



THE ADMISSIONS JOURNEY

Step 1 – Enquiry

Please contact Mrs Andrea Strong (Head of Admissions) on admissions@stedmunds.org.uk or telephone 01227 475601.

Step 2 - Visit our school and interview

Book a place on an Open Morning and/or arrange to meet the Head and tour the school. All prospective pupils are interviewed by the Head of the school they are applying to join. The Head will also wish to see the child's two most recent end of year school reports (Year 1 onwards).

Step 3 - Registration

Parents may register their child for St Edmund's at any time – before or after a visit – by completing and returning a Registration Form together with the non-refundable registration fee. Your son or daughter's name is then added to the provisional list for entry in the term indicated. Your child cannot be assessed for entry and subsequently accepted without first registering.

Step 4 – Assessment/Entrance examinations

Following a visit, parents can request the assessment of their child for entry. The purpose of assessment is to give parents and school the confidence that the child will flourish in the St Edmund's environment. A broad view of the child is taken and evidence is drawn from visits made to the school, academic testing (Year 4 onwards), reports and references from the current school.

Step 5 - Taster Session or Day

All children who are registered and wish to join the Woodland Nursery or St Edmund's school are invited to take part in a taster session or day.

Step 6 - Offer of a place

Assuming the assessment and or taster day is successful; the Head will make a formal offer of a place via Admissions and this will be sent to parents along with the Parent's Contract and medical form. With the parents' consent we will approach the prospective pupil's current nursery or school for a report on their recent academic progress and behaviour.

New joiner forms, academic house allocation, Handbooks and joining instructions will be sent nearer to the start date.

Step 7 - Accepting a place

Parents respond by accepting the place in writing, signing and completing the offer letter and medical form along with the School's terms and conditions. Payment of a deposit is also required; this deposit is refundable

when the child leaves the school but is non-refundable if the pupil does not join the School. In addition, the first term's fees are due on or before the first day of term.

Step 8 - Induction

Most pupils, who join key year groups, at the start of a school year (September), will have the opportunity to visit the school again and attend an induction/familiarisation session.

The above offers a guide to the admission journey. Every pupil is unique so we personalise the experience to suit you and your child.

St Edmund's does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that the Additional Educational Needs Departments can offer them the support that they require. We welcome pupils with disabilities provided that our site can safely accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school before he/she sits the entrance exams so that we can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

Pre-Prep School

Woodland Nursery

The majority of children start at St Edmund's Pre-Prep in the Woodland Nursery but children can join any class as long as there are spaces available.

Once a place has been offered and confirmed, children will be invited to attend some pre-entry sessions. These sessions help new pupils to become familiar with the setting and the staff so they are confident for their parents to leave when term begins. Places in Nursery are allocated in order of registration. We encourage all our Nursery children to progress through the Pre-Prep.

Reception, Year 1 and Year 2

Once registered children are invited for a morning or day in school so that we can assess their progress in Literacy and Numeracy. We also take account of their general attitude to learning and their consideration of others. In this way, we hope to ensure that all children can enjoy their time in school and progress to the best of their ability. Whilst our standards and expectations are high, we nevertheless have children with a wide spread of abilities and talents and aim to provide appropriate challenge for them all. Once a place has been offered and confirmed, children will be invited to attend pre-entry sessions. These sessions help new pupils to become familiar with the setting and the staff so they are more confident when they start.

Junior School

- For entry to **Year 3** - There are no entrance tests for children entering the school in Year 3. These children spend an informal assessment day in class at St Edmund's amongst children of their own age. The teachers then advise the Head of the Junior School as to whether or not the child is likely to flourish in our environment.
- For entry to **Years 4, 5 and 6** – A similar process as above will be followed, though they will also sit some entrance tests during their assessment visit.
- For entry to **Years 7 and 8** prospective pupils sit formal entrance tests.

Places in all year groups are limited and parents are encouraged to register as soon as possible; particularly for entry to Year 7 for which we receive a high volume of applications

Senior School

- For entry into **Year 9**, prospective pupils sit the Common Entrance examination. If Common Entrance is not taken at your son or daughter's current school, we have our own entrance examinations in Maths and English.
- For entry in **Year 10**, prospective pupils sit entrance examinations in Maths and English.
- For entry into **Year 12**, prospective pupils have to achieve a minimum of 6 GCSE or IGCSE passes at grade C or Grade 4 and above, together with minimum B or Grade 5, though a 6 is preferable, in their chosen A-level subjects. Alternatively, entrance examinations can be sat in each of the chosen A-level options.

International pupils

- For applications to the **Junior School**, prospective pupils will have to sit entrance examinations in English as an additional language (EAL) and Maths.
- For entry into **Year 9**, prospective pupils will have to sit an entrance exam in EAL English and Maths.
- For entry into **Year 10**, prospective pupils will have to take an entrance exam in EAL English and Maths.
- For entry into **Year 12**, prospective pupils have to achieve a minimum of 6 GCSE or IGCSE passes at grade C or Grade 4 and above, together with minimum B or Grade 5, though a 6 is preferable, in their chosen A-level subjects.
- Overseas prospective pupils not sitting GCSEs or IGCSEs, are required to take entrance exams in each of the chosen A-level options.
- If English is not the pupil's first language, the prospective pupil is also required to sit an EAL English exam.

Visa application

Pupils from outside the UK will require a visa prior to entering the UK and studying at the school, if their stay is over 180 days. St Edmund's is recognised by the UK Border Agency as a Highly Trusted Sponsor and can issue a Confirmation of Acceptance of Studies (CAS) to those pupils who are offered an unconditional place.

Obtaining the CAS from the school is only one part of the visa application process, however. Pupils seeking a visa should ensure that they are aware of the visa costs and requirements and are able to demonstrate that they have the required supporting documentation available for the school to see before the CAS is issued. There is a visa administration fee of £40.00.

THE ADMISSIONS JOURNEY

