



Gosfield School Admissions Policy (Not including Pre-Reception)

Aims

1. To support and be inclusive of all children with the ability, attitude and behaviour to thrive in our School and who can engage fully with our values, culture and ethos.
2. To provide full and clear information to parents so that they know exactly what to expect throughout the admissions application and acceptance process in order that they may make a fully informed decision.
3. To provide a best practice approach in the application of Gosfield School admissions criteria, so that places are offered and accepted on a fair, equitable and legally compliant basis.

Gosfield School Ethos and Values

Gosfield School is committed to equality of opportunity for pupils who have age appropriate ability to access our curriculum, a positive attitude to learning and appropriate behaviour in accordance with our code of conduct.

Our pupils are provided with the foundations with which to **grow** and develop in all aspects of their academic, social and personal lives.

Pupils are educated in a small and caring environment and encouraged to **achieve** at, and beyond their personal best. We are particularly proud of our successful value-added record that consistently shows pupils achieving above expectation in public examinations.

Every individual's contribution is valued within a friendly and supportive environment, where pupils and staff are inspired and in turn **inspire** others.

Grow the Gosfield Family. Located in 110 acres of parkland in North Essex, we provide the perfect setting to grow stronger and compassionate; more self-assured and more curious and ready to embrace a world of opportunity. Our pupils grow to become ready to take responsibility for their own actions and the consequences of their actions; and to support those less fortunate.

Achieve Beyond Expectation. Whether Nursery toddlers exploring the forest, Prep pupils learning to read with phonics, Senior pupils striving for the highest grades or competing in sports, Sixth Formers applying for university, staff preparing and delivering engaging, exciting lessons or Governors investing in new developments, everyone is encouraged to meet and exceed their personal best and achieve beyond expectations. **Inspire Confidence to Embrace Challenge.** Confidence develops as our pupils grow and achieve. A magical ingredient converts challenges into opportunities for those who possess it and those who

take the chance to extend their horizons by taking part in new activities and engaging in inspiring pursuits. Everything our teachers do is designed to inspire confidence to embrace challenges; and every day our pupils inspire our teachers too.

Admissions Equality

Applications are welcomed in all year groups for prospective pupils between the ages of 4 at the point of entry and 18 years on the 1st September in the academic year of entry. The aims of the School and the principles of excellent pastoral care are applied to all pupils irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender or gender reassignment and disabilities (so long as the pupil is able to involve himself or herself in school activities). Equally these differences will be recognised and respected, and the School will provide a positive culture of tolerance, equality and mutual respect.

Gosfield School is non-denominational and therefore welcomes applicants from all faiths and none. Whilst we operate on Christian principles, we respect and celebrate the beliefs and practices of all faiths. The spiritual, moral, social, cultural and civic development of our pupils is fundamental to our work as a school community.

Mainstream Admissions

The School **does not** have an academic entrance examination. Successful pupils will:

- Have satisfactory reports from previous schools
- Have a satisfactory Headteacher's reference from their current school and previous schools if necessary
- Undertake a computer adaptive assessment. This is not a selection examination but allows us to gauge the need for any additional support so parents can remain fully informed at all stages of the admissions process
- Attend a Guest Pupil Day at which they will exhibit
 - appropriate behaviour in accordance with our Code of Conduct (which is provided in advance)
 - a positive attitude to learning in line with our ethos
 - age-appropriate ability to access our curriculum

Where year group places are available, offers of a place are secured in order of receipt of the completed Acceptance Form and £500 deposit which is refundable on completion of a student's education with us. Where year groups are full, a waiting list exists (see Waiting List).

Year Group Admissions

Gosfield School is a co-educational independent school for pupils aged 2 to 18 years. The School comprises four phases, being Pre-Reception Nursery (ages 2-4), Prep School (ages 4-11 – Reception Class to Year 6), Senior School (ages 11-16 – Year 7 to Year 11) and Sixth Form (ages 16-18 – Years 12 and 13). We provide continuity of excellence throughout our pupils' school years, but also welcome pupils who join at any time and encourage, support and celebrate those pupils who want to consider pathways to Grammar Schools through 11-Plus examination, professional Academy or similar.

Admissions Policy

The principal points of entry for joining the School are Pre-Reception Nursery, Reception and Years 7 and 12. Applications for admissions are also welcome at points throughout the school year and into any year group where a place is available. Where year groups are full, a waiting list exists (see Waiting List).

Class Sizes

Class sizes are intentionally small throughout the school. In the Prep School, class sizes are no more than 20 pupils and in the Senior School, 22 pupils. Average class sizes throughout the school are currently 16 pupils per class.

Admissions Process

The admissions process for entry into Gosfield School is as follows: (For entry into Pre-Reception, please see the Gosfield School Pre-Reception Admissions Process.)

- Following parents' expression of interest for a pupil place, the School Registrar will arrange a visit to the School at a convenient time for parents and prospective pupils. The visit will include a tour of all areas of the School but especially those of particular interest to parents and prospective pupils. There will be the opportunity to meet with teaching staff, pupils and the Principal or Vice Principal. We welcome return visits and the opportunity for parents and prospective pupils to meet with specific staff members.
- Parents wishing to initiate an application must register a prospective pupil by completing and submitting the School's Registration Form, along with a non-refundable registration fee of £75. Registration Forms are available on the website or from the Registrar.
- Following completion of the Registration Form, the prospective pupil will be invited to attend a Guest Pupil Day and will spend the day in the year group they are applying to join. If applying to join in the following school year, the prospective pupil will join the year group that will transition to the year group at the point of admission. Guest Pupil Days will be arranged on a mutually convenient date, and where appropriate, the day will be arranged take into account any prospective pupil subject preferences. The guest student will be 'buddied' for the day with a current pupil of the class.
- Reception applicants will be invited to a Guest Pupil Day in either Reception or Pre-Reception at the discretion of the Head of Prep School.
- Where appropriate, parents are asked to supply a copy of the prospective pupil's latest school report prior to the Guest Pupil Day.
- Where appropriate, parents will be asked for consent for Gosfield School to seek a Headteacher's reference from the prospective pupil's current school prior to the Guest Pupil Day.
- Any physical, medical, dietary, learning or behavioural needs must be fully disclosed by parents prior to the Guest Pupil Day to ensure that we can support these during the day and throughout the prospective pupil's education with us should they become a pupil of the School. Where a known condition exists, parents will be invited to meet with a specialist member of staff on arrival to discuss any requirements.
- If any potential physical, medical, learning or behavioural matters are identified during the Guest Pupil Day, parents will be invited to meet with a specialist member of staff to discuss any specific potential needs and understand how Gosfield School can support the prospective pupil in their educational journey. This will also provide

- an opportunity to consider any additional costs that may be required to provide additional support (see Additional Needs including Special Educational Needs).
- Prospective pupils already of age for full time education will take a computer adaptive assessment during their Guest Pupil Day.
 - Places for entry into Reception and Year 7 in particular and all other year groups where proposed entry is for the subsequent academic year will be offered at a set point in each term of application. Applications with deposit payment made during the autumn term will be offered an available place no later than December 12th if all conditions of entry are met. Applications with deposit payment made during the spring term will be offered an available place no later than 31st March and applications made during the summer term will be offered an available place not later than 30th June. In most circumstances, places will be offered as soon as possible after receipt of the completed applications and deposit or placed on the waiting list where classes are fully subscribed.
 - Places for immediate entry during the course of the academic year in year groups where spaces are available, are offered once all conditions of entry have been met satisfactorily. Where classes are fully subscribed, applicants will be placed on the waiting list.
 - If a place is offered following a Guest Pupil Day, parents will be sent an Offer and Acceptance Pack. The pupil's place is secured once the completed Acceptance Form, contract and refundable deposit have been received by the School Registrar along with a copy of photo ID of the parents making the application. Parents are also required to provide a copy of the prospective pupil's birth or adoption certificate. If the child is subject to a court order, a copy of the order must also be provided. All acceptance forms and supporting documentation, are required to be completed and returned to the Registrar a minimum of 21 days before the prospective pupil joins the School.
 - By formally accepting a place, you are entering into a contract with the School and as such will be required to abide by its contractual terms and conditions that are included in the Offer and Acceptance Pack. It is important you fully understand these, so please do ask questions if you require clarification on any points.

Waiting List

Where the number of applicants exceeds the number of available places in the year group applied for, places are allocated with the following priority:

- Existing Gosfield Goslings Pre-Reception pupils transitioning in to Reception Class
- Existing Gosfield School Year 6 pupils transitioning in to Year 7
- Existing Gosfield School Year 11 pupils transitioning in to Lower Sixth Form
- Siblings of children already at the School
- Children of former pupils

If applicants still exceed places available, each applicant will be assessed and prioritised as follows:

- A prospective pupil who is a sibling of a student already at the School
- Prospective pupils who have shown the greatest aptitude to meet our Mainstream Admissions criteria

Admissions Policy

- Prospective pupils whose previous school reports and references are of the highest calibre
- Prospective pupils who in the opinion of the Principal or Vice Principal and Registrar, will most closely align to the values and ethos of Gosfield School
- Prospective pupils' engagement in extra-curricular activities both at school and outside school

Public Examinations including 11 Plus

The School welcomes and supports pupils in the Prep School who wish to enter the 11 Plus examination to make application to Grammar Schools or alternative Independent Senior Schools. Our process is 'opt in' and pupils will be given the opportunity to receive 11 Plus lessons from the start of Year 4 should they choose to do so. These lessons are in addition to the normal curriculum of the usual school day.

In the Senior School, pupils are entered for GCSE examinations in Year 11 and, in some instances, Year 10, with GCSE options selected during the course of Year 9. Sixth Form pupils are entered for A level examinations, with subject options being selected during the course of Year 11 and subject to attainment at GCSE.

Special Educational Needs and Disability

The School is able to accommodate prospective pupils who have learning or physical disabilities. The School has Special Educational Needs and Disability Co-ordinators in the Prep and Senior Schools. A full assessment of the need will be made prior to a place being offered to ensure that we are able to offer the best educational journey for a prospective student with additional needs.

Parents are required to disclose their knowledge of any learning disability including but not limited to dyslexia, ADSD, dyscalculia, dysgraphia, non-verbal learning disabilities, oral or written language disorder, specific reading comprehension deficit and dyspraxia at the time of registration. Disabilities, medical or health conditions, allergies and behavioural difficulties must also be disclosed. Prospective pupils with specific physical, medical, learning or behavioural needs will be assessed by the School's specialist teachers on their ability to access the age appropriate curriculum with reasonable adjustments, their ability to fully integrate with their peers and the School's values, culture and ethos. Additional learning needs will attract additional cost, particularly for one to one tuition sessions. This will be discussed and agreed prior to you accepting a place at Gosfield School and reviewed on a regular basis. Where additional needs are discovered after the pupil joins the School and reasonable adjustments can be accommodated, additional cost may also apply, dependent upon the discovered need. Where such emerging issues prove to be severe or seriously disruptive and were not disclosed to the School before admission, the School reserves the right to request that the pupil be removed from the School and parents to make alternative educational arrangements for the pupil. It is therefore vital that parents disclose any known issues that will affect a successful educational journey at the School before admission. It is also important to note that the Gosfield School main building is Grade 2 listed and access to some areas may be unavoidably restricted for some with reduced mobility.

Overseas and EAL Students

The School welcomes overseas day pupils who have parents or guardianship in the local area. We do not offer boarding. English as an Alternative Language (EAL) teaching and learning sessions are offered at additional cost but prospective pupils must have a minimum ability to communicate orally and in writing in English at the time of admission. Prospective pupils applying from a different educational system or examination curriculum can also be considered for admission. A full assessment will be undertaken by our specialist teachers, and additional costs will apply for EAL sessions and any reasonable adjustments required to our mainstream curriculum. These will be discussed with you before a place is offered.

Scholarships

Scholarships are available for prospective pupils of excellence in the following core areas; sport and in particular cricket for entry to our cricket academy, performing arts including music, dance and drama, art and academic distinction. Scholarship days are held annually for each core area and prospective pupils are welcome to apply to join a scholarship day at which a full assessment of excellence will be conducted. Scholarships are offered with 10% to 100% fees remission based on level of excellence in the area applied for, the ability to fully comply with the School's Mainstream Admissions requirements and additional interests in extra-curricular activities both at school and outside school. Details and dates of Scholarship Days are available on the School website or from the School Registrar.

Bursaries

A number of Community Bursary awards are made annually. These are awarded to prospective pupils whose parents would otherwise be unable to afford to pay for the benefits of Independent Education. Community Bursaries are offered with 10% to 100% fees remission to prospective pupils who will most closely align to the values and ethos of Gosfield School, who demonstrate the ability to fully comply with the School's Mainstream Admissions requirements and who offer additional interests in extra-curricular activities at school and outside school. Details of Bursary awards are available on the School website or from the School Registrar.

Provisional Place Allocation for Siblings

On successful completion of the admissions process, parents may register siblings in order to provisionally reserve places for them in any given year group with specific start dates in mind. Provisional place allocations for siblings are accepted where unallocated places are available at that time. In such cases, the School's Registration Form must be completed and submitted together with a non-refundable registration fee of £75 to reserve the provisional place allocation for siblings. The application process for siblings, including the Guest Pupil Day, needs to be successfully completed a minimum of one full term prior to the provisional joining date. If places are not currently available in the required Year Group at the time the first sibling joins the School, siblings may still register and will be offered priority for a place should one become available (see Waiting List).

Admissions Register

It is a legal requirement that the School holds an Admissions Register. For each pupil, the School requires the following details for the Admissions Register:

Admissions Policy

- The pupil name in full as shown on the birth or adoption certificate (unless legally changed, when evidence of this will be required)
- Their gender
- The name and address of every person known to the School to be a parent of the pupil or have parental responsibility (and an indication of the parent with whom the pupil normally resides)
- At least two telephone numbers at which the parent/carer can be contacted in the event of an emergency
- The telephone number of a relative who can be contacted in the event the parent cannot be reached in an emergency
- The pupil's day, month and year of birth
- The day, month and year of the pupil's admission or readmission to the School
- The name and address of the school last attended, if any

This information should be completed on the relevant form in the Offer and Acceptance Pack.

Contingency

All offers of a place at the School are contingent upon the School receiving all the information required regarding the pupil and are made on the understanding that parents or guardians are able to meet the fees requirement and any outstanding financial obligations to current or previous schools have been fully met. The School reserves the right to remove any pupils should any pertinent information be found to have been withheld, concealed, or not made available prior to the student's start date.

Principal's Decision

All places at the School are offered at the Principal's discretion and the decision of the Principal is final.

Complaints

Should you feel that your enquiry or application for the admission of a prospective pupil have not be dealt with in accordance with our Admissions Policy, the School's complaints procedure can be downloaded from our website or can be sent to parents on request.

Policy Reference

This policy takes account of the following terms of reference:

- Education (Pupil Registration) (England) Regulations 2006 and Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Independent School Standards Regulatory Requirements April 2019
- Education Act 2002 and Education and Inspection Act 2006
- School Standards and Framework Act 1998
- Documents from the Department for Education
- The Equality Act 2010

Ratified by the Governing Council of Gosfield School

Signed  (Chair of Governors) Date December 2021