



Edge Grove School Admissions Policy

for the whole School including EYFS

Policy reviewed by	DOMA
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SLT Review Period	Annual
Next SLT Review Date Due	September 2027
Governor Review Period	Triennial
Governing Committee	FGB
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School Overview

Edge Grove School is a co-educational independent school for ages 3 to 13 years. The school has day pupils only and is divided into three sections; Junior Department (Pre-School to Year 2), Middle (Years 3-6), Seniors (Years 7-8).

Edge Grove Admissions Department

Edge Grove's Admissions Lead, Julia Gaine (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.

General Information

The aim of our admissions process is to ensure that the school has a coeducation balance of as close to 50/50 as possible. Pupils who join the school are encouraged to stay at Edge Grove until the end of Year 8.

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.

- This Admissions Policy sets out the procedures, criteria and timeline by which Edge Grove will accept students, ensuring fairness, transparency and a high-quality fit between the pupil and the school.
- The policy applies to all prospective pupils applying for entry, whether at standard entry points or in-year admissions.

Equal Treatment

Edge Grove's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Edge Grove is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

The Entry Procedure

Step One- Visiting

Prospective parents are advised to visit the school. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We usually hold a number of open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the admissions department at admissions@edgegrove.com

Step Two - Registering

Applicants for admissions should register as soon as possible during the year preceding the desired year of admissions. The School's registration form is available on the schools website and from the admissions team. Completion of a registration form does not automatically guarantee a place.

The registration form should include:

- Pupil's personal details and date of birth
- Name of most recent school

- Any relevant medical, learning support or special educational needs information
- Names of siblings currently at the school (if applicable)
- Parental contact and address details

If parents have responsibility under other legal arrangements (e.g. guardianship), they should disclose that on registration.

After completion of the Pupil Registration Form, the non-refundable registration fee of £120 is payable by bank transfer via the link provided in the letter. T

Step Three - Taster Session/Assessment

Once a child is registered, their name is added to the list for their age group. If a space is available, we will invite the child to attend the school for at least one day. Please forward the child's most recent school report, a school reference, or any relevant educational reports to the Admissions team. The school reserves the right to verify all information, and any false or misleading details may result in withdrawal of an offer.

Pre-School (3+) Assessment

After visiting and completing a registration form, children are invited for a short, informal assessment to see if Edge Grove Pre-School is the right fit. This session takes place during the Spring Term ahead of a September start. Later assessments may be possible if there are still places remaining. They take part in age-appropriate activities, either individually or in small groups, supervised by our experienced Early Years staff. Induction sessions are also offered during the term before starting. Pre-School places may be available at other times during the year, with one-to-one or small group assessments arranged for mid-year starters depending on availability.

Reception (4+) Assessment

Group assessments for Reception entry are usually held in late September of the year before entry, in our Reception classrooms. Children enjoy a variety of play-based activities under the supervision of our Early Years team. If spaces remain, a further Assessment Morning may be offered later in the Autumn Term.

Individual Assessments

If you cannot attend a Group Assessment Day, one-to-one or small group sessions can be arranged at a similar time, either in the Junior Department or the Pre-School.

Assessments for Entry into Pre-School 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 Pre-School to help us fully understand your child and their suitability for a place in Edge Grove Reception.

In Year Admissions Year 1 -6

Occasionally places become available in Year 1 to 6. Please contact the Admissions Department for further information.

The Admissions Team will invite your child to attend an Assessment Morning / 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 their time at School. 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.

7+ Entry into Year 3 (Start of Upper Key Stage 2)

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

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. 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 may also include an informal interview.

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. 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.

Step Four: Offer or Non Offer

Based on all of the information gathered and outlined in this policy, the Head teacher plus other members of the SLT will decide whether to offer a place or not. The Admissions Team will usually either give an offer letter to you on the day of assessment or email it to you, usually within 24 hours of the Assessment Day. In occasional cases, this may take slightly longer. You will usually have **two weeks** to respond to any offer we make.

The School reserves the right to invite children back for further assessment days should the initial visit have been inconclusive.

Step Five: Deposits and Onboarding

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 and Conditions, which are available to view on our website or by request from the School Office. Acceptance of the terms and conditions of entry begins the legally binding contract between the school and the parents in respect of payment of fees and notice periods.

The Admissions Team will lead the parent/child through the onboarding process until the point of the child starting at the school when the parent's contact becomes the child's form tutor.

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.

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

The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) or equivalents. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will

discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

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.

Waiting Lists

We may operate a waiting list for a year group. 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

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

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents

Admissions Decisions

The Governors delegate the Admissions process and policy to the Head and School 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 Pre-School



REGISTER

- Register for a place by completing our Registration Form and paying the £120 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!