SUTTON VALENCE SCHOOL
SINCE 1576

Admissions Policy

(Prep School and Senior School)

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Introduction

This Policy applies to Sutton Valence School (including, as the context requires, the Nursery, Prep School and Senior School).

The School seeks to offer wide academic, sporting, cultural and musical opportunities to children, in line with its broader ethos. The curriculum is broadly based and aims to develop the abilities, talents and efforts of all children in the School.

Sutton Valence School does not have a selective admissions policy but does assess children for the purposes of screening to establish that the School can meet each child's needs. Subject to this, the School will consider applications for any child, regardless of Special Educational Need or Disability (SEND), or other protected characteristics.

The School will take all reasonable steps to avoid putting a pupil at any disadvantage during the admissions process as covered in more detail in our SEND and EAL policies and accessibility plan.

Wherever possible, pupils with SEND may be accepted, provided that the School is able to offer the level of specialist and general assistance required. There may well be a charge for learning support.

Criteria for Admission

Please refer to the information below, as per a pupil's respective entry point.

Nursery – Little Steps and Young Climbers

- Prospective pupils are eligible for entry upon payment of the £100.00 registration fee (except in cases of full EYFS funding eligibility) and completion of the online registration form;
- A prospective pupil is eligible for the Nursery class after their second birthday and before Reception age;
- It is possible for a child to attend one other provider during their time in Nursery, including for the use of the Early Years Funding;
- We usually expect all prospective pupils to attend the Nursery for a visit before the offer of a place can be made;
- For all prospective pupils, key information is collected to support the admissions process, including, where possible:

    - Health visitor checks;
    - The prospective pupil's two-year progress review;
    - A report from the prospective pupil's current or previous setting;

- Following a review of the above, an offer of a place is made, subject to the terms listed below. Parents must note the following statement: *"I understand that withholding any information regarding my child's additional needs or developmental delays may result in the withdrawal of the offered place."*
- Two weeks prior to the prospective pupil's official start date, settling-in sessions are offered to support their transition into the Nursery. The prospective pupil must have already turned two by the time settling sessions take place;
- A review is conducted at any point up to six weeks after the prospective pupil starts Nursery to ensure that the School is able to meet the needs of that individual. The review will result in one of the following outcomes:

    - **No concerns identified:** The prospective pupil's admission to the School is confirmed;
    - **Concerns identified:** If it is discovered that information relating to additional needs or developmental delays were withheld during the registration process, or if concerns emerge during the review period, a discussion with parents will take place to explore the most appropriate setting for the pupil's ongoing development and care. The School reserves the right to refuse admission at this point in time.

Prep School - Reception to Year 6

- Ordinarily, a pupil's movement from the Nursery to Reception is automatic.
- Entry from outside the School into Reception or any other year group up to Year 6 is then based upon the following order of priority:

    1. Children of existing and prospective staff;
    2. Siblings of existing pupils;
    3. All other children in order of application.

- The relevant registration form should be completed online and submitted at the same time as payment of the £120.00 registration fee, which is non-refundable. As part of this process, we would also request that all registrants supply a scanned copy of an identification document (either a passport or birth certificate) for the prospective pupil. Please note that the online registration form is a legally binding contract between the parents or guardians and the School;
- If the prospective pupil does not have a British passport, the School will request proof of eligibility to study in the United Kingdom through a visa or leave to remain;
- Completion of the registration form in itself does not constitute an offer of a place. Offers will be made subject to availability and on the applicant satisfying the School's entrance criteria, as listed below;

    - The prospective pupil will be invited to the School to spend time in an appropriate setting or class on a 'taster day'. The pupil will be observed by the teachers or Nursery staff who are with them that day;
    - The School will carry out an appropriate benchmark assessment, although the prospective pupil is usually unaware that this assessment is taking place. This may include, for example, social and communication skills, oracy, numeracy, mental arithmetic, phonics, spelling, reading, a piece of free writing-and / or mathematics, and an observation by our SENDCo (Head of Learning Support);
    - Based on the prospective pupil's time in school and the assessment, their application will be considered by the Head of Prep School along with other senior leaders, as necessary.
    - The School will approach the prospective pupil's current school or educational setting for a reference and/or any other supporting reports. These may include end of term reports and standardised scores. The content of the reference and reports will be used to determine the pupil's suitability for a place at Sutton Valence School.

Senior School - First Form and Second Form (Year 7 and Year 8)

- The relevant registration form should be completed online and submitted at the same time as payment of the £120.00 registration fee, which is non-refundable. As part of this process, we would also request that all registrants supply a scanned copy of an identification document (either a passport or birth certificate) for the prospective pupil. Please note that the online registration form is a legally binding contract between the parents or guardians and the School;
- If the prospective pupil does not have a British passport, the School will request that the family provides proof of eligibility to study in the United Kingdom through a visa or leave to remain;
- Ordinarily, prospective pupils will be required to complete the Independent Schools Examinations Board (ISEB) Common Pre-Test for the School to assess their academic suitability. In the event that a prospective pupil is unable to sit the ISEB Common Pre-Test, an alternative in-house assessment may be offered. For pupils looking to join the School from overseas, an online assessment will be requested via Password;
- The prospective pupil and their parents will be asked to attend a meeting with the Headmaster or the Head of Senior School in advance of the pupil sitting their academic assessment;
- The School will assume permission to approach the prospective pupil's current school or educational setting for a reference and/or any other supporting reports. The content of the reference and reports will be used to determine the pupil's suitability for a place at Sutton Valence School.

Senior School - Third Form (Year 9)

- The relevant registration form should be completed online and submitted at the same time as payment of the £120.00 registration fee, which is non-refundable. As part of this process, we would also request that all registrants supply a scanned copy of an identification document (either a passport or birth certificate) for the prospective pupil. Please note that the online registration form is a legally binding contract between the parents or guardians and the School;
- If the prospective pupil does not have a British passport, the School will request that the family provides proof of eligibility to study in the United Kingdom through a visa or leave to remain;
- The most common method of entry to our Third Form (Year 9) is via deferred entry. On that basis, the prospective pupil will be required to complete the Independent Schools Examinations Board (ISEB) Common Pre-Test for the School during Year 6 to assess their academic suitability. In the event that a pupil is unable to sit the ISEB Common Pre-Test, or is not joining through a deferred place, an alternative in-house assessment may be offered. For pupils looking to join the School from overseas, an online assessment will be requested via Password;
- The prospective pupil and their parents will be asked to attend a meeting with the Headmaster or the Head of Senior School in advance of the pupil sitting their academic assessment;
- The School will assume permission to approach the prospective pupil's current school or educational setting for a reference and/or any other supporting reports. The content of the reference and reports will be used to determine the pupil's suitability for a place at Sutton Valence School.

Senior School - Fourth Form and Fifth Form (Year 10 and Year 11)

- The relevant registration form should be completed online and submitted at the same time as payment of the £120.00 registration fee, which is non-refundable. As part of this process, we would also request that all registrants supply a scanned copy of an identification document (either a passport or birth certificate) for the prospective pupil. Please note that the online registration form is a legally binding contract between the parents or guardians and the School;

- If the prospective pupil does not have a British passport, the School will request that the family provides proof of eligibility to study in the United Kingdom through a visa or leave to remain;
- The prospective pupil will be asked to complete an in-house assessment. For pupils looking to join the School from overseas, an online assessment will be requested via Password;
- The prospective pupil and their parents will be asked to attend a meeting with the Headmaster or the Head of Senior School in advance of the pupil sitting their academic assessment;
- The School will assume permission to approach the prospective pupil's current school or educational setting for a reference and/or any other supporting reports. The content of the reference and reports will be used to determine the pupil's suitability for a place at Sutton Valence School;
- For prospective pupils looking to join the School in the Fifth Form (Year 11) who are already in the middle of their GCSE studies, an assessment will be made as to their suitability based upon the exam boards and curriculum that they are currently working towards.

Senior School - Lower Sixth and Upper Sixth (Year 12 and Year 13)

- The relevant registration form should be completed online and submitted at the same time as payment of the £120.00 registration fee, which is non-refundable. As part of this process, we would also request that all registrants supply a scanned copy of an identification document (either a passport or birth certificate) for the prospective pupil. Please note that the online registration form is a legally binding contract between the parents or guardians and the School;
- If the prospective pupil does not have a British passport, the School will request that the family provides proof of eligibility to study in the United Kingdom through a visa or leave to remain;
- The prospective pupil and their parents will be asked to attend a meeting with the Headmaster or the Head of the Senior School. For those looking to join the School from overseas, this meeting will be arranged online;
- The School will assume permission to approach the prospective pupil's current school or educational setting for a reference, projected GCSE grades and/or any other supporting reports. The content of the reference and reports will be used to determine the pupil's suitability for a place at Sutton Valence School;
- A conditional offer will be made for the prospective pupil to join Sutton Valence School subject to them achieving the minimum criteria of 32 points across six subjects at GCSE;
- For prospective pupils looking to join the School in the Upper Sixth (Year 13) who are already in the middle of their A Level studies, an assessment will be made as to their suitability based upon the exam boards and curriculum that they are currently working towards.

Admissions Outcomes

For all year groups, from Reception to the Upper Sixth (Year 13), an applicant will be assessed based upon the criteria stated above. Based on that assessment, an application will result in one of the following possible courses of action:

- A place is offered;
- Additional educational needs are identified, and the School agrees, in conjunction with the parents, to support the pupil in the School. The financial and educational ramifications of any such support will be made clear to parents in writing and their consent to the support be sought. With this in mind, it is essential that any known Special Educational Needs or Disability (SEND) are declared on the School's registration form or during the admissions process. If an additional educational need is identified, the place offered will be subject to review, as the School reserves the right to request the removal of the child if the School reasonably considers that it cannot meet the needs of the child;

- A place is not offered. This may be because the School believes that the child's level of need is such that they may not be able to be supported by the School's current staffing levels and expertise.

Further to the above, in all cases:

- The School has the right to withdraw the offer of a place;
- The Headmaster makes the final decision on the admission of all pupils to the School;
- The cost of extra tuition and support or visits to and reports from professionals is borne by parents;
- Parents are required to read and accept the Parent Contract, prior to accepting the offer of a place at the School.
- The School reserves the right to ask for the removal of a child if they are not benefiting from the education offered by the School.

Waiting Lists

In the eventuality that the School does not have sufficient space in the required year group, prospective pupils will be added to a waiting list. The School will endeavour to update those on the waiting list at the earliest opportunity.

Confirmation of places in the Nursery takes place throughout the year. Confirmation of Reception places normally takes place in the January preceding entry in the September. Siblings of children at Sutton Valence School are given priority and move to the top of the waiting list, when registered.

Once a parent or guardian has registered a child, their name will automatically move from year-to-year until a place becomes available or until the registration is withdrawn by the parents.

Conditions of Admission

- **Acceptance of the Place**
  Once the entrance criteria have been satisfied, an offer letter will be sent along with a digital acceptance form. Parents should complete the acceptance form online if they wish to take up the offer and the place will not be confirmed until this has been completed.

- **Acceptance Deposit**
  The acceptance deposit required for all applicants is as follows:

    - Nursery to Year 6 - £500.00
    - First Form (Year 7) to Upper Sixth (Year 13) (UK-based, or overseas studying at the School for a single term) - £1,000.00
    - First Form (Year 7) to Upper Sixth Year 13) (International students studying for longer than a term – A term's fees

  In the event that the applicant does not take up the place after acceptance, the deposit will not be refunded (with an exception in the case of full EYFS funding eligibility). The deposit will be credited against the pupil's final invoice and any credit balance refunded. The deposit does not attract interest.

- **Payment of fees and extras**
  Please note the following terms and conditions relating to the payment of fees:

    - Nursery - Invoices are sent monthly and are due on the first day of each month;
    - Reception to Upper Sixth (Year 13) - Termly fees (tuition and boarding) plus any extras are payable in full on or before the first day of each term or by monthly/termly Direct Debit (at no extra cost).

Late payment will attract interest charges in accordance with the Parent Contract.

- **Persons responsible for payment of fees and extras**
  The parents and/or any other person who undertakes to pay fees will be jointly and severally liable to pay all fees and extras notwithstanding any change in family circumstances.

- **Non-payment off fees and or extras**
  The School may suspend a pupil from attending, or require the parents to withdraw the pupil permanently, if fees are not paid promptly by the due date. Fees due are payable in full in such circumstances.

- **Withdrawal or change of status from boarding to day**
  Please note the following terms and conditions relating to a pupil's withdrawal or change of status from boarding to day:

    - Nursery - Eight weeks' notice is required for any change or withdrawal from Little Steps or Young Climbers, including prior to moving to Reception.
    - Reception to Upper Sixth (Year 13) - A full term's notice of intention to withdraw a pupil from the School must be given in writing to the Headmaster, otherwise a full term's fees will be payable;
    - Boarding Pupils - A full term's notice of intention to change from boarding to day or a reduction in the number of nights boarding must be given in writing to the Headmaster, otherwise a full term's boarding or part-boarding fees will be payable for the following term.

- **Conduct and expectations**
  All pupils have an obligation, if required by the School, to take part in school activities, games and other out-of-school activities and to attend practices and meetings, unless special exemption has been granted. Pupils are required to attend School and all time-tabled lessons punctually and regularly.

Contact and Advice

Sutton Valence School would like to make the process of Admissions as smooth as possible for families, so please do contact us at any stage by emailing the Admissions Office (admissions@svs.org.uk) if you would like further clarification on any matter.