



MANOR HOUSE SCHOOL ADMISSIONS POLICY

Date of Issue: **September 2024**
Date of Review: **September 2025**
Responsibility: **Head of Admissions & Marketing**

This policy should be read in conjunction with the following other policies:

Behaviour Policy
Data Protection Policy
Disability and Accessibility Policy
Equality, Diversity and Anti-Racism Policy
SEND policy

This whole school policy also applies to the Nursery and Early Years Foundation Stage.

Introduction

Applications for admissions will be considered from parents and guardians who are in sympathy with the aims and ethos of the School and whose child will benefit from the academic curriculum. Effingham Schools Trust (Cranmore, Manor House School and St Teresa's welcome Christian, Catholic, non-Christian children and those of no faith.

Manor House School is an Independent Day School for girls aged 4-16 with a Co-Educational Nursery and Lower Prep for boys and girls aged 2-7 years. The School has approximately 300 pupils aged between the ages of 2 and 16.

The five main points of entry are at the ages of two (Nursery), three (Kindergarten), four (Reception), seven (Year 3) and eleven (Year 7). However, places may be available in other year groups for the start of the academic year or mid-year, and we welcome applications in this regard up to Year 10.

Places are reserved in the Senior School for Year 7 entry to all Prep School pupils providing the Senior School can meet the educational needs of the child. Places are reserved at Manor House School for Year 3 entry for all Year 2 Cranmore girls providing the Prep School can meet the educational needs of the child.

Priority for entry to Sixth Form is given to Manor House School and St Teresa's pupils and, from September 2025, will be given to Cranmore, Manor House School and St Teresa's Year 11 pupils for the new co-educational Effingham Schools Trust Sixth Form.

Pupils must have a satisfactory behaviour and work record. A number of places are available for external candidates, which are offered during Year 11, subject to GCSE grades, interviews and school report from their current Headteacher.

Applications for places at all ages from Nursery through to Senior year groups must follow our admissions procedures. These include either formal or informal assessment of academic and/or social/behavioural skills, as detailed within this policy document.

Admissions Criteria

The more criteria met, the greater the priority for the place.

The following criteria (in no particular order) will be borne in mind when considering an applicant:

- Can the School meet the educational needs of the child within the context of the resources available?
- Are the parents sympathetic to the aims and ethos of the School – as expressed in the curriculum, the extra-curricular activities provided and the values at the heart of the School?
- Does it appear that the child will be happy?

We are a selective School and, in general, applicants should be performing academically at nationally expected levels, as a minimum.

The School encourages applications from children from a diverse range of backgrounds and is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. Please refer to our Equal Opportunities Policy for further information.

Where waiting lists operate for places into a particular year group, the admissions criteria above will apply when selecting a child, should a vacancy occur.

Admission Numbers

There are (typically) forty places available per year group split into two classes and therefore places are offered to applicants subject to availability. There may be occasions where extra senior places or an additional class are offered to accommodate demand in that year group.

Siblings and children of former pupils

Whilst the School appreciates that many parents may wish their children to attend the same school, it is important to ensure that Manor House School is the right school for each child and that all applications are considered on their merit. If a candidate has a sibling in the School, or school across the Trust, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. The same applies for children of former pupils. A 30% sibling discount is offered to the third child from the same family. A reduction in fees is offered from Reception upwards (for the second and subsequent children) when two siblings or more are at Manor House School, Cranmore or St Teresa's at the same time. This will be

a 10% discount on the second child, 15% on the third child and 20% on the fourth and subsequent children.

Visits to the School

We hold Open Mornings in March, June and October which give a general introduction to the School and wider opportunities across the Trust. Further details about their timing and content are published on the Admissions section of our website. We welcome prospective parents and their children at other times of the academic year for a personal appointment and tour.

Enquiries

To make an application, arrange a visit and tour or to find out further information regarding our admissions process, parents or guardians should contact the Admissions Office on telephone: 01372 457077 or by email at: admissions@manorhouseschool.org.

Application forms, details of fees and criteria are available from the Admissions Office or our website and specific dates of applicable assessments in the Prep and Senior Schools are published on the School's website on the Admissions page.

Applying for a Nursery School Place

For Nursery applications, parents are asked to visit the Nursery and meet with the Director of Nursery. Parents will join their child for an hour in Nursery. Parents will be asked to complete the application form, together with a non-refundable registration fee (£75) and complete a Nursery Session Form outlining the days/sessions required. Following an observation and subject to the availability of sessions, parents will be advised of the offer of a place and asked to pay the deposit (held on account) of £600.00 and complete the relevant acceptance forms (See 'Acceptance of a School or Nursery Place'). Parents will be offered two free settling in sessions in agreement with the Director of Nursery to be arranged at the time of joining.

Priority is given to families with other children in the Trust at Cranmore and/or St Teresa's. Children joining our Nursery are expected to continue their Prep School education at Manor House School in Reception. A waiting list procedure may be operated. We have the right to withdraw your child from the process following the observation stage. Children can join our Nursery Class at any point. Children can join our Kindergarten Class at any point in the academic year when they turn 3 years assuming we have capacity.

Applying for a School Place

i) School visit

Before submitting an application form for a school place, parents are required first to visit the School and children are welcome to accompany their parents. A family can visit either by:

- a) attending one of our termly Open Mornings which take place in March, May and October. (Prior booking is required).
- b) Arranging a personal tour

ii) Meeting with Headteacher or Head of Prep School

Following a visit, the Admissions Office will arrange a face-to-face or online appointment with the Headteacher or Head of Prep (unless applying for Year 3 or Year 3 places). Applicants must provide a copy of their child's latest school report and provide disclosure of any other information that would be pertinent to an application two days prior to this meeting.

iii) Registration / Application

Following a recommendation to proceed by the Headteacher, parents or guardians are invited to complete an Application Form and return it, together with the relevant non-refundable fee (£75) and a copy of the child's birth certificate or passport to the Admissions Office. (Please refer to our Privacy Policy and Data Protection Policy). This means your child is registered for a school place which will be held for that academic year until the application process is completed and an offer made.

iv) Academic Assessment

Extra time can be awarded in assessment situations. Please refer to the 'Internal and External Exam Access Arrangements' in our SEN Policy. Assessments vary according to the year of entry:

Prep School Assessment

At age 4 into the Prep School (Reception)

External applicants will be offered a place following observation at an individual visit or group Reception Taster/Experience afternoon. Applicants are observed by several members of staff as they do simple tasks and interact with other children.

Pupils progressing from Manor House School Kindergarten through to Reception Class will be subject to a satisfactory recommendation by the Director of Nursery in agreement with the Headteacher.

At age 7 (Year 3)

For September 2025 entry and beyond, applicants (if registered by Thursday 31 October 2024) will be invited to an Experience Day. They will also sit a CAT4 assessment at Manor House School in December to assess their cognitive ability. A confidential reference will also be requested.

For all mid-year applications selection is made principally on the outcome of a Taster Day, on-line assessment, and upon receipt of a satisfactory confidential reference from their current school. The reference will take into consideration predictions, co-curricular strengths, and potential contribution to the School community.

Other Year Groups

Entry is welcomed into all other year groups and mid-year, subject to the availability of places. Applicants are invited to participate in an individual age-appropriate assessment and Taster Day, along with our seeking a confidential reference from their current school.

Senior School Assessment

General entry

Excluding Year 7 entry, application to our Senior School is based on a series of age-appropriate timed online assessments (CAT4) in conjunction with a Taster Day. A reference is obtained from a pupil's previous school and there may be an interview with a Head of Key Stage or Headteacher as part of the admissions process.

At age 11 (Year 7 entry)

Candidates will need to have registered for a school place by Thursday 31 October 2024 to attend our Year 6 into Year 7 Experience Day. This is normally held in November and candidates will attend a short interview on this day as well as an informal assessment of their behaviour and social interaction. Candidates unable to make this day, or who apply later, are interviewed separately. Interviews will constitute part of the assessment. A reference will be requested from the Head of the candidate's current school after an application has been received.

Entrance examinations for Year 7 take the form of CAT4 assessments and written paper conducted at Manor House School in November.

All applicants must pass these assessments to qualify for the offer of a Senior School place and will at the same time be considered for an Academic Scholarship (unless a late entry).

Pupils applying for Scholarship awards in Art, Drama, Music or Sport are independently assessed. They will be invited to apply following the outcome of a general entry place. An application must be submitted by the advertised deadline on our website.

Remote/Overseas Assessments

If applying from overseas and/or cannot visit the School due to individual circumstances, then traditional face to face interviews held with the Headteacher, will be held on MS Teams.

When appropriate we can administer remote testing via the child's current school. An offer of a place will be subject to an online interview, successful completion of the required age-appropriate assessments and receipt of a satisfactory reference from the child's current school.

Offer of a School Place

All offers of a School place (except for Reception Class) are subject to receipt of a confidential and satisfactory reference from the respective Head of an applicant's current school. The reference will take into consideration predictions, co-curricular strengths, and potential contribution to the School community.

Offers are valid for the time period stipulated in the offer letter.

Year 7

Guaranteed offers will be made to those pupils wishing to join the School at 11+ at the end of the Autumn Term or early in the Spring Term. Parents will be given a closing date

of the first Monday in March (in line with all independent schools and the GSA) by which they are required to confirm acceptance of that place and pay the relevant deposits. Some candidates who are not offered a place, but whose performance in the assessments showed promise, may be offered a place on the waiting list.

Senior Scholarships in Art, Drama, Music or Sport can only be awarded if a pupil passes the entrance examinations. Details of the Scholarships available can be found under the 'Scholarships' section of this policy or by contacting the Admissions Office.

Acceptance of a School or Nursery Place

On accepting a place at Manor House School or Nursery, parents or guardians are asked to sign the Acceptance Form and pay the appropriate deposit (£600 for Nursery and Reception and £800 for the rest of School) confirming that they accept the Terms and Conditions.

Parents should note that on accepting a place they may become liable for the first term's fees even if they do not take up the place. Parents should familiarise themselves with our Terms and Conditions before accepting a School or Nursery place.

Copies of both documents are available on the School's website. Once a place is accepted, it is the parents' or guardians' responsibility to inform the School of any changes in their child's educational needs or indeed change of school.

Special Educational Needs (SEN) and Disability

The School welcomes pupils with disabilities and SEN. However, the School currently has limited facilities (physical and otherwise) and staffing and this will impact on what conditions the School may reasonably cater for. We comply fully with our responsibilities under the SEND Code of Practice (taking account of the circumstances of the School) and current SEN legislation.

We comply with the Equality Act 2010 in order to meet the needs of prospective pupils with disabilities (including those with Education, Health and Care Plans (EHCPs) which, with reasonable adjustments, can be catered for by the School. These adjustments will be made in relation to admission arrangements and the education provided.

Any adjustments which School can make within its normal staffing, facilities and resources will not be charged for whereas if it is determined that additional expertise or resources may be required, the cost of such resources/services will normally be the responsibility of parents. This applies also to pupils with EHCPs. The funding received by independent schools for pupils with EHCPs is less than the funding allocated to state schools, due to the SEN grant which all state schools receive, covering approximately the first £6,000 of any EHCP allowance. This means that any shortfall in funding will normally need to be met by parents.

All prospective pupils (including those with SEND) will be assessed on the basis of the School's academic admissions criteria.

Before making an offer of a place, the School will determine whether it is able to cater for the needs of a prospective pupil with SEN and/or disabilities, taking account of a range of

factors such as the assessment of the prospective pupil during the admissions process, any specialist reports, the terms of any EHCP and in consultation with parents.

An offer of a place will not be made if the School determines that it is unable to meet the child's needs, taking account of its obligations under the Equality Act 2010 and other legislation.

Equal Treatment

Our aim is to encourage applications from candidates with a diverse a range of backgrounds as possible. Manor House School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, sexual orientation, or social background.

Transition through the School

Progression through the School or Trust is expected however on occasion, this not be possible. For example, if a child has not maintained or reached the academic standard expected, demonstrated unacceptable behaviour or does not meet the School's Code of Conduct. For example, it might become apparent that the learning or social environment of the school is not suitable to a particular pupil and the School will discuss this with the child's parents at an early stage and will give advice on how to find an alternative school that best meets their child's needs.

Scholarships

Senior Scholarships (awarded at Year 7)

Sport & Creative and Expressive Arts Scholarships

Sport and Creative and Expressive Arts (Art, Drama and Music) are open to any candidate from an independent or state school including Manor House School internal applicants.

Scholarships in sports such as Athletics, Gymnastics, Hockey, Netball, Tennis and Swimming may be offered. Other specialist sports are also considered, and an all-rounder Sports Scholarship may be awarded at the discretion of the Headteacher.

Academic Scholarships

Academic Scholarships are offered to the highest performing pupils in our academic assessments.

More than one Scholarship may be awarded to a candidate at the discretion of the Headteacher.

Bursary Applications

For those parents who would like their child to attend Manor House School, but for whom the School fees are not affordable, financial support may be available through means-tested bursaries. Applications must be made by Thursday 31 October 2024 preceding September entry, as given on our bursary's web page. Further information is available from the Director of Finance.

Compliance

The School is aware of the broad duty to notify/make returns to the local authority for all non-standard admissions and departures, to know or be able to ascertain the correct local channels for so doing, to be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in accordance with local procedures, and that the school works co-operatively with the local authority in making returns as requested and reasonable enquiries where necessary.

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice. 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 for longer retention might include re-application later, or sibling applications.

Head's Discretion

This policy may be subject to change at the discretion of the Headteacher. Any decision made by the Headteacher is final.

Contact Information

Any matter relating to the School's admissions process should in the first instance, be referred to the Admissions Officer at admissions@manorhouseschool.org.

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Responsibility: **Head of Admissions & Marketing**