



**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL

SCHOOL POLICIES

ADMISSIONS

Review	Date	By
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Aims of the policy

To identify and welcome applicants whose academic and other abilities 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.

Introduction

- Mount House is an academically selective co-educational independent school catering for boys and girls from 11 to age 18.
- Entry to the school is by assessment, and in coming to a final decision on entry the Head, together with the appropriate senior leadership, will take other factors into consideration.
- No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. For children with SEND and/or EAL, please see sections below.
- Prior to admission, parents may visit the school on Open Days and arrange an interview with the Head, or a member of the senior leadership of the school.
- Parents are able to register their interest and their child may participate in any interviews and/or assessments by completing a Registration Form and paying a fee of £75.

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 an interview. 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 Head or another senior member of staff or attendance at an Open Morning;
3. Registration. Parents are asked to register their child and pay a non-refundable registration fee. This enables prospective pupils to take the relevant entrance assessments;
4. Taster day. Candidates can be 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 contracted 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 Head 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 January 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.

Entry to Year 9

If prospective entrants have completed their pre-test and interview, two years (in Year 7) before the proposed date of entry, 13+ candidates will be offered an unconditional place. The results of their common entrance tests will be used for streaming purposes only.

Past papers

Past papers are not available for the Year 7 and Year 9 test. Completed examination scripts will remain the property of Mount House and will not be released. Mount House does not use Common Entrance papers for entry purposes.

In addition to the written procedures outlined above, all pupils are invited to a personal interview with the Head or member of the Senior Leadership Team during the examination procedure. This will offer them the opportunity to celebrate their achievements to date, whilst enabling them to illustrate their many skills other than the academic.

Once the registration form has been submitted, the Registrar will confirm their application and provide dates for the entrance examination.

Places at Mount House are offered on completion of a successful interview, satisfactory performance in the entrance examinations and a positive reference from the pupil's current school.

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.

Entry to the Sixth Form is by interview and achievement at GCSE level. The minimum entry requirement will be five Grade 9 to Grade 6 passes at GCSE with a minimum of Grade 7 in chosen A Level subjects. If the candidate has not taken GCSEs they will be asked to take an assessment test. Commitment and high standards of behaviour will also be a pre-requisite for entry.

The academic curriculum is supplemented by a varied enrichment programme to equip every pupil with the skills to make them stand out in the crowd when applying for a place at University or entering the world of work.

The school will advise on Sixth Form courses and Higher Education options, and is always delighted to arrange individual interviews with parents and pupils to discuss options in our Sixth Form and beyond.

Special circumstances SEND, EAL

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

- if they are unwell when taking tests or have 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 child'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.

Pupils with Special Educational Needs

Mount House aims to celebrate every individual and enable pupils to realise their potential. The school will consider admitting a pupil if we are confident their special educational needs can be met.

Parents are invited to discuss their individual requirements with the Inclusion Manager to ascertain if the school can meet the individual needs of their child.

If a pupil who has an Educational Health Care Plan (EHCP) is admitted to Mount House, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this specified.

Our school has a policy and procedures for pupils with Special Educational Needs and/or Disabilities (SEND), the Learning Differences and Special Educational Needs (SEND) Policy, which is on the school website.

Pupils with English as an Additional Language (EAL)

We do not regard pupils as having a 'learning difficulty' solely because the language or medium of communication of the home is different from the language in which they are or will be taught. However, EAL students will be provided with appropriate support provided they meet the Mount House entrance academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Mount House.

Mount House offers specific support to pupils for whom English is an additional language if, as part of the entrance procedure to the school for Year 7 and above, they successfully undertake the English language test.

Selection

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

- performance in the entrance examination and interviews;
- the applicant has or has had a sibling at Mount House School;
- a close relative of the applicant (parent, grandparent, cousin, uncle/aunt) 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;
- references from the current school.

References

- Mount House aims to educate pupils who have a commitment to their work and will benefit from the structures operating at the school. For the benefit of all pupils at Mount House, those who have a poor attendance, behaviour or motivation record will not be considered for a place.
- A reference for each pupil seeking admission will be sought from the current school.
- We are mindful that some parents will not wish us to formally contact their child's school at an early stage and therefore, as an alternative to the reference request, the latest copy of the child's written report will be acceptable.
- The previous overall achievement of each pupil will be taken into consideration. Educational attainment data will be reviewed and parents can supplement the application form with details of school activities, hobbies, sports clubs and achievements etc.

Interview

- We know that some pupils at a very young age do not necessarily shine in written examinations and therefore we place emphasis on the personal interview. Each applicant will be invited to Mount House for a meeting with the Head or one of our Senior Leadership Team. This will be an opportunity for pupils to share their passions and show their strengths.
- It is important for all candidates to perform well in the interview process as we consider it of equal importance to the written papers.

The Offer of a Place

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

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.

Request to Review Decision

The decision to offer a place is made at the discretion of the Head, and any parent who wishes the Head to review their decision should do so within five days of the receipt of the decision. The decision of the Head is final, and there is no right of appeal.

Mount House Scholarships

Awards at Age 11 (Year 7)

Each year, all applicants for Year 7 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 Head may decide to award the potential student a scholarship.

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 potential, or for outstanding potential in some other area. All scholarships will be offered at the discretion of the Head and will be conditional on prior achievement.

Those offered awards will be expected to achieve specified grades at GCSE or equivalent. Potential scholars for a Music or Outstanding Talent award will be invited into the school for an audition or practical assessment.

Safeguarding and Equal Opportunities

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 year. 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.