

SHERRARDSWOOD SCHOOL

ADMISSIONS POLICY

GENERAL

Sherrardswood School is a co-educational independent day school for pupils from ages 2 to 18. This policy applies to all our pupils from Early Years Foundation Stage (EYFS) to Sixth Form.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Sherrardswood School. We hold a number of Open Events across the year, which give a general introduction to the school. Details are published on our web site www.sherrardswood.herts.sch.uk. We are also very happy to welcome prospective parents and their children at other times. Please contact, our Registrar, Miss Michelle Gahan on 01438 714282 or email on admissions@sherrardswood.herts.sch.uk to arrange a visit.

THE ENTRY PROCEDURE

Sherrardswood School is non-selective school. The admissions process varies for specific year groups and further details can be obtained from the Registrar. Usual points of entry are from Nursery/Reception, 11+/Year 7 and 16+ Year 12, however, we admit pupils at any point in the year where there are places in that year group. Please contact the Registrar for details.

A Registration Form is available on our website, within our Prospectus or posted on request, please contact the Registrar for a copy or further information.

EQUAL TREATMENT

Our aim is 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. Sherrardswood School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require and the balance and structure of existing classes is not adversely affected. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Sherrardswood School before commencing the admissions process so that we can make adequate provision. Parents must provide a copy of all relevant documentation which relates to the child's needs at this initial discussion.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

The admission process differs across the entry points and is summarised below:

1. Nursery/Reception – we do not assess pupils, entry is on a first-come, first-served basis. For pupils wishing to join Reception, once the academic year has commenced, the pupil will be invited to spend a morning with the class.
2. Key Stage One (Year Groups 1 & 2) and Key Stage Two (Year Groups 3-6) pupils will be invited to spend a morning with their current year group. This provides teaching staff with an indication of ability levels and personality.
3. Entry to Year Groups 7, 8 and 9 is by way of an age appropriate examination, comprising English, Maths, Verbal Reasoning and Non-Verbal Reasoning.
4. Pupils wishing to join in Year Group 10 will be invited for an interview with the Deputy Head and a copy of their latest school report will be reviewed.
5. Our offer of places into Year 12 is conditional upon a candidate achieving a specified minimum of GCSE grades, and a specific grade, which varies by subject, is required in the subjects proposed for study at AS and A2.
6. We interview all candidates of as part of our assessment process for Years 9 - 13.

Once an offer has been made by Sherrardswood School, a completed Acceptance Form and deposit secures the place. Please refer to our Terms and Conditions for full details, a copy is available to download from our website or on request to the Registrar.

SIBLING POLICY

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

BURSARIES

Our bursary programme is generous and is designed to make it possible for as many as possible of those who meet Sherrardswood School's entry criteria to take up a place here.

We offer means tested awards annually to prospective pupils at the usual points of entry, where the parents have indicated on the registration form that they require financial support.

Bursaries are means-tested in accordance with the criteria published on the school's web site. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

The school's practice is to allocate its entire available bursary funding on entry. The school's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

Our Bursary Policy can be obtained from the Bursar, Mr Neil Hounsom.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Sherrardswood School provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay for some weekends. However, parents of overseas pupils should appreciate that Sherrardswood School does not run a short-term study programme, and expects overseas pupils to finish a complete course of study, such as Years 7-11, or Years 12 -13. Tuition in English can be arranged at the Parent's expense and Sherrardswood School is accredited as a Tier 4 sponsor by the UK Border Agency.

RELIGIOUS BELIEFS

Although Sherrardswood School has Christian roots, we do not select for entry on the basis of religious belief.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's web site and will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but a copy of the School's complaints procedure is available to download from the school website and can be sent to you on request.