



Admissions Policy Whole School including EYFS and Boarding

The Mount School York is a single sex school for girls aged 3 to 18. We will admit girls aged 2 who are classed as 'Rising 3's', as appropriate. All applications for admission to the School are treated equally. The usual points of entry into the School are at Pre-School (age 3+); Reception (age 4+); Juniors (age 7+); Senior School (Age 11+ and 13+) and Sixth Form (College) (age 16+) although applications will be accepted for any age where spaces are available. The Mount School welcomes girls from all religious and ethnic backgrounds whose abilities will be challenged and nurtured by the 'all round' educational provision we offer. A 'girl' is defined to be any child who has the 'birth sex' of a girl on their birth certificate.

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 girls as possible.
3. To encourage applications from girls with as diverse a range of backgrounds and beliefs as possible and for as many girls 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 girls are required to complete an assessment process appropriate to their age (and English Language abilities).
2. The Entrance Examination for external girls 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 girls 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 girl 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 girl 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 girls 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.

The Admissions Staff will be happy to explain the Admissions Policy in the first instance. Where the parents of a prospective girl 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.

Initial Enquiry

Enquiry information is logged on the School's database including the girl's name, date of birth, birth sex, 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.

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 often by girls 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 girl must have reached her third birthday or be classed as a 'Rising 3'. 'Rising threes' are **children who are registered pupils at a school and have not reached the age of three but will do so before the end of their first term at school.**

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 girl will be required to attend some taster sessions in the Pre-School. During these taster sessions girls will be informally assessed to ensure they are able to benefit from the School environment. In the case of a girl 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 girl has visited the Pre-School, an Offer of Place will be made.
- A place will be offered with the intention of the girl 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 girls 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 girl leave Pre-School and the correct notice to leave given.
- Those girls who are joining Reception from Pre-School will be given priority for the choice of Pre-School sessions available.
- Those girls 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 girls reaching the age of 4 in that academic year (providing they are transferring to Reception).
- All girls not transferring to the Reception Class will be expected to leave at the end of the Summer Term 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:

1. Girls from families in Membership or Attenders of the Society of Friends.
2. Siblings of girls in the Junior School or Senior School.
3. Siblings where more than one girl is entering the Junior School and/or Senior School.

4. Girls who are committed to moving from Pre-School into Reception Class.
5. Girls 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 Year 6)

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 daughter. This will result in the girl going on the waiting list for places in the appropriate year group.

Entrance Procedure

- A visit for the parents (the girl 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 girl 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 girl during which an informal assessment of the girl will be made by the School.
- Request for a report from the girl's current school.

This assessment will look at the personal and social development of the girl 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 to 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 girl 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 is requested from the girl's current Head Teacher.
- For external girls, an Entrance Examination comprising tests in a combination of Mathematics, English and Verbal and Non-Verbal Reasoning depending on the year of entry. Mount Junior School girls seeking entry into Year 7 will be assessed from their progress throughout Year 3 to Year 6. They will also be asked to take a Verbal and Non-Verbal Reasoning Test. 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 girls as possible. The final decision relating to any offer of a place is, however, at the discretion of the Principal.

THE MOUNT SIXTH FORM (COLLEGE) - Entry into Years 12 and 13

- On completion of a Registration Form and payment of the Registration Fee, girls for entry into The Mount Sixth Form (College) are interviewed by the Principal/Head of Sixth Form (College).
- A reference is requested from the girl's current Head Teacher.
- A copy of the most recent academic report giving estimated GCSE grades is also required.
- Academic selection is based on the results of GCSEs (or equivalent), the minimum standard for external candidates being six subjects at grade 6 or above. Grade 6 is usually required for a subject to be studied at A level and for some subjects a grade 7 is required.
- A Taster Day can be arranged at a convenient time or on the annual Sixth Form Taster Day in the Autumn Term.
- Girls in Year 11 at The Mount School will be assessed from their progress throughout Years 10 and 11. The Principal will talk to parents in Year 10 or Year 11 if the School feels that a girl may not be able to access the A Level Curriculum. Otherwise, girls in Year 11 will gain an automatic place into The Mount Sixth Form (College).
- If a parent does not wish their daughter to move into Year 12 from Year 11, a term's notice to leave must be given in accordance with the Parental Terms and Conditions.

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 girl 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 girls 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 girl 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:

- Girls from families in Membership or Attenders of the Society of Friends.
- Girls with siblings currently in the School.
- Siblings where more than one girl is entering the Junior School and/or Senior School.
- Girls 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 girls' parents' evenings are then sent as appropriate.