MOUNT HOUSE
SCHOOL

SCHOOL POLICIES

ADMISSIONS

Review	Date
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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 registration fee of £120.

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 students in other year groups, subject to places being available.

Admissions procedure

The admissions procedure is as follows:

1. Parents should look at the School's website for information about the School;
2. If possible, they should arrange a visit to the School for an Open Morning or a personal tour;
3. Registration. Parents are asked to register their child and pay a non-refundable registration fee. This enables prospective students to take the relevant entrance assessments and have a family interview. Copies of their child's most recent school reports will also be requested.
4. Family Interview. Both parents are asked to attend a family interview with their child. It is essential that any medical or learning needs are discussed prior to interview by completion of the Confidential Information Form.
5. Taster day. Candidates applying to enter the School in Years 8-10 can be invited to a Taster Day designed to help them make an informed decision about the School. A Taster Day allows individual students 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;
6. Entrance Assessments. Assessment dates for entry into the School are published on the School website and are available by request from the Admissions Department.
7. References. The candidate's current school will be contacted and references requested;

8. Following this the offer of a place may be made;
9. Parents wishing to accept the place, must formally accept it and pay the acceptance deposit of £3,000, with £2,000 of that to be credited against the first term's invoice.

International Applicants

An International applicant is a student who is resident overseas and who is seeking sponsorship under the School's Child Student sponsor licence.

International applicants will follow the same admissions procedure but, once all the required documents have been received to accept a place at Mount House, parents will be asked to pay an **additional** acceptance deposit of a minimum of one term's fees, plus a term's fees in advance. Once accepted, the School will make an application for the Confirmation of Acceptance of Studies (CAS). A separate fee will be due to process CAS applications for those who require a Child-Student Visa or Student Visa.

The Assessment Process

- Prospective students 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 non-verbal 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 Zoom or similar.

Occasionally applications may be considered later in the year if places are available. Prospective students who are applying late in the academic year may, under special circumstances, enter the school following an interview and a report from the candidate's previous school as well as, if required, a test set by Mount House.

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 can be offered an unconditional place.

Past papers

Sample papers are available on the School website. Completed examination scripts will remain the property of Mount House and will not be released.

Admissions to the Sixth Form

Prospective Sixth Formers choose the subjects that they plan to take at A Level or for the Enterprise pathway. A senior member of staff interviews all candidates, both internal

candidates and external candidates. Whilst it is preferable to visit Mount House, if this is not possible, an interview can be arranged via Zoom or similar. We are looking for students that show a commitment to life of the school as well as meeting academic criteria for their studies. Broadly speaking for A Level study this would be 5 or more Grade 6 and above at GCSE – at the Head's discretion this can be altered if a student has a particular set of subjects they want to study where individual grades are suitable. Some subjects may have specific GCSE grade criteria to be allowed to take them for A Level.

For external candidates, a report from the candidate's previous school is always sought and taken into consideration.

Entry to the Sixth Form is therefore by interview, achievement at GCSE [or equivalent] level and suitability for the Mount House Sixth Form Curriculum. Commitment to the ethos of Mount House School and high standards of behaviour will also be a pre-requisite for entry. Internal candidates do not have automatic transfer into Sixth Form and need to meet the entry criteria.

The academic curriculum is supplemented by a varied enrichment programme to equip every student 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 students 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 student'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.

Students with Special Educational Needs

Mount House aims to celebrate every individual and enable students to realise their potential. The School will only consider admitting a student if we are confident that their special educational needs can be met with any reasonable adjustments that the school can provide. This is dependent upon a successful performance in the entrance assessments according to the same criteria as other applicants, and that their admission is compatible with the provision of an efficient education for the children with whom they will be educated.

All students joining are expected to be able to access the curriculum and manage in a mainstream classroom setting. All teaching staff are given specific strategies for each child with learning support needs by our SENCO to ensure they are fully supported by the School.

Any circumstances that may require special arrangements, concessions or support must be fully disclosed, with supporting documentation, at the time of registration and therefore in advance of the school's decision to offer the child a place. Mount House can then ensure that reasonable adjustments can be made within the classroom in order that students with disabilities have full access to the curriculum, school procedures and activities.

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

Even after the offering and acceptance of a place, the School reserves the right to ask for or require the withdrawal of a student from the School if, in its opinion and after making all reasonable adjustments and exhausting appropriate strategies, the parents have withheld information from the School which, had the information been provided, would have made a significant difference to the School's management of the student's special educational needs and learning difficulties; or the student's learning needs require a level of support or medication which, in the professional judgment of the Head, the School cannot reasonably be expected to provide, manage or arrange.

Where a prospective student has an EHC plan, the School will consult the parents and, where appropriate, the LA to ensure that the provision specified in the EHC plan can be delivered by the School. The School will cooperate with the LA to ensure that relevant reviews of EHC plans are carried out as required. Any additional services that are needed to meet the requirements of the EHC plan will be charged to the local authority if the authority is responsible for the fees and the School is named in Section 1 of the EHC plan. In all other circumstances the School will agree the charging arrangements with the parents with regard to the provisions of the Equality Act 2010, where applicable.

For further information, please see the school's Special Educational Needs, Learning Difficulties, and Learning Support Policy which is on the school website.

Mount House offers specific support, at an additional cost, to students who need 1:1 or small group intervention to support their SEND.

EHCP Admissions Procedure Normally, the school is able to accommodate two students with EHC plans per year group.

Consideration will always need to be given to the numbers in - and profile of - each year group.

1. Parents should contact the school with details of their child's EHC plan so that the school may determine whether it may be possible for the school to accommodate their child's needs. The Head will consider the suitability of the school's provision in addressing the needs of the child and, if applicable, also consider the needs of existing pupils/students on roll.

2. If possible, parents should arrange a visit to the School for an Open Morning or a personal tour.

3. Registration. Parents are asked to register their child by the 1st September in the year prior to admission and pay a non-refundable registration fee. This enables prospective students to take the relevant entrance assessments and have a family interview. Copies of their child's most recent school reports will also be requested.

4. Family Interview. Both parents are asked to attend a family interview with their child. It is essential that any medical or learning needs are discussed prior to interview by completion of the Confidential Information Form. Interviews will take place soon after registration and by the end of September in the year prior to admission.

5. Applicants with an EHC plan will be asked to sit an assessment in English, Maths and Non-Verbal Reasoning in the September of the year prior to admission. The purpose of this is to establish that the student can access a mainstream curriculum leading to GCSE examination in Year 11.

6. Offers will be made at the beginning of October in the year prior to admission and are made at the discretion of the Head. Results are sent both by post and email.

7. 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.

8. Once offers have been made, parents wishing to accept a place can contact their Local Authority SEND service and the commissioning Local Authority will consult with

the Headteacher regarding the applicant they consider potentially suitable to request a place for.

9. Applicants will be encouraged to attend the assessment day in January of the year of admission. Although the EHC students will have already sat an assessment, the assessment day results allow the school to give a common paper to all applicants to help decide on the Form groups of the new cohort. Additionally, this day involves a 1:1 interview with a senior member of staff as well as teambuilding exercises and the opportunity for students to meet potential new classmates and make friends.

Students with English as an Additional Language (EAL)

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, at an additional cost, to students for whom English is an additional language.

Selection

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

- the applicant's performance in the entrance examination and interviews;
- whether the applicant has or has had a sibling at Mount House School;
- whether a close relative of the applicant (parent, grandparent, cousin, uncle/aunt) is a former student of Mount House School;
- whether the applicant has specific talents, gifts or aptitudes;
- whether the applicant and their family have visited the School;
- the references obtained from the current school.

References

- Mount House aims to educate students who have a commitment to their work and will benefit from the structures operating at the school. For the benefit of all students at Mount House, those who have a poor attendance, behaviour or motivation record will not be considered for a place.
- A reference for each student 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 student 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 students 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 students 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.

Scholarships

Students entering Year 7 are invited to apply for a scholarship if they have performed well in the assessments and interview.

Students applying for places in other year groups may also apply for scholarships. Scholarships for entry are awarded up to a maximum of 20% of the annual fee, and are 'all-rounder' awards: students are expected to work hard and perform well academically, and are also expected to play a full part in the wider life of the School as well as acting as a role model for the School's values.

Music scholarships are awarded separately and details can be found on the School website.

Sixth Form scholarships are also available.

Mount House does not offer bursaries.

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.

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.

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 sex, race, ethnicity, nationality, religion, disability,

gender, sexual orientation or social background. 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.

Further Information

The School recognises that a candidate's performance in assessments may be affected by particular circumstances, for example:

- If he/she is unwell when taking tests or has had a lengthy absence from his/her school
- If there are particular family circumstances such as a recent bereavement
- The context of their educational history, for example education outside the British system
- If the candidate has a disability or specific learning difficulties
- If English is not the candidate's first language

In any of these cases, the School may request further information it considers necessary to make a fair assessment.