



# ***Admissions Policy and Procedure***

2023-2024

Academic year 2023/2024

Responsible: Admissions Department

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# 1. Admissions Policy

## 1.1. Introduction

This policy is a guide for all families interested in placing their child at Caxton College. Caxton College is committed to equal treatment for all, regardless of a pupil's race, culture, ethnicity, religion, disability, gender or family background.

## 1.2. 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.

## 1.3. Entry Criteria

Where places are available, entry to all year groups usually takes place after a guided onsite or online tour with the Admissions department and an interview with either the Principal/a Member of the Senior Leadership team or the Admissions Department.

In the case of families living overseas who cannot attend a visit to the school, an online interview with the Admissions department can be arranged.

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 two weeks of receiving the offer of a place, 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 or conditions of payment have not been met.

## 1.4. The Online Application and Enrolment Platform

All applications will commence on our [online application and enrolment platform](#). Parents or tutors must complete all sections of the online application and enrolment. Omission of important information or documentation could lead to cancellation of either process.

The school reserves the right to suspend the admission process at any time if relevant information about the candidate has been omitted or falsified.

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

- Pupils are admitted to these year groups after the onsite or online tour.
- Where available, families are required to provide school reports from previous schools.
- The pupils and families of new Nursery pupils will meet with the Primary Psychologist before the start of the academic year.
- The pupils and families of new Reception pupils will meet with the EYFS leader before the start of the academic year.

### **1.6. Entry to the Primary School (Year 1 – 3)**

- Families are required to provide school reports from previous schools. Incoming students will be expected to have passed all subjects in their last year at their previous school.
- The Caxton College Admissions Department will request a reference from the pupil's previous school.
- The prospective pupil will attend an interview with the Primary SENCO.
- Places will be offered where previous reports and references are in line with the school's expectations.
- Where it is found that a student can be offered a place but requires additional support, over and above that included within the programme, before the place is offered parents will be informed of the number and type of session required and the approximate costs. The School may also request that parents seek an external diagnosis or external support sessions for academic, behavioural or social reasons.

### **1.7. Entry to the Primary School (Years 4 – 6)**

- Families are required to provide school reports from previous schools. Incoming students be expected to have passed all subjects in their last year at their previous school.
- Pupils are required to take the Schools CAT4 admission tests.
- The Caxton College Admissions Department will request a reference from the pupil's previous school.
- The prospective pupil will attend an interview with the Primary SENCO.
- Places will be offered where previous reports, testing and references are in line with the school's expectations.
- Where it is found that a student can be offered a place but requires additional support, over and above that included within the programme, before the place is offered parents will be informed of the number and type of session required and the approximate costs. The School may also request that parents seek an external diagnosis or external support sessions for academic, behavioural or social reasons.

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

- Families are required to provide the final school reports from the previous two years. Incoming students be expected to have passed all subjects in their last year at their previous school.
- Pupils are required to take the Schools CAT4 admissions tests as well as tests in English, and Maths.
- The Caxton College Admissions Department will request a reference from the pupil's previous school.
- The prospective pupil will attend an interview with either the Principal/a Member of the Senior Leadership team or the Admissions Department.
- 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.
- In order to maintain student motivation, pupils enrolling for short stays beyond the first term, must sit their external examination exams on the dates set by the exam boards.

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

- Families are required to provide school reports from the previous two years.
- 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.
- The Caxton College Admissions Department will request a reference from the pupil's previous school.
- The prospective pupil will attend an interview with either the Principal/a Member of the Senior Leadership team or the Admissions Department.
- 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.
- In order to maintain student motivation, pupils enrolling for short stays beyond the first term, must sit their external examination exams on the dates set by the exam boards.
- Due to the demands of the Year 12 A level curriculum, new pupils may enter no later than 30th September. No pupils will be admitted to the A level course beyond that date.

### **1.10. Offer of a Place**

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 two weeks of receiving the offer of a place, 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 or conditions of payment have not been met.

## **2. Admissions Procedure**

### **2.1. Contacting the school**

The admissions department record the contact details of all potential students on the school pre-enrolment data base.

When a family contacts the school and places are available, the Admissions department invites them to visit the school for a tour.

In the case of overseas families, where places are available, they are invited to an online guided tour.

### **2.2. Waiting list**

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

Families who contact or visit the school but do not complete the application form or do not attach the required documents are not included in the waiting list and will not be considered for places.

### **2.3. Visit and Testing**

At the end of a tour, where places are available, families will be informed that to continue with the admissions process they must complete the online application form uploading the parents' and pupil's ID documents as well as copies of final school reports from the last two academic years. They are also informed that references will be requested from the child's current school.

The application will be registered with the date that the online application form is completed and submitted online to the Admissions Department and not the date of the first contact with the school.

At this point testing and/or a personal interview can be arranged for a later date.

### **2.4. Admission Test Fee**

For pupils testing for places from Year 4 to Year 12 a non refundable fee of 50€ must be paid online or via bank transfer before testing takes place.

### **2.5. 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 online.

Places will be reserved for a two-week period from the date of sending the offer letter in which time parents/guardians must return the enrolment form and documents fully completed and signed to the Admissions Department.

**Both parents/legal guardians must sign the enrolment**, where there is only one parent/legal guardian original or legalised copies of documentation to accredit this situation must be provided.

Enrolments received outside of this two-week period will no longer be valid and the place may be revoked.

### **2.6. Payment**

Places are secured by paying the non-refundable enrolment fee stated on the fee sheet via a bank transfer or direct debit.

**Revised:** 10/09/2023 Carol Smith and Ana Soriano

**Next Revision:** September 2024

