



## Admissions Policy

This policy sets out the criteria for admission to Haberdashers' Monmouth Schools (HMS). HMS consists of Monmouth School for Boys (MB), Monmouth School for Girls (MG) and Monmouth Prep School (MPS). In addition, it offers guidance for parents whose children have special educational needs.

Monmouth School Prep has its own Admissions Policy shown at Appendix 1.

This policy should be read in conjunction with guidelines and criteria for scholarships and bursaries, Learning Support Policy, Guardianship Policy and Agreement and Equality Policy

The school aims to identify and admit children who will benefit from an education at the school and who will contribute and benefit from the ethos and activities of our school community, so that there is every chance that they will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded adult.

Full details concerning scholarships and bursaries are available on the website under Admissions, in the annual Information Booklet within the prospectus, and from the Admissions Office.

### Responsibilities

- The Governors have delegated responsibility for admissions to the Heads who are responsible for setting and reviewing the Admissions Policy and for all decisions on admissions, scholarships and bursaries, advised by the Foundation Bursar.
- The Admissions Team are responsible to the Heads for the administrative matters relating to admission at Haberdashers' Monmouth Schools MB, MG and MPS.
- The Foundation Bursar is responsible to the Heads for the administration of bursaries and for the setting of the level of scholarship funds.

### Admissions Criteria

Admission to Haberdashers' Monmouth Schools depends upon a prospective pupil meeting the criteria required to maintain, and if possible, improve the educational and general standards for all of its pupils, commensurate with the school's ethos and aims.

The school's criteria for admissions are;

- for external applicants, the prospective pupils achieve a satisfactory mark in the MPS assessment or the senior schools' entrance examinations and for Sixth Form entry, achieving the required grades at GCSE (see below). In line with the Equality Act 2010, an individual's economic status, race, ethnicity, sexual orientation, religious beliefs or disability do not form part of this selection process;
- for external applicants, an interview to satisfy the Heads and/or Director of Sixth Form that they can cope with the general pace of learning at the schools and a positive confidential reference from the applicant's present school; and
- that prospective pupils, in the judgement of the Heads and/or Director of Sixth Form, shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on

- offer at the schools;
- that the schools are able to meet the needs of a prospective pupil without impairing the education of other pupils;
- that there are sufficient vacancies in the appropriate year group or boarding house.

### **Registration prior to academic assessment**

Parents are required to fill in a registration form and pay a non-returnable registration fee (currently £150 for MB and MG EEA residents and £250 for non-EEA residents. MPS Years 3-6 pay £150 and Nursery to Year 2 pay £75. Completion of the registration form does not constitute the offer of a place.

Senior School Admissions Process Applications for places are accepted for all ages and at any time during the academic year, although generally pupils are not admitted into Year 11, which is mid-way through a GCSE course and into Year 13 for the second year of A levels. Although theoretically it is possible to change schools during the public examination course, it is found that in reality, it is rarely possible to match syllabuses. In such cases it is recommended re-starting the GCSE or A level course even if this does mean going back a year.

Offers of a place are according to performance in the following process; interview (where possible) and a satisfactory report from the previous school:

- **Entry into Year 7:** Applicants will be required to sit an entry examination usually taken in the January of the proposed year of entry. Applicants will be assessed in English, Mathematics, non-verbal and verbal reasoning.
- **Entry into Year 9,** will choose one of three methods of entry:
  1. Scholarship examinations which are held in January and open to pupils from preparatory and maintained schools (and to our current Year 8 pupils). Candidates sit papers in English and Maths and have an interview with the Head or Deputy Head Academic.
  2. Common Entrance/Prep School Baccalaureate examinations are held at the beginning of June for those pupils from preparatory schools who do not choose to sit the Scholarship. It is also possible to take the ISEB Common Pre-Test when the candidate is in Year 6 or Year 7 in order to secure a deferred place.
  3. 13+ Examinations are for those from maintained schools and independent schools not preparing for Common Entrance examinations. Candidates sit papers in English and Maths in January.
- **Entry into the Sixth Form, Year 12:** Applicants will be interviewed by the Heads and Director of Sixth Form and a report will be requested from their current school. Applicants must choose one of two methods of entry to the sixth form:
  1. Sixth Form Scholarship examinations, held in November, via three written papers and a personal statement (subject to change).
  2. A satisfactory interview and report with at least five x 9-6 grades, (A\* to B equivalent) at GCSE

It is expected that all students should gain a 7 or above in the subjects that they wish to study at A level, although we would consider each application on an individual basis.

- Applicants at other stages, such as to Year 8 and 10, will attend an interview and sit entry examinations in English, Maths and if relevant a modern language.

All pupils not resident in the United Kingdom will need to fulfil the visa requirements and procedures set down by United Kingdom Visas and Immigration. In addition, a 'taster day' is recommended, at school and

in boarding if relevant, forms part of the process before a decision is made.

Wherever possible all overseas pupils will be interviewed online or in person by a senior member of staff. Overseas pupils must nominate a Guardian in the UK (please refer to Guardian Policy).

### **General Issues**

As a result of the family atmosphere of the school, the school tries to provide places for siblings wherever possible. However, early registration of siblings is strongly recommended as places cannot be guaranteed without it.

The schools are academically selective and they reserve the right to refuse entry to those pupils who may find it difficult to flourish. HMS students who do not achieve the entry requirement of five grade 6 equivalents in their GCSE examinations will not be admitted to the sixth form, unless the relevant Head considers that they are capable of taking A level courses successfully. If there are concerns about a student fulfilling these entry requirements, this will be discussed with the pupil and parents prior to results day. Where the School requires a student to leave HMS because of their GCSE results, no fees in lieu of notice will be charged.

### **Overseas Admissions Procedure**

Short-term placements: In some instances, a pupil may wish to attend one of the HMS schools temporarily for up to one academic year. Under these circumstances, an interview will be conducted for all applicants alongside entrance assessments in English and Maths, regardless of length of stay.

Overseas pupils who wish to study the One Year Sixth Form Foundation Course will be asked to complete entrance tests at the appropriate level and will be subject to admissions criteria set out in this policy.

### **Acceptance of a Place**

Parents who have been offered a place are asked to confirm their acceptance by returning their signed acceptance form usually within two weeks of the offer date or the deadline set by the school.

A deposit (the current rate is shown on the school's website) is also required, which is then held for adjustment against the final term's fees. In 2022-2023, this is £200 for day pupils, £500 for UK residing boarders and a term's boarding fee for a boarder whose parents live overseas.

A deposit at MPS will be held when a pupil moves schools and returned only when the pupil leaves the Haberdashers' Monmouth Schools. No further deposit will be requested when a Pre-Prep or Prep pupil moves within the Haberdashers' Monmouth Schools and a deposit has already been paid. This deposit will be kept on account until the pupil leaves the family of Haberdashers' Monmouth Schools.

If the school, for any reason, is unable to finally accept the pupil, then the deposit will be returned in full.

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

The schools are inclusive and welcome applicants with disabilities and special educational needs. The schools currently have limited facilities for the disabled but will do all that is reasonable to comply with its responsibilities under the Equality Act 2010 to accommodate the needs of applicants who have disabilities and special educational needs for which, with reasonable adjustments, the schools can cater adequately.

In order for the schools to consider what reasonable adjustments it may need to make for each individual applicant, full disclosure by parents or guardians of any medical reports, educational psychology or psychiatric assessments, or any other relevant information, in advance of any application is essential. In cases of doubt, the parents should consult the schools well in advance of any application. If they wish, they can request the pupil's current school to undertake the consultation on their behalf. The schools need this

information so that reasonable adjustments can be made for the applicant both during the admissions process and later as a pupil should the offer of a place be made and accepted.

Failure to disclose relevant information of which parents are already aware could result in the termination of the admissions process or, if a place has been offered and accepted, termination of the contract. If, after accepting the offer of a place, parents become aware or suspect that the pupil has a special educational need or disability, they must provide the schools with copies of all written reports and other relevant information and the schools will consult with the parents about adjustments which can reasonably be made in order to allow the pupil to continue at the schools.

Provision of learning support lessons warrants an additional charge.

### **Appeals**

Any appeal with regard to admission should be made in writing to the Head in the first instance.

This policy will be reviewed annually or according to statutory change or a decision by the Governing Body to change the admissions procedures or the nature of scholarships and bursaries.



## Monmouth Prep School

A Haberdashers' School

- **Entry to Years 3-6:** Applications may be made at any age and time during the academic year if places are available.
  1. Parents are advised to visit the school to satisfy themselves that the school is reasonably equipped to meet the needs of the child.
  2. Prospective pupils are recommended to spend a day in an appropriate class in order to get to know their peer group by working and socialising alongside them during a normal school day. They will also spend a short time with the Head or Deputy Head during which they will undergo appropriate assessment. It primarily constitutes assessment of numeracy and literacy though certain aspects of the assessment involve the use of reasoning and logic to help ascertain potential. The purpose of the assessment is to ensure that the school can meet the learning needs of the pupil and that parents are given the best advice as to whether their child is likely to pass on to the senior school.
- **Admissions into Year 5 and Year 6** are designed to ensure likely transition into the senior school, unless specific alternative educational plans are in place.

It is assumed that pupils currently attending MPS will automatically progress to the senior schools, subject to them meeting the required standards of behaviour and progress.

The school must be reasonably sure that it will be able to educate and develop the prospective pupil to achieve their full potential, in line with the general standards achieved by the pupils' peers, thus providing the opportunity to have a complete, happy and successful school experience at MPS.

### Responsibility:

- The Head is responsible for setting and reviewing the Admissions Policy
- The School Administrator is responsible to the Head for administrative matters pertaining to admission to the school.

### Admissions Criteria:

The school's criteria for admissions are:

- The school is not academically selective in Nursery to Year 2 although the Head reserves the right to refuse entry to those children that they consider to be unable to fully access the learning on offer.
- The school is academically selective in Years 3 to 6.
- that in line with the *Equality Act amended 2010*, an individual's economic status, race, ethnicity, sexual orientation, religious beliefs, and disability do not form part of the selection process;
- that a prospective pupil, in the judgement of the Head shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at the school;
- that the school is able to meet the needs of a prospective pupil without impairing the education of other pupils;
- that there are sufficient vacancies in the appropriate year-group.

## Entry Points

The usual points of entry are into our Nursery or into our Reception and Year 3 classes, although children may be invited to join Year 1 and Year 2, Year 4, 5 and 6 if there are spaces available.

### Nursery:

- Children will be considered for admission to the Nursery in the half term of their 3rd birthday. Admission is non-selective. Nursery pupils must attend for a minimum of 4 sessions per week. (A session constitutes a morning or afternoon, both of which are 3 hours)
- Children are expected to be fully toilet trained before commencing their time in the Nursery.
- Nursery children will be under the care of the Nursery Leader, an HLTA and a fully qualified Nursery Nurse. Overall responsibility for the setting lies with the Head.

### Reception to Year 2

- Children applying to join the school into our Reception classes are advised to register their child at their earliest opportunity, as competition for places is high.
- Children applying to join Year 1 or 2 will be offered a place if one is available, following a taster session or sessions (to include some informal academic assessments) and a satisfactory report from their previous school.
- Children wishing to move from the Nursery to the School must still register for, be offered and accept a place in Reception, although no additional fee is required.
- **Entry to Years 3-6:** Applications may be made at any age and time during the academic year if places are available.
- Parents are advised to visit the school to satisfy themselves that the school is reasonably equipped to meet the needs of the child.
- Prospective pupils are recommended to spend a day in an appropriate class in order to get to know their peer group by working and socialising alongside them during a normal school day. They will also spend a short time with the Head or Deputy Head during which they will undergo appropriate assessment. It primarily constitutes assessment of numeracy and literacy though certain aspects of the assessment involve the use of reasoning and logic to help ascertain potential. The purpose of the assessment is to ensure that the school can meet the learning needs of the pupil and that parents are given the best advice as to whether their child is likely to pass on to the senior school.
- Admissions into Year 5 and Year 6 are designed to ensure likely transition into the senior school, unless specific alternative educational plans are in place.

It is assumed that pupils currently attending MPS will automatically progress to the senior schools, subject to them meeting the required standards of behaviour and progress.

## Registration

Prior to academic assessment, parents are required to fill in a registration form and pay a non-returnable registration fee. Registrations are accepted by post, e-mail and in person. Prospective parents are welcome to visit the school by appointment, or by attending a school Open Day, where registration packs will be provided. Places are allocated on a first come, first served basis. When all of the available places have been allocated a waiting list will come into operation. If the waiting list reaches capacity, no further registration fees will be accepted from parents.

Completion of the Registration Form does not constitute the offer of a place.

*Offers of place are made according to performance in the following process and a satisfactory report from the previous school where possible:*

### **Admissions Process**

If places are available, pupils may enter at any age and time during the academic year.

On completion of a registration form and payment of the required registration fee, pupils will be registered for entry at a particular date.

Available places are offered irrespective of race, ethnic group, disability and religion, although parents are advised to visit the school to satisfy themselves that the school is reasonably equipped to meet the needs of the child.

Due to the family atmosphere of the school, the school tries to provide places for siblings, wherever possible. However, early registration of siblings is strongly recommended as places cannot be guaranteed without it.

For entrance into the school, children spend a day (where possible) in an appropriate class in order to get to know their peer group by working and socialising alongside them during a normal school day. The purpose of this is to ensure that the school can meet the learning needs of the child and that parents are given the best advice as to whether their child is likely to gain entrance to MPS.

### **Acceptance of a Place**

Parents who have been offered a place are asked to confirm their acceptance by returning their signed Acceptance form usually within two weeks of the offer date or by a deadline set by the school.

An acceptance deposit (the current rate is shown on the school's website) is also required, which will be retained in the general funds of the school until the pupil leaves.

### **Appeals**

Any appeal with regard to admission should be made in writing to the Head in the first instance.

### **Disclosure**

In order for the school to consider what reasonable adjustments it may need to make for each individual pupil, full disclosure by parents or guardians of any medical reports, educational psychology or psychiatric assessments, or any other relevant information, in advance of any application is essential. In cases of doubt, the parents should consult the school well in advance of any application. If they wish, they can request the pupil's current school to undertake the consultation on their behalf.

In the event of the parents disclosing relevant information (of which they are already aware) after accepting a place, or being discovered to have deliberately withheld such information at any stage during or after the admissions process, and the school is unable to make reasonable adjustments to cater for the pupil, the School reserves the right to withdraw the offer of the place or, if the pupil has already joined the school, to ask the parents to withdraw their child.

This policy will be reviewed annually or according to statutory change or a decision by the Governing Body to change the admissions procedures.