



Admissions Policy

Person responsible	Head
Last update	June 2018
Frequency of Review	Annual
Date of last review by Governors	June 2018
Date of next review by Governors	June 2019

Admissions Policy

This policy applies equally to the Early Years Foundation Stage (Reception Class), Key Stage 1 and Key Stage 2 as taught at Bute House

The normal age for admission is either at four years or seven years and the first requirement for admission is registration on the appropriate form. The School accepts registrations for, and places pupils in, their correct academic year. Requests for pupils to be placed outside of their correct academic year may be considered by The Head. However, placing a girl outside of her correct academic year is highly unlikely as The School believes this can severely impede progress to the next school at 11+.

Our aim is to ensure that all parents have the opportunity to apply for a place for their daughter at The School. No child will be refused entry on the grounds of disability, ethnicity, race, religion or belief. In addition, the Bute House Bursary Scheme endeavours to ensure that parents requiring financial support are able to apply for a place for their daughter for entry at 7+ (See Bursary Policy).

Admissions Register

All pupils who enter The School are placed on the Admissions Register. This contains the following details for all pupils:

name in full and sex

name and address of every person known to be a parent of the pupil, any additional address or new address and the date from which the pupil will live there; if parents do not live at the same address the full name of the parent with whom the pupil will normally live.

At least one telephone number where the parent can be contacted in an emergency.

day, month and year of birth,

day, month and year of admission or re-Admission to The School

name and address of the last school attended, if any

the name of the destination school and date of first attendance where it is practicable to ascertain this information

An introductory morning meeting to explain the ballot procedure and the ethos and aims of The School is arranged during the Autumn Term for parents who are registered for entry at 4 years old. There is also a similar meeting during the Autumn Term for parents of 7+ entrants. Four Open Days are held during the Summer Term. Two of the mornings are for 4+ applicants and two for 7+ applicants; however, this is flexible as required in order that as many prospective parents as possible can attend.

All parents whose daughters are drawn in the ballot or who are called back for interview after the 7+ assessment who have not had the opportunity to tour The School will be invited to an Open Morning or given a personal tour by the Registrar. Open Mornings are arranged in the Autumn Term for parents of prospective 7+ Bursary Candidates.

Deletions from Admissions Register

The School will inform our local authority, Hammersmith & Fulham, via the ACE team there, if a child is deleted from our Admissions Register for any of the following reasons:

a child is to be home educated

the family has apparently moved away

the child has been certified as medically unfit to attend

the child is in custody for more than four months

the child has been permanently excluded.

In addition, we will notify the local authority, Hammersmith & Fulham, of any pupil of compulsory school age who enters or leaves The School at non-standard transition times.

Please see Child Missing Education and Attendance Policy.

An additional copy of the Admissions Register is kept electronically or printed. The additional copies are retained for three years after that current school year.

For Entry to Reception (4 Years)

Entry to Reception at 4 years is through a ballot which is drawn from registrations received before the published closing date.

Parents register their daughters through completion of a registration form which may be sent to The School any time from the birth of the child to 30 September of the academic year (i.e. 01 September to 31 August) when the child will be 3 years old. Registration forms must be accompanied by a copy of the child's birth certificate and the registration fee of £65. All registrations are then entered into the ballot at the appropriate time.

The ballot is drawn by The Chair of Governors in the October two years prior to the year of entry. The Head, The Registrar and a representative from The School's auditors are also present. There are 22 pupils in the Reception class so the number of names drawn in the ballot varies each year, depending on the number of siblings who qualify for a place (see section below Procedure for Siblings) In addition to the names drawn for entry, a further twelve names are drawn to create a waiting list. Subsequently, if a place becomes available in Reception or Years 1 or 2, and there are no siblings waiting, the place will be offered to the next person on the drawn waiting list.

All four year old entry registrations will be held in their correct year groups and entered in the ballot at the appropriate time. All successful families are invited to The School to meet the Head or a senior member of staff. Unsuccessful families are informed as soon as possible and their daughter's name will automatically be transferred to the waiting list for entry at seven years.

Procedure for Siblings

The Bute House sibling policy is as follows: if a child, who is registered for our 4+ ballot, has a sister currently in The School or a sister who was in The School at the time she was registered, then she will be eligible for a place in Reception. If the ballot has already been drawn, the younger child

has priority over the normal waiting list if a place becomes available in Reception, Years 1 or 2. If there is more than one sibling on the waiting list, we will offer to the sibling who was registered first in chronological date order. Each registration carries a sequential number, assigned on the date of registration and we will, therefore, offer to the sibling with the lowest registration number.

There is no sibling policy for entry at 7+; if the candidate is the sister of a child already in The School, she has to pass the assessment on her own merit.

For Entry at 7+

For entry at seven years, an assessment is held on two days in January preceding the September of admission. Depending on birth month, the age of entry will be between 7 years and 7 years 11 months. There is an assessment fee of £75.

Children who are entered for our 7+ assessment attend one of our two assessment mornings in January. During that morning they are assessed on Maths, Reading, Oral Comprehension and Creative Writing. They are also given practical investigation tasks and activities to carry out in a small group of three or four, as well as time for observed free play at break, a group discussion and a tour of The School.

The applicants are divided into small groups of approximately 10-12 pupils with similar months of birth to carry out their assessments. There are at least three adults supervising, helping and observing each group. During the assessment, the pupils are encouraged to ask for help if they need it as we are very aware that having come from a wide range of schools they will all have been taught in different ways and some of their strengths and weaknesses are more likely to be a reflection of this than of their potential.

Pupils in the group who have English as their second or additional language, will be given support either through a native speaker where possible or other means discussed with the parent in advance.

Any children with special needs are given support. We ask parents to inform us in writing, in advance, of any disability which needs any reasonable adjustments to be made to our normal procedures in order for her to be able to take our assessment and allow us to see her at her best. We are also happy to discuss a child's specific, special requirements with the parents before the assessment. (See Inclusion and Equal Opportunities Policies). These factors are all taken into consideration during the final decision making.

We aim to give every child a happy morning and send her home feeling positive about the experience, whatever the eventual outcome. We are assessing the candidates' 'teachability', response to teaching and their approach to new concepts and challenges at least as much as their ability or attainment on written papers. We are also looking at their social skills, practical skills, co-ordination, confidence, concentration, behaviour and ability to work as part of a team. We talk to the children a great deal and by helping them to feel relaxed we hope to find out more about them than we could just on paper.

Very full, annotated records are kept in the form of scores and detailed notes on each child. We wait until all the pupils have been assessed before analysing the results. There is not a particular type of "Bute child"; she could be shy, dominant, introverted or extroverted, but the key point is

that, in our judgement, Bute House would be the best place for her to achieve her maximum potential.

Following the assessment morning where we see approximately 200 pupils, we invite back approximately 70 for interview. At this stage we will also contact the candidate's current school and ask for a short report on the child. Each girl has a short interview with a senior member of staff and will be asked some questions, standard to all, as well as reading from a selection of books and discussing the text. Clear notes are kept on each interview and a standard form completed. The parents then meet with the senior member of staff to discuss their aspirations for their daughter and ask questions (this is not a part of the child's assessment). Approximately 40 -44 places are offered and a Waiting List of up to twelve pupils is created.

For Entry into the Middle and Upper School (Years 4-6)

Entry into the Middle or Upper School will only be possible if an occasional place arises. Entry is following an assessment and interview; a process similar to that for 7+. Siblings are not given priority for these occasional places. The School will contact the pupil's current school for a report and parents are asked to inform their daughter's current school of the assessment.

Pupils who are offered a place at The School will usually begin at the start of the following term; there are exceptions to this in specific circumstances and at the Head's discretion.

Disability

Admission to The School depends upon a ballot at 4+ and on an assessment at 7+. The prospective pupil must meet the criteria required to maintain the educational and general standards for all its pupils commensurate with the ethos to which The School aspires.

The School must also be able to make reasonable judgement that it will be able to educate and develop the prospective pupil to the best of her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful primary school career, and emerge a confident, well-educated and well-rounded eleven year old ready for transfer to a suitable senior school. (These criteria must continue to be met throughout the pupil's time at The School)

The School's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of her disability.

The School asks parents to complete a form in respect of a prospective pupil at the time of application. In assessing any pupil or prospective pupil The School may take such advice and require such assessments as it regards as appropriate. Subject to this, The School will be sensitive to any requests for confidentiality. The School believes that there is great enhancement of school education and life by this inclusive policy but with equal importance being given to ensuring that no pupil's education is impaired.

One of the obvious problems which The School has is its lay-out but there is one lift available which gives access at the west side of all three levels. Another is the system of having fixed classrooms for each subject.

Therefore if there is a concern that any pupil with impaired mobility is going to be put at a disadvantage by these problems, we will discuss it thoroughly with parents and their medical advisers in order that reasonable adjustments can be made for the child if she becomes a pupil at The School.

Diversity

Our Admissions Policy reflects the belief at Bute House that every pupil who attends The School should have opportunities to achieve the highest possible standards, and the best possible qualifications for the next stage of her life and education. Every pupil should be helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities. Every pupil should develop the knowledge, understanding and skills that she needs in order to participate in Britain's multi-ethnic society, and in the wider context of an interdependent world.