



Policy

The Clares Court Schools Group (“the School”) is a proprietorial, all-through, diamond shaped independent day school based in Maidenhead, Berkshire. It presently encompasses three physically separate sites: Clares Court, Ridgeway and the College. The Principals of the School have organised the facilities on these sites into five operating divisions, each with its own head and academic staff. Two of the divisions (the Nursery and Sixth Form) are co-educational and located on the College site whilst the primary and secondary phases offer education on a single sex basis i.e. boys 4+-10 at Ridgeway, boys 11-16 at Clares Court and girls 4+-16 at the College.

The School admits male and female pupils between the ages of 3 and 18, subject to the availability of places.

The Head of each division will be responsible for the admission of pupils to that division in consultation with their staff and the Principals.

For admission to the Nursery, please refer to the separate Nursery Admissions Policy.

The main entry points to the School are at 4+ (Reception), 7+ (Year 3), 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12), generally at the beginning of the Academic Year.

Admission at other times and into other years can often be accommodated subject to the availability of places.

Entrants will normally be placed in a class appropriate to their age.

Entry into Reception from the Nursery is not automatic although preference will be shown to such internal transfers in the event of over-subscription.

Transfer from Year 6 into Year 7 is automatic for both boys and girls.

Transfer from Year 11 into the Sixth Form is subject to satisfactory performance at GCSE and the availability of appropriate courses of study at A-level.

With the exception of entry into the Sixth Form, there are normally no academic criteria set by the School for entry other than a satisfactory performance at interview by the applicant prior to entry.

The interview is conducted by the Head of the division applied to or another senior and experienced member of staff. The style of the interview is intended to be natural and informal, and provides an opportunity for the family to take its own decision over the education on offer as well as for the School to learn about the family and the applicant.

The School sets other criteria for entry which it may explore at interview. These are that:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant enjoys satisfactory general health;
- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Head and the Principals, be managed within the School's normal provision;
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant;
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Head and the Principals that they are in a position to pay the fees of the division applied for.

The School will take no heed of an applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group in any admission assessment.

The School is not obliged to state its reasons for rejection of an applicant.

Procedure

On receipt of a request, the School will provide a copy of the School Prospectus which contains up to date information about the School including a current fees scale.

Although the School opens the School to prospective families on several occasions each term, parents are encouraged to make an appointment to see the Head of the appropriate division and to look around the School (with or without their child), to watch the children at work, to meet teaching staff and to experience the ethos and atmosphere of the School. Generally, no child is admitted until personal contact has been made.

If parents wish to proceed with entry, they will be asked to complete a Registration Form and pay a Registration Fee. The School will then confirm that the name of the child is on the Entry List but this confirmation does not constitute the offer of a place at the School.

In the autumn of the year preceding entry (or sooner if application is being made for an immediate place), the School will write to the parents with an offer of a place, asking them to confirm their acceptance of a place for their child by returning the accompanying Acceptance Form together with an Acceptance Deposit.

The Acceptance Form is attached to a copy of the School's Terms and Conditions which will form the basis of the contract with Clares Court Schools Ltd and which parents are asked to retain for their records.