

Admissions Policy



Pembroke Hall School

Date Reviewed: June 2021

Next Review: June 2022



the **Gold Standard** in education

School Vision

Pembridge Hall recognises that our girls will enter a complex and ever-changing world which befits emotionally intelligent, resilient girls who can embrace the wonderful opportunities available to them. Pembridge girls love coming to school and gain an appreciation of wider society and the diversity of nationalities, faiths and languages represented by Pembridge families. We believe that creativity and independence of thought are as integral to the girls' development as traditional forms of learning.

Policy Statement

Pembridge Hall is a mixed ability school and therefore we do not assess girls on entry to the school at the age of four – Reception being the main point of entry.

Even though Pembridge Hall is an Anglican school, it welcomes girls of all faiths (or none), cultures, races, nationalities and family backgrounds. Pembridge Hall is fully committed to equal treatment of all prospective parents and their daughters.

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before the deposit is paid for a Reception starter (or before the point of assessment for a starter after Reception):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue to support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require,
and,
- b) we believe it is in the best interest of the child and of the school community to remain at the school

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will do what we reasonably can to support parents in finding alternative schooling for their daughter.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure.

English as an Additional Language (EAL) applicants are subject to the same admissions procedures as other applicants, as appropriate to the chronological age of the applicant at the time of applying to Pembridge Hall School. Where an assessment is required for an occasional place, EAL specific issues that undermine performance will be taken into consideration during the course of marking. However, such EAL needs must be declared on the application form or via the applicant's current school, in advance. Access Arrangements, such as allowing the use of a bi-lingual dictionary, are also made where applicable and as requested by parents upon application to the school. This policy supports the school in meeting its duties under the Equality Act 2010.

Procedure for Registering a Pupil and Places Being Offered

The admission procedure at Pembridge Hall is non-selective for entry into Reception. There are three classes in Reception and approximately sixty-six places are available for each academic year. Parents must complete a registration form and return this together with the registration fee. Registration is strongly advised within a week of a daughter's birth as demand for places is high; we do not register babies before they are born. Registration fees are non-refundable.

Registrations are reviewed monthly, in the middle of the month, for the month just completed. All registrations are given equal weight irrespective of when a girl is born within the month. In order to achieve this, the month being reviewed is split into thirds and an equal number of registered parents per third are randomly offered a place for their daughter.

Parent Tour of the School and Meeting the Head

Normally in the year before a girl is due to start in Reception, parents of girls with confirmed places are invited to an open morning, which includes a tour of the school. A subsequent meeting with the Head is then offered. This is both a chance for parents to become familiar with the school and to ask the Head any questions which they may have. Equally, the Head will use this opportunity to ensure that the school's ethos matches the parents' approach to their daughter's education as Pembridge Hall places great value on having constructive relationships with the parents.

Securing a Place

In June of the year before a girl is due to start and after parents have had the opportunity to attend an open morning and to meet the Head, parents are asked to pay a deposit, equivalent to half a term's fees. Parents who do not pay the deposit by the deadline forfeit the place for their daughter. The deposit is non-refundable if the place is not taken up and we are unable to fill the place.

In March of the year that their daughter is due to start, the first term's fees are requested. In order to secure the place for their daughter, parents are required to pay the first term's fees by the deadline.

Once the first term's fees have been paid, if the place is not taken up, the first term's fees are forfeited, minus the value of the deposit.

Enquiries about bursary applications should be made to the Registrar and will be processed in discussion with the Alpha Plus Group Head Office.

Waiting List Places

Parents who are not randomly selected for a tour and therefore are not offered a place for their daughter, are placed on the Waiting List.

Fifteen months before entry, the successful candidates will be asked to confirm their place by paying a deposit. In the event that a place is turned down, offers will be made to those on the waiting list until the year group is full and all deposits have been received.

In the March of the year of entry, parents who have paid deposits to confirm acceptance of places will be asked to pay the first term's fees in advance. At this stage places may once again become available and will be offered to those on the waiting list.

Siblings

If parents already have a daughter at the school, a younger sibling will be offered a priority place. This place is conditional on registering the younger child early, since the school is heavily over-subscribed.

Mid-School Entry

Occasional places may become available within the school other than the usual joining point of September entry into Reception. Girls who were on the waiting list for Reception will be carried forward to the next year if their parents request it and new registrations are accepted for occasional places.

Where an occasional place becomes available, parents with a daughter wishing to start at Pembridge Hall will be seen by the Head and reports will be requested from her current school. Entry into Year 1 and above at this stage is subject to assessment in English, reading and writing, and Maths. The prospective pupil will be invited to spend half a day in school, spending some time with a class in her current year group. This is to allow her to become familiar with the school environment as well as to demonstrate how she interacts with her peer group and teachers. The assessment takes place to ensure that she would be able to manage the pace and rigour of the curriculum and to identify any potential gaps in her knowledge and skills. It is not a test for aptitude.

Parents will be notified of the result of the assessment as soon as possible. A place may not be offered if the Head deems that the gaps in learning are too broad to allow the child to flourish at Pembridge Hall. If a place is offered, the parents will be asked to pay a deposit to confirm their intention to accept it. The fee for the first term will be due a term in advance of starting.