

ADMISSIONS POLICY

Introduction

Read School is a co-educational independent school for boys and girls from ages 4 to 18. The School has around 220 pupils, 20 of whom are boarders. Read is a school which has four separate but inter-linked schools within it: the Lower Junior School, the Upper Junior School, the Senior School and the Sixth Form. A school that seeks to educate children of such a broad age range must have careful regard to their educational development and whether it can fully meet their needs at all stages of that development. The purpose of this policy, therefore, is to set out in clear and unambiguous terms the basis on which pupils enter the School and may be expected to transfer to the next.

No part of Read School will admit any pupil if it believes it cannot adequately meet his or her educational needs. To do so would be to fail both the child and the parents and we put the educational interests of the child at the forefront of our selection process.

Visiting the School

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Read School. We usually hold a number of Open Days and 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 and arrange tours of the School at other times. Please contact the School's admissions secretary, Miss Julie Walker on 01757 618248 or email enquiries@readschool.co.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will advise of the alternative arrangements in place.

Admissions Procedures

Read School is not an academically selective school however we do have a selection process which is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Admission to the Senior School is offered following a visit, interview and the satisfactory completion of a taster days or provision of other suitable evidence of a pupil's ability or achievement. A report from the child's present school will be requested.

In Lower and Upper Junior School, an offer of a place will normally follow after a pupil has spent one or more taster days in school when social skills and academic potential will be assessed. Taster days are also recommended for pupils wishing to enter the Senior School.

Whilst the school may continue to admit pupils of a wide range of abilities and learning needs, the Head will not offer admission to a pupil who, in her opinion, will not be able to benefit from the opportunities in the school, or when a pupil's presence is likely to disturb the learning of other pupils in the school.

The usual points of entry are at Year 7, Year 9 and Year 12 or from Reception, and at Year 3 however the School may also have occasional places at other ages. Please contact the admissions secretary for details. Applicants for admission should register by Easter of the year preceding the desired year of admission. The School's Registration Form is available on the School's website and from the admissions secretary.

Transition between Key Stages

Most Read School pupils transition automatically between key stages however there may, on occasion, be pupils who may be causing concern. The following provision will be made for any pupils for whom concern is arising about the transition to the next part of the school:

- Timely expression of specific areas of concern
- Timely, documented and open discussions with parents with regard to the best educational interests of the child concerned.
- Consideration of strategies to be used to tackle any areas of concern for that child

Equal Treatment

Read School'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. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Read School is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Special Educational Needs

Read School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can 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 or physical or mental disabilities to discuss their child's needs with the School before [he/she] sits the entrance exam so that we can make adequate provision for [him/her]. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that [he/she] will be able to access the education offered and that we are able to ensure [his/her] health and safety, and the health and safety of others.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if [he/she] becomes a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

An extended taster period may be required for a child with additional needs before the offer of a place can be made and this is to ensure that the School can adequately meet his or her needs.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that [his/her] health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

Taster Days

The aim of the taster days offered by the School is to establish whether Read is a place where the pupil will thrive. Read School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are

many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

We interview all candidates of as part of our assessment process for each age group (apart from Reception).

References will be sought from the Head of a pupil's current school as part of the assessment process.

Sibling Policy

Most siblings join us at Read School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

Scholarships

Read School offers a small number of scholarships a year for excellence in:

- Academic subjects
- Music
- Sport

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a 25 per cent reduction in the fees throughout [his/her] time at Read School. In addition, music scholars are offered free tuition in musical instrument[s]. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same as registration of their child) for one of the School's means-tested bursaries described below.

Academic Scholarships

Candidates who apply for academic scholarships sit a separate entrance exam which are held in the Spring Term in the year of admission.

Scholarships are held for the duration of a pupil's time at the School, provided his/her conduct is satisfactory. A small number of further scholarships are offered to entrants to Year 12.

All candidates will be interviewed in addition to sitting papers in English, Maths and Verbal Reasoning, which are designed for their age group. No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of GCSE points, including grades 6 or above in the subjects proposed for study at AS and A2.

Music Scholarships

Candidates prepare a short programme featuring all the instruments they are able to play. The standard on the first instrument should be at least Associated Board grade 3, although it is not essential that these examinations have been sat. Some simple sight-reading will be required and some aural exercises. There will also be interviews with the Head of Music. He/she will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at the School.

Sports Scholarships

Read School is a centre of excellence for sport and has a good reputation in inter-school matches for a school of our size. Several Read pupils play competitive sport at County or national level outside school.

A small number of Sports Scholarships are offered for performance in a sport which is currently played at Read School. As well as supplying references, candidates will be required to demonstrate their ability in the sport and to attend an interview with the Head of PE. Candidates will be expected to demonstrate qualities of leadership and team play of a very high order and will be expected to make a contribution to the sporting life of the School throughout their time at the School.

Bursaries

Read School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Read's entry criteria to take up a place here. The School offers a small number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. All bursaries are means-tested and both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 50 per cent remission in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

Overseas Applicants

We welcome overseas pupils, who can study at Read School as a boarder provided that he/she has a relative or guardian living in the UK with whom he/she can stay during holidays. While short term stays may be arranged in order to boost English fluency or provide cultural immersion, parents of overseas pupils should appreciate that we expect pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

Admissions for overseas pupils is offered on the basis of a report from the pupil's present school, a report from the interviewing agent indicating the pupil's level of English (IELTS 5.0 or higher for Sixth Form Studies), the pupil's academic strengths and preferences, and the pupil's interests out of school. The school will also ask for a test in Mathematics and English to be completed. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Religious Beliefs

Read School welcomes applications from prospective pupils of all faiths and of no faith.

Although Read School has C of E roots, the School does not select for entry on the basis of religious belief, and it celebrates all faiths. However, parents should be aware that on some school high days (e.g., the annual Commemoration Day or Remembrance Day) services are held at the St Peter & Paul Church in Drax with which the School has a long and rich historical association and that all pupils are expected to attend.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Management Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include if the parents express an interest in the candidate re-applying for any reason at a later date.

Admission Responsibility

In all cases, following discussions with teaching staff and in the case of a child with additional needs, with the SENCO, the Head is responsible for deciding to admit or refuse entry to a child.

Where such a decision is challenged, the School's Complaints Procedure is on the School's website although it should be noted that the Complaints Procedure is not available for use by prospective parents.

Ruth Ainley (Head)
February 2021
Review February 2022