



# Solefield School

## ADMISSIONS POLICY

### STATEMENT

Solefield School accepts those children who will benefit from the education we offer. Boys need to fit comfortably, socially and academically into the peer group. We will not always be able to provide the right environment for every child. It is not usually in the child's best interest to study in an environment in which he does not compete on equal terms with his peers. Solefield School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation, disability, learning difficulty, cultural or social background: please see our Equal Opportunities Policy contained in the Appendix. We are a non-selective school and we believe that the educational experience can only be enriched if boys are exposed to as wide a range of experiences as possible whilst they are developing. This policy is applicable to all parts of the school including the EYFS.

### ADMISSIONS PROCESS

- Initial enquiry by telephone, letter or e-mail.
- Prospectus and admissions forms sent. Prospective parents are invited to make an appointment to view the school.
- Preliminary visit by parents. The Headmistress allocates about an hour and a half to talk to the parents and tour the school.
- Prospective parents register their sons by returning the completed forms and a registration fee of £100.
- In the autumn of the year preceding entry, an initial eighteen places are offered for the Reception class due to start the following academic year. These offers are based on the date of initial registration, and whether the boy has older brothers currently in the school, younger brothers registered or staff parents. A deposit of £500 (refundable from the final term's fees) is required at this point to secure the place.
- During the spring or summer term before entry into Reception, EYFS staff will visit the boys in their pre-school / nursery setting, where possible, or invite parents to visit Solefield with their son for an informal assessment of around 30 minutes. In the rare situation that the school feels that we will not be able to meet a boy's educational or personal needs in our Reception class the place may be withdrawn and the deposit of £500 refunded. This would follow a discussion between parents and the Headmistress.
- If a place is unavailable the boy is put on a waiting list which is operated in date order, again with the exception of siblings of current boys, siblings of future boys and sons of staff. These are given priority on the waiting list. It is at the Headmistress' discretion to offer places from the waiting list.
- All boys above Reception age are invited to spend a day or half-day (depending on age) in the school for an informal assessment.
- If the assessment is satisfactory, a place is offered and the parents asked to pay a deposit of £500 (refundable from the final term's fees invoice) to accept the place.
- Places are not usually offered to families who have not visited the school.

## ADMISSIONS CRITERIA

Solefield School will accept a boy into the school based on three entry criteria:

- The boy will cope with the school
- The school will cope with the boy
- The boy will not adversely affect the education of other boys in the school

To this end Solefield School is non-selective in Reception but we are unable to take boys with severe or profound learning or behavioural difficulties. Boys entering further up the school will have a trial morning and be informally assessed as follows:

Rec – Yr 3 in school from 9 am – 12:20 pm.

Yr 4-8 full day in school.

Assessment will be based on:

Yr 1

- Number recognition
- Sight recognition of first high frequency words
- Knows letter sounds

Yr 2 – 6

- If possible class English comprehension or writing task
- One page of mental maths book

Yr 7 & 8

- 11+ scores if known
- NFER scores if known

If unavailable, assessment will be undertaken by Maths & English Teachers. An appropriate dyslexia screening test may also be used.

Results of any testing plus a verbal report on the trial morning / day should be given to the Headmistress by the form taker by the end of the day. A report will be requested, either verbally or in writing, from the previous / current school. Exceptions may be made for boys relocating from overseas. Solefield is unable to offer places to boys who have a very low IQ, or who have learning or behavioural difficulties deemed by the school to be too severe.

If, in the sole judgement of the Headmistress, to accept a pupil will not be in the best interest of the School, the existing pupils or the prospective pupil, a place may not be offered.

Helen McClure  
Updated 1.09.20  
Review 1.09.21



# Solefield School

## **EQUAL OPPORTUNITIES POLICY**

Promoting equal opportunities is fundamental to the aims and ethos of Solefield School. We welcome applications from families with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our boys for today's world. We concentrate on educating the individual in order to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

Solefield School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation, disability, learning difficulty, cultural or social background. We are a non-selective school and we believe that the educational experience can only be enriched if boys are exposed to as wide a range of cultural experiences as possible whilst they are developing.

We also welcome applications from boys with special needs and disabilities, and refer parents to our policies covering Special Education Needs (SEN) & Disability Policy and Teaching and Learning. This policy applies to the whole school including the Early Years Foundation Stage, and is written with regard to The Equality Act 2010.

Generous bursaries are offered in order to make it possible for pupils who meet the school's admission criteria to attend the school.

### **CODE OF CONDUCT**

The Headmistress, the Senior Leadership Team, the teaching staff and the office staff play an active role in monitoring the implementation of Solefield School's policy on equal opportunities. Use is made of assemblies, RSHE, RS, TPR, Drama, English and other lessons to:

- Promote tolerance of each other and respect for each other's position within Solefield School community
- Promote positive images and role models to avoid prejudice and raise awareness of related issues.
- Foster an open-minded approach and encourage boys to recognise the contributions made by different cultures. Bias should be recognised.
- Understand why and how we will deal with offensive language and behaviour.

A successful equal opportunities policy requires strong and positive support from parents and guardians, and full acceptance of the school's ethos of tolerance and respect.

## **MONITORING**

Solefield School monitors its equal opportunities policy regularly. As part of that process, we invite all parents to complete an ethnic monitoring form. When completed the data is logged onto a computer spreadsheet and is kept confidential. We hope that all parents will feel able to participate in the ethnic monitoring scheme.

## **ENGLISH AS AN ADDITIONAL LANGUAGE**

In order to cope with the academic demands of Solefield School, it is preferable for boys to be fluent English speakers. However, this is not essential and tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

## **REQUESTS FOR VARIATION IN THE SCHOOL UNIFORM**

Although Solefield School has Christian roots, we do not select for entry on the basis of religious belief, and we welcome boys of all faiths and offer the opportunity for Jews, Hindus, Muslims etc to practise their own faiths. However, parents should be aware that all boys at Solefield School are required to wear school uniform. The Headmistress will consider written requests from parents for variations in the uniform on religious grounds that are consistent with the school's ethos and its policy on health and safety. The Headmistress may take expert advice and will normally arrange to meet with the parents to discuss the implications of such a request.

## **COMPLAINTS**

We hope that you do not have any complaints about the operation of our equal opportunities policy, but a copy of the School's complaints procedure is available on the school website or can be sent to you on request.

Helen McClure  
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