

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.

Canbury School
Registration Form
(Request for a Place on the Waiting List)

1. **Surname of Your Child:**

First Names:

(Please underline the name generally used)

Date of Birth:

Nationality:

Religion:

Proposed Term and Year of Entry:

2. **Father's / Legal Guardian's Title, Full Names, Address (including postcode)**

Occupation:

Employers/Business name and address:

Daytime Telephone:

Mobile Telephone:

Evening Telephone:

Email address:

3. **Mother's / Legal Guardian's Title, Full Names, Address (including postcode)**

Occupation:

Employers/Business name and address:

Daytime Telephone:

Mobile Telephone:

Evening Telephone:

Email address:

4. Please mention here the names of any other members of the family attending the School or registered for entry; or any other connection with the School.

5. Please say how you first heard of the School. Was it from:

Local Reputation

Present School

Friends

Advertisement

Website

Other (Please give details)

If Advertisement, please specify where (if possible), e.g. Local Guardian/ Richmond & Twickenham Times/ Kingston Found-It Guide/Open Day banner on the school, etc.

6. Please state the name and address of the present school (with dates of attendance):

Name of Head:

7. Please provide us with details of any medical condition (including allergies), disabilities or learning difficulty of your child, using the attached Confidential Information Form (if applicable).

8. Please indicate below if you intend to make an application for the award of a Bursary.

Yes No

9. Please confirm whether your child will require sponsorship from the School in order to obtain a visa to study in the United Kingdom at this School.

Yes No

Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the current edition of the Terms and Conditions will be supplied on request.

Declaration

I/We request that the name of our above-named child be registered as a prospective pupil. I/We enclose the non refundable Registration Fee of £50.00. I/We understand that the Terms and Conditions of the School will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the School. I/We understand also that the School (through the Head, as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

First Signature: **Second Signature:**.....

Name in full: Name in full:

Relationship to the Child: Relationship to the Child:

Date: Date: