

## Effingham Schools Trust Admissions Policy

Applications for admissions will be considered from parents and guardians who are in sympathy with the aims and the ethos of the schools and whose child will benefit from the academic curriculum. Effingham Schools Trust (Cranmore and St Teresa's) are Catholic schools and welcome Catholic, Christian, non-Christian children and those of no faith.

The schools are selective and offers are made based on entrance assessments, interviews and the current Headteacher's reports/ references.

The main points of entry to the schools are Pre-Nursery (age 2+) Nursery (age 3+), Reception, Year 3, Year 7 and Year 12. Places are reserved in the Senior School for Year 7 entry to all Prep School pupils providing the Senior School can meet the educational needs of the child. Assessment for Year 7 entry takes place in the November of Year 6. Places are reserved in St Teresa's Prep School for Year 3 for all the Year 2 Cranmore Girls.

Priority for entry to Sixth Form is given to St Teresa's Year 11 students and from September 2025, will be given to Cranmore and St Teresa's Year 11 students for the new co-educational Sixth Form. Students must have satisfactory behaviour and work record. A number of places are available for external candidates, which are offered during Year 11, subject to GCSE grades, interviews and school report from their current Headteacher.

All students admitted to the schools, and their parents/guardians, are expected to be supportive of the Catholic ethos of the school. Listed below are the various prioritised categories for places; however, there is no fixed weighting or ranking given in relationship between categories:

- Siblings
- Pupils in Cranmore or St Teresa's Preparatory School
- Academic ability
- Boarders
- Catholic

The more criteria met, the greater the priority for the place.

The following criteria (in no particular order) will be borne in mind when considering an applicant:

- Can the school meet the educational needs of the child within the context of the resources available?
- Are the parents sympathetic to the aims and ethos of the school – as expressed in the curriculum, the extra curricular activities provided and the religious values at the heart of the school?
- Does it appear that the child will be happy?

Where waiting lists operate for places into a particular year group, the admissions criteria above will apply when selecting a child, should a vacancy occur.

The current assessment process is set out in the Admissions Process (Appendix 1). The assessment process will normally include, for example, a trial session, entrance examination and a report/reference from the current Headteacher. The Headteacher of the child's current school will be notified before the entrance examination is sat. All additional needs must be disclosed at the point of filling in a registration form. Failure to do so may result in the withdrawal of your child's place.

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Endorsed and Accepted: Pastoral Committee Meeting May 2022

Next review: April 2023

## Appendix One: **Cranmore Preparatory School Admissions Process**

Cranmore School's mission is to be a Catholic School committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian community.

Cranmore is an Independent Preparatory School, which is part of the Effingham Schools Trust, offering education to children between the ages of 2 and 11. It is co-educational until the end of Year 2 and then becomes single sexed; the girls moving automatically to the St Teresa's site while the boys remain on the Cranmore site.

Cranmore welcomes applications from pupils of all abilities, including those with very mild learning difficulties. The Headteacher is also entitled to refuse admission to a pupil with special educational needs if they feel the school does not have the provision to assist with those needs.

Pupils can be accepted at any age, providing they fulfil entry requirements and space is available.

The main points of entry are:

1. Age 2 into Pre-Nursery. Places are offered on a 'first come, first served' basis until all are filled.
2. Age 3 into Nursery. Nursery is the academic year in which children turn 4. Places are offered on a 'first come, first served' basis until all are filled.
3. Age 4 into Reception. Pupils in our Nursery are expected to proceed through to our Reception Class. There can be up to two form classes in Reception and places are filled on a 'first come, first served' basis. No formal entry test is required but we offer taster sessions with their peer group.
4. Age 7 into Year 3. Candidates come for a Welcome Morning with their peer group and also have informal assessment with the Head of Lower Prep.

A waiting list is held at all stages of this process. If space is available, pupils may be accepted at other ages. Entry to Years 1 to 4 are by a Welcome Morning with some basic assessments to establish the child's level of development. Entry to years 5 and 6 will be a Welcome Day to include Maths and English tests as well as lessons and lunch with their peer group.

### **Additional needs during the entrance assessment**

Before a prospective student sits the formal assessments or comes for the Welcome Morning, parents are asked to disclose (on the registration form) whether their child has a disability, special educational need or medical conditions. If this is the case, the school may request additional information and the school may need to take further specialist advice. This in turn, may lead to the request for additional testing/assessments.

The school will be sensitive to any issues of confidentiality. Based on the information given, the school is committed to make reasonable adjustments that will enable the prospective student to sit their entrance assessment (subject to the school having the provisions to assist with those needs) and to comply with its legal and moral responsibilities as well as the inclusive nature of the Catholic ethos of the school.

Cranmore welcomes pupils from a wide range of backgrounds. This diversity serves both to enrich our community and to provide a vital ingredient in preparing our pupils for today's world. Parents should, however, be aware that there is often compulsory Saturday morning sport and that all pupils in the Main School are expected to attend monthly Mass.

Siblings can join us at Cranmore, and we will endeavour to ensure admission; however, there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

Cranmore operates a means-tested Bursary for entry into Year 3. Further details are available on our website. An assessment of the income and assets of both parents forms part of the process. The level of support varies according to parental need. Cranmore does have Financially Assisted Places. Further details can be gained from the Director of Admissions.

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## **Admissions Process – Cranmore Senior School (Year 7 –Year 11)**

Cranmore School's mission is to be a Catholic School committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian community.

### **Admissions**

Applications for entry to Cranmore Senior School can be made for boys at age 11 or 13. Places may become available for entry for 12+ and 14+.

### **Admissions Process**

The admissions process normally begins at least a year prior to entry, with prospective parents and students attending an Open Morning and/or having an individual tour of the school and a meeting with the Head.

Parents who would like their son to be considered for a place complete a registration form and are asked to pay a non-refundable registration fee. Formal entry examinations for all boys at age 11 take place in early mid November (prior to entry the following September).

### **Scholarships**

Academic Scholarships are awarded at age 11+ and 13+ based on performance in the entrance examinations.

Scholarships are also awarded for Art, Drama, Music and Sports. It is expected that boys who have been awarded scholarships in these areas fully engage in the extra-curricular life of the school.

### **Additional needs during the entrance assessment**

Before a prospective student sits the formal assessments, parents are asked to disclose (on the registration form) whether their son has a disability, special educational need or medical conditions. If this is the case, the school may request additional information and the school may need to take further specialist advice. This in turn, may lead to the request for additional testing/assessments.

The school will be sensitive to any issues of confidentiality. Based on the information given, the school is committed to make reasonable adjustments that will enable the prospective student to sit their entrance assessment (subject to the school having the provisions to assist with those needs) and to comply with its legal and moral responsibilities as well as the inclusive nature of the Catholic ethos of the school.

### **Criteria for admission**

Boys are given automatic entry from the Prep School. For external candidates, places are offered following the satisfactory completion of examination papers set by the school and receipt of a written confidential report from the Head of their present school. The Head is entitled to take into account any particular attribute of the boy that suggests he may benefit from the general ethos of the school or has a significant contribution to make to the life of Cranmore.

Cranmore welcomes applications from pupils of all abilities, including those with very mild learning difficulties. The Head is also entitled to refuse admission to a boy (Internal or External) with special educational needs if it is felt that the school does not have the provision to assist with those needs. Refer to the Admissions Policy for further details.

### **Bursaries**

Cranmore has a policy of encouraging applications from any pupil who would benefit from a place at the school. As part of widening access, bursaries are available at all points of entry and may be up to 50% fees. Means-tested application forms are available from the Director of Admissions.

### **Siblings**

A reduction on fees is offered from Reception upwards (for the second and subsequent children) when two siblings or more are at Cranmore and/or St Teresa's at the same time. This will be 10% discount on the second child, 15% for the third and 20% on the fourth and subsequent children.

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