



## **Admissions Policy Whole School including EYFS and Boarding**

All applications for admission to the School are treated equally. The usual points of entry into the School are at Pre-School (age 2+); Reception (age 4+); Juniors (age 7+); Senior School (Age 11+ and 13+) and College (age 16+) although applications will be accepted for any age where spaces are available. The Mount School welcomes pupils from all religious and ethnic backgrounds whose abilities will be challenged and nurtured by the 'all round' educational provision we offer.

### **Aims**

1. To state clearly the way in which the School makes decisions about admissions.
2. To affirm that we will retain and enhance our position as an academic school with a broad and relevant curriculum, committed to providing the support required for widening access to as many pupils as possible.
3. To encourage applications from children with as diverse a range of backgrounds and beliefs as possible and for as many children as possible who meet the School's admissions criteria, to attend the School.
4. To clarify that admission to The Mount Senior School from the Junior School will be subject to suitability to the Senior School curriculum. Girls will have their progress through the Junior School assessed in order to determine whether the education offered in the Senior School is in their best interest.

### **Conditions and Supporting Documentation**

1. All pupils are required to complete an assessment process appropriate to their age (and English Language abilities).
2. The Entrance Examination for external pupils for entry to The Mount Senior School is held in January preceding the September of entry. The date is published on the School website. The Mount Junior School pupils will sit the Entrance Examination only if they wish to be considered for a Scholarship.
3. The assessment process at all ages is a combination of measuring academic attainment and potential, as well as gauging the extent to which the prospective pupil will benefit from joining the School, both socially and in terms of the wide range of additional opportunities and support that the School has to offer.
4. The School's admissions process makes provision on the application form for the disclosure of disability or special needs. The School is committed to deal appropriately and supportively in the administration process. The failure by a parent to divulge a SEND at this time constitutes a *justification* under the act for discrimination. No child will be discriminated against on entry into the School because of their individual needs. However, The Mount School is an academically selective school and reserves the right to continue as such. All pupils must therefore satisfy the academic criteria.
5. Details of the School's Bursary processes and Scholarship Awards are available on request from the School.
6. The Mount School's contractual terms and conditions are made available to parents as part of the admissions process and prior to their acceptance of a place.
7. The Principal's decision relating to all matters of admissions is final.

### **Appeals**

The Admissions Staff will be happy to explain the Admissions Policy in the first instance. Where the parents of a prospective pupil who is unsuccessful at gaining a place have a specific concern, they should contact either the Principal or the Head of Junior School. The Principal will have the final say on who is admitted to the School. However, where parents feel that there has been a misapplication of the Admissions Policy, or if they have another, specific concern about which the Principal is unable to satisfy them, they have a right of appeal to the School Committee (Governors) according to the School's Complaints Procedure, which is available on the School's website.

### **Initial Enquiry**

These are received via telephone, internet or personal recommendation. Enquiry information is logged on the School's database including the child's name, date of birth, address, parental details, proposed year of entry and

current school.

The Mount School York values your privacy and the safety and security of your personal data is of utmost importance. Personal data will only be processed for the purpose it was collected and stored securely. To view our Privacy Policy please visit [www.mountschoolyork.co.uk](http://www.mountschoolyork.co.uk).

### **Prospectus/School Information**

This will be sent after the receipt of enquiry, with relevant literature as appropriate to the age group of the enquiry.

### **Open Days**

These are held at regular intervals throughout the year. Further details can be viewed on the School website.

### **Individual Family Visit**

These are arranged by the Admissions Staff at mutually convenient times. Families will meet with either the Principal and/or the Head of Junior School and be taken on a tour of the School by pupils of an appropriate age.

### **Registration**

Families who have a firm interest in the School complete a Registration Form and pay a non-refundable registration fee. The fee is £50.00 for Pre-School and Junior School and £75.00 for Senior School.

## **PRE-SCHOOL**

### **Basic Requirements**

In order to be considered for entry into Pre-School, a child must have reached his/her second birthday.

Admission to Pre-School and progression to the Reception Class:

- A Registration Form must be completed and submitted accompanied by the non-refundable Registration Fee of £50.00.
- Before joining, each child will be required to attend some taster sessions in the Pre-School. During these taster sessions children will be informally assessed to ensure they are able to benefit from the School environment. In the case of a child transferring to us from another Early Years setting, we will require a report in addition to the visits.
- Once the Registration Form has been received and the child has visited the Pre-School, an Offer of Place will be made.
- A place will be offered with the intention of the child transferring into the Reception Class. If this is not the intention, the parents must make this clear when accepting the place or by submitting written notice of one full school term as this will ensure that the deposit is refunded.
- A deposit of £100 is required to confirm the acceptance of a place into the Pre-School. When children transfer to Reception, the £100 will not be returned and will become the non-refundable Acceptance Fee of a place in Junior School. The deposit will be returned to parents should the child leave Pre-School and the correct notice to leave given.
- Those children who are joining Reception from Pre-School will be given priority for the choice of Pre-School sessions available.
- Those children who are not transferring to Reception from Pre-School and are taking a place at a different school will be allocated the unfulfilled sessions.
- Priority for increasing sessions in Pre-School is given to those children reaching the age of 4 in that academic year (providing they are transferring to Reception).
- All children not transferring to the Reception Class will be expected to leave at the end of the Summer Term/Summer holiday before the academic year in which they attain their fifth birthday.

### **Allocation of Places into Pre-School**

When allocating full-time places, priority in order will be given to:

- I. Pupils from families in Membership or Attenders of the Society of Friends.

2. Siblings of children in the Junior School or Senior School.
3. Siblings where more than one child is entering the Junior School and/or Senior School.
4. Children with the earliest registration date.

Parents will be asked to confirm their choice of regular weekly sessions once an Offer of Place has been made and this is reviewed each term for any changes or increase in sessions. The School will try to accommodate increases and changes to sessions wherever possible.

Sessions will be allocated at the discretion of the School and will depend on the number of vacant sessions available at the time.

## **JUNIOR SCHOOL (Entry into Reception to J6)**

Entry into the Junior School will be dependent on availability of places in the appropriate year group and the satisfactory completion of the entrance procedure. If a year group is full, parents may still register their child. This will result in the child going on the waiting list for places in the appropriate year group.

### **Entrance Procedure**

- A visit for the parents (the child may be included in certain circumstances). The visit includes an interview with the Head of Junior School (and the Principal of The Mount School when appropriate).
- A tour of the building and the facilities and an introduction to the class and class teacher.
- The formal registration process for the child completed by the parents and received by the School ie the completion of a Registration Form and payment of the Registration Fee.
- A taster day for the child during which an informal assessment of the child will be made by the School.
- Request for a report from the child's current school.

This assessment will look at the personal and social development of the child as well as the academic development. An Offer of Place will be made if the report and the taster day are both satisfactory.

## **SENIOR SCHOOL (Entry into Years 7-11)**

### **Entrance Procedure**

- On completion of a Registration Form and payment of the Registration Fee, a Taster Day is arranged (where appropriate) for the prospective pupil to come and spend a day with girls in the same year group. The Entrance Examination may also be taken during the course of the Taster Day.
- Entrance Examinations may also take place on the Entrance Examination Day in the Spring Term.
- An interview with the Principal or another senior member of staff.
- A report requested from the girl's current Head Teacher.
- For external pupils, an Entrance Examination comprising tests in Mathematics, English and Reasoning. Mount Junior School pupils seeking entry into Year 7 will be assessed from their progress throughout Year 3 to Year 6. The Head of Junior School will talk to parents in Year 4 or Year 5 if the School feels that a girl may not be able to access the Senior School Curriculum. Otherwise girls in Year 6 will gain an automatic place into Senior School.
- If a parent does not wish their daughter to move into Year 7 from Year 6, a term's notice to leave must be given in accordance with the Parental Terms and Conditions
- For girls who have English as an Additional Language (EAL), an EAL paper replaces the usual English test.

The tests are designed to assess potential and girls who have not covered particular topics (eg in Mathematics) in their present school will not be penalised.

Selection is made on the basis of girls who reach the required academic standard. We are looking for girls with the potential to access GCSE courses at Key Stage 4 and our Learning Support provision enables access to as many pupils as possible.

## **COLLEGE (SIXTH FORM) - Entry at 16**

- Girls for entry into College (Sixth Form) are interviewed by the Principal/Head of College and their current Head Teacher is asked for a report giving estimated GCSE grades. Academic selection is based on the results of GCSEs (or equivalent), the minimum standard for external candidates being six subjects at grade B or above. Grade B is usually required for the subjects to be studied at A level and for some subjects a grade A is preferred.
- A Taster Day can be arranged at a convenient time or on the annual Sixth Form Taster Day in the Spring Term.

## **ADMISSION OF BOARDERS**

- A returnable deposit of up to a term's fees is required for acceptance of a place into boarding which includes a non-returnable Acceptance Fee (see website for current deposits required). As part of the admissions process an interview will be held by Skype in cases where a prospective pupil cannot attend the School in person.
- Entrance Examinations are required to take place in examination conditions either at a school, agent's office or the British Council.

## **JUNIOR SCHOOL AND SENIOR SCHOOL**

### **Admission of Siblings**

Siblings of children currently or previously in the School have to meet the same entry criteria. In a case where two or more borderline candidates have achieved the same mark, preference may be given to the pupil who has a sibling in School.

### **Offer of Place**

Following a successful assessment, the Principal makes an offer of a place and parents are asked to respond within three weeks. If the assessment has been unsuccessful, a further opportunity for assessment may be offered if this is appropriate or personal feedback and advice will be given as to why the assessment was unsuccessful.

### **Allocation of Places**

When allocating places, priority will be given in the following order:

- Pupils from families in Membership or Attenders of the Society of Friends.
- Pupils with siblings currently in the School.
- Siblings where more than one child is entering the Junior School and/or Senior School.
- Pupils with the earliest registration date.

### **Acceptance Fees**

An Acceptance Fee is required to secure a place in the School (see website for current Acceptance Fees). Information about joining the School and invitations to any new pupil parents' evenings are then sent as appropriate.

All boys in Junior School must leave by the end of Year 6.