



LOCKERS PARK SCHOOL ADMISSIONS POLICY

This Policy includes Early Years and Foundation Stage

Date Reviewed	By?	Date of next review
Sept 2013	CRW	Sept 2014
Sept 2014	CRW	Sept 2016
Sept 2016	CRW/SJ	Jan 2017 (ISI review)
Jan 2017	TD/ISI/SJ	Sept 2017
Sept 2017	TD	Sept 2018

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General

Lockers Park is a Charitable Trust dedicated to providing independent education to boys between the ages of 7 & 13 and for girls and boys between the ages of 4 & 7.

This policy outlines the School's selection criteria and procedures so that they are consistent with this charitable purpose and fair to applicants.

The School's main aim in its admissions procedures is to identify applicants whose academic and other abilities match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities offered here.

Equal Treatment

This policy has been written with regard to the Equality Act 2010. Lockers Park aims 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. On completion of a means test, bursaries can be offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school. Lockers Park is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

Pupils with SEND

Lockers Park does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. The School welcomes pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he or she sits the assessment and familiarisation, so that we can make adequate provision for him/her and also before the child visits, in order that we can provide the assistance required, (e.g. a ramp may need to be put in place).

Parents should provide a copy of an Educational Psychologist's report or a medical report if they have one to support their request, for example for extra time or other special arrangements which is not in the gift of the School, but relates to a national standard.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school. Please see the SEND policy for further details.

Overseas applicants

The School welcomes overseas pupils, who can study as a boarder provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay for some weekends. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense. Please see the EAL section of the SEND policy for further detail. This can be found on the school's website.

Entry Procedure to Lockers Park

Pupils may enter at any time but the usual points of entry are at 4 years of age (Reception), and at 7+, 8+, 9+, 10+, 11+ and 12+ years of age (Years 3 - 8) subject to availability.

The formalities for entry are as follows:

1. After the receipt of the prospectus, please contact the school to arrange an appointment to meet the Headmaster to be shown around.
2. If we are able to offer a place, complete the Registration form (and note the Terms and Conditions) and send it with the non – returnable £100 Registration Fee. The Registration will be confirmed in writing which means that, subject to assessments, or taster morning for Reception/Year 1 (see below for details), your child has a guaranteed place at Lockers Park.
3. After the assessment/taster morning we will notify you of the results in writing. Provided that allocation of place and time of entry is confirmed, we ask you to complete an Acceptance Form (having noted Terms and Conditions) and return it together with a deposit of £500 (which will be credited against the last term's account). At this stage you will then become liable for the first term's fees.
4. The first term's fees are required to be paid one month in advance of the start of term. We reserve the right to re-allocate the place if the fees are not received by this date.
5. Boys joining Lockers Park from overseas are required to pay their final term's fees at the start of their first term. This is held on deposit and refunded for the final term.
6. Subsequent fees are payable on or before the first day of each term as set out in the Terms and Conditions.

The Assessment Process

The aim of this process is to identify the pupil's strengths, both academic and non-academic. The school has strong traditions in music, drama, art, DT and sport and we are keen that if prospective pupils have a particular talent, they have an opportunity during the day to show their ability.

Prep-Prep

Assessment for Reception is based on observing prospective pupils in the school environment and in informal play and small classroom groups. For those in Year 1 and 2, the Pre-Prep teachers will look informally via group and 1:1 work, at the child's ability to access the curriculum in spelling, reading and Maths for their age group. This information will be collated by the Head of Pre-Prep and fed back to the Admissions Manager.

In addition to this, for those pupils who are already in Year 2 and will be entering Year 3 on starting at Lockers Park the boys will do an age related Maths and Reading and Comprehension assessment. The Director of Studies will administer this assessment.

Years 3 – 8

A more formal assessment is carried out with pupils carrying out tests in English, Maths and Reasoning. The Director of Studies will run this process and will also undertake an interview. This information is then fed back to the Admissions Manager.

In some cases the SENDCo will also observe a prospective pupil.

No specific preparation for the entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Selection

The preconditions for admission are that:

- The applicant is of appropriate age and maturity.
- Any learning difficulties or other educational/physical needs can, in the opinion of the Headmaster, be managed within the school's normal provision.
- The present school reports satisfactory attitudes and conduct on the part of the parent and applicant.
- Fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Headmaster that they are in a position to pay the fees for Lockers Park.

The academic criteria for selection are:

- Satisfactory performance in the assessments as required by Lockers Park
- A positive recommendation from the head teacher of the applicant's present school, if requested.
- A satisfactory interview.
- Good behaviour, consistent with the school's policy.

The offer of a place

The parents of each applicant are informed in writing within seven days after the interview whether a place is being offered or not. The school is not obliged to state its reasons for rejection of an applicant.

Scholarships and Bursaries

For those children with specific abilities, there is a Scholarship Day in early February for boys joining the main Prep School (Year 3 and above). Scholarships will generally be for 10% remission of school fees. Apart from academic awards, we also give awards to boys with musical, artistic or sporting ability, or to the good all-rounder. This is competitive and we send details to any parent whose child is registered for that year. Means-tested bursaries up to 100% may also be available.

Terms and Conditions

Copies are on the School's website and will be made available to parents as part of the admissions process.

Responsibility for Admissions

The Headmaster and Admissions Manager is responsible for the operation of this policy.

List of Related Policies

- Behaviour
- Exclusions
- Safeguarding
- SEND (inc EAL)
- Accessibility Plan