



## **Pupil Admissions Policy**

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## **Introduction**

This policy informs prospective parents about Edge Grove's registration, assessment and admission arrangements to ensure a fair and equitable process of pupil enrolment.

## **Equality and Inclusion**

Edge Grove does not discriminate against gender (sex), race, creed (religion), colour, nationality, national or ethnic origin and any other protected characteristics..

## **Edge Grove Admissions Department**

Edge Grove's Director of Marketing and Admissions, Pippa Hopkins, oversees all aspects of pupil admissions; she and her team will assist and guide you through the admissions process. You can contact them on [admissions@edgegrove.com](mailto:admissions@edgegrove.com) or 01923 855724 (Extension 221).

## **Website**

[www.edgegrove.com](http://www.edgegrove.com) hopefully provides you with all of the information you need as a prospective parent including our School Mission, Values and all aspects of our educational provision.

## **Open Mornings**

Most prospective parents initially visit Edge Grove at one of our termly Open Mornings. These provide you with an opportunity to

- Tour the School with senior pupils;
- Meet the Head and other staff;
- Chat informally to other members of the Edge Grove community;
- Get a feel of what makes Edge Grove the special place that it is.

More details about our Open Mornings are available on [www.edgegrove.com](http://www.edgegrove.com) and on our social media platforms.

If you would like to attend an Open Morning, please register your interest either by completing the a booking form on [www.edgegrove.com](http://www.edgegrove.com) or by contacting [admissions@edgegrove.com](mailto:admissions@edgegrove.com).

Following Open Morning, you may wish to arrange an Individual Visit.

## **Individual Visits**

If you would like to meet the Head and then tour the School on an Individual Visit, please contact [admissions@edgegrove.com](mailto:admissions@edgegrove.com). Please bring copies of your child's latest school reports so that we can learn more about your child in their current setting.

## **2+ / 3+ Entry into Edge Grove Nursery**

Most children join the Edge Grove Nursery shortly before or immediately after their third birthday. We ask that they are toilet-trained and ready for a full morning or a full day of structured and stimulating activities without the need to take a nap. For more information about our Early Years Foundation stage provision, please read the School's Early Years Foundation Stage Policy.

We write to parents of our Nursery pupils during the Autumn Term offering prioritised Reception places for the following September.

## **4+ Entry into Edge Grove Reception**

This is the second most popular admission point into Edge Grove, and we warmly welcome children from local Nursery settings to join our Nursery children.

## **Pupils from External Nurseries**

From September prior to admission, parents of children from external Nurseries apply for the places that remain.

## **Assessments**

Assessments may be **Individual** or in a **Group** depending on the age of the child and the time of year they are applying to the School.

### **Assessment for Nursery (3+) Entry**

When a family has visited the Nursery and completed a Registration Form, we then invite you to bring your child in for a light touch “assessment” to determine if Edge Grove Nursery is the right setting for them. Group assessment sessions (maximum 5 children per group) take place during the Spring Term ahead of a September start. Later assessments may be possible if there are still places remaining, and individual assessments are available if families are unable to attend on the advertised group assessment dates.

Children participate in a range of age-appropriate activities aligned to the Early Learning Goals, supervised by our experienced Early Years staff. The School also offers induction sessions for your child during the term before starting at the Edge Grove Nursery.

It may be possible to join the Nursery at other times during the year subject to availability.

### **Assessment for Reception (4+) Entry**

#### **Group Assessments**

Group Assessments for entry into Reception are usually held in late September of the year preceding entry to Edge Grove, in our Reception classrooms on the main School site. During the course of the session, children enjoy a range of play-based activities under the supervision of our Early Years team.

#### **Individual Assessment**

If you are unable to attend one of our Group Assessment Days, one-to-one or small group sessions may be arranged at a similar time. These assessments may take place either in our Junior Department or at Edge Grove Nursery.

#### **Assessment Content**

##### **Assessments for Entry into Nursery and Reception**

The Assistant Head (Junior), Head of Early Years and other highly-experienced and qualified Junior Department staff assess your child against the following Early Years Foundation Stage Areas of Learning:

- Communication and language;
- Physical development;
- Personal, social and emotional development;
- Literacy;
- Mathematics;
- Understanding the world;
- Expressive arts and design.

No special preparation is necessary for these assessments.

For external candidates, the School also requests a report from your child’s current nursery to help us fully understand your child and their suitability for a place in Edge Grove Reception.

##### **Assessments for Entry into Years 1 to 6**

The Admissions Team invites your child to attend an Assessment Day subject to the availability of places. Their Form Teacher and/or buddy for the morning (Year 1) or day (from Year 2) will meet them

and take them to the classroom. They will attend all activities during the day. We will observe your child's confidence and independence throughout the day, feeding back our findings to you either on the day or the following day.

We will also conduct age-appropriate, low-level assessments to check their compatibility with our curriculum. These include verbal, quantitative and non-verbal reasoning, age-standardised assessments and age-appropriate reading and writing tasks. We will also ask to see a copy of a child's most recent school report and will request a reference from the child's current school.

### **Assessments for Entry into Year 7**

Year 7 is an excellent time to join Edge Grove; there are typically between 25 and 30 pupils in Years 7 and 8 when we prepare pupils for 13+ transfer to a range of academically selective 13+ day and boarding schools. We provide academic support to make up any knowledge shortfall in subjects such as French and Latin and prepare pupils for assessments, examinations and interviews. Assessments are as for Year 1 to Year 6 pupils, but also include an informal interview.

### **Mid-Year Admissions**

Most pupils join us in September at the beginning of the academic year, but many others have successfully joined mid-year, as spaces become available. Our view is that if you are going to join us, you may as well join us sooner rather than later!

### **Individual Needs**

Edge Grove is a preparatory school and our aim is for our pupils to reach the academic, co-curricular and pastoral standards necessary for successful transition to a wide range of academically selective senior schools. In order to meet senior school admissions criteria, Edge Grove accelerates academic progress; the middle-ability Edge Grove pupil has a learning ability about one and half years ahead of the national average. We hold admissions assessments for all prospective pupils to ensure that they will enjoy the School's educational pace, variety and challenge.

Edge Grove welcomes pupils with special educational needs or disabilities, providing that our Learning Support Department can offer the support they require and our site can accommodate their needs. It is really important that you are open and transparent about your child's individual learning or pastoral needs. Please advise as early as possible, and before registering for a place, about any special educational needs, learning difficulties, physical needs and/or disabilities and/or language needs. Please also supply a copy of any Educational Psychologist and/or medical reports in support of your child's application, as well as information from your child's current school about any additional support they are receiving, so that we can liaise with the School's pastoral and Learning Support Departments prior to your visit and discuss the adjustments that can reasonably be made for the child.

The School will carefully consider the applications of prospective pupils with individual needs and make reasonable adjustments to ensure that your child can access the School's educational provision if we judge that they will be able to fully access all aspects of our academic, co-curricular and pastoral programme.

We are aware that not all pupils develop at the same rate, and so we pastorally support pupils to develop child-centred educational independence as young as possible and offer additional Learning Support or Gifted and Talented support through the Ignite programme to enhance pupil progress. The School cannot, however, guarantee that all pupils will achieve the results needed to progress to their chosen senior schools.

Further information is available in our Special Educational Needs Policy.

### **Out of Year Applications**

Only in very exceptional circumstances will we permit pupils to join Edge Grove out of year.

### **Siblings**

The School does not guarantee admission to siblings of present pupils. It is the responsibility of parents to register all children as early as possible. In the interests of fairness to all parents, the School does not offer sibling discounts.

### **Registering your Child**

Please register your child and any younger siblings as soon as possible after the Open Morning or Individual Visit. Registration Forms are available to download from [www.edgegrove.com](http://www.edgegrove.com) or our Admissions Team can send these to you.

Please complete a Pupil Registration Form and pay by bank transfer the non-refundable registration fee of £100.

### **Payment Details**

Barclays Bank  
Account Name: Edge Grove School Trust Ltd  
Account number: 00355097  
Sort Code: 20-05-03  
IBAN: GB32 BARC 2005 0300 3550 97  
SWIFTBIC: BARCGB22

### **Receiving an Offer of a Place for your child**

The Admissions Team will usually either give an offer letter to you on the day of assessment or email it to you within 24 hours of the Assessment Day. In occasional cases, this may take slightly longer. You will have **two weeks** to respond.

### **Offers of Places into Reception**

We offer places in the following order:

1. Nursery pupils who meet the assessment criteria;
2. Siblings of current Edge Grove pupils who meet the assessment criteria;
3. Children from external nurseries in order of their assessment performance.

### **Later Assessments**

The School reserves the right to offer other Assessment Days in the Lent and Summer Terms.

### **Pupils who do not yet meet the assessment criteria**

The School recognises that children assessed at this age are very young and that they might not yet be able to demonstrate their true potential. The School's decision at this stage is final.

### **Accepting the Offer of a Place for your Child**

When a firm offer is made in writing, we invite parents to complete an Acceptance Form to confirm acceptance of the place and of the School's Terms and Conditions, and to pay a deposit (£2000) to secure this place. This deposit is non-refundable in the event that the child does not subsequently take up the place. £1000 of this deposit will go towards the first term's fees and the other £1000 will be held in the pupil's account until the child has left the School and then refunded in accordance with Edge Grove Terms & Conditions (Clause 2(b), 2(c) and 2(d)).

### **Declining the Offer of a Place for your Child**

Edge Grove reserves the right to offer your child's place to another child once the acceptance deadline has passed.

## **Waiting Lists**

We operate a waiting list for most year groups. When a space becomes available we will contact parents who have a child who has already been assessed and is waiting for a place to become available (Reception) or who have already registered with Edge Grove to discuss the next stages of assessment and admission. There is no guarantee that a place for a child on the waiting list will become available.

## **Bursaries**

Edge Grove offers a limited number of means-tested bursaries. Requests for financial support usually fall into two categories:

- New applicants to the School (in Year 3 or above), where parents/guardians are unable to fully fund the tuition fees;
- Existing pupils where a significant change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Please refer to the School's Bursary Policy for more details.

## **Admissions Decisions**

The Governors delegate the Admissions process and policy to the Head and his staff, whose decisions are final. The School is not obliged to state reasons for not offering a place to an applicant and the School does not accept responsibility for the administrative errors of parents or guardians. Acceptance of an offer is an agreement to the School's Terms and Conditions, which the Admissions Department issues with offer letters.

END

# The Edge Grove Admissions Process



## ENQUIRE

- Contact our Admissions Department via telephone or email, or make an enquiry via our website [www.edgegrove.com](http://www.edgegrove.com)



## VISIT

- Choose an individual visit or attend one of our termly Open Mornings
- Meet with the Head and other staff
- Tour the School and Nursery



## REGISTER

- Register for a place by completing our Registration Form and paying the £100 Registration Fee



## ASSESS

- Your child will come for either a Taster or Assessment Day / Sessions depending on age / time of year
- If successful, you will receive an offer shortly afterwards



## OFFER

- Accept our offer and pay the £2000 deposit
- Attend Induction and other events before starting your Edge Grove journey!