



Admissions Policy

1. General Statement

Emanuel School is a co-educational day school for pupils aged 10 – 19 years.

The main entry points into the school are 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 if places become available.

It is expected that all pupils who join the school will do so 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. The interview and, where applicable, group exercise are important parts of the admissions process and the school also takes into consideration references and other relevant information it receives from the candidate's previous school (please see 'Entry Process and Requirements' 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 will benefit from the education and other opportunities offered by the school and who will contribute to and benefit from the ethos and activities of our school community.

2. Equality, Diversity and Inclusion

Emanuel School has a Christian ethos and welcomes staff and children from many different ethnic groups, backgrounds and creeds.

Candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age or marital or civil partnership status.

The school will make any reasonable additional or alternative arrangements to ensure that the school's admission procedures are accessible to disabled children.

The school will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.

Parents of a child who has a disability or special educational needs must provide the school with full details, including details of any arrangements in place at their child's current place of education to support them.

Parents are asked to provide this information and any relevant supporting documentation at the time of registration but at latest by the registration deadline.¹ The school will confirm in writing which, if any, additional or alternative 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

¹ Please refer to the school's *Learning Support and SEND Policy* for further details including that any supporting documents regarding access arrangements must have been published within two years of the date of submission.

implement the necessary arrangements. Candidates must bring a copy of the confirmation email to the entrance exam.

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 £165. 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 will require the payment of another registration fee.

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. Applications for admission made after the published deadline will not be accepted.

In exceptional circumstances and at the school's sole discretion, entry examinations may be held at times other than those published by the school.

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 stage is as positive and helpful as it can be for young people applying to Emanuel School. The aim of the entry process is to identify ability and potential.

The appropriate year group that a child enters the school is usually determined by their age on 1st September in any year, although the headmaster, utilising his discretion, may make such decisions based on an assessment of the child's ability to cope academically with the pace of the year group and 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 and, where applicable, group exercises 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:

- Successful outcome in the entrance examination.
- A positive confidential reference from the headteacher of the candidate's current school and most recent school report.
- A satisfactory 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.

- Satisfactory participation in the group exercise, where applicable. The group exercise is undertaken with other candidates who are 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 examination papers in Maths (non-calculator paper), English and a general paper². If successful at this first stage, candidates are invited to attend an interview session, which includes a group exercise.

The school does not provide scores on the subject papers sat during the entrance 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.

Places in the sixth form at Emanuel School are offered based on the following criteria:

- 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.
- Successful outcome in the entrance examinations.
- A satisfactory 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.
- Satisfactory participation in the group exercise. The group exercise is undertaken with other candidates who are 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, a satisfactory "options" interview, which is designed to explore a candidate's academic ability in a particular subject and / or receipt of satisfactory samples of a candidate's work (e.g., for subjects such as art).
- A positive confidential reference from the headteacher of the candidate's current school. The school will 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.

4.3 Progression through the school

It is assumed that pupils will automatically progress through the school and progress into the sixth form, subject to him / her meeting the required standards of behaviour and progress and the school continuing to be able to meet their needs.

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.

² Sample papers for 16+ are not available.

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.

It is also possible that no offer of place in the sixth form will be made. In these circumstances 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. Siblings

Priority is given to the siblings of existing pupils at the school who are applying to enter the school in Year 6 or Year 7 **OR** at the proposed time of entry, although admission is not automatic and the candidate must meet the admissions criteria set out in this policy.

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 designed to broaden access to the school's education by offering eligible parents financial support for pupils who meet the school's entry criteria. Bursary eligibility considerations are defined in the *Bursaries (Fee Assistance) and Means-Tested Scholarships Policy*.

Before a scholarship, exhibition or bursary application can be made, the applicant must be a registered candidate for the entrance examination. Academic awards are achieved based on a pupil's performance in the entrance examination and do not require the completion of a supplementary form. Please refer to the *Scholarship and Exhibitions Policy* for further information.

The headmaster reserves the right to withdraw the scholarship, exhibition or bursary if the expected standards are not maintained, subject to the *Terms and Conditions for Scholars, Exhibition and Bursary Holders*. In deciding on the award or withdrawal of scholarships, exhibitions or bursaries the headmaster's decision is final.

8. 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.

9. 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 (acceptance deposit) as shown on the school's fees list is payable. The acceptance deposit will be held by the school and will be refunded when the relevant child leaves the school, less any monies which may be outstanding at the time.

Extras 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.

10. Technology

All pupils are required to have access to a laptop or Chromebook. Pupils in year 6 will be provided with a school device. All pupils in year 7 will be provided with a Chromebook for the duration of their time in lower school and year 9. 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.

From September 2024, Emanuel School is phasing out own device arrangements for pupils in year 10 upwards. Pupils who join year 10 in the academic year 2024-25 are provided with a Surface Pro with an additional charge added to the termly fee to cover provision until the end of year 13. Pupils who join the sixth form are currently still required to bring their own device. Specifications are shared following acceptance of a place.

11. Admission Register

For pupils admitted to the School, the School will:

- maintain an admission register; and
- inform the local authority of any pupil who is going to be added to or deleted from the school's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 as amended.

12. Records and Review

The information created in connection with this policy may contain personal data. The school's use of this personal data will be in accordance with data protection law. Please refer to the school's privacy notice for further information about how the school collects, uses and processes personal data.

13. Further Details and Contact

Full admission details can be found on the school website at 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.

14. Related Documents

- Accessibility Plan
- Bursaries (Fee Assistance) and Means Tested Scholarship Policy
- Data Protection Policy
- Data Retention Policy
- English as an Additional Language Policy
- Equal Opportunities Policy (Pupils)
- Laptop and Mobile Device Policy
- Learning Support and SEND Policy
- Privacy Notice for Pupils/Parents
- Scholarship and Exhibitions Policy
- Terms and Conditions

15. Policy Review and Approval

Policy Owner	Deputy Head: Co-Curricular, Partnerships & Admissions
Date of last review	Spring 2024
Approved by	Cabinet: 14 May 2024 FGB: 13 June 2024
Responsible Committee	Curriculum
Date of next review	Spring 2025

Table of Key Changes

Date	Change
August 2024 (V3)	A footnote was added to point 2 (<i>for clarification purposes</i>).