



## SENIOR SCHOOL ADMISSIONS PROCEDURE

### OPEN DAYS AND ASSESSMENT DAYS

The Senior School advertises in the Ham and High, Jewish Chronicle and various other educational publications. We hold Open Days during the Autumn and Summer terms and assessments for Year 8 upwards can be held throughout the year. Open sessions will consist of a presentation given by the Headmistress and a tour of the school.

### ENQUIRIES

Helen Ridard answers Internet and telephone enquires for admission and follows the procedure below:

- Completes a basic enquiries form
- Checks with the Bursar or Deputy Headmistress for vacancies in the required year group
- If it is a Year 7 application,
  - they will be invited to an Open Session and will be sent a Consortium form for completion.
- If it is a Year 8 upwards application,
  - an appointment will be made with Headmistress to meet the parents and pupil and application forms will be either posted out for completion or completed on day of appointment.
  - Parents must be asked to either post or bring with them a copy of the pupil's latest report.
  - After meeting the Headmistress, an assessment morning will be set up in liaison with the Deans of School.

### YEAR 7 APPLICATIONS

Upon receipt of the completed application form and Consortium form, the Registrar (Helen Ridard) will

- Make a file for the pupil
- Write and confirm receipt of forms and confirm date, time and venue for examination
- After examination, the School will write offering interview as directed by Headmistress

After interview, the Headmistress will decide who will be offered a place. The Bursar will then prepare offer/rejection letters.

## **YEAR 8 UPWARDS APPLICATIONS**

Upon receipt of completed application form and meeting with Headmistress, the Deans of School will

- Liaise with the form teacher to set up an assessment morning
- Ensure year group assessments are ready
- Meet the parent and pupil on the morning of the assessment
- Assessment will consist of optional SAT's exam papers, NFER non-verbal, English, Maths and Science.
- Complete the Admissions Assessment Form

The Deans of School will discuss assessment results with Headmistress and possibly SENCO where appropriate. The Headmistress will make final decision and will ask Bursar to prepare offer/rejection letter.

November 2008

Review Date: March 2010

**SENIOR SCHOOL ADMISSIONS ASSESSMENT FORM**

**PUPIL NAME**

**DATE OF BIRTH**

**DATE OF ASSESSMENT**

**TEST RESULTS:**

**English**

**Maths**

**Science**

**NfER Non-Verbal**

**SAT's**

**HEADMISTRESS COMMENTS**

**ACCEPT**

**DECLINE**

**SEN**

**Signature**

**Date**