DITCHAM PARK SCHOOL

Where every child is known and valued

Academic Standards and Admissions Policy

Compiled by	Headmaster
Approved by	ESC
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ACADEMIC STANDARDS AND ADMISSIONS TO THE SCHOOL

This policy applies to the whole school.

Introduction

Ditcham Park School is a selective independent, co-educational school for pupils from Reception to Year 11 inclusive. Our pupils in Juniors (Early Years and Key Stage 1 & 2) exceed expected levels of development including literacy and numeracy for their ages and our GCSE results are consistently impressive.

Normal Entry Points

Pupils are offered places subject to their performance in our assessment procedures and in line with the criteria outlined within this policy. Entry to Ditcham Park School can be into any year group from Reception to Year 10, dependent on available places. Admission at entry points other than the start of the Autmn term are considered on an individual basis.

Equal Treatment

Ditcham Park School's aim is to encourage applications from a diverse range of candidates. Bursaries are offered in the senior school to facilitate this. The Bursary provision is described on page 5 of this policy.

Additional Needs

Ditcham Park School does not lawfully discriminate in any way regarding admission to the school. The school welcomes pupils with additional needs provided we can reasonably meet the needs to enable to pupil to thrive here.

Parents are required to discuss their child's requirements with the school before they progress the admissions process, so that adequate provision can be made for the child. Parents should provide a copy of an educational psychologist's report or a medical report. The school carefully considers applications on a case-by-case basis. If the school deems it is unable to provide the requisite support, and that this support can be better provided in an alternative educational setting, a place may not be offered, and parents will be advised of this. If the school is satisfied that the child's teaching and learning needs can be met, by way of any reasonable adjustments, and a place is offered, the School will monitor the child's progress to ensure that their needs are being consistently met.

Registration

Parents of pupils who wish to be considered for entry to Ditcham Park School are required to complete the school registration document and pay a non-refundable registration fee.

Our registration form can be found at: https://www.ditchampark.com/admissions/admissions/

The Assessment Process

The aim of the assessment process is to identify potential and to seek assurance that the pupil will be able to access the curriculum with the support available to them at Ditcham Park School. The school welcomes pupils who are interested in learning in the broadest sense.

Sibling Policy

Most siblings join us at Ditcham Park School. However, admission is not automatic. The school offers a 'sibling discount' on tuition fees and some other charges.

ENTRY TO THE SCHOOL

Entry to Reception, Yr 1 & Yr 2

Entry into our Reception, Yr 1 & Yr 2 classes is based on attendance at Stay and Play events and/or a taster day during which the child is assessed on play based learning and informal lessons.

Entry in Juniors (Yr3 - Yr6)

The taster days for pupils wishing to enter the School at Key Stage 1 & 2 will include time within the classroom alongside other pupils. The class teacher will assess the pupil through the normal range and level of challenges expected of pupils of that age. In addition, a more formal assessment will take place using standardised assessments for literacy and numeracy. All pupils are required to provide a full copy of their latest school report from their current educational provider, prior to being offered a place, plus any relevant additional reports. It is expected that Junior pupils will continue into Seniors. However, if there are concerns regarding academic or social progress, a consultation between school and parents will be initiated.

Entry in Seniors (Yr 7) for pupils in Juniors

We are a 'through school'. This means we welcome pupils to join us in Reception and leave at the end of Year 11. There is no requirement for our pupils in Yr6 to take an entrance test to transition into Yr 7. We will contact individual parents if we think that a pupil will be challenged by the expectations in the senior school.

Entry into Yr 7 for external applicants

Pupils at Ditcham Park School are expected to take 9 or 10 GCSE subjects including English, Mathematics and Sciences at the end of Yr 11. Children wishing to enter the school for Year 7 should be registered by 1st November in the preceding academic year. All candidates are required to provide a full copy of the latest school report from their current educational provider and any additional relevant reports. It is essential that this is provided as part of the initial registration. Applicants will be interviewed by the Head in late November and will be invited to sit the entrance exams in late January. In offering places to applicants, the following factors are considered:

- Performance in School Entrance Exams
- Performance in Interview
- Review of current school report
- Review of Educational Psychologist's (EP) report or Education and Health Care Plan (EHCP) if applicable
- Bursary Application (where applicable)
- Sibling(s) already in school
- Year Group Gender balance
- Registration date

Parents will be informed in writing at the earliest possible opportunity following the completion of the registration requirements and assessment procedures. It is necessary for parents to confirm their acceptance of an offer of a place at the school, in writing, including the required deposit, within the deadline date set out in the offer letter. Should a place not be accepted in writing within the deadline date the Head may offer the place to another pupil.

Entry into Yr 9 for Prep School Applicants

Prep School pupils wishing to enter the School for Yr 9 should, ideally, be registered by 1st November in Yr 6 or Yr 7. All candidates are required to provide a full copy of their latest school report from their current school along with an Educational Psychologist's (EP) report or Education and Health

Care Plan (EHCP) if applicable. Applicants will follow the same admissions as detailed above for Yr 7 applicants. Yr 9 at Ditcham Park School which will not be conditional on Common Entrance tests. In offering places to applicants for a place in Yr 9 the same factors are considered as for Yr 7 applicants (detailed on pg 3)

Entry into Year 8-10

We welcome applications from parents with a child who is looking to enter the school in Yr 8, Yr 9 or Yr 10. The admissions process will involve two taster days during which the individual will sit a literacy and numeracy aptitude test. In offering places to these applicants, the following factors are considered:

- Performance in aptitude tests
- Successful taster day
- Positive feedback from classroom teachers regarding aptitude for learning
- Review of current school report
- Review of Educational Psychologist's report or Education and Health Care Plan (EHCP) if applicable
- Bursary Application
- Sibling(s) already in school
- Year Group Gender balance
- Registration date

Scholarships

Juniors

The Head can award **one or two academic scholarships** for entry into Yr 4 worth up to 30% discount on school fees for the remainder of their time in Juniors – dependent on consistent academic standards being maintained.

Existing Ditcham Park School pupils considered for the scholarship are selected by the school. Parents of successful candidates will be informed in writing. Candidates are selected through use of assessment data, past and current classwork, performance and annual assessment tests.

External candidates who have performed exceptionally well in our normal entrance procedures will be invited, in writing, sit a scholarship examination. Candidates will be informed, in writing, whether they have or have not been awarded the Junior Scholarship. If there is not a suitable candidate, the Junior Scholarship will not be awarded. All scholarships are subject to an annual review.

The Head can award a **Junior Music Scholarship** for entry into Yr 4. Pupils can apply via email to the Head of Music. Candidates will be expected to be performing well on at least one musical instrument/singing. Progression through recognised National Music Examinations is not a requirement but will be an important consideration. Candidates will be expected to perform in an individual music assessment which is conducted by the Head of Music. The successful candidate will be offered free instrumental lessons for two instruments, one of which must be an orchestral instrument, for the remainder of their time in the junior school. The recipient will be expected to take a full and active part in the musical life of the school.

All candidates will be informed, in writing, of whether they have or have not been awarded the Music scholarship. If there is not a suitable candidate, the Music scholarship will not be awarded.

Junior Academic Scholarships and the Junior Music Scholarship Award will be open to both current and new pupils at Ditcham Park and only apply to the three final school years in Juniors, for Year 4-6 inclusive.

Seniors

Details of the scholarships available to internal and external applicants entering seniors can be found in our scholarship brochure which can be found on our website.

Seniors Academic Scholarships for Yr 7 Entry. Following receipt of an offer of a place in Yr 7 high-performing pupils are invited to sit the Academic Scholarship Exams in February. The Head can award one or two academic scholarships for entry into Yr 7 worth up to 40% discount on school fees.

Seniors Art, Drama, Music & Sports Scholarships for Yr 7 Entry. Following receipt of an offer of a place in Yr 7 pupils can apply for an Art, Drama, Music or Sport scholarship which attract a fee remission of between 5% and 10%. The Art, Drama, Music and Sports Scholarship assessment days take place after the entrance exams/tests in February.

Scholarship awards will be notified in writing. All scholarships are subject to an annual review.

Bursaries

Details of the bursary application process can be found here: -
https://www.ditchampark.com/admissions/bursaries/

Fluency in English

In order to cope with the academic and social demands of Ditcham Park School, pupils must be fluent English speakers. Tuition in English as an Additional Language (EAL) is not available.

Religious Beliefs

Ditcham Park School welcomes applications from prospective pupils of all faiths and of no faith. Although Ditcham Park School has Church of England roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for Christians, Jews, Hindus, Muslims etc to practice their own faiths. However, parents should be aware that all pupils are expected to attend various whole school services throughout the year such as the Advent Carol service, Easter Service and Harvest Festival.

School's Terms and Conditions

Parents are required to agree and sign the School's Terms and Conditions to secure a place for their child.

Complaints

The School's Complaints Policy is on the school website: -
https://www.ditchampark.com/policy/complaints-policy-and-procedure/

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.