Admissions Policy

The Gregg Schools Trust

1. General

1.1 The Gregg and Gregg Preparatory Schools ("the Schools") are co-educational independent schools for students from ages 4 to 16. The Gregg has Department of Education approval for up to 375 students. The Gregg Prep for approximately 100 students. Both are overseen by The Gregg Schools Trust ("the Trust"), a Board of Trustees charged with the promotion and advancement of education and the operation of both Schools for such purposes. Deciding on the right school for your child is very important, and the Trust believes that a personal visit is invaluable. It is very much hoped that you and your child will take the opportunity to visit the Schools –a number of Open Events are held throughout the year, details of which are published on the Schools' websites. We also encourage students at the Prep to experience a "Trial Day".

1.2 The Trust is also very happy to welcome prospective parents and their children at other times in either school – please contact either the Gregg School's Registrar on 023 8047 2133 or email registrar@thegreggschools.org to arrange a visit, or alternatively contact the Prep School Office on 023 8055 7352 or at office@thegreggprep.org for further information or to arrange a visit. Entrants are welcome at any point during the School Year.

2. The Entry Procedure (see Appendices A & B for School specific detail)

2.1 The Schools are not academically selective. Selection is made through an entrance assessment and references from the student's previous school. The selection process is designed to identify students who are able to benefit from the Schools' balanced and well-rounded education.

2.2 Ultimately the Headteachers will have the final decision on any offer being made.

3. Equal Treatment

3.1 The Schools are committed to equal treatment of all students, regardless of their age, gender, sexual orientation, disability, race or religion.

3.2 Their aim is to encourage student applications from a diverse range of backgrounds to reflect our society. This enriches the schools' community and is vital in preparing students for today's world. Sibling and military discounts and a limited number of

means-tested bursaries are offered at both schools. Academic & subject specific scholarships are also offered at The Gregg, to enable as many as possible who meet the school's admission criteria to attend.

3.3 The Schools recognise their duty to make reasonable adjustments for students who have special educational needs and disabilities (SEND) of which they are aware and will do all that is reasonable in order to accommodate the needs of candidates who have special needs or disabilities for which, with reasonable adjustments and support, the Schools can cater adequately.

4. Additional needs and SEND (see Appendix 3)

4.1 Students with additional needs such as medical conditions or SEND are welcome, providing the Schools have the appropriate resources and facilities to offer them the support that they require and/or we can facilitate the reasonable adjustments necessary to support them.

4.2 The Schools need to be aware of any known medical condition, disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the Schools.

4.3 The Schools' staff will discuss thoroughly with parents, in conjunction with other professionals if necessary, the adjustments that can reasonably be made for the child if he/she becomes a student at the school. As independent schools, the Schools do not have a statutory obligation to comply with the Special Educational Needs and Disability Code of Practice. In keeping with the Equality Act 2010, the Schools make reasonable adjustments where necessary to support pupils with identified additional learning needs or disabilities. However, as an independent mainstream setting, the Trust is not able to offer highly specialised facilities or intensive programmes for children with SEND.

4.4 If your child has ever had any additional input during their education, or they have received extra tutoring to support their learning to catch up, then it is worth considering whether your child may have additional needs. We may also contact parents of children who perform poorly during at entrance assessment or taster days as they may also benefit from, or be considered for, reasonable adjustments. This may also be included as a condition of entry.

5. The Entrance Assessment

5.1 The Entrance Assessment is conducted for the Gregg School. Detail can be found at Annexe A.

6. Sibling Discounts

6.1 The Trust offers a 5% sibling discount for a second child attending the schools at the same time as the older sibling and 10% for a third sibling.

7. Means-Tested Bursaries

7.1 The Trust's bursary programme is designed to enable as many prospective students as possible to take up a place. Students must meet the Schools' admission criteria. A number of means-tested bursaries are awarded annually to entrants at the usual points of entry. Parents are required to provide proof of their income and assets.

7.2 Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school and levels of support may vary with fluctuations in income. In exceptional circumstances, bursaries may be awarded to current students where the parents have indicated that they require financial assistance. Such parents will be required to provide proof of their income and assets.

7.3 Bursaries are offered to families who are resident in the UK only.

7.4 All awards are made following reviews of applications by the Trust's Bursaries Sub-Committee.

7.5 The Trust's Bursary Policy may be obtained from the Bursar.

8. Overseas Applicants

8.1 Applications from overseas students are welcomed, subject to UK Visa & Immigration rules and regulations provided they have a parent living in the UK with whom they reside. Overseas students must provide evidence of their legitimate right to study in the UK.

8.2 The Gregg School welcomes pupils for whom English is an additional language.

8.3 Students' levels of ability, particularly in linguistics, are assessed on entry to the school, to enable them to be placed in teaching groups appropriate to their immediate needs. Their progress is monitored regularly to ensure that their needs continue to be met effectively.

9. Religious Beliefs

9.1 Although the Schools have a Christian ethos, they do not select for entry on the basis of religious belief, and all faiths are welcomed

10. Contractual Terms and Conditions

10.1 Details of the contractual Terms and Conditions are available on request and are sent to parents as part of the admissions process.

10.2 Following acceptance of a place, parents or legal guardians are required to complete and sign the Schools' current contract.

11. Complaints

11.1 It is hoped that you and your child will not have any complaints about the admissions process: but a copy of the school's Complaints Procedure can be sent to you on request.

Any changes dictated by new legislation will automatically supersede the relevant sections of this policy.

Appendices:

1) The Gregg School
2) The Gregg Preparatory School.
3) SEND Admissions

Appendix 1

The Gregg School

1. **Entry Procedure.** The usual point of entry is at age 11 (Year 7).

1.1 Applicants for admission normally register by January of the year of admission.

1.2 Admission Criteria:

- Availability in year group
- Entrance Assessment Results. Whilst the Entrance Assessment does not have a pass mark, we can only accept children who are considered able to access the GCSE curriculum. Children who perform poorly at entrance assessment or taster days as they may also benefit from, or be considered for, reasonable adjustments. This may also be included as a condition of entry.
- Feedback from Headteacher, Head of Year, teaching staff, support staff and current students from all interactions with the family (including tours, meetings and taster days).
- Review of current school report.
- Review of current school reference: skills and abilities, attendance, behaviour, disciplinary action, child protection, student support, hobbies and personal qualities

1.3 In-year applications will be considered where there is availability within a requested year group. The application process follows a similar route. Bursaries can be applied for, but Scholarships are awarded prior to commencement in year 7.

2. **The Entrance Assessment.** The aim of the assessment is to identify potential. The school is looking for well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

2.1 No specific preparation for the entrance assessment is needed. All students start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

2.2 All students sit assessment papers in English, Maths and Reasoning which are designed for their age group.

2.3 Place offers are normally made within two weeks of the assessment process.

Appendix 2

The Gregg Preparatory School

1. **Entry Procedure.** The Gregg Preparatory School does not have an entrance examination but every child who is offered a place at the School will:
    - Have a satisfactory report from his or her previous school or schools
    - Demonstrate skills that align with The Gregg Preparatory School's culture and ethos.
    - Have completed an age-appropriate assessment to allow The Gregg Preparatory School to ensure that they can appropriately meet that child's needs.
    - Attended a trial day (Year 1+)

1.2. Prior to admission to The Gregg Preparatory School, the Headteacher will request a confidential reference from the child's current Headteacher,
    - At registration, parents will be required to disclose all information relating to disabilities, medical or health conditions, allergies, and learning or behavioural difficulties relevant to their child.
    - Prospective parents will also be required to provide the School with a copy of their child's birth certificate as well as details of any Special Educational Needs or Disabilities, and/or psychological reports relevant to their child. These children will be subject to our admission procedure for SEND, which is available upon request from our registrar.
    - If a child is subject to a Court Order, a copy of that order must be provided.
    - Any offer of a place at The Gregg Preparatory School is made contingent upon the School having received all relevant information relating to the prospective pupil and all financial obligations to current or previous schools having been met by his or her parents or legal guardians

Appendix 3

Admission Procedure for Special Educational Needs or Disabilities

Key terms:

SEND – Special Educational Needs or Disabilities
SENCO – Special Educational Needs Co-ordinator
EHCP – Education Health and Care Plan, a legally binding document outlining outcomes and provision for children with special educational needs.

The Schools are able to accommodate a limited number of children in each year that require additional support during the school day, or with examinations, based on the resources we have available. These are allocated on a first come, first served basis, in conjunction with section 1 below for both Schools. Some children with SEND may not require support during the day or with examinations, so this is also considered.

The Gregg Preparatory School

Normal entry to The Gregg Preparatory School is in Reception or prior to the end of Key Stage 1. Children with SEND seeking to join The Gregg Preparatory School after Key Stage 1 (aged 5-7) will automatically be added to a waiting list and we will contact families in order of enquiry date, should resources and a place become available. If your child has SEND and you would like them to be considered for entry to The Gregg Preparatory School in Reception or Key Stage 1, please follow these steps below.

1) At the point of enquiry, please email our school office attaching
   a) the completed Student Support Form
   b) your child's most recent school report
   c) the completed medical form
   d) all relevant assessments, such as educational psychologist reports, EHCP, etc.
   Email to: school office, office@thegreggprep.org

2) On review, the SENCO, may liaise with your child's primary school to seek further background information in advance of a tour, virtual meeting or trial days. Once completed the school will invite you in for a tour to meet staff and arrange dates for trial days, where they will complete some baseline assessments. A virtual meeting may be facilitated for international applicants. A date and time for a follow up meeting is also arranged. Details regarding available provision and associated costs will be included for your reference through our SEND provision document.
   Please note that in recent years we have had more applications than places available, so not all children will be invited for tours and trial days.

3) In the follow-up meeting, we will discuss feedback from the current school, any trial day(s) and subject to any reasonable adjustments, any potential provision needed to enable a smooth transition. The SENCO will outline a plan for support, based on reasonable adjustments. If all parties agree, a place will be offered and a start date agreed. To accept the place, a signed contract, relevant identification, fees and a current photograph should be returned to the school. All places are allocated on a first come, first served basis.

If children have struggled during trial days and, subject to any reasonable adjustments, or there are concerns around transition, this is outlined within the meeting and a decision not to offer a place is made. Any information shared with the school to assist with decision making will not be kept, in line GDPR.

The Gregg School

Normal entry to The Gregg School is at Year 7 as this is when we allocate our resources. If you are seeking a place at The Gregg School for your child with SEND after our normal enrolment in September of Year 7, you will automatically be added to a waiting list and we will contact families in order of enquiry date, should resources become available. If you would like your child to be considered for entry to The Gregg School at Year 7, please follow these steps below.

1) By the end of September of Year 6:
   a. complete the school's application form
   b. Upload to the application form your child's most recent school report
   c. Upload to the application form all relevant assessments, such as educational psychologist reports, EHCP, etc.

2) On review, the SENCO, may invite your child to attend a small group visit in the autumn term ahead of October half term, and a member of the Student Support team will contact your child's current school during the autumn term or arrange a meeting (a minimum of a virtual meeting with the school if a visit in person is not possible). It is important for your child to attend this visit, if invited, for the SENCO to ensure we can meet your child's needs.

3) By December those children for whom we are able to provide reasonable adjustments for, will be invited to take the Entrance Assessment (usually held on the last Saturday of January), and a date/time for a follow up meeting will be set.

   Please note than in recent years we have had more applications than places available, so not all candidates will be invited to the Entrance Assessment.

   The Entrance Assessment does not guarantee a place and the fee is non-refundable. A range of information is used in decision making, including; any reasonable adjustments required, behaviour, academic attainment in the context of the cohort of children joining, school references, reports and any other interactions with the school.

4) In the week following Entrance Assessment, pre-arranged follow-up meetings will enable a discussion regarding the Entrance Assessment results and if the child would reasonably fit within the cohort, subject to consideration of reasonable adjustments which could be made. The SENCo will outline a plan for support, based on reasonable adjustments and our SEND provision document.

   If students have not performed/accessed the Entrance Assessment with support, or there are concerns, subject to consideration of reasonable adjustments, this is

outlined within the meeting and a decision not to offer a place is made clear. A 'no offer' letter is sent and any information shared with the school will not be kept, in line GDPR.

5) Offer letters will be sent to all children (including those with additional needs) in the second week of February. To accept the place, a signed contract and deposit should be returned to the school. All places are allocated on a first come, first served basis.

6) On receipt of the above, an additional visit is made to the current school in the spring term by the SENCO and a Student Passport is created in collaboration with the child, their primary school and feedback from parents throughout the process. This will be shared with parents and staff ahead of any transition activities.