



MOUNT HOUSE SCHOOL

SCHOOL POLICIES

ADMISSIONS

Review	Date	By
Last Reviewed		
Next Review	August 2018	

Contents

Aims of the policy	3
Points of entry to the School	3

Admissions procedure.....	3
The Assessment Process.....	3
Admissions to the Sixth Form.....	4
Special circumstances	4
Selection	4
The Offer of a Place	5
Mount House Scholarships.....	6
Complaints	6

Aims of the policy

To identify and welcome applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute to the school community and benefit from the many opportunities offered.

To set and apply selection criteria and procedures which are fair for all applicants.

Points of entry to the School

Key entrance points are Year 7, Year 9 and Year 12. Places are offered following a candidate completing our entrance assessments and a family interview with the Principal. The School may also accept pupils in other year groups, subject to places being available

Admissions procedure

The admissions procedure is as follows:

1. Request a prospectus;
2. If possible, arrange a visit to the School. This can be either an individual visit with an opportunity to meet the Principal or another senior member of staff or attendance at an Open Morning;
3. Registration. Parents asked to register their child and pay a non-refundable registration fee. This entitles prospective pupils to take the relevant entrance assessments;
4. Taster day. Candidates invited to a Taster Day designed to help them make an informed decision about the School. A Taster Day allows individual pupils to 'experience' the School for a day and to meet others in their year group, participate in lessons and get a feel for the Mount House community;
5. Entrance Assessments. Assessment dates for entry into the School are published on the School website and are available by request from the Admissions Department.
6. Candidate's current school contacted and references requested;
7. Offer of a place made;
8. Acceptance by parent and payment of the acceptance deposit;

International Students will follow the same procedure but, once all the required documents have been received to accept a place at Mount House, will make an application for the Confirmation of Acceptance of Studies (CAS). A Visa Application Fee will then follow.

The Assessment Process

- Prospective pupils for Years 7- 9 take entrance papers in English (or English as a Foreign Language for candidates for whom English is not their first language and have not been at school in the UK for more than two years), Mathematics and a reasoning test.
- The Principal or a senior member of staff interviews all candidates and their families.
- A report from the candidate's previous school is always sought and taken into consideration.

Assessments are usually taken in the November preceding the following September of entry, either at Mount House, or arrangements can be made for candidates to sit entrance papers under supervision elsewhere.

It is obligatory for all overseas candidates to be interviewed. Whilst it is preferable to visit Mount House, if this is not possible, an interview can be arranged via Skype or similar. Occasionally applications for the Senior School may be considered later in the year if places are available.

Prospective pupils who are applying late in the academic year may, under special circumstances, enter the school following an interview, a reasoning test and a report from the candidate's previous school.

The two key points of entry are for Year 7 and Year 9 although pupils may be admitted at Years 8 or 10 according to the availability of places.

Admissions to the Sixth Form

Prospective Sixth Formers choose the subjects that they plan to take at A Level and a senior member of staff interviews all candidates. Whilst it is preferable to visit Mount House, if this is not possible, an interview can be arranged via Skype or similar.

A report from the candidate's previous school is always sought and taken into consideration.

For prospective students who are applying late in the academic year an offer will be made subject to GCSE results, a reference/report from their current school and an interview. If the candidate has not taken GCSEs they will be asked to take an assessment test.

Special circumstances

We recognise that a candidate's performance may be affected by particular circumstances for example:

- if they are unwell when taking tests or has had a lengthy absence from school;
- if there are particular family circumstances such as a recent bereavement;
- if there is a significant factor in a candidate's educational history;
- if the candidate has a disability or specific learning difficulties
- if English is not a candidate's first language.

In all cases parents must inform the School of any special circumstances relating to their child's health, allergies, disabilities or learning difficulties or other circumstances which may affect their children's performance.

The School may, in addition, request further information (we consider necessary to make a fair assessment) such as a medical certificate or educational psychologist's report and any associated correspondence from the pupil's current school.

The School will make any reasonable adjustments to the admissions procedure as may be required to assist candidates with disabilities or special educational needs with the admissions procedure, including with regard to taking entrance examinations. Please inform the School if you have any special requirements for adjustments to be made at any stage of the admissions procedure.

Selection

If there is a need to decide between two or more candidates who meet the admissions requirements, the following preference factors will be taken into consideration:

- the applicant has or has had a sibling at Mount House School;
- a close relative of the applicant (mother, aunt, cousin, grandmother) is a former pupil of Mount House School;

- the applicant has specific talents, gifts or aptitudes;
- the applicant and their family have visited the School;
- whether Mount House is the first choice of school;
- date of registration.

The Offer of a Place

Final decisions regarding entry are made at the discretion of the Principal.

Results are sent both by post and email. Letters offering places and any scholarships or bursaries are normally sent out approximately two weeks after the assessment.

Parents are asked to accept the offer and pay the acceptance deposit, or alternatively decline the offer, within the deadline set out in the letter. Acceptance of a place is subject to the School's terms and conditions, which will be provided with the offer, or are available at any time on request.

The School is not obliged to state its reasons for acceptance/rejection of an applicant and does not give out specific marks or grades. Those who have applied for scholarships or bursaries are also informed of the outcome at this time.

The school does not give out past papers for any level of entry.

Mount House Scholarships

Awards at Age 11 (Year 7)

Each year, all applicants for Year 7 (Form 1) places will sit the Mount House entrance tests. These tests will give the school the necessary baseline information on pupil potential and, dependent upon the result of the test and the interview, the Principal may decide to award the potential student a Scholarship Award.

Scholars would be expected to be of a standard that might well lead to a Russell Group University admission or to have shown exceptional potential in sport, music, drama or some other creative activity.

Scholarship offers will be sent out as part of the normal process following entrance testing.

Awards at Age 16 (Sixth Form)

Sixth Form scholarships, may be awarded for academic or musical ability, or for outstanding talent in some other area. All scholarships will be offered at the discretion of the Principal and will be conditional on prior achievement.

Academic applicants will be expected to achieve specified grades at GCSE or equivalent, in order to be successful. Potential scholars for a Music or Outstanding Talent award may well be invited into the school for an audition or practical assessment.

Complaints

In the event that any parent has an issue of concern regarding these Admissions Procedures or the outcome of an application, they are referred to the School Complaints Procedure, available from the Principal.

Other

Mount House School is committed to safeguarding and promoting the welfare of children. Mount House School welcomes applications from children from all backgrounds and does not discriminate on the grounds of race, colour, ethnic or national origins or disability. The school is aware of its responsibilities under the Equality Act 2010 and has a Disability Policy in place and seeks to conform to ISC guidelines.

The Senior Leadership Team reviews this policy every two years. This Policy does not form part of the School's contractual terms and conditions, which are made available to parents as part of the admissions process. A copy of the current edition of the standard terms and conditions is available on request.