

# **Admissions Policy**

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**Immanuel College**

July 2011



## ADMISSIONS POLICY

### Legal Status:

- Complies with Regulatory Requirements (2010), Part 6, Paragraph 24 (3)(a)

### Applies to:

- Whole School including EYFS

### To be read with:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

### Available from:

- School Office and website

### Monitoring and Review:

- To be continuously monitored and reviewed by no later than two years from the date shown below.

Date: July 2011

Signed:  
Head Master

Signed:  
Chair of Governors

## **SENIOR DEPARTMENT**

All applications for admission to Immanuel College require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). Parents are also required to complete the appropriate Certificate of Religious Practice.

The forms are available from the school or the Immanuel College website ([www.immanuelcollege.co.uk](http://www.immanuelcollege.co.uk)) and should be returned to the school's Admissions Department.

### **Registration.**

Registration for entry (except for Sixth Form) may be made at any time up to November 30th of the year preceding the year of desired entry. All registered applicants will be required to sit an examination and will be considered on their merits.

An Application Form is available with the prospectus and further copies are available from the Admissions Department (020-8950 0604) or can be downloaded from the school's website [www.immanuelcollege.co.uk](http://www.immanuelcollege.co.uk)

Once a child is registered, Immanuel College will ask his/her current school for a confidential reference. There is a non-refundable registration fee of £100.

### **Age of entry.**

Pupils are admitted into Year 7 (aged between 11 and 12). A pupil's age is calculated as on September 1st of the year of desired entry. However, these age limits are not inflexible, and the admission of a candidate into Year 7 who is slightly younger or slightly older will be at the Head Master's discretion. The Head Master will be happy to discuss any application for candidates seeking entry into Years 8-10. There are separate prospectuses available for the Preparatory Department and Sixth Form.

### **Entrance examinations and interviews.**

All candidates for admission will sit the College's one-hour entrance examinations in English and Mathematics, which are held in January each year for entry in the following September. The College invites every candidate to an entrance interview and because of the numbers involved these interviews take place between the receipt of application forms and mid-February. The entrance interview, which some candidates will attend before the entrance examination day, requires candidates to talk about their interests and to bring with them their current school exercise books and files and any items which reflect their interests. The examinations are suitable for able pupils in maintained primary schools and independent Preparatory Departments alike.

## **Specimen examination papers.**

Specimen examination papers are available from the Admissions Department and can also be downloaded from the school website. Confirmation of the dates of the entrance examinations will be sent to the parents of all registered candidates in the November preceding the January examinations. Detailed information about the examinations is sent to parents of all registered candidates in December.

## **Special educational needs.**

Parents must indicate on the registration form if their child has any special educational needs. Extra time and/or the use of a school laptop computer in the examinations will be granted to candidates who have a written report from an educational psychologist or medical practitioner which specifies such a need.

Immanuel College will make provision for children who have EAL (English as an additional language) in the assessment procedure. If an offer is subsequently made and the candidate takes up his or her place at Immanuel College, the school will make provision for appropriate support (subject to a charge). In the case of candidates holding a Statement of Special Educational Need who take up a place at Immanuel College, the school will meet the provisions of the Statement (subject to a charge).

## **Selection and offers.**

The offer of a place at the College is made on the evidence of:

- a) the candidate's performance in the appropriate examination;
- b) an interview;
- c) a confidential report from the Head of the candidate's present school.

Offers of places are posted in late February or early March on dates agreed by all HMC London independent schools. Replies are required within approximately one week.

All places offered will be in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

## **Acceptance of places.**

The offer of a place is accepted by the parents or guardians completing and signing the Acceptance Form, which must be accompanied by a deposit (the amount of which is stated in the current senior school information booklet). This deposit will be credited against a pupil's final (leaving) term, unless a pupil withdraws prior to taking up his/her place or withdraws from Immanuel College before the end of his/her Year 11 studies, in which case it is non-refundable. By signing the Acceptance Form, the parents or guardians agree to comply with the College's Rules and Regulations and the Terms and Conditions which accompany the letter of offer.

## **The Immanuel Jakobovits Scholarship.**

Parents completing the Application Form should indicate whether they wish their son or daughter to be considered for an Immanuel Jakobovits Scholarship. Up to 10 scholarships will be offered to the value of 100% of tuition fees, re-awarded throughout the recipient's school career, subject to satisfactory effort and behaviour.

Candidates who perform exceptionally strongly in the English and Mathematics examination will be invited to an additional interview, the scholarship interview. The scholarship interview will focus exclusively on the candidate's understanding of and response to a number of texts.

## **Music Exhibitions (Scholarships).**

Music Exhibitions are available annually to Year 7 entrants to the school. Each Exhibition is worth £2,000 annually and provides free tuition in the candidate's principal instrument throughout his or her time at Immanuel College. Exhibitions will be re-awarded annually subject to the pupil's continuing involvement in the musical life of the College, satisfactory effort and behaviour. The minimum standard of the candidate's main instrument should be Associated Board Grade 4 or equivalent.

Knowledge of a second instrument and/or theory of music is advantageous, but at this age potential is often as important as achievement. The Director of Music will be glad to meet interested parents to discuss the Music Exhibitions and arrange to hear prospective Exhibitioners play in an informal manner during the College year. Appointments may be made and further details obtained from the school's Admissions Department (020-8950 0604). Parents who wish their child to be considered for a Music Exhibition should indicate their interest on the Application Form.

## **Art Exhibitions (Scholarships).**

Art Exhibitions are available annually to Year 7 entrants to the school. Each Exhibition is worth £2,000 annually and will be re-awarded annually subject to satisfactory effort and behaviour. To qualify for an Art Exhibition, candidates must demonstrate enthusiasm for art, a developed drawing ability, and creativity in handling materials. Candidates for Art Exhibitions are invited to bring portfolios of work undertaken in the last few years to an interview with the Head of Art. This should contain artwork from both in and out of school. The Head of Art will be looking at the candidate's potential rather than expecting highly finished work. Parents who wish their child to be considered for an Art Exhibition should indicate their interest on the Application Form.

## **Bursaries**

Bursaries may be available where there is a genuine difficulty in meeting the full fees. Details may be obtained from the Bursar. All applications will be dealt with by Immanuel College's Treasurer (a member of the Governing Body), who will keep the information supplied strictly confidential.

## **PREPARATORY DEPARTMENT**

All applications for admission to the Preparatory Department require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). Parents are also required to complete the appropriate Certificate of Religious Practice.

The forms are available from the school or the Immanuel College website ([www.immanuelcollege.co.uk](http://www.immanuelcollege.co.uk)) and should be returned to the school's Admissions Department. Pupils who have an elder sibling who is or has been at the Senior School will be given priority in the application process.

### **Assessment Procedure.**

The assessment procedure for admission into Reception and Year 1 (and, in due course, Year 2) will consist of a play session and a focus activity for the prospective pupil. In addition, parents will be invited to an interview with the Head of Reception and Year 1 and the Head of the Preparatory Department. Going forwards, the assessment procedure for older pupils (Years 3-6) seeking to join the School will involve a more formal written assessment in English, Mathematics, Science and Reasoning.

### **Offers of places.**

The Preparatory Department will use this assessment process to determine which children to offer places to. All other factors allowing preference will be given to pupils with siblings already at Immanuel College offer of a place is secured by the parents or guardians completing and signing the Acceptance Form, which must be accompanied by a non-refundable deposit of £1,000. In accordance with the school's terms and conditions, this deposit will be credited against a pupil's final (leaving) term at the Preparatory Department, unless a pupil withdraws prior to taking up his/her place. All places offered will be in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

### **Documentation.**

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Registration Form*
- *Acceptance/Health Form*
- *Parent-School Contract Standard Terms and Conditions.*

This provides the school with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires:

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets

- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

Parents and guardians will also be asked to provide the school with any further information which they feel will enable us to take that best possible care of their children.

### **Special educational needs.**

Immanuel College will make provision for children who have EAL (English as an additional language) in the assessment procedure. If an offer is subsequently made and the candidate takes up his or her place at Immanuel College, the school will make provision for appropriate support (subject to a charge). In the case of candidates holding a Statement of Special Educational Need who take up a place at Immanuel College, the school will meet the provisions of the Statement (subject to a charge).

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### **Progression to Immanuel College Senior Department.**

Pupils of the Preparatory Department will be required to sit the entrance examination to be considered for entry to the Immanuel College Senior Department. All other factors allowing, pupils who attend the Preparatory Department will have priority for admission to the Senior School.