

## Admissions Policy

*This policy must be read in conjunction with the following policies:*

*Equal Opportunities*

*Special Education Needs Policy*

***This policy is applicable to all children in the school including those in the Early Years Foundation Stage***

### EARLY YEARS FOUNDATION STAGE

Children are eligible for entry to the **Nursery** from the age of 6 weeks. To register parents should complete and return a Registration Form. Once registered a child should visit the Nursery for at least TWO sessions, according to individual needs, to meet the children and staff. Visits are arranged to suit parents and the Nursery Manager.

Priority for allocation of places is as follows:

- Siblings of children in the Nursery or School
- Full time placements
- In order of registration

### Kindergarten

- Nursery children make regular visits to Kindergarten in the summer term following their 3<sup>rd</sup> birthday.
  1. Parents are asked in the spring term by formal letter from the Headmistress whether they wish a place in KG and if so, details of what sessions they require. To secure a place they must reply in writing.
  2. Should a session be over subscribed places are awarded in the following priority:
    1. children with siblings in the school
    2. children wishing a full time place
    3. order of application

### Reception

- Kindergarten parents are formally asked their intentions in the spring term with regard to transferring to Reception
- **Should Reception be over subscribed** priority will be given as follows:
  1. children with siblings in the school
  2. order of application

### SCHOOL

The School is broadly selective and caters for a wide range of abilities. All admissions are in line with the School's Equal Opportunities Policy. Prospective pupils are tested in the ways outlined below to ensure that they will cope with the curriculum the school offers.

The School, centred on a listed building, is on a steeply sloping site and much of the access to and between areas is by steps and stairs. The School does not discriminate on grounds of disability but physical access to much of the school means that it is not suitable for those with certain disabilities.

Parents wishing their child to enter the school directly shall complete an application form (included in the Prospectus) and pay the £50.00 application fee.

### **FOR DIRECT ENTRY TO KINDERGARTEN, RECEPTION, YEARS 1, 2, 3 & 4**

Applications from children not already at Dodderhill are welcome at any time

- They will be invited to attend for a Taster Day with their class.
- Comments on their suitability for the school will be passed to the Head
- Parents are given feedback by letter and
  - Offered a place OR
  - Invited back because of concerns e.g. failure to follow the work of the class or difficulties noted in reading, spelling, or mathematics

### **ENTRY TO YEARS 5 - 9**

- Girls are invited for a Taster Day
- Entry tests are arranged for early February (Scholarship session) *or to* suit individual families
- Except for girls transferring from GSA schools due to relocation all girls take
  - tests in English and mathematics appropriate to their age;
  - a verbal reasoning test
  - an interview with the Head
- Places are offered to all girls
  - who will benefit from the small group, individualised education provided
  - who are deemed able to participate fully in the GCSE programme (9 – 10 subjects)
  - who show commitment to the extra curricular life of the school
- Where a year group is oversubscribed places are allocated as follows:
  1. Girls with sisters in the school
  2. Girls with the highest scores in the January entry tests (Y5 – Y9)

### **ACCEPTANCE OF A PLACE**

Having accepted a place and paid their deposit terms and conditions apply. Parents will then be kept informed of events and invited when appropriate. Children are welcome to attend for further familiarisation visits when convenient.

### **NEW PARENTS INFORMATION EVENING**

This is held in early July for the parents of all children from Kindergarten to Year 9 joining Dodderhill in September. Senior staff, governors and representatives of the Friends of the school attend this event.

Parents of children who joined the school during the year are also invited to this.

Information Packs with all relevant details and all forms for completion are distributed on that evening.

Parents meet their child's future form or class teacher and Learning Support teachers; Y7 forms are declared and our uniform supplier is present.