

ADMISSIONS POLICY

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1 Aims

- 1.1 This is the admissions policy of Sir William Perkins's School (the **School**).
- 1.2 The School is currently registered as a single sex school for girls. From September 2026, and subject to formal approval from the Department for Education, the School intends to admit boys in Year 7 and Year 12 who will progress through the year groups, such that the School will become fully co-educational from September 2030.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 to set out the particulars of the School's policy on and arrangements for admission to the School;
 - 1.3.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
 - 1.3.3 to ensure compliance with the School's charitable purposes;
 - 1.3.4 to ensure compliance with the School's responsibilities under the Equality Act 2010.

2 Scope and application

- 2.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.
- 2.2 There may be occasions where the School is required to deviate from the procedures set out in this policy in relation to schools participating in the Early Offer Process, subject to the applicant meeting the School's admissions criteria set out below.
- 2.3 The procedures set out in this policy do not apply to existing students who are progressing through the School.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 The School Attendance (Pupil Registration) (England) Regulations 2024;
 - 3.1.4 Equality Act 2010; and
 - 3.1.5 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 Children missing education (DfE, August 2024);
 - 3.2.2 Working together to improve school attendance (DfE, August 2024);
 - 3.2.3 Keeping children safe in education (DfE, September 2024);

- 3.2.4 Technical guidance for schools in England (Equality and Human Rights Commission, July 2024); and
- 3.2.5 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 Attendance policy;
 - 3.3.2 Parent Contract;
 - 3.3.3 Students with special educational needs and /or disabilities (SEND) Policy
 - 3.3.4 Equal opportunities policy;
 - 3.3.5 Safeguarding and child protection policy.

4 Publication and availability

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School office during the School day.
- 4.4 This policy can be made available in large print or other accessible format if required from the Admissions Department.

5 Definitions and interpretation

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to the **Proprietor** are references to Governing Body.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Director of Marketing and Admissions	As required, and at least termly
Monitoring the implementation of the policy	Head and Director of Marketing and Admissions	As required, and at least termly
Seeking input from interested groups (such as students, staff, parents) to consider improvements to the School's	Director of Marketing and Admissions	As required, and at least annually

Task	Allocated to	When / frequency of review
processes under the policy		
Formal annual review	Proprietor	Annually

7 Equality, diversity and disability

- 7.1 Candidates for admission will be treated equally, irrespective of their or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' sex, age or marital or civil partnership status.
- 7.2 The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.
- 7.3 The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.
- 7.4 Parents of a child who has a disability or special educational needs should provide the School with full details on registration.

8 Procedures

- 8.1 To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable non-refundable registration fee.
- 8.2 Parents are encouraged to attend one of the School's open days or are welcome to arrange a tour of the School at another time. Parents should contact the Head of Admissions for further details.
- 8.3 **Entry points:** The following procedures apply at each of the main points of entry at Year 7, Year 9 and Year 12 and also to candidates for occasional vacancies in any other year group.
- 8.4 **Admissions procedure:** The School's admission procedure has three elements:
- 8.4.1 entrance assessments;
- 8.4.2 interviews; and
- 8.4.3 references.
- 8.5 **Entrance assessments:** These are as follows:
- 8.5.1 **Years 7 to 10:**
- (a) **Year 7:** examinations in Mathematics and English in line with the National Curriculum Key Stage 2 and an interview with a member of the academic staff; and

- (b) **Years 8 to 10:** examinations in Mathematics and English (see the School's Guide for Parents on entrance examinations on the website for further information); and
- 8.5.2 for admission to other year groups, the School sets its own tests in certain core / option subjects as appropriate.
- 8.6 **Interviews:**
 - 8.6.1 **general interviews:** in all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School. At each point of entry the interview will be:
 - (a) **Year 7:** a member of the school's staff as appropriate;
 - (b) **Years 8 to 10:** the Head and a member of the relevant pastoral team;
 - (c) **Sixth Form:** the Head, the Director of Sixth Form and Head of Year 12.
- 8.7 **Reference:** The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability.
- 8.8 **Sixth Form entry:** In addition to the above, candidates must achieve satisfactory grades in their GCSE examinations. Candidates will be informed of the applicable grade requirements.

9 Admissions criteria

- 9.1 Parents will enter into a contract with the School on acceptance of a place and our assessment of likely levels of compliance with its terms forms part of our overall assessment.
- 9.2 The admissions criteria are:
 - 9.2.1 success in the relevant entrance assessments and / or achieving the required GCSE grades, as appropriate;
 - 9.2.2 satisfactory interview;
 - 9.2.3 a positive confidential reference from the applicant's present school (if applicable);
 - 9.2.4 commitment to the School's ethos as described in the School's aims;
 - 9.2.5 interest and enthusiasm for learning;
 - 9.2.6 ability and willingness to benefit from the School's broad and varied curriculum; and
 - 9.2.7 will make a positive contribution to the School community.
- 9.3 All candidates must have the legal right to live and study in the UK.
- 9.4 It is assumed that students will automatically progress through the School, subject to him / her meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

10 International students

- 10.1 The School does not hold a Child Student sponsor licence. The parents must inform the Head when returning a completed registration form or at any other time if their child does not have the right to live and study in the UK. Parents should contact the Head of Admissions for further details. The School reserves the right to request further information, including sight of documentation as may be appropriate, to support and evidence the pupil's immigration status.

11 Siblings

- 11.1 Priority is given to siblings of students at the School at the proposed time of entry, although admission is not automatic and the candidate must meet the admissions criteria.

12 Scholarships and bursaries

- 12.1 A number of scholarships and bursaries are available. Please see the School's website for further information or contact the Head of Admissions for details.

13 Training

- 13.1 The School ensures that regular guidance and training on this policy is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 13.2 The level and frequency of training depends on role of the individual member of staff.
- 13.3 The School maintains written records of all staff training.

14 Record keeping and confidentiality

- 14.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 14.2 A confidential admissions record will be kept for each candidate.
- 14.3 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Admission register

- 14.4 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the School will:
- 14.4.1 maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School; and

- 14.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points
- 14.4.3 the admissions register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 14.4.4 the school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- 14.4.5 the admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and legal guardian and details of the school they last attended.
- 14.4.6 a pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations in regulation 9 occurs the pupil's name must be deleted.¹

15 Version control

Date of adoption of this policy	January 2025
Date of last review of this policy	New policy
Date for next review of this policy	July 2025
Summary of changes made since last version	Adoption of new policy
Policy owner (SLT)	Head and Director of Marketing and Admissions
Policy owner (Proprietor)	Chair of Governors

¹ Full details of the legal grounds for deleting a pupil from the registers can be found in regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024. See also chapter 7 of the Working together to improve school attendance guidance 2024.