 16 pupils each. Offers are made following a visit, which involves play with similar age Pupils and observation. The entry is non-selective, but it is expected the Pupils 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 throughout the year following a current school report and assessments in reading, writing and number subject to there being a place available.

**Age 6+ (entry into Year 2)**

Pupils may be admitted throughout the year following a current school report and assessments in reading, writing and number subject to there being a place available.

**Ashford School****Age 7+ (entry into Year 3)**

There are 54 places available in three classes of no more than 18 pupils each. An offer of a place is made after a visit, current school report and assessments in reading, writing, number and verbal reasoning.

**Age 8+ (entry into Year 4)**

Pupils may be admitted throughout the year following a visit, current school report and 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 throughout the year following a visit, current school report and 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 a visit, current school report and assessments in reading, writing, number and verbal reasoning subject to there being a place available.

**Age 11+ (entry into Year 7)**

Admission at 11+ is by entrance tests and a report from a candidate's previous school. The tests are usually held in the January prior to starting. There are up to 72 places available. Approximately 16 boys and 16 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 at 12+ subject to there being a place available. Admission is by entrance tests and a report from a candidate's previous school.

**Age 13+ (entry into Year 9)**

Admission at 13+ is by entrance tests and report from a candidate's previous school. The tests are usually held in the January prior to starting. 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 entrance tests 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. We will consider applications as they arise subject to a place and appropriate combination of GCSEs being available.

**Age 16+ (entry into Year 12: A level)**

Candidates for Year 12 take tests in each of their proposed A level subjects and in English if this is not their first language. Overseas candidates who cannot take the tests at Ashford School 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 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 a level 7 or higher (or the equivalent) in the subjects they expect to study at A level.

### **Applications**

Applications for admissions should be addressed to the Registrar, Ashford School, East Hill, Ashford, Kent TN24 8PB; Telephone: +44(0)1233 625171: [registrar@ashfordschool.co.uk](mailto:registrar@ashfordschool.co.uk) or completed online. If applications are completed in hard copy, the School will scan the copy and keep electronically. All electronic registrations are kept on the School's CRM. 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. This communication should be by email or in writing and addressed to the School Registrar.

As part of the School's admissions process, the School checks the immigration status of all new pupils and takes every step possible to ensure that all pupils are lawfully entitled to study in the UK. Copies of pupil passports/visas and parent passports/visas are collected and appropriately stored; a risk assessment process is in place for those pupils unwilling/unable to provide passport information.

### **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 (including any inclusion/deletion from the register).

The following details are recorded in the register:

Name in full; Birth sex; Name and address of every person known to the school to be a parent and/or carer of the pupil (and an indication of the parent/guardian with whom the pupil normally resides and which parents hold responsibility); At least two telephone numbers at which parents can be contacted in an emergency; Day, month and year of birth; Day, month and year of admission or readmission to the School; Name and address of the school last attended (if any); an indication of boarding or day attendance;

Where a pupil's name is going to be deleted from the admissions register for any of the following reasons, the School must inform the local authority (where the child is resident):

- the child has been taken out of school to be home educated
- the family has apparently moved away
- the child has been certified medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded

The register will be kept for at least three years after the end of a child's education at Ashford School.

## Complaints

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

## Appeals

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of the Local Governing Body of Ashford School, whose decision is final. Appeals should be addressed directly to the Chair of the Local Governing Body at the School and should state the grounds for the appeal.

## 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](mailto: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. Occasionally it is necessary to review the case of a pupil who is about to move from Nursery to Reception, into Year 7 or into 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.

V22/01/ii

Date Document Updated	Document Updated by
01/2020	TCW
10/2020	S Kershaw
11/2021	S Kershaw

Date Document Reviewed	Document Reviewed by	Date of Next Review
October 2019	LGB	October 2020
December 2020	LGB	December 2021
March 2022	LGB	December 2022