

Academic Year 18/19

# Reddam House Berkshire

## Admission and Equal Opportunities Policies

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Sep 2018- next review Sep 2020

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# Admissions Policy

Reddam House Berkshire is a co-educational independent day and boarding school for students from ages 3 months to 18 years. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Reddam House Berkshire. We hold a number of open events over the year, 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. Please contact, the school's admissions secretary, Vickie Carpenter on 0118 974 8300, or email on [registrar@reddamhouse.org.uk](mailto:registrar@reddamhouse.org.uk) to arrange a visit.

## The Entry Procedure

Our selection process is designed to identify students who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school. Selection is based upon academic merit, which from Y7 is assessed through an entry examination, an interview at the school and references, on occasion, from the candidate's previous school.

Entry to our Early Learning School takes place throughout the year subject to spaces being available in the relevant rooms - see the ELS Admissions section.

The usual points of entry for the main Schools are from four years of age/Reception, seven years of age /Year 3, eleven years of age/Year 7, thirteen years if age/Y9 and into our Sixth Form at sixteen years of age. The school may also have occasional places at other ages. Please contact the admissions secretary for details.

Admission forms can be downloaded from the school website or by application to the admissions department.

## Equal Treatment

Reddam House Berkshire's 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 students for today's world. Scholarships and financial assistance are offered in order to make it possible for as many as possible that meet the school's admission criteria to attend the school.

Reddam House Berkshire is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

## Special Needs

Reddam House Berkshire does not discriminate in any way regarding entry. The school welcomes students with diagnosed or suspected special educational needs providing that its academic support department can offer them the support that they require. We welcome students with disabilities provided that our site can accommodate with them. However, we strongly advise parents of children

with special educational needs or physical or mental disabilities to discuss their child's requirements with Reddam House Berkshire before he/she sits the entrance exam so that the school can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a student at the school.

## **The Assessment Process**

The aim of the process is to identify potential. Reddam House Berkshire is looking for well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular interests.

Assessment for Reception is based on observing informal play in small groups and for children in the Junior School by informal/formal assessments which take place during his/her trial day. Trial days are offered to all candidates before an offer will be made.

All other candidates for entry into the Middle and Senior School (11-16) sit tests that examine the skills required for academic success at the school.

Candidates for entry at 16+ are offered places based upon their school report and GCSE predictions. Some course will only be available to those who have achieved the required grade in the GCSE subject. Discussion of these requirements can take place via the Admissions' Secretary.

We interview all candidates as part of our assessment process for entry into Middle and Senior school.

The dates for the assessment process for the current year are published on our website. We will offer places to candidates from our waiting list after the closing date for acceptances, or earlier, at the schools discretion.

## **Sibling Policy**

Most siblings join us at Reddam House Berkshire. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

## Scholarships

Reddam House Berkshire offers a limited amount of scholarships a year for excellence in:

- Academic subjects
- Music
- Sport
- Dance
- Drama
- Art

### Purpose Of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout his/her time at Reddam House Berkshire. Parents are asked to indicate whether they wish to apply for a scholarship by filling in the Scholarship application form. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

### Academic Scholarships

Candidates who apply for academic scholarships are selected from the most outstanding performers in the entrance examinations.

Scholarships are held for the duration of a student's time at the school, provided his/her conduct and academic achievement is satisfactory.

All candidates will be interviewed in addition to taking the written assessments.

### Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current head of music in addition to a reference from their headmaster. They will be required to perform in an audition for with the Head of Music. He/she will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the school throughout their time at the school.

Music scholarships will only be awarded to students who have passed the school's entrance examination.

## **Sports Scholarships**

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in one or more sports. He/she will be assessed by the Head of Sports and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current director of sport. They will be expected to make a contribution to the sporting life of the school throughout their time at the school.

Sports scholarships will only be awarded to students who have passed the school's entrance examination.

## **Financial Assistance**

Reddam House Berkshire's financial assistance is designed to make it possible for as many as possible of those who meet Reddam House Berkshire's entry criteria to take up a place here. The school offers a limited amount of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support. These are means-tested and both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 80% full fee remission in cases of proven need.

Financial assistance is always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Financial assistance can only be offered to families who are resident in the UK.

## **Overseas Applicants**

We welcome overseas students who can study at Reddam House Berkshire as a boarder provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay for some weekends. However, parents of overseas students should appreciate that Reddam House Berkshire expects overseas students to finish a complete course of study such as Years 9-11, or Years 12 -13. The school does offer some short-term study programmes depending on the academic level of the student and the year group the student will join.

## **Fluency In English**

In order to cope with the academic and social demands of Reddam House Berkshire students must be fluent English speakers. Normally students should have been educated in the English medium for at least 3 years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## Admissions Register

### Entry into the admissions register

Students are entered into the school's admission register from the beginning of the first day on which the school has agreed that the student will attend the school. The admission register contains the following information for each student:

- name in full;
- sex;
- name and address of every person known to the school to be a parent of the student (and an indication of which parent the student normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise;
- where a parent notifies the school that a student will live at another address, in addition or instead, the new address, the full name of the parent with whom the student will normally live in future and the date from which it is expected the student will normally live there, where it is reasonably practicable for the school to ascertain this information;
- at least one telephone number at which the parent can be contacted in an emergency;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- an indication of boarding or day attendance;
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

Students are also entered into the school's attendance register. For details of daily student registrations, please see the Attendance and Missing Student Policies, available separately.

### Deletion from the admissions register

The school will inform the local authority (where the school is situated) where a student's name is going to be deleted from the admission register on certain grounds:

- when the child has been taken out of school to be home educated;
- when the family has apparently moved away;
- when the child has been certified as medically unfit to attend;
- when the child is in custody for more than four months;
- when the child has been permanently excluded.

The school must notify their 'own' local authority when they remove or add a student's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

# Early Learning School Admissions Policy

## Registration Procedure

In order to register a child the Parent/Guardian completes a registration form, which is returned to the Early Learning School together with the registration fee. Upon offer of a place, an Acceptance Form needs to be signed to accept the place and the associated Terms and Conditions (issued with the offer pack). This is to be returned to the ELS and kept on file.

A minimum attendance of two days a week is required in Stages 1-3 and three days for Stage 4.

The waiting list is prioritised as follows:

- children who have a sibling at Reddam House Berkshire and children of RHB employees
- children who need a full time place (Monday to Friday, 8 am – 6 pm)

## Sessions

Families are able to choose a School Day, 8:30am – 4pm or an Extended Day, 8am – 6pm that offers the additional benefits of breakfast and tea.

When a child reaches the term after their third birthday, they are also able to access up to 6 hours universal entitlement per day, to a maximum of 15 hours universal entitlement per week. The universal funded entitlement sessions are available in term time only. We also offer up to an additional 15-hour extended entitlement for eligible families. In order to receive extended entitlement, children need to attend Extended Days within our integrated package of care and learning. This entitlement is not invoiced and is therefore deducted from the fees stated on the Fee List.

Applications on behalf of children with disabilities are always considered within the Terms of the School's SEND and Accessibility Policy.

## Complaints

Contractual obligation and Terms and conditions of the school are on the school's website and will be made available to parents as part of the admissions process.

The school hopes that parents and students do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request.



# Equal Opportunities Policy

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

Reddam House Berkshire is committed to equal treatment for all, regardless of an individual's race, sex, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity. We are a selective school and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

We also welcome applications from students with special needs and disabilities, and refer parents to our policy covering Special Education Needs (SEN), learning difficulties, and disability.

## Code Of Conduct

The Principal and Heads, the senior management team, pastoral and academic staff, and the medical staff play an active role in monitoring the implementation of Reddam House Berkshire's policy on equal opportunities. Use is made of assemblies, PSHE (Aspire to Be), RE, Drama, English and other lessons to:

- Promote tolerance of and respect for each other, paying particular regard to the protected characteristics set out in the Equality Act 2010.
- Promote positive images and role models to avoid prejudice and raise awareness of related issues.
- Foster an open-minded approach and encourage students to recognise the contributions made by different cultures. Bias should be recognised.
- Understand why and how we will deal with offensive language and behaviour.
- Understand why we will deal with any incidents promptly and in a sensitive manner.

Harassment in all its forms unlawful and unacceptable; our behaviour and counter-bullying policies contain clear procedures for dealing with unlawful discrimination. All our staff receive anti-discrimination training. Teaching and medical staff attend regular INSET sessions on the subject.

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

Reddam House Berkshire monitors its equal opportunities policy regularly and reports to the governors annually in order to ensure its effectiveness. As part of that process, we invite all parents of candidates for our entrance exams, together with all parents who accept places at the school for

their child to complete an anonymous ethnic monitoring form. The form uses the same ethnic categories as the Government uses in the national census. When the completed forms arrive at the school, they are separated from any other material that might identify the individual child. The data is logged onto a computer spreadsheet by year of both entrance examination and entry. The individual forms are then shredded.

Under no circumstances would we link our ethnic monitoring data with our student records.

We hope that all parents will feel able to participate in the ethnic monitoring scheme.

## **English as an Additional Language**

To cope with the high academic and social demands of Reddam House Berkshire students must be fluent English speakers. Normally students should have been educated in the English medium previously and this is assessed through a English language test before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## **Requests For Variation In The School Uniform**

We are a non-denominational school and do not select for entry on the basis of religious belief, and we welcome students of all faiths. However, parents should be aware that all students at Reddam House Berkshire are required to wear a uniform until Year 12. The Principal 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 Principal 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 and your child do not have any complaints about the operation of our equal opportunities policy; but copies of the school's complaints procedure can be sent to you on request.