



4 - 18 yrs Co-educational Independent Day School

## Admissions Procedure

**Approved by:** Dai Preston, Headteacher

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## Admissions Procedure

### 1. Introduction

Arnold Lodge is an academically selective independent co-educational school for children between the ages of 4 and 18. At Arnold Lodge, our school mission is to develop the happiness, confidence and skills of each pupil so they can be successful in their aspirations.

If you are considering Arnold Lodge for your child, we would love to invite you to visit the school. Whether you attend an Open Day or have an individual tour with the Headteacher, you'll receive a warm welcome. To book a tour, contact the school Admissions team on [admissions@arnoldlodge.com](mailto:admissions@arnoldlodge.com) or call 01926 778050.

### 2. Entrance to Arnold Lodge

As an all-through school, the necessary requirements for entrance to Arnold Lodge will differ depending on the age of the child and the point of entry. While children are admitted to Arnold Lodge throughout the school year and at different ages if there is sufficient space in the year group, the school normally accepts pupils into Reception, Year 3, Year 7 and Year 12 upon the child satisfactorily meeting the entrance criteria.

#### Entrance to Reception

Prospective pupils for Reception will need to register and attend a taster session in the year before they are due to begin Reception. Following a successful visit to Arnold Lodge and/or a successful visit to the child's nursery or home setting, a formal offer will be made. If there are limited places available, the prospective pupil may then be placed on our waiting list.

For pupils who have attended one term of school/nursery or more, a reference will be required from their prior school/nursery before a place at Arnold Lodge can be confirmed.

Entry to Reception does not guarantee progression to Key Stage 1. Where a pupil is at risk of not meeting the requirements for progression to Sixth Form, the school will communicate this clearly and hold a formal meeting setting before a final decision is made.

### **Entrance to Year 1 & 2**

Entry into Key Stage 1 (Year 1 to Year 2) is via a taster day, a review of literacy and numeracy and a satisfactory reference from the Headteacher of the applicant's current school. Entry into the school between Reception and Year 2 does not guarantee progression into Year 3. Where a pupil is at risk of not meeting the requirements for progression to Key stage 2, the school will communicate this clearly and hold a formal meeting setting before a final decision is made.

Following a successful visit to Arnold Lodge, a formal offer will be made. If there are limited places available, the prospective pupil may then be placed on our waiting list.

### **Entrance into Year 3**

Entry into Key Stage 2 (Year 3 to Year 6) is via a taster day, a review of literacy and numeracy and a satisfactory reference from the Headteacher of the applicant's current school. Entry into the school between Year 4 and Year 6 does not guarantee progression into Year 7. Where a pupil is at risk of not meeting the requirements for progression to the Seniors, the school will communicate this clearly and hold a formal meeting setting before a final decision is made.

### **Entrance into Year 7**

For external candidates looking to join ALS Seniors, entry to Year 7 is via an assessment day which will include an assessment of literacy and numeracy, time in taster sessions and a satisfactory reference from the Headteacher of the applicant's current school.

The admissions panel, Chaired by the Headteacher, may, at their discretion, also take into account whether the candidate demonstrates an exceptional level of ability in one or more areas of school life (covering attainment, sports, music and the arts) and for pupils who will benefit from the educational provision ALS offers and contribute to school life.

ALS Seniors usually accepts approximately 54 pupils as part of a 3 class (18 on average). A small number of places may be available at non-standard entry points.

Entry into ALS Seniors does not guarantee progression into Sixth Form. Where a pupil is at risk of not meeting the requirements for progression to Sixth Form, the school will communicate this clearly and hold a formal meeting setting before a final decision is made.

### **Entrance into Sixth Form**

Entry to Arnold Lodge Sixth Form, if there is space in the year group, is by interview with the Headteacher (or other appointed person), review of GCSE attainment and satisfactory reference from the Headteacher of the applicant's current school. A Level choices will be dependent upon the applicant achieving satisfactory grades to study the chosen A Level.

### 3. Conditions for admission to Arnold Lodge School

#### The considerations for successful admission are:

- > The present school of the applicant reports satisfactory attitudes, behaviour and conduct
- > Expected support for the ethos of Arnold Lodge from the applicant and the family as a whole. Arnold Lodge's ethos and approach to education is very important and children from families who share the values of Arnold Lodge will generally be more successful. More information on our ethos, values and school missions can be found on the school website and school prospectus.
- > The child's overall contribution to school life based on school reports and interview.
- > The applicant's special educational needs (if any) can, in the opinion of the Headteacher, be successfully met by the school's normal provision.
- > Where such an admission would not create an imbalance of needs within the year group
- > Where such an admission would not jeopardise the performance and progress of their peers

#### The academic criteria for selection are:

- > Satisfactory results from the assessments of literacy and numeracy. For all entry points, successful applicants will likely be working at, or around, age expected levels for the point of entry.
- > A good report and reference from the pupil's current school
- > A positive taster day and/or interview with the Headteacher
- > The success criteria we use for entry includes our judgement that each applicant can pursue successfully the scheme of work for their point of entry.
- > For Seniors, successful candidates will likely be capable of achieving Level 4 and above at GCSE by age 16. The purpose of employing an academic assessment filter on entry is to ensure that the child is capable of working at an academic level appropriate to the age and key stage.

The school is not obliged to state its reasons for rejection of an applicant.

### 4. Equal Treatment

Arnold Lodge aims to encourage applications from pupils from diverse backgrounds; this enriches our community. We are committed to equal treatment for all, regardless of a candidate's sex, race, religion or beliefs.

### 5. Pupils with SEND

The School will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs (SEN) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate them.

Nevertheless, we strongly advise parents of children with specific educational needs or disabilities to contact us at any stage in the application process so that we can ensure that these needs are met. The school will

do everything that it reasonably can to accommodate all children, no matter what their needs or background. Where reasonable adjustments cannot easily be made, the school will discuss with parents how additional funding could be secured to enable all children to make good progress.

## **6. Pupils with Statements of SEN (Statement) or EHC Plans**

Where the learning support department at Arnold Lodge is able to meet the needs of a pupil with an EHCP and the LEA has agreed that a child is best placed at Arnold Lodge, the LEA will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan.

## **7. Disability**

At present, our facilities for children with disabilities are limited but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, will do all that is reasonable to comply with the legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

## **8. Disclosures**

Parents must disclose, as soon as possible, and certainly in advance of publication of results of the application process, any known or suspected circumstances relating to their child's health, allergies, disabilities or SEND.