



Eaton Square  
Senior School

## Eaton Square Senior School Admissions Policy

<b>Authorised by:</b>	Caroline Townshend (Head)
<b>Date:</b>	September 2022
<b>Review Date:</b>	September 2023

## **Aims**

- 1.1 This policy is aimed at parents of prospective students to Eaton Square Senior School & Eaton Square Sixth Form. It sets out our admissions requirements for students aged 11-18 years. In this policy Eaton Square Senior School and Eaton Square Sixth Form will both be referred as 'The School'.
- 1.2 The aim of the policy is to identify and admit students who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our community.

## **2 Equal treatment**

- 2.1 We welcome students from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of Eaton Square Senior School and Eaton Square Sixth Form's community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

## **2.2 Disability and Special Educational Needs**

- 2.2.1 Eaton Square Senior School and Eaton Square Sixth Form currently have limited facilities for the disabled. However, The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 2.2.2 The School needs to be aware of any known disability or special educational need which may affect a student's ability to participate in the admissions procedure and take full advantage of the education provided at The School. Parents of a student who has any disability or special educational needs should provide The School with full details prior to the admissions procedure or at application.
- 2.2.3 Eaton Square Senior School and Eaton Square Sixth Form need this information so that, in the case of any student with particular needs, The School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the student and that The School can cater adequately for the student should an offer of a place be made.
- 2.2.4 The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. Similarly, if special education needs or a disability become apparent after admission, The School will consult with parents about whether reasonable adjustments in order to allow

the student to continue at Eaton Square Senior School / Eaton Square Sixth Form.

### **Procedures**

- 2.3 If a prospective parent would like to register a student, they must complete an online Application Form and pay the non-refundable Application Fee. Receipt of the application form will be acknowledged by the Admissions team and details of the next steps provided.
- 2.4 Eaton Square Senior School and Eaton Square Sixth Form's admissions procedures and criteria are set out in the Appendix to this policy.

### **2.5 Disclosures**

- 2.6 Parents must as soon as possible disclose any particular known or suspected circumstances relating to the student's health, allergies, disabilities, special educational need or learning difficulties. If they have had an educational psychologist's report or have any disability or condition the school must be informed.

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- (a) if he / she is unwell when taking tests or has had a lengthy absence from his / her school.
  - (b) if there are family circumstances such as a recent bereavement.
  - (c) if there is a relevant educational history, for example education outside the British system.
  - (d) if the candidate has a disability or learning difficulties.
  - (e) if English is not the candidate's first language.
- 2.7 In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the student's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.
- 2.8 **Age of student:** Very occasionally, we may offer places to students one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the student and Eaton Square Senior School.

2.9 **Oversubscription:** Where Eaton Square Senior School or Eaton Square Sixth Form is oversubscribed, if we need to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

2.9.1 a student who already has a brother / sister in the school or whose parent is a former student here.

2.9.2 a student with a particular skill, talent, or aptitude.

### **Scholarships**

2.10 Scholarships are available to the right candidates and include Academic, Creative Arts (Art, Music and Drama), Sports, All-Rounder and Community Service Scholarship. Application forms for prospective students wishing to be considered for a Scholarship are available from [admissions.senior@eatonsquareschools.com](mailto:admissions.senior@eatonsquareschools.com)

### **Appeals**

2.11 If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

FAO Head, Mrs Caroline Townshend, 106 Piccadilly, London, W1J 7NL

Appendix 1:

### **Admissions procedure: Eaton Square Senior School**

Most candidates will apply to join our school at the start of Year 7, however, we welcome applications for other year groups and interviews/assessments will be arranged in accordance with available spaces. All students at Eaton Square Prep School, must apply, attend the interview and where applicable assessment, and have a favourable report from their Head to confirm entry.

It is never too early to apply for entry. Simply complete an online application form and pay the £150 application fee. This will ensure that you are kept up to date with the latest developments at Eaton Square Senior School, including any changes to our admissions procedures.

The admissions process itself, and the subsequent decision regarding the offer of a place, will occur during the academic year preceding proposed entry. For the majority of students, this will be Year 6. The assessment process will be held in early December 2022 for partnership schools and in January for all other candidates.

Whilst at our School, your son/daughter will be interviewed individually by one of our Heads of Section or a member of the Senior Leadership Team. As part of the admission process for Eaton Square Senior School we ask for ISEB or CAT4 scores. If the student's current school can provide these there is no need for an additional assessment. If not we will ask the student to sit the assessment when they attend their interview.

The outcomes of the main assessment process will be communicated in late January 2023. Should a candidate sit an assessment outside of the typical assessment process, the outcome will be communicated within 10 working days of the date which the candidate attended their assessment on. Acceptances of offers must be received by the deadline specified in the offer letter (early March), together with a term's fees to secure a place. If your son/daughter is at Eaton Square Prep School, your current deposit can be transferred, and you only need to top up.

If you are an international family and only in London for a short period of time, we can arrange for an interview and assessment at another time, or via Zoom. Please contact the Admissions ([admissions.senior@eatonsquareschools.com](mailto:admissions.senior@eatonsquareschools.com)) for further information.

Students who accept an offer to join Eaton Square Senior School will be invited to attend a Welcome Tea in June.

Parents will always have the opportunity to meet the Head of the School or the Principal prior to the assessment date or during the time of the assessment.

A Waiting List will be operated where the applicants meet the criteria for entry but the respective class is full. The Waiting List will be formed in order of Application date.

When coming to the school for tours, parents of prospective students will be asked if they or any member of the visiting party has specific access arrangements in order that we can be as accommodating as possible.

## **Admissions procedure: Eaton Square Sixth Form**

Candidates will apply to join our Sixth Form at the start of Year 12. To apply simply complete an online application form and pay the £150 application fee. This will ensure that you are kept up to date with the latest developments at Eaton Square Sixth Form, including any changes to our admissions procedures.

Candidates will be invited in for a discussion with a member of our Senior Leadership Team regarding the student's application and subject interest. We will consider the student's application and choices and make a decision to offer a place within 10 working days from the meeting.

A Waiting List will be operated where the applicants meet the criteria for entry but the respective class is full. The Waiting List will be formed in order of Application date.

## **Entry Points**

The main point of entry for students into Eaton Square Senior School is Year 7 (11+) and Eaton Square Sixth Form is Year 12 (17+). Entry to The School at other points is dependent on places becoming available. Please contact the Admissions to find out availability.

## **Applicants**

Application forms should be completed at your earliest convenience and submitted along with an Application Fee. The application deadline can be found on the school's website.

## **Offers**

Following assessments, offer letters are sent out and parents wishing to accept a place are asked to sign an acceptance letter and pay a deposit, by the deadline specified in the offer letter. We cannot guarantee that places can be held beyond this time scale and the place could be offered to those held on a Waiting List.

## **Additional Needs**

When attending assessments, students who have English as their second language are provided with support where necessary. Likewise, any student with special needs are given support. We ask parents to inform us in writing of any disability which needs any reasonable adjustments to be made to our normal procedures (in order for them to be able to take our assessment and allow us to see them at their best). We are also happy to discuss a student's specific, special requirements with the parents before the assessment. These factors are all taken into consideration during the final decision making.

## **Character reference**

The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in The School community, talents and interest, and any other special circumstances such as special education needs, or a disability.

## **Zoom**

**In some cases, we may utilise Zoom as part of the assessment process for international students.**

### **Procedure for Interview**

- The Zoom session will be set-up by The School with the parent/guardian of the prospective student.
- The staff member of The School will arrange the interview and must use a school email address or telephone number. They must not use a private email address or telephone number.
- Once the session has been connected, the staff member of Eaton Square Senior School or Eaton Square Sixth Form (likely to be a member of the Senior Leadership Team or Admissions) will introduce themselves to the parent/guardian and to the prospective student.
- The parent/guardian is not required to remain on camera throughout the Zoom session, but should 'check-in' on the Zoom session on a regular basis.
- The student must show a copy of their passport to their interviewer.
- Once the interview has been completed, the staff member of The School will bring the Zoom session to a close by notifying the parent/guardian, as well as the student.