

Admissions Policy

General

Canbury School is a co-educational independent day school for pupils from ages 11 to 16. The school has a maximum of 65 pupils. Deciding on the right school for your child is very important and, we believe, that a personal visit is essential. We very much hope that you and your child will visit Canbury School. We hold a number of Open Events, usually in the Autumn term, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times.

While the main point of entry is in Year 7, we may also have occasional places in other year groups.

Please contact our Admissions Secretary, Christine Powell, on 020 8549 8622 or email her on secretary@canburyschool.co.uk to arrange a visit.

Applicants for admission should register during the year preceding the desired year of admission. (The Registration Form is at the end of this document.) Applicants who satisfy the entry requirements and whose parents/guardians accept and comply with the "School's Standard Terms and Conditions", may be offered a place subject to the completion of the Acceptance Form and their payment of a deposit.

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. Bursaries, which are offered subject to the completion and satisfactory assessment of our Bursary Form, make it possible for as many as possible who meet the school's admission criteria to attend the school.

Canbury School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described on a separate sheet.

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. 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 the Head before he/she sits the assessment tests so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their specialist 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. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the assessment tests is needed, all candidates start on an equal footing.

Candidates for entry into Year 7 sit standardised tests in Verbal and Non-Verbal Reasoning as well as Reading and Mathematics.

We interview all candidates as part of our assessment process for each age group and ask to see recent school reports and any other information about the pupil which might be helpful.

An assessment morning is usually held shortly after our Open Mornings and Afternoons in October in the year preceding the year of entry. If this proves to be inconvenient, other times can be arranged. The offer of places is conducted on a 'first come first served basis' and once an offer has been made by the School, a completed Acceptance Form and deposit secures the place.

Overseas Applicants

We welcome overseas pupils provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay and the pupil has an appropriate visa for entry to study in the UK. If a pupil from overseas is not able to attend our assessment tests, the offer of a place depends upon a recent school report (written in English) and any supporting evidence. Tuition in English (ESOL – English for Speakers of Other Languages) can be arranged at the parent's expense. Canbury School is accredited as a sponsor by the UK Borders Agency.

Religious Beliefs

Although Canbury School has Christian roots, it is non-denominational and we do not select for entry on the basis of religious belief. We offer the opportunity for those of other religions to practise their own faiths.

School's Contractual Terms and Conditions

Copies are available from the School Office and must be signed by parents as part of the admissions process. They are reviewed by the Governors from time to time to ensure that they comply with the law.

Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's 'Complaints Procedure' can be sent to you on request.

This policy will be reviewed annually and updated if necessary.

REGISTRATION FORM

**CANBURY SCHOOL,
KINGSTON HILL, KINGSTON UPON THAMES, SURREY KT2 7LN**

Telephone: 020 8549 8622 Fax: 020 8974 6018

Email: head@canburyschool.co.uk

1. **Pupil's surname**..... First name

2. Date of birth..... Nationality

Proposed year and month of entry

3. **Father's title** Full name

Address

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Tel: Home..... Business..... Mobile.....

Occupation

4. **Mother's title** Full name

Address

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Tel: Home..... Business..... Mobile

Occupation

5. **Guardian's title** Full name

Address

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Tel: Home..... Business..... Mobile

6. **Does your child have any additional learning or behaviour difficulties: YES/NO (delete appropriately)**

If 'Yes' please give further details:.....

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Present school: Head Name of school.....

Address of school

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**The registration fee of £50 payable to Canbury School is enclosed.
(each parent to sign and print name)**

Father's/Guardian signature..... Mother's/Guardian signature.....

Name in full Name in full

Date Date