

**COGNITA**



# **North Bridge House** **Senior Hampstead**

## **Admissions Policy**

**September 2018**

### **1.0 Policy statement**

1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### **2.0 Enquiries**

2.1 All enquiries and applications should be made to the Admissions Officer. The Admissions Officer will ensure that you have all the information you need.

### **3.0 Visits**

3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Open days take place regularly and they are an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the The Admissions Officer to arrange this.

### **4.0 Registration**

4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### **5.0 Admission to North Bridge House Senior School**

5.1 Entry at Year 7

At eleven years of age, there is a three form entry into North Bridge House Senior School. Applicants should have reached the age of eleven before 1 September in the year of entry. North Bridge House Senior School expects that prospective pupils should demonstrate, as far as can be determined from entrance procedures, potential to achieve at least 8-9 good GCSE passes, graded at A\*-C.

The pupil should have a satisfactory behaviour record from his or her current school as well as a suitable reference (requested by NBH) from the Headteacher. Consideration will be given to the most recent school reports. If appropriate, further information may be sought through additional communication with the Headteacher or SLT at the candidates' current school.

The pupil should present themselves positively and engagingly at interview, and the ability to interact socially in a productive and respectful manner.

5.2 Entry at Years 8, 9 and 10

There are a number of places available for entry at Years 8,9 and 10. The same assessment procedure and criteria are applicable.

### **6.0 Siblings**

Priority will be given to siblings but they will still be expected to meet the standard assessment criteria.

### 7.0 Senior School Assessment Process

7.1 There are regular opportunities for parents and prospective pupils to view the school at a range of Open Events during the year. The dates and times of these are published on our website. Bookings can be made by telephone or online.

7.2 Registration forms are available to download from our website or alternatively, can be requested in hard-copy from the Admissions Team. A non-refundable registration fee is then payable.

The deadline for Registration for Year 7 September entry is in December (the Admissions Team will confirm the exact date).

All registered candidates will be invited to attend an assessment day in January of the year of entry. There are a number of alternative dates and these will be published in the Autumn term of the previous year.

7.3 The assessment day will comprise:

- Group interview with Headteacher or Deputy Head – 30 minutes
- Maths assessment – 45 minutes
- English assessment – 45 minutes

For further details on the assessment papers, and for sample questions, please contact the Admissions Team.

### 8.0 References

North Bridge House aims to educate students who have a commitment to their work and will benefit from the structures operating at the school. For the benefit of all students at North Bridge House, those who have poor attendance, behaviour or motivation record will not be considered for a place. A reference for each student seeking admission be sought from the current school. This will be in the format of a questionnaire that will be simple for the school to complete but will give specific information enabling North Bridge House to make judgments.

### 9.0 Previous Achievement

The previous overall achievement of each student will be taken into consideration. Educational attainment data will be reviewed and parents are asked to fill in the application form with details of school activities, hobbies, sports clubs and achievements etc.

### 10.0 Interview

We know that some students at a very young age do not necessarily shine in written examinations and therefore we place great emphasis on the personal interview. Each applicant will be invited into North Bridge House for a meeting with one of our senior staff. This will be an opportunity for students to share their strengths whilst undertaking some practical tasks. It is important for all candidates to perform well in the interview process as we consider it of equal importance to the written papers.

### 11.0 Taster days

11.1 We offer Taster Days as an opportunity for children to visit their proposed year group and participate in lessons and activities throughout the day.

### 12.0 Transition through year groups

12.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year

groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### 13.0 Allocation of places

13.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:

- Performance in entrance exam
- Results obtained in standardised tests
- School reference
- Siblings in the school (provided academic criteria are met)

### 14.0 Offer

14.1 The parents of each applicant will be informed within a week of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

On offer of a place, parents will be requested to complete the attached acceptance form, and return it with a deposit of £2,000 (for further information on the Terms and Conditions of the deposit, please check our Parent Contract). In the event of a parent not disclosing the correct or accurate information, we reserve the right to withdraw the offer at any time. Once a place has been accepted, please do be aware that we require 1 full term's notice if you do not intend to take the place. Any withdrawal notices that we receive after this time may incur liability of fees in lieu.

Parents of children who accepted places will be invited in for tea with the Head Teacher as part of a small group in the Spring Term. This is a wonderful opportunity to speak to the Head Teacher and meet other parents new to the school. Pupils who are offered places will be invited to visit the school in the Summer term. We will also hold an evening for new parents to discuss the transition from junior to secondary school.

### 15.0 Waiting list

15.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

### 16.0 Equality

16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.

16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### 17.0 False information

17.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### 18.0 Overseas pupils/Pupils with English as an additional language

## Admissions Policy

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- 18.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.
- 18.2 Overseas students may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.
- 18.3 Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### **19.0 Special educational needs and disabilities**

- 19.1 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **20.0 Admissions Register**

- 20.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

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England	Yes
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