



WALTHAMSTOW HALL  
SEVENOAKS

## **ADMISSIONS AND ATTENDANCE POLICY**

### **Includes Early Years Foundation Stage**

1. The School is a girls School (age-range 2 to 18 years) with a Christian ethos. Applications from parents of all faiths (or none) are welcomed. Every effort will be made to allow pupils to demonstrate their faith, as far as is consonant with the ethos and rules of the School.

#### **2. Making an Application**

Before applying to the School for the admission of their child, parents are invited to read this Admissions and Attendance Policy, which sets out the School's intentions and procedures regarding admission. It should be read in conjunction with:

**The School Further Information Booklet, which is available in the 'About Section' of the School's website and contains a statement of the School's ethos and aims and:**

- Details of the School and its Governing Body.
- The numbers and qualifications of staff.
- Details of academic performance including previous years' public examination results.
- Details of the School's Complaints Procedure, which may be obtained from the Registrar. Details are also provided in the new parents' 'starter-pack'.

**The following policies can also be obtained from the School and are available on the School's website:**

- Safeguarding (Child Protection), Anti-bullying policy and Rewards and Sanctions Policies.
- The School's adherence to Health, Safety and Wellbeing:.
- Fire safety.
- First aid.
- Bursary and Awards (Scholarships and Exhibitions) Policy

#### **3. The School Curriculum**

The School provides full-time supervised education for pupils of compulsory School age from Key Stage 1 to Key Stage 4, plus provision for children from 2 to 5 years and Sixth Form education leading to academic qualifications and entrance to higher education.

All the pupils have experience in linguistic, mathematical, scientific, technological, personal and social, physical, aesthetic and creative education, appropriate for their age and aptitude.

Pupils are expected to acquire core skills in speaking and listening, literacy and numeracy.

In addition, the School provides:

- Spiritual, moral, cultural, personal, social and health education, including guidance in safeguarding and well-being, reflecting the School's aims and ethos.
- Appropriate careers guidance.

- Appropriate programmes of activity for pupils who are above or below the compulsory School age.
- The opportunity for all pupils to learn and make progress.
- Adequate preparation of pupils for the opportunities, responsibilities and experiences of adult life.

The School assesses pupils' progress regularly and has a framework for evaluating pupil progress against the School's aims as provided to parents and/or evaluating pupil progress against national norms.

#### **4. Sixth Form Curriculum**

Courses in the Sixth Form are exclusively academic leading to A Level qualifications. We also offer the Extended Project Qualification (EPQ). No vocational courses are currently offered.

Applicants for Sixth Form courses from Year 11 pupils in the School or from other schools should have at least 7 GCSEs or IGCSEs at Grades 9 – 6, including Mathematics and English. Individual subjects to be studied at A Level may have their own entry requirements, typically a 9 – 8 Grade at GCSE or IGCSE, A Grade 7 will be considered on a case-by-case basis. Where an applicant is applying from abroad, and not studying GCSEs, the School will organise in-house assessments to determine the suitability of the candidate for Sixth Form entry.

#### **5. Curriculum Policy**

The School has a written policy on the curriculum and a policy on learning and teaching as well as appropriate schemes of work, all of which are available to parents and prospective parents of pupils on the School's website.

#### **6. Religious Education and Collective Worship**

The School, which is a Charity was founded in 1838 as a boarding school to educate protestant missionary daughters. The School is now a day school with a Christian, non-denominational ethos and tradition, which respects all faiths.

All pupils are expected to participate in religious education courses and regular collective worship, which is of a Christian character. Parents of other faiths may withdraw their children from these, and the School will make every effort to provide alternative arrangements.

Missionary daughters are educated free of charge where their parents are working in a foreign mission field.

#### **7. Special Educational Needs (SEN)**

The School caters for a range of special educational needs in both the Junior and Senior Schools, including provision for gifted and talented pupils. The provision includes the possibility of support for pupils with neurodiverse conditions as well various medical conditions.

Education is provided which fulfils the requirements of any SEN statemented pupil, who has been accepted by the School.

#### **8. Equal Opportunities**

The School is a girls School (age-range 2 to 18 years) with a Christian ethos, but applications from parents of other faiths (and none) are invited. Pupils and parents whose first language is not English may also apply for admission, and appropriate assistance is available.

The School aims to assist pupils to acquire an appreciation and respect for their own and other cultures in a way that promotes tolerance and harmony between different cultural traditions.

In accordance with the Equality Act 2010, the School will not discriminate against pupils because of their sex, race, disability, religion, belief, sexual orientation or status.

## **9. Pupils with Disabilities**

The School aims to provide appropriate access to the curriculum and to the School's facilities as far as reasonably practicable. With regard to The Equality Act 2010, we make reasonable adjustments as necessary to meet a pupil's individual needs, for example, extra time can be provided in the entrance examination if recommended by an appropriate professional, such as a medical consultant or educational psychologist. The School has an Accessibility Plan, and this can be obtained by parents and prospective parents by contacting the Headmistress or Bursar.

Parents and prospective parents are invited to discuss their child's particular needs with the Headmistress.

## **10. Pupil Participation in the Life of the School**

The School at all times encourages pupils to behave responsibly, and to be responsible for their behaviour.

Pupils' views on matters which affect them are welcomed, and there is an elected School Council at the Senior School and Junior School where pupils can formally discuss School issues with the Headmistress and other senior members of staff in attendance. In addition, the Eco Council considers sustainability issues and reports termly to Governors at the Premises Committee and engages with the Junior School pupils. There are Food Councils at both the Junior and Senior Schools to allow pupils to participate in discussion on catering matters.

## **11. Attendance**

The School is open from 8.00 a.m. until 6.00 p.m. and pupils should not be on site outside of these hours without prior arrangement. The Junior School provides Wraparound Care from 7.15 a.m. and at the end of the day until 6.00pm. All Senior School pupils are expected to be at School by 8.30 a.m. and at the Junior School by 8.20 a.m., except Nursery and Pre-School where pupils start at 8.45 a.m. Registration takes place in the morning and in the afternoon.

Pupils who arrive late must report to the Junior School Office / Senior School Hub reception.

## **12. Absence**

If a pupil is not registered as present on the School premises and has no prior approval for absence, the School will telephone parents to check the pupil's safety and whereabouts.

In Nursery and Pre-School, any child not in School by 9.00am is registered as absent.

An 'unauthorised absence' can be 'authorised' after the event if an acceptable written reason is given (e.g. illness).

Pupils' absence can be given prior authorisation by the Headmistress or Deputy Head of the Junior School. Parents must write with reasons.

The School reserves the right to ask parents to explain pupils' absence if no reasons are given. All children, regardless of their circumstances, are entitled to full-time education. A child missing from education is a potential indicator of abuse or neglect and the School will follow procedures to monitor and respond to absence which is either repeated or for a continuous period of 10 School days or more whether permission has been given or for no explanation. The local authority will be informed if deemed necessary, (KCSIE). Patterns of absence will be examined and causes for concern investigated.

### **13. Lateness**

All instances of pupils arriving late will be recorded and parents will be notified.

The School may use appropriate sanctions against pupils who are habitually late, or who do not have an acceptable reason for being late.

Parents may also be asked to explain habitual lateness/absence, and to co-operate with the School in ensuring better attendance.

### **14. Admissions Procedures**

#### **Admission Numbers Early Years Foundation Stage**

Nursery and Pre-School: Sessional Basis.

Reception: There is either one class or two parallel classes.

#### **Junior School**

From Year 3, teaching for core subjects will occur in two parallel classes if the year group is above 24.

#### **Senior School**

There is a THREE form entry at 11+. Forms are around 18-20 in number.

Pupils are also admitted at 13+ to create four forms, if necessary to keep Forms to no more than 20 pupils and at 16+. In other year groups, pupils may be admitted when places are available.

#### **Admission Timetable**

Junior School:

- Applications may be made by completing the registration form which is available in the Admissions Section of the School's website. The Registrar will then contact the parent with details of how to pay the registration fee.
- Applications for admission are dealt with on receipt:
- Where possible, pupils are invited to attend for 'taster sessions' in the year group they will join.
- A Head's report is requested from the pupil's current school. For Reception, Pre-School and Nursery applicants who are already in an educational setting, an 'Entry Record' is requested.
- A child protection information request is made for every pupil from their current educational setting once a place has been accepted.
- For places in Year 1 and above, decisions are emailed to parents within one week of the 'taster session'. Places in Early Years can be confirmed once Junior Staff have met the parents and their daughter.
- Where places are oversubscribed, a waiting list is established.

Senior School:

- Applications for 11+, 13+ and 16+ entry must be made by completing the registration form which is available in the Senior School Admissions Section of the School's website the year preceding entry. The deadline date for applications, in the Autumn Term, is published on the website each year. The Registrar will then get in touch with the parent(s) with instructions for payment of the registration fee.
- Applications may be made after this date in exceptional circumstances, but such applicants may not be eligible for Scholarships or Awards.

- A Head's report is requested from the current school in October or November of the year preceding entry, or at the time when the application is received for late applications or for applications for 12+ or 14+ entry where places are available.
- Interviews are conducted in the Autumn term of the year preceding entry for 11+ entry, in the Spring Term for 13+ entry and in the Autumn or Spring Term for 16+ entry. Interviews may be held throughout the Spring and Summer terms for late applications where places are available.
- Decisions are either posted or emailed to parents before the end of the Autumn Term preceding entry for 11+ entry and 16+ scholarship entry, and in the Spring term for 13+ and 16+ entry.
- For 11+ entry, pupils sit the ISEB Common Pre-Test, an online adaptive test. In order to differentiate more thoroughly between potential scholarship candidates for 11+ entry, those very able pupils who demonstrate exceptional potential in the scholarship assessment papers in English and Maths will be recalled for scholarship interviews in the following weeks. The results of the scholarship round will be posted or emailed to parents before the Christmas holiday when all offers are made.
- For 13+ general entry, the decisions are based on the pupil's performance in English, Maths and a modern language (French, German or Spanish) papers sat in January and an interview with the Headmistress or a Senior Member of the teaching staff. For scholarship entry, the decisions are based on the pupil's performance in the English, Maths and Science papers sat in January and interview with the Headmistress. Results will be posted to parents before the Spring half term.
- Deferred entry from 11+ to 13+ is available to pupils who have received a 11+ offer and currently attend a Prep School where education is provided to Year 8. Pupils will be assessed in Maths and their chosen language/s for setting purposes in the Summer Term before they are due to start.
- For 16+ scholarship entry, scholarship offers are made based on the pupil's performance in the scholarship examinations held in November. The pupil will sit two 'chosen subject papers' and a General Paper.
- For general 16+ entry, conditional offers are made based on an interview with the Headmistress or Senior Member of the teaching staff and a satisfactory Head's report
- Usually, conditional offers are made on the candidate achieving at least 7 GCSEs or IGCSEs at Grades 9 – 6 and Grade 8 or above in the subjects the candidate would like to study for A Level . Grade 7s may be considered on a case-by-case basis.
- A waiting list of pupils not offered places outright because of oversubscription is established.
- A letter is sent to the feeder school of each pupil for whom the offer of a place is accepted. This letter requests information about any child protection issues surrounding that child.

Late applications will be dealt with on receipt depending on availability of places.

## **15. Selection Procedure**

Selection will be made by the Headmistress, assisted by such appropriate senior staff as she wishes.

### **Junior School**

There is no formal assessment in the Early Years. Places will be offered on a "first-come, first-served basis" after parents have visited the School and the Head of Early Years has met the child. For entry in Years 1, 2 and 3 pupils are assessed using age-appropriate activities. From Year 4 entry, pupils take assessment papers during their 'taster day'. We also request a report from the pupil's current school.

Senior School

Applications can be made for each year group where there are places available.

### **16. Admissions Criteria for Senior School**

Places will be offered to pupils who demonstrate their academic potential and the likelihood that they will benefit from the ethos of the School, and the broad and challenging education provided by the School.

The selection will be based on:

- a) A Head's report from previous schools, including assessment data e.g. base-line test scores or predicted grades for I/GCSE entry for 16+ entry.
- b) An interview with appropriate staff at the School.
- c) For 11+, 13+ and 16+ scholarship entry, performance in the School's entrance examinations, the content of which can be obtained from the Registrar.
- d) The parents' expressed preference in choice of schools where they have applied to more than one school, should there be more applicants for places than places available. In this instance, Walthamstow Hall may take into account whether it is the first choice of school.

### **17. Selection Criteria in an oversubscribed year**

Where all things are equal the following criteria will be used:

- a) A daughter of a missionary.
- b) A sibling whose sister is in the School at the date of the application.
- c) In the event of a tie-breaker proving necessary, the School will, as a last resort, take into account the proximity of home to School.
- d) See 16d) above.

### **18. Appeals and Complaints**

The Headmistress's decision is final, but if a parent has a concern about the admission process, the complaint should be discussed first of all with the Headmistress, and if there is no satisfactory outcome, a complaint can be made to the Governing Body. The complaint should be put in writing to the Clerk to the Governing Body. A committee of the Governing Body will consider the complaint and make a ruling.

### **19. Admissions Register**

A monthly Admissions Register Report is extracted and stored on the first working day of every month in term time or on the first day of term. The School informs the local authority when a new pupil joins the School from Reception and above and will inform the local authority of any pupil to be deleted from the admissions register following guidance in KCSIE and using the School2School website for the transfer of Common Transfer Files (CTFs), where pupils:

- Have been taken out of School by their parents and are being educated outside the school system, e.g. home educated.
- Have ceased to attend School and no longer live within reasonable distance of the School at which they are registered.
- Have been certified by the School medical officer as unlikely to be in a fit state of health to attend School before ceasing to be of compulsory school age, and neither she nor her parent has indicated the intention to continue to attend the School after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order and the Headmistress does not reasonably believe they will be returning to the School at the end of that period; or,

- Have been permanently excluded.

## **20. Policy Review**

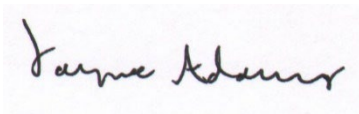
This is a Governing Body policy. It will be reviewed regularly by the Governing Body.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed March 2023  
Next Review Date March 2024

Signed:



Date: 17 March 2023

Mrs J Adams  
Chairman of the Governing Body