

Admissions Policy

ISI Regulatory Policy

Version 2.03

Approved by Foundation Executive Committee – November 2016

Approved by Governance Committee – November 2016

Approved by Governing Body – December 2016

Review Cycle – Triennial

Date of next review – December 2019

Source – ISBA/RHM

Admissions Policy

1. General statement and preamble

Crescent School is a co-educational independent school for pupils from ages 4 to 11. 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 Crescent School. We hold a number of open events throughout the year, which give a general introduction to the school. Details are published on our web site. We are also very happy to welcome prospective parents and their children at other times. Please email our School Secretary, on admin@crescentschool.co.uk or telephone on 01788 521595 to arrange a visit.

2. Entry procedure

Crescent School is not an academically selective school. Our selection process is designed to identify pupils who are able to benefit from our very broad, balanced and well-rounded education and to make a positive contribution towards the life of the school. Applicants for admission should register by spring half term of the year preceding the desired year of admission.

3. Equality

Our 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. Bursaries are available in order that as many pupils as possible who meet school's admission criteria can attend the school. Crescent School is committed to equal treatment for all, regardless of a candidate's race, gender, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

4. Special needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headmaster so that we can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We 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.

5. Assessment

The aim of the process is to identify potential. We are 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, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Assessment for Foundation Stage is based on observing informal play in small groups. We interview all candidates as part of our assessment process for each age group (apart from Foundation Stage).

Assessments are carried out on an individual basis and parents notified of the result within seven working days. Candidates from our waiting list will be notified when a place becomes available. A child's place may be withdrawn, either before or after admission in the event of false or inaccurate information being supplied during the admission process.

6. Siblings policy

Most siblings join us at Crescent School. However, 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.

Where there is more than one sibling at the school, a sibling discount applies; please see the Website for details.

7. Bursaries

Our bursary programme is designed to ensure that as many as possible of those who meet our school's entry criteria to take up a place here. We offer a 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. Bursaries are means-tested in accordance with the criteria published on the school's web site. 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% remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff may visit the family at their home.

Bursaries are always offered for an academic year. 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. Bursaries are only offered to families who are resident in the UK.

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. Our Bursary Policy can be obtained from the Foundation Bursar.

Bursaries are only awarded to pupils in Year 3 and above.

7. Fluency in English

In order to cope with the academic and social demands of Crescent School, pupils should be fluent English speakers or be capable, in the Headmaster's judgement, of becoming so, with appropriate support and encouragement, within an appropriate settling-in period following entry to Crescent School. Tuition in English as an Additional Language (EAL) can usually be arranged at the parent's expense.

8. Religious Beliefs

Although Crescent School has a Christian ethos, we do not select for entry on the basis of religious belief, and we offer the opportunity for Jews, Hindus, Muslims etc to practice their own faiths.

9. Contractual terms and conditions

Copies are on the school's web site and will be made available to parents as part of the admissions process.

10. Complaints

We hope that you and your child do not have any complaints about our admissions process; however, copies of the school's complaints procedure can be sent to parents on request.