

## Admissions Policy

### **1. General Statement**

Emanuel School is a co-educational school for pupils aged 10 – 18 years. Entry into the school is at Year 6 (10+), Year 7 (11+) and Sixth Form (16+). The school does not routinely admit pupils at other entry points, although will consider applicants for occasional vacancies into Years 8, 9 and 10 when places may become available. It is expected that all pupils join the school at the start of the academic year in September.

It is important for applicants to note that Emanuel is an academically selective school. Selection is based upon academic merit which is in part assessed through an entry examination. In addition, the interview (and where applicable, group exercise) is an important part of the admissions process and the school also takes into consideration references and other relevant information from the candidate's previous school (please see 'Entry Requirements' including oversubscription criteria below).

The school seeks to promote accessibility, welcomes applications from candidates from all backgrounds, and provides scholarships, exhibitions and means-tested fee assistance. We aim to identify and admit those applicants who show the potential to benefit from the academic and well-rounded education offered by the school, its ethos and opportunities, and to make a positive contribution towards the active life of our school community.

### **2. Equality, Diversity and Inclusion**

Emanuel School is committed to preventing and challenging discrimination to promote equality of opportunity between people of different racial or cultural groups, religion or belief, gender, disability, sexual orientation, gender identity and social background.

Emanuel School has a Christian ethos. The school welcomes applications from prospective pupils of all faiths and of no faith.

Candidates for admission will be treated equally and the school will make any reasonable additional or alternative arrangements to ensure that the school's admissions process are accessible to disabled children.

### **3. Registration**

Before a child can be considered for a place, the form of registration for admission must be completed and submitted with a non-refundable registration fee via the admissions page on the school's website. The registration fee is currently £155. Registration for all entry points will open in May in the year prior to the intended year of entry and remain open until October of the year prior to entry. For some bursary applicants the school is able to waive the registration fee, more information is available on the school website and families are encouraged to contact the admissions team if they have any questions.

A child can be registered for one entry point only at any one time. If parents wish to change the entry point, then they must withdraw the original registration and re-register for another entry point. This will depend on the other entry point still being open. Changing to another entry point requires another registration fee.

Applications for admission made after the published deadline will not be accepted. In exceptional circumstances assessments may be held at times other than those published by the school, and this is at the school's sole discretion.

Applicants' details will be held on file with due regard to data protection legislation. Emanuel School will not hold the personal data of candidates or their parent/ guardian for longer than is necessary.

#### **4. Entry Process and Requirements**

The entry process is pupil focussed and the school will make sure that every part of the process is as positive and helpful as it can be for young people applying to Emanuel School. The aim of the assessment process is to identify ability and potential.

The appropriate year group that a child enters the school is usually determined by their age on 1<sup>st</sup> September in any year, although the headmaster is allowed to judge on the acceptability of variations based on an assessment of the child's ability to cope academically with the pace of the year group and considering their social development.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list subject to places being available.

##### 4.1 Year 6 and Year 7 Entry

The Year 6 and Year 7 entry examination consists of papers in English and maths and a verbal reasoning test. Specimen papers for English and maths are available on the school website. On the basis of the examination performance, interviews (including group experience) will then take place for those candidates who are being considered for a place. Places at Emanuel School are offered based on the following criteria:

- Outcome of the entrance examination. The candidate must achieve the minimum pass mark (see point 6 for what constitutes a minimum pass mark) in all areas of the entrance examination. Preference for offers of places will be given to those who are siblings and those offered scholarships or exhibition ability or potential in art, drama, music and sport, if they pass at these published minimum scores and satisfy the points below.
- Evaluation of reference from the headteacher of the candidate's current school and the most recent school report.
- Outcome of the interview. Interviews are used to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, and any relevant connection with the school.
- Outcome of the group experience. The group experience is with other candidates applying to Emanuel School and is designed to allow candidates to demonstrate their creative skills and their ability to work effectively as a member of a small team.
- All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the school to do so.

*Please refer to key dates, tips for a smooth application process and other useful Year 6 and Year 7 entry information in the 'Admissions' section on the school website.*

##### 4.2 Sixth Form Entry

For external candidates, assessment to enter Emanuel sixth form consists of entrance exams in maths (non-calculator paper), English and a general paper<sup>1</sup>. If successful at this first stage, candidates then attend an interview session including a group experience.

The school does not provide scores on the subject papers and tests sat during the examinations but may be able to provide general feedback in some cases. The decision to provide feedback is at the sole discretion of the school.

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<sup>1</sup> Sample papers for I6+ are not available.

- Offers are typically conditional upon a minimum requirement of achieving an average of 7 across all GCSE subjects and at least a 7 in chosen A-Level subjects, subject to availability.
- Outcome of the interview. Interviews will be used to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.
- The group experience is with other candidates applying to Emanuel School and is designed to allow candidates to demonstrate their creative skills and their ability to work effectively as a member of a small team.
- For certain subjects, there may also be an "options" interview to explore a candidate's academic ability in a particular subject. For certain option subjects (such as art) candidates may be asked to submit samples of their work.
- The school will also ask for all references to contain information regarding the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs, or a disability.
- All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the school to do so.

#### 4.2.1 Entry of Existing Pupils into Sixth Form

The school's ambition is that all pupils will progress into the sixth form. The headmaster is not obliged to permit a pupil to enter the sixth form from year 11 unless they are satisfied that it is appropriate to do so having regard to academic attainment, behaviour and all other relevant circumstances (see section 5.11 of the school's *Terms and Conditions*). It may be that in some cases, to be confident of a pupil's aptitude and academic efforts, further requirements may be set for progress into sixth form. In a few cases it is possible that no offer will be made. In this case reasons will be given, but the headmaster's decision about whether or not to make an offer to join the sixth form is final.

### **5. Oversubscription Criteria for Candidates**

The school makes more offers than there are places available and in the very unlikely event of more offers being accepted than the school can make adequate provision for, at Year 7 entry priority for places will be given in order of acceptance. All offer holders will be notified if this decision is reached.

### **6. Sibling Policy**

The school has a sibling policy for pupils applying to enter the school at Year 6 and 7. For siblings taking the admissions assessments the current published minimum pass mark for entry is 65% in Maths and English and a standardised score of 115 in the verbal reasoning paper at Year 6, Year 7 entry.

### **7. Scholarships, Exhibitions and Bursaries (funded places)**

Scholarships and exhibitions are designed to reward excellence and to celebrate exceptional talent. The school offers scholarships and exhibitions for outstanding academic performance and ability and/or for outstanding performance and ability in the co-curricular areas of music, sport, art and drama. The minimum requirements and the mode of assessment for co-curricular scholarships and exhibitions are published on the school website.

Bursaries are granted, subject to availability, according to financial need. There are financial eligibility criteria and terms and conditions apply.

To be considered for either a scholarship, exhibition or bursary, the school registration form must be completed as well as the appropriate scholarship or bursary application form (*by the application deadline given on the form*), subject to the terms and conditions for scholars and bursary holders (*published separately*). The exception to this is academic scholarships and exhibitions which are awarded without the need to complete an application form.

The headmaster reserves the right to withdraw the scholarship or bursary if the appropriate standards are not maintained, subject to the terms and conditions for scholars and bursary holders. In deciding on the award or withdrawal of scholarships or bursaries the headmaster's decision is final.

## **8. Entrance Examination Concessions and Access Arrangements**

The school's policy is to conduct its admission on a fair and non-discriminatory basis guided by the SEND Code of Practice. In accordance with its legal obligations, the school will make reasonable adjustments, such as extra time, available in the entrance assessment for candidates who require them.

Parents are expected to notify the school at the time of application of any arrangements in place at their child's current place of education to support a candidate who has a diagnosed learning need, disability, long-term medical condition, exam access arrangements, or for whom English is an additional language. This information will help the school consider any adjustments for the child required during the admissions process, and if an offer is made, once they have entered the school.

Parents are asked to provide the information and supporting documentation at the time of registration or for this to reach the admissions department before the second Friday in November of the year preceding the year of entry. For sixth form entry the deadline is the same as the registration deadline. The school will confirm in writing which, if any, special arrangements will be made for the candidate. Parents must understand that requests received after this date may be considered, however there may be insufficient time to implement the necessary arrangements. Candidates must bring the letter of confirmation to the entrance exam.

If the school has any concerns about whether the school would be able to put in place suitable reasonable adjustments for a candidate during the admissions process or upon entrance to the school, they will consult with the parents about the adjustments that can reasonably be made for a candidate.

Exam concession requests are reviewed in line with the requirements of the Joint Council for Qualifications (JCQ) and what is allowed for public examinations.

The headmaster's decision about examination concessions and access arrangements in all cases is final.

## **Changes in an applicant's circumstances during the process**

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the school. Emanuel School requires parents to be pro-active in updating the school as to any significant changes which mean that the information provided during the application process is out of date or incomplete.

In the vast majority of cases, this will not affect a pupil's place at the school. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interest that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the school about any change to their child's circumstances.

The following paragraphs are intended to show what reasonable adjustments the school may be prepared to make, and the information the school requires for considering each case.

### **6.1 Disabilities and Medical Conditions**

Applications for examination concessions/access arrangements where the candidate has a disability, injury or a long-term medical condition should be accompanied by a written report from an appropriately qualified medical professional. This report should confirm that the candidate's disability

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or medical condition has resulted in persistent and significant difficulties when accessing and processing information, for which they wish special access arrangements to be applied. This information will then be considered by members of the Learning Support department and a recommendation (to apply any exam concessions or access arrangements) will be made to the headmaster.

### 6.2 Extra Time

Candidates with specific learning difficulties may be allowed extra time for the completion of a paper or papers. A decision on this will be made by the headmaster, following the advice of the admissions team and members of the Learning Support department, in those cases where the school has received a copy of a specific written report and recommendation from an appropriately qualified, registered professional (e.g. an educational psychologist or a specialist tutor who holds a current SpLD Assessment Practising Certificate). This assessment must have taken place within two years of the school entrance examination. The recommendation must clearly show one below-average standard score of 84 or below, or in exceptional circumstances two or more standard scores of 89 or below, in an assessment of speed of reading, speed of reading comprehension, speed of writing or cognitive processing. In such cases 25% extra time may be allowed for the completion of the entrance papers. If an offer is made, on entry this allowance will be reviewed with the Learning Support department.

### 6.3 Computers

Candidates may be allowed the use of a school computer for the English entrance exam at 10+ and 11+ if certain conditions are met. At 16+ school computers may be allowed for all written assessments where appropriate. The use of a school computer may be granted to candidates where it is their normal way of working due to a specific learning difficulty or medical condition, and specifically if they currently submit classwork and homework electronically to their teachers over 50% of the time. This proof is likely to involve a letter from the headmaster or senior member of staff at their current school confirming that this is the child's normal way of working and also providing evidence of their specific areas of difficulty. If the school does allow a candidate to use a school computer, the candidate's work will be printed out by the invigilator at the end of the examination. For more details, please refer to the *Laptop and Mobile Device Policy* which is available on request.

### 6.4 Extra Time plus the use of a Computer

In order for the school to allow a pupil extra time and the use of a computer, the educational professional's report must demonstrate persistent difficulties with the pupil's speed of processing, with below-average measured scores (84 or below) in at least two or more of the following areas: speed of reading, speed of reading comprehension, speed of writing, cognitive processing measures (e.g. auditory or visual processing or working memory) or English as an additional language (EAL). If an offer is made, on entry this allowance will be reviewed with the Learning Support department.

### 6.5 English as an Additional Language.

Candidates for whom English is an additional language may be allowed to use an approved bilingual translation dictionary (*which can be an electronic dictionary*) for admissions examination papers/written assessments (other than English papers) if the candidate's first language is not English, Irish or Welsh, and this reflects the candidate's normal way of working.

No extra time will be awarded unless the candidate entered the United Kingdom within three years of the time of the examination with no prior knowledge of the English language. This needs to be confirmed by the current school. If an offer is made, on entry this allowance will be reviewed with the learning support department.

### 6.6 Other Access Arrangements

The school will consider requests for other access arrangements, if made in writing to the admissions department with appropriate supporting documentation.

## **9. International pupils**

Additional admissions procedures and criteria may apply to candidates who require the school to sponsor their application for a visa to study in the UK. Parents should contact the head of admissions for further details.

## **10. School Fees and Uniform**

Fees are paid termly in advance or by monthly direct debit. The governors review all fees annually.

On acceptance of a place, a deposit of one term's fees will be held by the school and will be refunded on leaving, less any monies which may be outstanding at the time, provided that at least a term's notice of leaving is given.

Supplementary charges may be incurred for school trips, expeditions and some other optional items.

All pupils below sixth form wear school uniform. Sixth form pupils must adhere to the sixth form dress code. The cost of the school uniform is the parents' responsibility.

## **11. Technology**

All pupils require access to a laptop or Chromebook. Pupils in year 6 will be provided with a school device which is stored onsite at school. All pupils in year 7 will be provided with a Chromebook for the duration of their time in lower school. This will include a protective case, education licenses, warranty and accidental damage and theft insurance cover. An additional charge will be added to the termly fees to cover this provision in years 7 and 8. Pupils in the middle school and sixth form are required to provide their own device. Specifications are shared following acceptance of a place.

## **12. Admission Register**

The school admission register ("the school roll") is kept in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 as amended.

## **13. Complaints**

The school's *Complaints Procedure* is not available for use by prospective parents/carers.

## **14. Further Details and Contact**

Full admission details can be found on the school website at [www.emanuel.org.uk](http://www.emanuel.org.uk).

If you have any questions about admissions, please do not hesitate to contact the admissions secretary or head of admissions and communication. The school number is 020 8870 4171 or you can email [admissions@emanuel.org.uk](mailto:admissions@emanuel.org.uk).

### ***15. Related Documents***

- Accessibility Plan
- Bursary and Means Tested Scholarship Policy
- Data Protection Policy
- Data Retention Policy
- English as an Additional Language Policy
- Equal Opportunities and Disability for Pupils
- Laptop and Mobile Device Policy
- Learning Support and SEND Policy
- Privacy Notice
- Scholarship Policy
- Terms and Conditions

### ***16. Policy Review and Approval***

Policy Review	Spring 2023
Cabinet	The policy was approved by Cabinet on 20 <sup>th</sup> April 2023.
Curriculum Committee	The policy was approved by governors on 26 <sup>th</sup> April 2023.
Full Governing Body	The policy will be presented on 12 <sup>th</sup> June 2023.