



## ADMISSIONS POLICY AND PROCEDURE

2019/20

## ADMISSIONS POLICY

### Introduction

This policy is a guide for all families interested in placing their child at Caxton College.

### Aims and Objectives

This policy makes the admissions procedure clear and accessible for prospective parents.

Caxton College is a school for pupils from 1 to 18, which admits pupils regardless of race, nationality.

### Entry Criteria

Entry to all year groups usually takes place after a guided tour with the Admissions department and an interview with the School Principal or Vice-Principal.

In the case of families living overseas who cannot attend a visit to the school, we usually arrange a Skype interview with the Admissions department.

**Entry to the Early Years and Foundation Stage (Baby Caxton 1 & 2, Nursery and Reception).**

- Pupils are admitted to these year groups after the tour or Skype interview

**Entry to the Primary School (Years 1 – 6)**

- Pupils are required to take the Schools admission tests in English and Maths
- Families are required to provide school reports from previous schools.
- The Caxton College Admissions Department will request a reference from the pupil's previous school.
- The prospective pupil will attend interview with the Primary Headteacher.
- Pupils who do not have the required level of English can be considered for a Preparation Programme

## Entry to the Secondary School (Years 7 – 11)

- Pupils are required to take the Schools admission tests in English, Maths and Science
- Families are required to provide school reports from previous schools.
- The Caxton College Admissions Department will request a reference from the pupil's previous school.
- The prospective pupil will attend interview with the Secondary Headteacher.
- Pupils who do not have the required level of English can be considered for the Caxton International Study Centre
- Incoming students must have passed all subjects in their last year at their previous school. Enrolment will only be confirmed after the original final school report from the previous school has been submitted to the Admissions Department.

## Entry to the Sixth Form (Year 12 and 13)

- Pupils who come from a British School are admitted provisionally with their IGCSE predicted grades and then formally once the grades are received in August.
- Pupils who come from other education systems are required to take the Schools admission tests in English and the specific subjects they wish to follow at A level.
- Families are required to provide school reports from previous schools.
- The Caxton College Admissions Department will request a reference from the pupil's previous school.
- The prospective pupil will attend interview with the Secondary Headteacher.
- Incoming students must have passed all subjects in their last year at their previous school. Enrolment will only be confirmed after the original final school report from the previous school has been submitted to the Admissions Department, and in the case of students coming from other British schools, their IGCSE results.

Places are offered where the entrance tests, personal interview, reports and references are considered satisfactory for entry.

Where the Headteacher feels that a pupil may not be able to access the school curriculum or that the school cannot offer adequate support for a pupil with particular learning requirements a place may not be offered.

The school reserves the right to withdraw the offer of a place where it has been offered in error or parents/guardians have not responded within the time stated in the offer letter or it is found that the offer was obtained through a fraudulent or intentionally misleading

application. The school also reserves the right to withdraw a place after a pupil has started at the School where that place was fraudulently obtained.

## ADMISSIONS PROCEDURE

### Contacting the school

The admissions department record the contact details of all potential students on the Preenrolment data base on the ERP.

When a family contacts the school the Admissions department invite them to visit the school for a tour.

In the case of overseas families, they are invited to follow the admission policy by email and are invited to a Skype interview.

### Waiting list

Where places are not available families are informed about the waiting list and contacted when places become available.

### Visit and Testing

At the end of a tour families will be informed that to continue with the admissions process they must supply copies of previous school reports. They are also informed that references will be requested from the child's current school.

At this point testing and a personal interview with the Headteacher can be arranged for a later date.

### Enrolment

If all admissions criteria have been fulfilled to satisfaction and places are available families will be offered a place by the Admissions department.

They will be invited to enroll their child during a personal visit or via email.

### Payment

Places are secured by paying the enrolment fee stated on the fee sheet.