



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.

We have an online tour booking system with upcoming availability for individual tours and open mornings which can be booked via our website: www.reddamhouse.org.uk.

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 admissions team for details via registrar@reddamhouse.org.uk.

We have an online application which can be completed via our website or admissions portal.

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 a taster day in class. This allows teachers to gently assess how they will find our curriculum and ethos.

Taster days are offered to all candidates before an offer is made. If candidates are unable to attend a taster day, the Head of Junior School will review the child's latest school report and have an informal meeting with the child and parent(s) either online or in person.

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 sit online cognitive ability and attainment testing, including English assessment for children who have English as an additional language. The results of the testing are reviewed by the academic team before a candidate is invited to spend a taster day in class.

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 taster day.

If candidates are unable to attend a taster day, the Head of Junior School will review the assessment results with the child's latest school report and will conduct an interview either online or in person.

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 in November of Year 6 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 6 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 12)

For entry into Year 10 entry, candidates sit online cognitive ability and attainment testing, including English assessment for children who have English as an additional language. The results of the testing are reviewed by the academic team before a candidate is invited to spend a taster day in class which includes an interview with the Head of Senior School or Principal.

If candidates are unable to attend a taster day, the Head of Junior School will review the assessment results with the child's latest school report and will conduct an interview either online or in person.

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 admissions team.

For entry into Year 12 entry where a student is not sitting GCSE exams, candidates sit online cognitive ability and attainment testing, including English assessment for children who have English as an additional language. The results of the testing are reviewed by the academic team before a candidate is invited to an interview which takes 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 sit online cognitive ability and attainment testing, including English assessment for children who have English as an additional language. The results of the testing are reviewed by the academic team before a candidate is invited to spend a taster day in class which includes an interview with the Head of School or Principal.

If candidates are unable to attend a taster day, the Head of School will review the assessment results with the child's latest school report and will conduct an interview either online or in person.

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 number 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 at the start of the academic year, further details will be sent on request, please email our admissions team 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. All candidates will be interviewed in addition to taking the written assessments.

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

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 which will continue to be a requirement until his English is at the level needed for academic success for their year group.

Admissions Register

Entry into the admissions register

The student's name must be entered into the admission register on their starting day, before or at the beginning of the first school session.

- **Required Information:** The admission register must include the following details for each student:
 - Full name and the name used at school
 - Sex
 - Address
 - Full names and addresses of parents
 - The parent(s) the student normally lives with, and emergency contact numbers
 - Date of birth
 - Starting date at the school
 - Name and address of the last school attended, if applicable
 - **Future Living Arrangements:** If informed by a parent that the student will live at a new address, the register must be updated with:
 - The new address
 - The name of the parent(s) the student will live with
 - The date when the student will start living there
 - **Attending Another School:** If the student is or will be attending another school, the register must include:
 - The name of the other school
 - The date of starting at that school
 - **Boarding Status:** For schools with boarders, the register must indicate whether each student of compulsory school age is a boarder or a day student.
 - **Updating the Register:** The admission register must be updated as soon as reasonably possible whenever any of the details change.

The school is required to notify the local authority within five days when a student'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 student. This duty does not apply when a student'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

- **Deletion When Transferred to Another School:** A student's name must be deleted if they are registered at another school unless specific conditions apply, such as a school attendance order in force, or if the student is a mobile child with the school as their main school.

- **Completion of Nursery Education:** If a student was admitted for nursery education and is not expected to continue to the next stage at the school, their name may be deleted if there are no reasonable grounds to believe they will return.
- **Dual Registration:** If a student is registered at more than one school, and the proprietor has reasonable grounds to believe they will not attend again, their name may be deleted, provided the other schools consent and no attendance order is in force.
- **Changes in School Attendance Orders:** If a school attendance order is amended or revoked, the student's name must be deleted accordingly.
- **Alternative Education:** If a parent provides written notice that the student will receive education elsewhere, and certain conditions are met, the name must be deleted.
- **Change in Residence:** If a student no longer lives within a reasonable distance of the school and is not expected to attend again, their name must be deleted unless they are a boarder.
- **Extended Absence:** A student who has been absent for an extended period (e.g., 20 school days) without valid reasons and despite efforts to locate them may be removed from the register.
- **Detention or Death:** If a student is detained or has died, their name must be deleted.
- **Exceeding Compulsory School Age:** If a student is over the compulsory school age and is not expected to continue, their name may be deleted.
- **Unpaid Boarding Fees:** For boarders, unpaid fees may lead to deletion if other conditions are met.
- **Permanent Exclusion:** A student permanently excluded from school, following proper procedures, must be deleted from the register.
- **Non-compulsory School Age:** For students not of compulsory school age, deletion is required under similar conditions, such as extended absence, death, or permanent exclusion.

These regulations are designed to ensure proper administrative procedures and safeguard the rights of students and their families.

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 an online application which can be completed via our website or admissions portal and submits payment of 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.

The School operates a minimum booking policy, which will apply as follows as your child moves through the ELS:

- Stage 4 (pre-school): 3 days per week
- Children accessing all types of funding: 3 days per week
- All other children: 2 days per week

The waiting list is prioritised as follows:

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

Sessions

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

We offer up to 30 hours funding (15 universal hours and for eligible working families 15 extended hours) from the term after your child's third birthday and from September 2024 up to 15 hours for eligible working families from the term after your child turns 9 months old. This entitlement is not invoiced and is therefore deducted from the fees stated on the Fee List. Please see the RHB Funding for Parents document which provides further information in relation to Early Years Funding Entitlement and is available on request from our Early Learning School.

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