



OLD VICARAGE SCHOOL ADMISSIONS POLICY  
Reviewed May 2023.

Mrs Kerry Wise – Head of School  
Mrs Jenny Adshead – Bursar, Proprietor  
Mr Matthew Adshead - Proprietor

### GENERAL

Old Vicarage School is a co-educational independent school for pupils from ages 3 to 11. 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 us. We are very happy to welcome prospective parents and their children at other times.

Please contact the School's Admissions Secretary, Zoe Smedley on 01332 557130 or email [secretary@oldvicarageschool.co.uk](mailto:secretary@oldvicarageschool.co.uk) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will put alternative arrangements in place.

### THE ENTRY PROCEDURE

Old Vicarage School is a non-selective school. 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. This involves an academic assessment, day spent in school with peers and reference from the child's previous school.

We admit 16 pupils a year at Nursery, [and 2 additional pupils in Reception]. The School may also have occasional places at other ages. Please contact the Admissions Secretary for details. The School's Registration Form is available from the Admissions Secretary.

### EQUAL TREATMENT

The Old Vicarage School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Subject to availability, bursaries may be offered in order to make it possible for as many as possible who meet the Old Vicarage School's admission criteria to attend the School. The School's provision for bursaries is described below.

Old Vicarage School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

### SPECIAL EDUCATIONAL NEEDS

Old Vicarage School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before accepting the offer of a place, so that we can make adequate provision for them. Parents should provide with the Registration Form a copy of an educational

psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

### THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Old Vicarage School is 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 music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

Assessment for Nursery and Reception is based on observing informal play in small groups.

All other candidates for entry sit assessment papers in English and Mathematics which are designed for their age group.

References will be sought from the Head of a candidate's current school as part of the assessment process.

### SIBLING POLICY

Most siblings join us at Old Vicarage School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### BURSARIES

Old Vicarage School's bursary programme is designed to make it possible for as many as possible of those who meet the entry criteria to take up a place here. The School offers a limited number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 25 per cent remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School will normally visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

### OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Old Vicarage School provided that they have the legal right to enter and study in the UK and they have has a relative or responsible adult living in the UK.

### FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Old Vicarage School, pupils must have at least a basic command of English. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

### RELIGIOUS BELIEFS

Old Vicarage School welcomes applications from prospective pupils of all faiths and of no faith.

However, parents should be aware that many celebrations follow the Christian tradition, including Christmas for example.

### SCHOOL'S TERMS & CONDITIONS

The School's Terms and Conditions will be made available to parents as part of the admissions process.

### COMPLAINTS

The School's Complaints Procedure is on the School's website. The Complaints Procedure is not available for use by prospective parents.

### RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be e.g. no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.