



ST ALOYSIUS' COLLEGE

ADMISSIONS POLICY

1. AUTHORITY AND CIRCULATION

This policy has been authorised by the Governing Body of St Aloysius' College. It is addressed to prospective parents or guardians, prospective pupils and to all members of College staff.

2. POLICY STATEMENT

St Aloysius' College is a co-educational independent school for boys and girls aged 3 – 18. The College is one all through school although using the terms Kindergarten, Junior School and Senior School to indicate the various stages of education.

As Scotland's only Jesuit school, the College embraces a unique style of Catholic education which places formation of the whole person at the centre of all learning.

The aims of this policy are:

- 2.1. To ensure that the admissions process is consistent and fair to applicants
- 2.2. To ensure compliance with the College's charitable purposes. St Aloysius' College is a Catholic school open to all in the understanding that the Roman Catholic religion delivered in the spirit of the charism of the Society of Jesus, and its teachings, underpin the ethos and life of St Aloysius' College.
- 2.3. To identify and admit those pupils who would benefit most from the particular education and formation offered by the College.

3. WHO MAY APPLY

- 3.1. Applications and Entry Points
 - (a) An application for entry may be made on behalf of any young person of school age or pre-school age and are accepted for entry to every year of school from Kindergarten 1 to Senior 6.
 - (b) The main entry points to the College are:
KG, P1, P7, S1, S3, S5, S6
 - (c) Places do become available at other entry points and during the course of the academic year. If applications are received after scheduled annual assessments have taken place, and where places are available, applicants may still be assessed during the course of the academic year.
 - (d) No entrance assessment may be undertaken prior to submission of a completed Application Form.
- 3.2. Equal Treatment
 - (a) We welcome applications from different ethnic groups, backgrounds and faiths. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our College community and the right and freedoms of others.
 - (b) All candidates for admission will be treated equally irrespective of their, or their parents' or guardians' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. We require all of our pupils to participate in Religious Education, attend our Church services and school assemblies as these are fundamental to our ethos.
- 3.3. Use of Information
Information collected from the Application Form is used for the following purposes:

- (i) To assist in processing the application as smoothly as possible
 - (ii) To provide the College with sufficient evidence to inform its decision
 - (iii) To alert the College to any cause to offer additional advice to the prospective family
 - (iv) To allow the College to gather statistical information used for marketing purposes*
- *Please note that all information provided is completely confidential.
No information is passed on to third parties.

3.4. Accessibility

- (a) St Aloysius' College believes that every pupil should have access to a broad, balanced, relevant and differentiated education. This should take account of their individual strengths and needs and should allow each pupil to fulfil their potential.
- (b) All schools have a duty, under the Equality Act 2010, to consider in relation to accessibility
 - (i) the curriculum
 - (ii) the physical environment
 - (iii) communications
 This is done in line with the College's Accessibility Policy (available at staloysius.org under Policies and Procedures)
- (c) The principles and actions of the College Accessibility Policy are also commensurate with the qualities and characteristics of Jesuit Education which focus on the needs and development of the individual (*cura personalis*)

4. CRITERIA FOR ADMISSION

- 4.1. To be considered for a place, a completed application form must be submitted on behalf of the applicant.
- 4.2. All children will be assessed to allow the College to consider their ability to flourish academically within the College. Decisions are based on the following factors:
 - Completed Application Form
 - Green Blazer Story (Senior School only)
 - Current School Report (with the exception of Kindergarten)
 - 'Getting to know you meeting' with Prospective Parent and or Prospective Pupil
 - Entrance Assessment
 - Evidence of parents' or guardians' desire for child to be educated in a Catholic school with explicit religious, spiritual and moral foundation. The College reserves the right to seek a verbal reference from a priest or minister whose details are provided on the Application Form
- 4.3. In the event of oversubscription, consideration will also be given to additional factors including:
 - Current siblings already at the College
 - OA connection to the College (i.e. alumni)
 - Rank order in the Entrance Assessment
- 4.4. Entrance Assessment information is as follows:
 - (a) Kindergarten
Participation in directed group and free play activities where the children are observed by staff to ascertain whether they display the physical, language, number and social and emotional skills appropriate for their age.
 - (b) P1
Children are assessed for basic number, language awareness, social interaction and readiness for school through group activities.
 - (c) P2 – P6
A test of mathematics, spelling and language conducted in a supportive and friendly environment.
 - (d) P7 – S2

An Entrance Assessment which will, in the main, focus on verbal and non-verbal reasoning ability and written English.

(e) S3 – S6

Pupils will be assessed on the basis of prior attainment e.g. exam results or current school reports or, if that evidence is deemed to be insufficient, the College will set an additional test.

- 4.5. School/pastoral references will be taken up by the College from the applicant's current school, where applicable. These references are confidential.
- 4.6. Families will be invited to attend a 'getting to know you meeting' with a senior member of the Junior or Extended Leadership Teams. From P6 upwards children will be expected to attend the meeting.
- 4.7. In exceptional circumstances e.g. a family is based abroad, a decision may be made solely on the basis of prior attainment or other suitable evidence. This applies at all stages of entry.
- 4.8. Parents or guardians require to disclose, in full, at time of application, any specific needs, educational, physical, medical or other, of which the College should be aware. This information should be included in the Application Form and all supporting documentation should be included as appendices. The College reserves the right to seek further information or advice from professionals relating to these needs.
 - (a) The College must be able to meet the educational and other relevant needs of the applicant for a place to be considered. This will be done in accordance with the College Accessibility Policy.
- 4.9. There must be a place available in the correct year group for the applicant.
- 4.10. Where there is no place available and the College is over-subscribed at a particular age group, the College operates a waiting list.

5. BURSARIES

- 5.1. St Aloysius' College has a long tradition of providing bursary assistance to families who feel their child would benefit from an Aloysian education. This is central to the Catholic ethos of the College.
- 5.2. Bursary applicants are subject to the same admission criteria as all other applicants but parents or guardians should be aware that there is a finite pool of resources for which there is high demand. The bursary award is made based on the full financial disclosure by the parents or guardians and all income, assets and commitments are taken into consideration as well as the funding available.
- 5.3. Application for a bursary must be made at the same time as an application for a place at the College and families applying for a bursary will require to meet with a member of the finance team as part of the application process.
- 5.4. Bursaries are normally awarded for entry into S1, however, applications at other entry points will be considered. Bursaries are not normally offered for the Junior School.
- 5.5. Unless there is a documented change in circumstances, applicants for a bursary who are unsuccessful will not normally be considered for a fee paying place.
- 5.6. Parents or guardians have no right of appeal regarding the allocation of the finite pool of resource as made by the Bursary Committee.

6. TIMETABLE FOR APPLICATION

- 6.1. Applications for entry for all stages should be received by the date of Entrance Assessment, which usually takes place in January for entry in August.

6.2. Late applicants will be considered where places are available.

7. ENTRY TO SENIOR SCHOOL FROM P7

7.1. It is normally expected that children who enter P7 of the Junior School will progress to S1.

7.2. The right is reserved to refuse admission to S1 if it is judged that the child will not be able to flourish academically in the Senior School. Parents or guardians will be informed in advance to ensure that appropriate discussions may take place.

8. APPEAL AGAINST NON-ADMISSION

8.1. Parents or guardians have no right of appeal against non-admission

9. OFFER AND ACCEPTANCE OF PLACES

9.1. Applicants will be notified of the decision as soon as possible.

9.2. Acceptance of a place on the waiting list does not commit the applicant to acceptance of a place once one becomes available.

9.3. All places are offered on the basis of the College's standard terms of admission.

9.4. All offers of places must be accepted in writing by the deadline specified and accompanied by the following items:

- (i) Parental contract signed by all persons with parental responsibility
 - (ii) Appropriate deposit as outlined in the offer letter
 - (iii) Completed emergency contact form
- Please note, verbal confirmation is not accepted.

9.5. A child will not be permitted to start without submission of that specified in 9.4.

9.6. If an offer is not accepted within the deadline specified, the College may deem the offer to have been declined and will withdraw without further notification.

9.7. Once a place has been accepted by signing of the Parental Contract there is a cooling off period of 14 days from the date of signing and thereafter, the individual responsible for payment of fees will enter into a legal contract with the College and will be required to follow the College process for withdrawal.

9.8. **A term's fees in lieu of notice are due in the event of a withdrawal, even where that withdrawal takes place prior to commencement of the child's education.**

9.9. The results of the Entrance Assessment will be valid for one year.

9.10. The College reserves the right to refuse admission.

10. REVIEW AND MONITORING

The application of this policy will be monitored and the policy itself reviewed and may be subject to change.

Policy Owner: Patrick Doyle, Head Teacher

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Statutory Policy: N