



Admissions Policy

Overview

St Andrew's School is a co-educational, family school of around 300 pupils and welcomes all children whom the School believes will be able to make the most of the wide range of opportunities and extra-curricular activities that the School offers and will benefit from the whole educational experience it provides. The usual class size does not exceed 18, unless there are exceptional circumstances; however, where individual subjects are split by ability, the groups may be slightly larger or smaller to achieve the best grouping of abilities in any particular year.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. Please contact our Registrar, Mrs Carolyn Reeves, on 0118 9744276 or email registrar@standrewspangbourne.co.uk in order to arrange a visit.

Registration and Entry Procedure

Entry into St Andrew's School is primarily at the ages of:

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|-------|---|----------|-------------------------|
| • Age | 3 | Pre-Prep | Nursery class |
| • Age | 4 | Pre-Prep | Reception class |
| • Age | 7 | Prep | Year 3 (limited spaces) |

There may be availability in other years, but places are dependent on unfilled spaces and children leaving. A small number of places may also be available in Year 7 as a few pupils leave to join senior schools whose main entry is at 11+.

The first stage of application is completion of a registration form. Once this is received, if there are places available, the Registrar will invite your child to the School for a taster day and will ask for a report from your child's current school/nursery/play group as part of the entrance procedure. Thus, parents are asked to inform their current Head of their intention to move to St Andrew's School.

The School does not select on the basis of academic ability, so there is no formal assessment but, for entry to the Pre-Prep, the School will seek to gain an understanding of a prospective pupil's current social and developmental stage and, following the taster day, will discuss admission date and any other factors including, if applicable, any reasonable adjustments that the School may need to consider.

Children in the Pre-Prep will normally progress to the Prep School at Year 3. If the Head of Pre-Prep considers that a particular child will not thrive in the Prep School, then this will be discussed with parents in advance.

Many of the places in Year 3 and above are filled by children moving up from the Pre-Prep. For the remaining places the entry procedure is the same as for Pre-Prep, but a more detailed report will be sought from the child's present school and children may be asked to sit some short tests to assist with setting arrangements. Places are offered to children who the School believes will flourish in the caring environment of the School and will be able to make the most of the opportunities the School has to offer including music, sport, art and drama and benefit from the whole educational experience the School provides. If the year group is oversubscribed, those for whom there is no space may be offered a place on the waiting list and will be advised if a place becomes available. Priority is given to siblings and places are allocated from the waiting list with regard to the date of registration, subject to maintaining a suitable gender balance and mindful of the physical constraints on the facilities.

Any child requiring Learning Support will be invited to meet and work with the School's Head of Learning Skills to assess any requirements necessary. If the School feels that it is unable to help a child to make academic and social progress, then a place will not be offered. However, the School has a very accomplished Learning Skills team and a good track record of helping pupils to thrive.

For entry into Year 7 there will be a formal assessment. The School only takes Year 8 entrants, or pupils for less than a year, in very exceptional circumstances.

Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries may be offered in order to widen access to children who would most benefit from the education the School has to offer but whose families are unable to afford the fee. St Andrew's School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, sexual orientation or social background.

Equality Act 2010 and Special Educational Needs & Disabilities Code of Practice 2014

On both the registration form and the assessment confirmation form, parents will be asked whether their child has any disabilities or special educational needs for which reasonable adjustment would be required, either as part of the entrance process or for education within the School. The school will endeavour to make reasonable adjustments which may include arranging additional educational support for those pupils who may require it.

We welcome pupils with special educational needs, providing that our Learning Skills Department can offer them the support that they require. We welcome pupils with physical disabilities, provided that our site can cope with them. It is essential that parents of children with special educational needs or physical disabilities discuss their child's requirements with St Andrew's School at the time of registration, so that the School can evaluate properly its capacity to make adequate provision. Parents should provide a copy of all professional reports that have been undertaken including an educational psychologist's report, speech and language assessment, occupational therapy or a medical report to support their request for special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

School's Contractual Terms and Conditions

A copy will be provided to parents as part of the admissions process.

Complaints

We hope that you and your child do not have any complaints about our admissions process, but the School's complaints procedure is available on our website.

Document Review History

Last review date:
November 2016

Next review date:
November 2017

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