

ADMISSIONS POLICY

Primary person responsible for this policy: David Bradbury

Job title: Headmaster

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable) n/a

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

General

Portland Place School is a non-selective coeducational independent school for pupils from ages 10 to 16. 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 Portland Place School. We hold open mornings throughout the year which give prospective parents an opportunity to tour the school and meet the Headmaster. Details are published on our web site and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Headmaster and tour of the School. Please contact, our Admissions Registrar, on 020 7307 8700 or email on admissions@portland-place.co.uk to arrange a visit.

The Entry Procedure

Offers of placement are based on assessment through a baseline test, an interview, references from the candidate's previous school (including EHCP and Educational Psychologists reports where applicable) and observations during the Assessment Day. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at 10+ (Year 6), one or two classes, and then ages 11-14 into Year 7 to Year 10 (three or four classes for each year group). We admit a maximum of 32 pupils into Year 6 and 64 pupils into each of Years 7 to 10. If students join the school in Year 6 they have a guaranteed place into Year 7 thus avoiding the need to take any further entrance exams.

Applicants for admission should register by the end of December of the year preceding the desired year of admission.

We may also have occasional places throughout the year. Please contact the Admissions Registrar for details.

Equal Treatment

Portland Place School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. We also have provision for means tested bursaries through the Gold Standard Trust – please ask for details alongside an admissions enquiry or see information below.

SEND admissions

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 a place is offered at the school (and preferably prior to application):

- 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.
- Parents must disclose to the school any existing or pending EHCP at the time of application. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of EHCP status.
- 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 use our reasonable endeavours to support parents in finding alternative arrangement.

The assessment process

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 sport, music, drama, art, the humanities, debating and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills in the subsequent workshops (Drama, Art, Science and PE). All candidates for entry sit papers in English and Mathematics, which are designed for their age group. Students applying for Year 8 and upwards also take a Science paper. The Assessment Day is usually held on a Saturday morning around the third week of January.

Results are posted in the weeks following the Assessment Day and a deadline for acceptance is usually given towards the end of February or early March.

The dates for the assessment process for the current year are published on our website and all registered parents are informed by letter at the start of the Autumn Term. We will usually offer places to candidates from our waiting list after the closing date for acceptances.

Waiting list for entry throughout the year

At times, spaces do become available in various year groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Admissions Registrar who will organise a mutually convenient time for testing and an interview. If a student is successful, we will contact their current school and request references.

Sibling Policy

Many siblings join us at Portland Place School and a family atmosphere is encouraged. 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.

Scholarships

Portland Place School does offer scholarships in Art, Drama, Music and Sport from entry in Year 7. These are for students who show significant ability, beyond the norm for their age, in those areas. Details on the awarding of scholarships and assessment process are available from the Admissions Registrar.

Bursaries

Portland Place School is committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and these may be awarded in the form of a discount of between 10% and 50% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations.

Requests for financial support will be considered for existing pupils where a change in parents' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Bursaries are administered by The Gold Standard Charitable Trust.

Overseas Applicants

We welcome overseas pupils, who can study at Portland Place School provided that they have a relative or legal guardian living in the UK with whom they can reside.

Fluency in English

In order to cope with the brisk academic pace and social demands of Portland Place School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for at least 3 years before coming to the school. Students with English as an Additional Language (EAL) can be supported in School but it is suggested that tutoring is arranged outside school, in the first instance, in order that the required standard is attained.

Religious beliefs

Portland Place School is not a religious school and welcomes children from all faiths.

School's Contractual Terms & Conditions

Copies are made available to parents as part of the admissions process.

Complaints

We hope that you and your child have no complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

Reviewed Annually by SLT