

### INTRODUCTION

Salesian College is an independent Catholic day school for boys aged 11-16 with a co-educational Sixth Form.

At Salesian College the staff are dedicated to the academic, cultural, spiritual, physical and emotional development of each student. It is hoped to achieve this through the Salesian Preventive System based on the principles of reason, religion and kindness. Traditionally, academic achievements are high. The friendliness and mutual respect that exist between staff and pupils provides an ethos conducive to good order, learning and confidence.

### PUPILS WITH SEND (SPECIAL EDUCATIONAL NEEDS OR DISABILITIES)

Support is available for those pupils who have reached the required academic standard in the entrance examination but who need some help with general or specific learning difficulties to reach their full potential, including those who have English as an additional language and this is arranged and overseen by the SENCo (Head of Learning Support). Please refer to the SEND and Learning Support Policy, section 5.6 for further details.

All reasonable adjustments are made to accommodate pupils with disabilities and to comply with our responsibilities under the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) and the Equality Act 2010. For pupils with diagnoses of special needs who, have a physical or mental impairment identified that is substantial and long term and which impacts with an adverse effect on day-to-day activities, the College aims to put in place reasonable adjustments to aid pupils' learning and attainment.

We aim to provide a safe educational environment in which all pupils are able to access the curriculum, make a positive contribution to the life of the College and achieve their potential. We avowedly believe that our school is a safe space and a happy place. The College is particularly aware of the needs of those children with disabilities and works hard to ensure that pupils with special educational needs are not treated less favourably.

Parents are requested to contact the College to discuss their child's special needs prior to application and to provide the College with any specialist reports pertaining to their child's SEND. Access arrangements will be provided for the entrance exam where appropriate; the special need must be verified by a medical specialist or Educational Psychologist's report.

### ENTRY REQUIREMENTS

Entry to Salesian College is normally at 11+, although subject to a place being available, we will admit pupils at other ages, usually years 8-10. All pupils are admitted subject to passing the College's own Entrance Examination, held annually in January, (or at an appropriate time if years 8-10) supported by a report from the pupils' current school. Applications are initially managed via the completion of an on line application form accessed via the College website

The College recommends that all prospective pupils visit the College and meet with the Deputy Head (or a nominated senior leader) prior to the Entrance Examination. This is usually on a pre-arranged visit

to the College. The parents of prospective pupils must be in a financial position to pay fees monthly by direct debit.

Bursaries may be applied for at 11+; there is a section on the registration form to confirm that parents would like to receive details of the Bursary scheme. Ten Academic Scholarships are available at 11+; these are based purely on performance in the Entrance Examination.

All information requested on the application form must be supplied in detail and as known at the time. Should circumstances regarding information change, the College must be informed prior to entry.

Extra time, or other access arrangements, may be granted but only upon presentation of a report from a medical specialist or Educational Psychologist report that specifically makes recommendations and was completed within two years of the Entrance Exam date.

All parents who wish to make submit an application for their children must be fully supportive of the Catholic nature, Salesian ethos and mission of the College

### **OFFER OF PLACES**

Subject to fulfilling the entry requirements, places will be offered according to the following criteria:

1. pupils who are Roman Catholic
2. pupils who currently have a brother or sister in the school
3. pupils from a Christian background
4. pupils from a non-Christian faith background
5. pupils from a non-faith background

## **ENTRY PROCEDURE TO YEAR 7**

Contact is normally made by prospective parents with the College through Open Afternoons, Open Mornings or by appointment with the Deputy Head teacher, or via a request for a prospectus from the Admissions Officer ([admissions@salesiancollege.com](mailto:admissions@salesiancollege.com)).

A Registration Form is included in the College prospectus materials. A completed registration form, accessed on line via the College website, together with £125 non-refundable registration fee is forwarded to the Admissions Officer. A letter will be sent to prospective parents to acknowledge receipt of the form and fee. A request will also be made for any follow-up information regarding health or educational needs as identified on the registration form.

Parents and prospective pupils are invited to attend a meeting with the Deputy Headteacher in which individual questions can be answered. Detailed advice can also be given with regard to the Entrance Examination and overall admissions procedure.

In early November, the College will write to the applicant's primary schools to request a Transfer Reference. In late November, a letter is sent to all Year 6 parents inviting their child to participate in the Entrance Examination in January for entry the following September.

In January the entrance examination is held. Multiple choice tests are taken in Mathematics, English and Verbal Reasoning using GL resources. All of these results are standardised to give an overall aggregate score for each pupil. An extended writing task is also set for each pupil during the day.

Before offers are sent out senior leaders will confer to ratify offers and discuss any borderline candidates. A Bursary Meeting is also held separately around the same time so that bursary offers can be posted within two working days of the examination results being posted, to enable parents to make a fully informed decision about the College as their preferred choice.

### FORMAL OFFER OF PLACES TO YEAR 7

Primary/junior schools are informed confidentially of results the day before parents are informed so they are prepared for any upset within their school. Formal offers of places (firm and reserve list) are made in writing on completion of entrance procedures. Parents of any applicant who is not offered a place are similarly notified in writing. On receipt of an offer, parents are asked to confirm in writing their acceptance, enclosing the acceptance papers and an acceptance deposit of £500 which will be refunded as follows: On receipt of an offer, parents are asked to confirm in writing their acceptance, enclosing the acceptance papers and a deposit of £500. The deposit of £500 is refunded following the pupil leaving the College as part of the final account.

Please note that due to the process of remarks and reconciling subsequent exam boards costs, the final £250 deposit return cannot be issued until after the October half term break following the departure of the student at Year 11 or Year 13.

Acceptances are due back by early March. Other documentation will then be dispatched with the contract including the College Code of Conduct, a DD mandate etc.

On receiving the signed contract and other admissions information from parents, a Welcome Booklet is sent early in the summer term. This includes the Confidential Record, information about Clarion Call, the Ethnicity questionnaire, Internet usage form etc.

In June, two induction days are held for all prospective pupils – Houses are publicized and communicated to parents after the induction days. In the summer holidays, a sports activity week is held and a Summer Reading Scheme is also sent to all prospective pupils to be completed over the summer holiday. For some pupils, a Literacy Support Booklet may be arranged to help develop the core literacy skills for joining the College in September.

In September, there is an induction morning for all the new Year 7 pupils, the day before the whole College returns.

### ACADEMIC SCHOLARSHIP FOR YEAR 7-11

Ten scholarships are available to pupils entering Year 7. The award will be a 10% reduction of fees for Years 7-11 inclusive. The academic scholarships are awarded purely on performance in the Entrance Examination and are published at the same time as the examination results for all candidates.

### ENTRY PROCEDURES TO OTHER YEARS 8-10

If there is space in other year groups, the College may admit students to join at any time during the academic year. Entrance assessments will be sat in all instances; the assessments will reflect the

academic stage of the particular year group being applied to join. As with the entry requirements into year 7 a non -refundable registration fee of £125 is applied.

The same criteria for entry are applied as at Year 7. In addition, at least one copy of a recent school report is required. No scholarships are available for entry in Years 8 – 10.

#### SIXTH FORM ENTRY

Entry to the Co-educational Sixth Form is by application form and interview. This process is followed by all external students as well as Year 11 students currently at the College. A minimum academic requirement will also be set for admission to study in the Sixth Form. The minimum entry requirement is six good passes, (9 - 6) or equivalent at GCSE. Sixth Form Scholarship Awards are available for Academic Achievement at GCSE and Outstanding Performance, both of which are open to internal and external candidates and Ethos which is open to internal students only.

#### APPEAL PROCESS

Should parents wish to appeal against the decision not to admit their son or daughter, they should put their case in writing to the Headmaster. Should they remain dissatisfied with the outcome, they should contact the Chair of Governors, c/o the College.

#### ADMISSIONS REQUIRMENTS UNDER LAW

The admissions register must contain, in addition to existing requirements, the address of any new or additional place of residence of the child, the full name of the parents with whom the child will normally live in future and the date from which the child will live there, where it is reasonably practicable for the College to ascertain this information.

The register should contain the name of a destination school as notified by the parent and the first day of attendance, where it is reasonably practical for the College to ascertain this information.

The College will notify the relevant local authority when they remove or add a pupil's name to the admissions register at non-standard transitions.

The College has a right under regulations to delete a pupil for non-return within 10 days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence, providing the school and local authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed.

#### NEW AND LEAVING STUDENTS – CHILD PROTECTION CONCERNS

The College fulfils its safeguarding duty (complying with the latest Keeping Children Safe in Education (KCSiE) documentation) by ensuring that relevant Child Protection, Safeguarding, Pastoral Concerns and SEN files are passed on to any subsequent school/college on behalf of a student who leaves before the age of 18.

Similarly, a formal request is made to any school where a pupil joins the College at any age for Child Protection, Safeguarding, Pastoral Concerns and SEN information. See 9.1.7

<b>POLICY CONTROL</b>	
<i>Author</i>	<i>Deputy Head</i>
<i>SLT Approved Date</i>	<i>29 September 2023</i>
<i>Governors Approved Date</i>	<i>October 2023</i>
<i>Review schedule</i>	<i>Annual</i>
<i>Date of next review</i>	<i>September 2024</i>