



Admissions Policy

November 2023

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Introduction

This policy informs prospective parents about the registration, assessment and admission arrangements that Edge Grove has in place 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, or any other protected characteristics.

Edge Grove Admissions Department

Edge Grove's Admissions Lead, Pippa Hopkins (Director of Marketing and Admissions), oversees all aspects of pupil admissions; she and her team will assist and guide you should you need help. Please contact them via email admissions@edgegrove.com or on 01923 855724 (extension 221).

Website

Our website www.edgegrove.com provides prospective parents with information on our School Mission, Values and all aspects of our educational provision, which we recommend you explore.

Open Mornings

Most prospective parents first 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.

More details about our Open Mornings are available on www.edgegrove.com and on our social media channels.

If you would like to attend an Open Morning, please register your interest either by completing the form on www.edgegrove.com or by contacting admissions@edgegrove.com.

Following Open Morning, you may wish to arrange an Individual Visit if you would like to see more of the School and Nursery.

Individual Visits

If you would like to meet the Head and tour the School and Nursery on an Individual Visit, please contact admissions@edgegrove.com. Please bring copies of your child's school reports (where applicable) over the previous four terms so that we can assess their academic profile.

Admission Points

3+ Entry into Edge Grove Nursery

Most children who join Edge Grove join in our Nursery, which we believe offers the very best start to an Edge Grove education from the age of 3. Our specialist and highly-qualified teachers and assistants provide excellent preparation for a successful Edge Grove education in a bespoke setting, designed around the needs of Early Years Foundation Stage children.

4+ Entry into Edge Grove Reception

This is the second most popular admission point into Edge Grove.

Edge Grove Nursery Pupils

We write to parents of current Nursery pupils during the Autumn Term, regarding Reception places for the following year. In the majority of cases, pupils from Edge Grove Nursery receive an offer of a place in Reception at this point.

Pupils from External Nurseries

From September prior to admission, parents of children from external Nurseries apply for the places that remain. Assessments may be **Individual** or in a **Group**

Assessment.:

7+ Entry into Year 3 (Start of Key Stage 3)

Where places become available, Year 3 is a further popular admission point for pupils who would like to join the Edge Grove community at the end of Key Stage 2.

10+ Entry into Year 6

Where spaces are available, this is the start of our Senior Department education and is a logical time to join the School for preparation for both 11+ and 13+ senior schools.

11+ Entry into Year 7

This is another popular entry point for pupils transferring from 11+ schools and who would like to enjoy our two-year enrichment programme in preparation for 13+ senior schools.

12+ Entry into Year 8

If you would like to discuss admission into Year 8, please contact our Admissions Department for a more detailed discussion.

Assessments

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. This session takes place during the Spring Term ahead of a September start. Later assessments may be possible if there are still places remaining.

Children, either individually or in small groups of max. 4 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 day 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.

Assessments for Entry into Year 8

Occasionally, when places are available, boys and girls join us in Year 8. Although halfway through the Year 7 and 8 curriculum, we have successfully guided pupils through to 13+ senior schools. Assessments are as for Year 7 pupils above.

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

It is really important that you are open and transparent about your child's individual learning or pastoral needs. The middle-ability Edge Grove pupil has a learning ability about one and half years ahead of the national average. Please advise as early as possible about any special educational needs, learning difficulties, physical needs and/or disabilities and/or language needs, providing a copy of any Educational Psychologist and/or medical reports in support of your child's application, so that we can liaise with the School's pastoral and Learning Support Departments prior to your visit. 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.

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 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.

The Edge Grove Admissions Process



ENQUIRE

- Contact our Admissions Department via telephone or email, or make an enquiry via our website 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!