

# Charlton House Independent School



'Love One Another'

## ADMISSIONS POLICY

Charlton House Independent School is an independent school for pupils aged 4 to 12. We believe that a personal visit to a new school is invaluable and recommend one of our Open Weeks which give a general introduction to the school. Details are published on our website [www.charltonhouseindependentschool.co.uk](http://www.charltonhouseindependentschool.co.uk). We are also very happy to welcome prospective children and their parents/ carers at other times during the school year; please contact our school office on 023 80671739 or email: [administrationsofficer@charltonhouseindependentschool.co.uk](mailto:administrationsofficer@charltonhouseindependentschool.co.uk) to arrange a visit. At this present time, COVID 19 restrictions do not allow us to have physical tours, however virtual tours are available, therefore please contact to book a tour or for any information required.

### **THE ENTRY PROCEDURE**

Our selection process is designed to identify pupils who will benefit from our broad learning platform and balanced education as well those who can make a positive contribution to the life of the school. We have a range of academic abilities and the selection process includes academic entry assessments designed to ensure that the pupils to whom places are offered will thrive at Charlton House Independent School.

Applications can be made at any time during the school year by contacting the school office on 023 80671739 or email: [administrationsofficer@charltonhouseindependentschool.co.uk](mailto:administrationsofficer@charltonhouseindependentschool.co.uk).

### **EQUAL OPPORTUNITIES**

At Charlton House Independent School, we do not discriminate in terms of race, gender or disability. Each application will be judged on its suitability taking into account the constraints of the school building. We will discuss thoroughly with parents/ carers and their medical advisers any adjustments that can reasonably be made for their child should he or she become a pupil at the school.

### **HOME SCHOOL AGREEMENT**

At the point of admission to Charlton House Independent School, it is made clear to all prospective pupils and their parents/ carers that they are expected to co-operate with the teaching and support staff, and to promote the greater good of the whole community. We also wish to establish full partnership with parents/carers in order to promote the interests and learning of the children. This partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment. We also have the right to expect full disclosure of any behavioural or disciplinary issues known to parents/carers at the point of application, and thereafter. This information is essential to assist with any interview or other pre-assessment screening. At Charlton House Independent School, we seek to offer places to those whom we believe can contribute positively to the school community, and whom we can educate and safeguard within our own teaching, pastoral and learning support structure.

### **THE ASSESSMENT**

Applicants to the school must meet the school's academic requirements. Applicants wishing to join Prep will be asked to complete a nationally recognised Cognitive Ability Test (CAT).

All applicants will be asked to provide a copy of their most recent school report and, where it applies, a copy of any public examination grades attained. We also reserve the right to make direct contact with any previous school or educational establishment in order to request a confidential report. This request will ask for comments on academic progress to date, involvement in the broader life of the school and general behavioural standards.

This information allows Charlton House Independent School to be reasonably sure that it is the right school academically for each student and that teaching can be tailored to meet the needs of the individual. Charlton House Independent School wants to educate each pupil to the best of his or her ability so that in this way there is every chance that all pupils will emerge at the end of their time having enjoyed school, matured as learners and are confident in their next steps.

### **SIBLING POLICY**

When compiling entrance lists, preference will be given to siblings and to the children of former pupils. If pupils are unable to take up their place at Charlton House for any reason, the place will be offered to the next pupil on the waiting list. This list will have been compiled in order of registrations received.

Sibling discounts are available and relate directly to the number of children attending the school. A second child will automatically receive a 10% discount. Children in Reception are eligible to claim 15 hours of Early Years Funding until the term in which they turn 5. This will be deducted from the yearly fee. Any other discount eligibility will be applied from the term after they turn 5. Full payment discount is not applicable. The school also recognises old Simmarians and offers a 5% reduction on fees for their first child.

#### **BURSARIES**

Bursaries are offered for fixed periods 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 dependent on income.

**Applications for these must be made at the time of formal application for school entry.**

More information on our Bursary Policy can be obtained from the school office or Head Teacher.

**Any outstanding debts must be cleared before subsequent children are admitted to the school.**

#### **FLUENCY IN ENGLISH (EAL)**

There is an expectation that all pupils at Charlton House Independent School will have a reasonable working knowledge and understanding of English, although extra help with English as an additional language can be provided for those who require it. There will be a charge for this one-to-one tuition.

#### **RELIGIOUS BELIEFS**

Although Charlton House Independent School has a Christian Foundation, we do not select for entry on the basis of religious belief, and we offer places for pupils from other religious backgrounds. However, the family must be sympathetic to the Christian ethos of the school and all pupils are expected to attend morning worship and whole school liturgical celebrations in the school Chapel.

**Reviewed and approved by the full governing body Feb 2021**

**To be reviewed by FGB Feb 2022**

<b>Date</b>				
<b>Reviewed by</b>				