



15a. Admissions Policy	
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Linked documents:	Overseas Pupils Policy

15a Admissions Policy

Choosing the right school for a child is one of the most important decisions a parent will make and at Rye St Antony we can help guide families through each stage of the admissions process.

We welcome visitors at any time of the year and would be delighted to give all prospective families a tour of our school and answer any questions they may have. We encourage visits during a typical school day so that families can see everything that Rye has to offer during normal lesson times and beyond whether academic or co-curricular. During a visit, families will be introduced to our Head and other members of staff who will work closely with the child. They will be happy to talk to families about their specific situation and to answer questions.

Admissions Procedure

Before starting the formal Admissions process, applicants must Register with the school and pay the £150 Registration Fee.

Pre Prep and Prep School Admissions

Applicants are invited for a taster day in the Prep School. The applicant will spend the day with fellow classmates in their current year and during the day they will take a Mathematics and English assessment, (Pre Prep applicants can expect a less formal method of assessment). Assessments are conducted in the classroom during normal lessons. At the end of the taster day, applicants and their parents will meet with the Head to review the day.

Pre Prep and Prep places are offered on the strength of the assessments, taster day and interview with the Head. References from the applicant's current school will be requested and considered.

Applicants for Nursery School (children aged 3-5) are invited for a short taster visit and spend time with the Nursery children and staff. This will be followed by a meeting with the Head or Head of Prep. On the strength of this visit, and the meeting, places are offered, and acceptances invited.

Senior School Admissions

11+ applicants and 11+ Scholarship applicants* are invited for the Entrance Day in November. The day will comprise of the following:

- one hour entrance examination papers in Mathematics and English
- activities giving a taste of Year 7
- meeting with the Head and staff

13+ applicants and 13+ Scholarship applicants* are invited to sit the entrance examination in Hilary Term. The day will comprise of the following:

- one hour entrance examination papers in Mathematics and English
- meeting with the Head and staff

Taster days are encouraged for 11+ and 13+ applicants. The day will be spent with the applicant's current year.

* Successful 11+ and 13+ scholarship applicants are invited back the week following the examination for an interview. Scholarship candidates applying from Rye are only required to sit the examination and then attend the interview.

12+ and 14+ applicants are invited to take an entrance examination alongside an interview with the Head. Taster days are encouraged. The day will be spent with the applicant's current year.

Senior places are offered on the strength of the entrance examinations, a taster visit or entrance experience, and interview with the Head or senior member of staff. References from the applicant's current school will be requested and considered.

Girls transferring from the Prep School to the Senior School take no extra examination: they are accepted into Senior School on the strength of their progress during their time in the Prep School. Specialist subject teaching in Years 5 and 6 means that girls already know, and are known to, Senior School staff. Prep School profiles and samples of work are passed to Senior School staff to ensure continuity and progression.

Applicants to Sixth Form are expected to achieve grade 5 or above in a minimum of five GCSE (or equivalent) subjects, with grade 6/7 or above in any subject to be continued at A-level. Applicants are invited to come for interview with Sixth Form subject teachers, the Head of Sixth Form, and the Head. Taster days are encouraged.

Conditional places are offered on the evidence of the interview and the reports and reference from the current school.

International applicants to the Senior School will be required to take entrance examinations either at their current school, recognised agency or other approved establishment. Levels of English proficiency will also be required. Expected levels as follows:

- for the GCSE programme (Years 10 and 11) working towards or having passed the Cambridge First Certificate or have IELTS 5
- for the A-level programme (Years 12 and 13) have passed the Cambridge First Certificate or have IELTS 5 or 6

If visits to the School are not possible, virtual interviews will be arranged with the applicant and conducted by senior members of staff.

Further details on the admission of international applicants can be found in the Overseas Pupil Policy.

Equal Treatment

We aim to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We are committed to

equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, pregnancy, maternity, sexual orientation, linguistic background or social background.

Special Educational Needs and Disability (SEND)

We do not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them the necessary support that they require, can cater for any additional needs, and that our site can accommodate them. We ask parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before she/he sits the entrance examination so that we can make adequate provision for her/him. Parents should provide with the Registration Form a copy of an Educational Psychologist's report or a medical report if they have one. The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if she/he becomes a pupil at the School.

Formal offer of places (firm and waiting list) are made in writing on completion of entrance procedures. Parents of any applicant who is not offered a place are similarly notified in writing. On receipt of an offer, parents are asked to confirm in writing their acceptance, enclosing the acceptance papers and acceptance deposit.

Sibling Policy

Most siblings join us at Rye. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

Documentary evidence

A confidential form of the Admissions Record will be completed for each applicant. As part of the admissions process a copy of the pupil's passport is requested and an electronic copy held by the School both to prove identity as part of safeguarding procedures and to prove the right to study in the UK in line with the Immigration Act 2014. All documents supporting each application for admission, together with selection and interview notes will be kept for 25 years from the date of birth. If an applicant is not admitted, up to 7 years from that decision.

Current and Future School

It is the School's policy to request a reference from the applicant's current school post registration. In line with DfE statutory guidance "Children missing education" (2016), the school will contact future schools to establish arrival and enrolment.

Admissions Register

In line with regulations, the following information will be held:

- Name in full
- Sex
- Name address and telephone number of both parents, and an indication of which parent the pupil normally lives with and which parent normally holds parental responsibility as defined by Section 3 of the Children Act 1989
- At least one telephone number at which the parent with whom the pupil normally lives can be contacted in an emergency
- Day, month and year of birth
- Name and full address of the school last attended, if any
- An indication of Boarding or Day attendance

School's Terms and Conditions

Copies of the School's Terms and Conditions will be made available to parents as part of the admissions process.

Complaints

The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's Complaints Policy and Procedure are available on our website and can be sent to parents on request.