



REDDAM
— HOUSE —

BERKSHIRE

Reddam House Berkshire

Admissions Policy

Reddam House Berkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, students and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Reddam House Berkshire.

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Introduction

Reddam House Berkshire is a co-educational independent day and boarding school for students from ages 3 months to 18 years.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hold several open events over the year, which give a general introduction to the school. We are also very happy to welcome prospective parents and their children at other times.

Please contact, the school's Registrar, Vickie Carpenter on 0118 974 8300, or email on registrar@reddamhouse.org.uk to arrange a visit.

The Entry Procedure

Our selection process is designed to identify students who can benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

Selection is based upon academic merit, which from Year 4 is assessed through an entry examination.

Entry to our Early Learning School takes place throughout the year subject to spaces being available in the relevant rooms - see the ELS Admissions section at the end of this document.

The usual points of entry for the main Schools are from four years of age (Reception), seven years of age (Year 3), eleven years of age (Year 7), thirteen years of age (Year 9) and into our Sixth Form at sixteen years of age. The school may also have occasional places at other ages. Please contact the Registrar for details.

Admission forms can be downloaded from the school website or by application to the admissions department.

Equal Treatment

Reddam House Berkshire's 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 students for today's world. Scholarships (which can be enhanced by means-tested financial assistance) are offered in order to make it possible for students who would benefit from our academically rigorous and enriched education to study at Reddam House Berkshire.

Reddam House Berkshire is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

Additional Needs

Reddam House Berkshire does not discriminate in any way regarding entry. The school welcomes students with diagnosed or suspected special educational needs providing that its academic support department can offer them the support that they require, and the level of ability would be a good fit with the school.

There may be some occasions that we believe that our school is not the best fit for your child, or that we cannot offer the support needed to thrive, we will communicate this with you. We are committed to working with all parents, current and prospective, to support them in the quest for the most suitable school for their child.

We welcome students with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with Reddam House Berkshire before he/she sits the entrance exam so that the school can make adequate provision for him/her. Parents should provide 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 medical advisers the adjustments that can reasonably be made for the child if he/she becomes a student at the school.

The Assessment Process

The aim of the process is to identify potential. Reddam House Berkshire is looking for well-rounded students 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 school has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular interests.

Entry into Reception

Children joining Reception are invited to visit the school with their parent(s) for an informal meeting with the Head of Junior School before the offer of a place is made.

Entry into Lower Juniors (Year 1 to Year 3)

Assessment for Year 1 – 3 is based informal assessments which take place during his/her trial day in class. This allows for teachers to gently assess how they will find our curriculum and ethos.

Trial days are offered to all candidates before an offer will be made. If candidates are unable to attend a trial day, the Head of Junior School will review the child's latest school report.

Entry into Upper Juniors (Year 4 to Year 6)

Entry into our Junior School takes places throughout the year, with the largest intake being in September, and in the first instance is subject to space being available in our year groups.

For entry into Year 4 to Year 6, candidates are invited to spend much of the day in class on a trial day. Cognitive ability and attainment testing takes place on the trial day, including English assessment for children who have English as an additional language.

These tests, along with observations from teachers in class and around the school, allow us to ensure that we fully understand the learning profile of our students and that we feel our school is the right place for their future education and happiness. Where we do not feel that we will be able to support your child, or that they will not thrive in our enriched curriculum, then we will let you know following this trial day with testing.

If candidates are unable to attend a trial day, the assessments will be sent to the current school or agent to be conducted under test conditions. The Head of Junior School will review the assessment results with the child's latest school report.

Entry into Middle School (Year 7 to Year 9)

Most of our Year 6 students will progress into Year 7 and we have a main entry point for students from other schools to join them.

Entry testing is held end of November/early December and consists of a series of short assessments designed to understand both cognitive potential and current attainment levels. Please note, although we can offer entry testing following this date and before the start of the next academic year, **no scholarship testing will take place.**

We have a second large entry point into Year 9. Candidates are offered the opportunity to sit the entry testing in Year 7 and to defer their place (subject to availability) or to sit the year 9 entry testing in January of Year 8 which consists of attainment testing and some test designed to identify cognitive potential. A limited number of scholarships are available for entry into Year 9 and these are allocated after the main testing point. **Late applications cannot be considered for scholarships.**

The dates for the assessment process for the current year are published on our website. We will offer places to candidates from our waiting list after the closing date for acceptances, or earlier, at the school's discretion.

Entry into Senior School (Year 10 to Year 13) Candidates for entry at 16+ are offered places based upon their school report and GCSE predictions. Some courses will only be available to those who have achieved the required grade in the GCSE subject. Discussion of these requirements can take place via the Registrar.

We interview all candidates as part of our assessment process for entry into Middle and Senior school and take reports from current schools.

If candidates are unable to attend entry testing at the school, the assessments will be sent to the current school or agent to be conducted under test conditions. Testing includes English assessment for children who have English as an additional language. Interviews take place via video call or in person.

The dates for the assessment process for the current year are published on our website. We will offer places to candidates from our waiting list after the closing date for acceptances, or earlier, at the school's discretion.

Admission into Other Year Groups

All in year admissions are subject to places being available in the correct year groups. Students will be invited to spend a day at the school and will undertake online testing during the day.

Sibling Policy

Most siblings join us at Reddam House Berkshire. 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.

Scholarships

Reddam House Berkshire offers a limited amount of scholarships a year for excellence in several areas. Scholarships testing takes place only for entry into Year 7, Year 9 and into the Sixth Form. Scholarships are awarded for excellence in the following:

- Academics
- Sport
- Music
- Dance
- Drama
- Art (Years 9 and 12 only)

The Scholarship timetable is published on the school's website in at the start of the academic year, further details will be sent on request, please email our Registrar on registrar@reddamhouse.org.uk.

For prospective scholars into Sixth Form, early applications are advised, however, the scholarship is awarded conditional upon GCSE grades.

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout his/her time at Reddam House Berkshire. Parents are asked to indicate whether they wish to apply for a scholarship by filling in the Scholarship application form.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested bursaries described below, they register their child.

Academic Scholarships

Candidates who apply for academic scholarships are selected from the most outstanding performers in the entrance examinations.

Scholarships are held for the duration of a student's time at the school, provided his/her conduct and academic achievement is satisfactory.

All candidates will be interviewed in addition to taking the written assessments.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current head of music in addition to a reference from their headmaster. They will be required to perform in an audition for with the Head of Music. He/she will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the school throughout their time at the school.

Music scholarships will only be awarded to students who have passed the school's entrance examination.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in one or more sports. He/she will be assessed by the Head of Sports and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current director of sport. They will be expected to contribute to the sporting life of the school throughout their time at the school.

Sports scholarships will only be awarded to students who have passed the school's entrance examination.

Financial Assistance

Reddam House Berkshire's financial assistance is designed to make it possible for as many as possible of those who meet Reddam House Berkshire's Scholarship criteria to take up a place here. The school offers a limited number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support.

These are means-tested and 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 80% full fee remission in cases of proven need.

Financial assistance is 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.

Financial assistance can only be offered to families who are resident in the UK.

Overseas Applicants

We welcome overseas students who can study at Reddam House Berkshire as a boarder if 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 students should appreciate that Reddam House Berkshire expects overseas students to finish a complete course of study such as Years 9-11, or Years 12 -13. The school does offer some short-term study programmes depending on the academic level of the student and the year group the student will join.

Fluency in English

In order to cope with the academic and social demands of Reddam House Berkshire students must be fluent English speakers. Normally students should have been educated in the English medium for at least 3 years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense and it may be a condition of entry.

Admissions Register

Entry into the admissions register

Students are entered into the school's admission register from the beginning of the first day on which the school has agreed that the student will attend the school. The admission register contains the following information for each student:

- name in full;
- sex;
- name and address of every person known to the school to be a parent of the student (and an indication of which parent the student normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise;
- where a parent notifies the school that a student will live at another address, in addition or instead, the new address, the full name of the parent with whom the student will normally live in future and the date from which it is expected the student will normally live there, where it is reasonably practicable for the school to ascertain this information;
- at least one telephone number at which the parent can be contacted in an emergency;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;

- an indication of boarding or day attendance;
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

The school is required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point.

Students are also entered into the school's attendance register. For details of daily student registrations, please see the Attendance and Missing Student Policies, available separately.

Deletion from the admissions register

The school must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year.

Complaints

The School's Complaints Procedure is not available for use by prospective parents; however, we are happy to make an appointment to discuss admission decisions where applicable.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

Early Learning School Admissions Policy

Registration Procedure

In order to register a child the Parent/Guardian completes a registration form, which is returned to the Early Learning School together with the registration fee. Upon offer of a place, an Acceptance Form needs to be signed to accept the place and the associated Terms and Conditions (issued with the offer pack). This is to be returned to the ELS and kept on file.

A minimum attendance of two days a week is required in Stages 1 and 2 and three days for Stages 3 and 4.

The waiting list is prioritised as follows:

- children who have a sibling at Reddam House Berkshire and
- children of RHB employees

Sessions

Families are able to choose a School Day, 8:30am – 4pm or an Extended Day, 8am – 6pm that offers the additional benefits of breakfast and tea.

When a child reaches the term after their third birthday, they are also able to access up to 6 hours universal entitlement per day, to a maximum of 15 hours universal entitlement per week. The universal funded entitlement sessions are available in term time only. We also offer up to an additional 15-hour extended entitlement for eligible families. In order to receive extended entitlement, children need to attend Extended Days within our integrated package of care and learning. This entitlement is not invoiced and is therefore deducted from the fees stated on the Fee List.

Applications on behalf of children with diagnosed or suspected disabilities are always considered within the Terms of the School's SEND and Accessibility Policy.