

## Admissions Policy

Regulatory Policy

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## **Admissions Policy**

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## Admissions Policy

### 1. The Foundation Ethos

The Foundation schools pride themselves on providing caring, stimulating environments in which children's individual talents, confidence and self-esteem can be fully developed.

We encourage a lifelong love of learning and an independence of mind grounded in strong moral values and we aim to put young people on the road to happy and fulfilled lives.

### 2. The Foundation Schools

The Princethorpe Foundation comprises one nursery, two junior schools and one senior school:

- a. **Crackley Hall School** a Catholic, co-educational independent school and Little Crackers Nursery for pupils from ages 2 to 11;
- b. **Crescent School** a co-educational independent school for pupils from ages 4 to 11;
- c. **Princethorpe College** a Catholic, co-educational independent school for pupils from ages 11 to 18.

The admissions process, selection criteria and entry considerations for each school are outlined below.

#### a. Crackley Hall School

Crackley Hall School is a Catholic, co-educational independent school and nursery for pupils from ages 2 to 11.

In developing the Admissions Policy for Crackley Hall, it has been our aim to keep the school's ethos statement in mind: *"Following the teaching and examples of Jesus we celebrate everybody, every day, creating a safe school where we love, learn and grow."*

Whilst being selective, Crackley Hall is an inclusive school that welcomes children from all backgrounds.

- Admission to the school is subject to candidates meeting the entry criteria for admission, as detailed further below.

We would be delighted if you and your child were to visit Crackley Hall where you would receive a warm welcome and a tour of our friendly and busy school. You will also have the opportunity to meet with the Head and other members of staff. We hold a number of open events throughout the year which give a general introduction to the school. We also schedule taster days for children who are considering coming to Crackley Hall.

A meeting with the Head is a key part of the admissions process, further details of which are published on our website.

We are very happy to welcome prospective parents and their children to Crackley Hall at other times throughout the year. Please contact the Admissions Secretary at [admissions@crackleyhall.co.uk](mailto:admissions@crackleyhall.co.uk) or call on 01926 514410 for further details.

## **Little Crackers Nursery Admissions**

We accept children into Little Crackers from aged two years. Parents wishing to enquire about our Nursery, Little Crackers, should contact our Admissions Secretary at Crackley Hall who will assist you in arranging a tour of the school, a meeting with the Nursery Manager and/or a meeting and tour with the Head or the Assistant Head – Early Years Foundation Stage and Key Stage 1. Children seeking entry to Little Crackers would usually also spend part of the morning in the nursery environment. These ‘taster sessions’ help parents and the School in their decision-making process. Our warm and knowledgeable staff are available to meet any prospective parents.

### **Entry requirements**

The criteria for admission to Crackley Hall and Little Crackers is:

- expected support for the ethos of the School from the applicant and the family as a whole;
- the applicant’s/candidate’s standard of behaviour and self-discipline;
- the applicant’s/candidate’s enthusiasm for school life and the way he/she relates other pupils and members of staff; and
- the candidate’s academic ability (Crackley Hall only)

Offers will be made to children who meet the above criteria for admission, with preference given to children attending Little Crackers Nursery into the Reception class (provided they meet the entry criteria), children who have brothers or sisters already attending a Foundation school, or children who are baptised Catholics.

For applicants for admission to Reception and Year 3 there are two cut-off dates in the year preceding entry by which time the relevant registration forms and a deposit must be received before children are considered for a place. Deadlines for applications and other key admissions dates are published on the website.

For children of school age (ie other than applicants preceding Reception and Year 3 entry in September), applications are considered at any time during the school year if space is available and they have met the necessary criteria for admission.

Nursery registrations are accepted at any time during the year, if space is available and they have met the criteria for admissions. Parents are encouraged to apply well before their child turns two.

### **b. Crescent School**

Crescent School is a co-educational independent school for pupils from ages 4 to 11.

Crescent School is a selective school where children are prepared for the entry exams required for transfer into local selective state and independent schools.

Our admissions process is designed to identify pupils who will thrive in this environment and are able to benefit from our broad, balanced and well-rounded education and to make a positive contribution towards the life of the school.

We encourage children and their families to visit Crescent School prior to registration. We hold a number of open events throughout the year, which give a general introduction to the school. Details are published on our website. We also welcome prospective parents and

their children at other times. A meeting with the Head and a taster day for the prospective pupil are key parts of the admissions process, as detailed below. Prospective parents should email the School Registrar, on [admissions@crecentschool.co.uk](mailto:admissions@crecentschool.co.uk) or telephone on 01788 523851 to arrange a visit.

### **Entry requirements**

The criteria for admission to Crescent School is:

- expected support for the ethos of the School from the applicant and the family as a whole;
- the applicant's/candidate's standard of behaviour and self-discipline;
- the applicant's/candidate's enthusiasm for school life and the way he/she relates other pupils and members of staff; and
- the candidate's academic ability (excluding Reception entry).

Offers will be made to children who meet the above criteria for admission, with preference given to those pupils with siblings already attending a Foundation school.

For applicants for admission to Reception and Year 3 there are two cut-off dates in the year preceding entry by which time the relevant registration forms and a deposit must be received before children are considered for a place.

For children of school age (ie other than applicants preceding Reception and Year 3 entry in September), applications are considered at any time during the school year if space is available and they have met the necessary criteria for admission. Deadlines for applications and other key admissions dates are published on the website.

### **c. Princethorpe College**

Princethorpe College is a Catholic, co-educational independent school for pupils from ages 11 to 18.

Princethorpe College is a selective school that takes academic and candidates' other attributes into consideration. We are an inclusive school that welcomes children from all faiths and backgrounds.

We very much hope that you and your child will visit Princethorpe College. We hold a number of open events throughout the year which give a general introduction to the school and taster days for children who are considering coming to Princethorpe; details are published on our website. We are also very happy to welcome prospective parents and their children at other times where they can normally meet the Head and have a tour of the school. Please contact the Registrar for further details at [admissions@princethorpe.co.uk](mailto:admissions@princethorpe.co.uk) or call 01926 634201.

### **Entry Requirements**

Admission to the College is subject to candidates meeting the entry criteria for admission. Factors that will be considered include:

- expected support for the ethos of the College from the candidate and the family as a whole.
- the candidate's academic ability;
- the candidate's standard of behaviour and self-discipline.
- expected overall contribution of the candidate to school life;

- a candidate's enthusiasm for school life and the way they relate to other pupils and teachers is also considered.

The above are assessed through entrance examinations, personal interviews (for Year 8 to 10 and Sixth Form) and confidential references from the candidate's current school.

A number of means-tested bursaries are offered in order to ensure that as many children as possible who meet the school's admission criteria are able to attend the College.

Deadlines for applications and other key admissions events and dates are published on the website.

### **3. Equal treatment**

All Foundation schools aim 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.

The Foundation is committed to equal treatment for all, and no applicant will be treated less favourably during the admissions process because of a protected characteristic under the schools' provisions within the Equality Act 2010. Prospective families should however note that Crackley Hall does have a religious ethos and the School gives preference to applicants of the Catholic faith.

Please also refer to our Equality, Diversity and Inclusion Policy.

### **4. Special Educational Needs and Disabilities (SEND)**

The Foundation schools do not discriminate in any way regarding entry and we welcome applications from pupils with SEND (cognitive and learning, SEMH, communication and interaction and physical, medical, sensory impairment or mobility)). Our admissions process is designed to ensure that we carefully evaluate the individual needs of a prospective pupil to enable us to make an informed decision as to whether we can offer them the support that they need, can meet the needs of the applicant and that our site can accommodate them.

We will treat every application from an applicant with SEND in a fair, open-minded way. However, we will evaluate all applicants for admission on the basis of our standard selection criteria at the time of entry. Our admission criteria will apply equally to all potential pupils, including those with SEND.

We aim to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by applicants with disabilities. The College's Accessibility Plan and Disability Access Site Map is available on the website. Parents of children with SEND must make the school aware of their child's needs at the outset and discuss their child's requirements with the school when applying. The school can also offer guidance and information about the school's current provision (including our resources and staffing) prior to registration.

Along with the completed Registration Form, parents should provide any relevant additional information including a copy of their child's Individual Educational Plan (IEP), and any professional reports e.g. educational psychologist's or medical reports if they have one. This is so that we can assess the child's needs and whether we can meet those needs and consider what adjustments we can reasonably make to the admissions process. This will also help the school ensure that should the applicant meet the criteria for entry, the applicant

will be able to access the education offered, and that we are able to ensure their health and safety, and the health and safety of others.

Parents should make contact well before their child attends any prep school taster day or assessment, or resits the Princethorpe entrance exams so that we can facilitate a meeting with a SEND professional (such as the SENCO /Head of Learning Support of the relevant school) to discuss and evaluate the candidate's needs, and to ensure we can make adequate provision for them during the assessment process.

Children with SEND may be considered for access arrangements in the Princethorpe College entrance examinations. Any access arrangements will usually be based on the child's normal way of working in their current educational environment, for which evidence will be required.

The schools will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child were they to become a pupil at the school. If appropriate, additional charges will be made for specialist one-to-one or small group Learning Support teaching, current charges are available in the Prospectus Information Booklet. This is subject always to the Foundation's obligations under the Equality Act 2010.

Following any SEND admissions evaluation meetings, the Registrar or Admissions Secretary will send parents a formal record of the meeting with a summary of any agreed access arrangements or reasonable adjustments for the entrance exams and any recommended next steps for the school and parents. Any subsequent key meetings will be followed up in writing as a record of what was discussed and any action points. There may be exceptional circumstances in which we are unable to proceed with an application, or unable to offer a place. For example, if, after careful consideration, we feel that the school will not be able to meet a prospective pupil's needs and/ or the prospective pupil is not going to be able to access the education offered, and/ or that their health and safety or those of other pupils or staff may be put at risk, even if reasonable adjustments and special educational provision are put in place, we reserve the right to not offer a place at a school.

Please also refer to our SEND Policy.

**a. Children with an Education Health and Care Plan (EHCP)**

Where a prospective pupil has an EHC Plan, we will consult with the parents and the Local Authority (where appropriate) to ensure that the provision specified in the EHC Plan can be delivered by the school. Any additional services that are needed to meet the requirements of the EHC Plan may need to be charged, either directly to the parent or to the Local Authority if the Local Authority is responsible for the fees. In all other circumstances charges may be made directly to parents, subject to our obligations under the Equality Act 2010.

Parents of a child who has applied for, or is receipt of, an Education Health and Care Plan (EHCP) must notify the Admissions Team of this at the earliest opportunity i.e. at the initial point of enquiry. Parents who wish to register a place for their child are advised to register well in advance of the published deadline, in order that an early meeting can be arranged with our SEND Team.

Parents must ensure that they have informed their child's current school SENDCO that they would like Princethorpe to be considered, as the current school SENDCO will lead transition discussions with the local authority. Parents should be aware that these discussions should start in Year 4/5 for Year 7 transition.

For any candidates identified as having a potentially high level of additional needs (irrespective of whether or not they have an EHC Plan), an initial meeting will be held between relevant staff such as the Registrar, SENDCO and Deputy Head Pastoral on receipt of a registration. Following this meeting, parents will be informed as to any key actions and next steps via the Registry.

## **5. The assessment processes**

### **a. Crackley Hall School**

Should a potential place be available you will be invited in to meet with the Headmaster, then if appropriate you should complete a Registration Form and return it with the accompanying fee, after which time your child will be invited in for a Taster Day. Taster days typically run from 9.00am to 3.00pm for applicants for current Reception to Junior 6.

During the Taster Day children in Reception and Junior 1 will be assessed informally. Children in Junior 2 to 6 will be given assessments in Mathematics and English. They will also be heard reading. In offering a place, we take the child's performance on these papers into consideration, however we look at the results together with feedback from the class teacher regarding the child's behaviour, involvement in class and willingness to learn.

Once a Taster Day is arranged, we will contact you to advise that we plan to seek a confidential reference from your child's current school. Following the Taster Day, confirmation of a place being offered would be made in writing subject to a satisfactory reference being received.

To secure your place return your completed Confirmation of Acceptance Form with a deposit within the given deadline.

### **Reception entry**

For pupils entering the school at Reception who have not attended Little Crackers, you will be invited to bring your child in for a taster session in pre-school once we have received your completed Registration Form. The taster takes place in our Little Crackers Nursery as we feel that it is best for the child to be with his or her peer group. Taster sessions are much shorter than for other year groups and are typically in the morning for no more than two hours. As soon as a child is settled, parents may leave for the duration of the session although, should they prefer to stay near, they are very welcome to remain in the foyer outside the nursery.

During a taster, applicants join in with a normal session at Little Crackers which will be play-led and may include listening to stories and playing outside in our external nursery area.

The areas that the staff will look at are:

- How do they respond to instructions?
- How do they communicate with peers/adults?
- Are there any concerns for joining Reception the following year?
- Can a child toilet independently?

Subject to availability and a satisfactory taster session, offer letters will be sent out following the published schedule with a Confirmation of Acceptance Form, which we ask you to complete and return to us together with a deposit by the acceptance deadline as published on the website.



## **b. Crescent School**

Prospective pupils for Crescent School are invited in for a taster day. This day forms a key part of the admissions process and will enable the school to assess whether the candidate is well suited to the school and will fully benefit from the broad approach to education that we offer.

On this day the staff will assess the candidate's attitude to the potential move including their desire to attend the school, their ability to integrate with the other pupils, how well they relate to staff as well as their ability to access the curriculum. Pupils in Key Stage 2 undertake an online cognitive assessment which gives an indication of their current abilities and indicates where they fit in with the current cohort. All children would be expected to complete numeracy and literacy work on the day, as well as being heard reading. Where possible, a reading age will be obtained.

The school requests to see reports from the pupil's current school and may request a confidential report from the head teacher or form teacher.

### **Reception entry**

For pupils entering the school at Reception, our Head of Pre-Prep will visit the relevant nursery setting to meet the pupil and observe them on a working day. As part of this visit, there will be a discussion with the child's key worker to ascertain the current stage of development and aptitude for school life. In the event of over subscription for Reception, preference will normally be given to children with siblings already in the Foundation, although this is not a guarantee of entry.

## **c. Princethorpe College**

Princethorpe College looks 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. 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.

All candidates for entry below 16+, sit Entrance Exams comprising papers in English, Maths and Verbal, Non-Verbal Reasoning and Numerical Reasoning (an on-line test). Candidates for 12+, 13+ and 14+ may also sit a modern foreign language paper, which is designed for their age group.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing with equal opportunities to display their aptitude.

In addition to the entrance exams, we will contact the candidate's current school to ask them to provide a detailed confidential reference on the candidate. No pupil may be offered a place without a satisfactory confidential reference being received.

Our offer of places into the Sixth Form (16+) is conditional upon a successful interview with the Head of Sixth Form, satisfactory confidential reference from the candidate's current school and the candidate meeting our minimum GCSE requirements and A-level/BTEC subject requirements. These are available on the website.

The dates for the key events in the admissions process are published on our website, including the dates that results are posted to families and the closing date for acceptances. In the event that there is a higher number of suitable candidates than places

available it is possible that we will move into a waiting group situation. We will generally offer places to candidates from our waiting group after the closing date for acceptances.

## **6. Sibling policy**

There are many siblings within the Foundation. Siblings are given a priority; however admission is not guaranteed and there may be occasions where the Foundation is unable to offer a place. For example, where we have concluded that we are unable to meet a sibling's needs, or where we have assessed that they do not meet the criteria for admission.

Where there is more than one sibling within the Foundation, a sibling discount applies; please see the Prospectus Information Booklet for details.

## **7. Scholarships – Princethorpe College**

Princethorpe College offers a small number of scholarships each year for excellence and talent. Scholarships are awarded on entrance to the school or entrance to the Sixth Form. The scholarships available are:

- Academic (all Year 7 to 10 candidates are automatically considered for an Academic Scholarship based on the entrance exam results)
- All-rounder (Years 7 to 10)
- Art
- Drama (Sixth Form only)
- Music
- Organ (Sixth Form only)
- Sport (Sixth Form only)

The appropriate scholarship form must be completed at the time of registration.

### **Purpose of scholarships**

Princethorpe scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the tuition fees throughout their time at Princethorpe College. The scholar's performance is regularly reviewed to ensure they maintain the very highest standards and meet scholarship expectations; failure to do so may result in the award being withdrawn. Parents are asked to indicate on the registration form whether they wish to apply for a scholarship. Full details of the scholarships available and application forms are on the school website.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the school's Terms and Conditions.

Candidates can also apply for a means-tested bursary, see below.

## **8. Bursaries – Princethorpe College**

We have always believed that education can change the course of a young person's life.

Our bursary programme is designed to widen access to the College, transform young lives and raise aspirations. The school offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on registration that they require financial support.

An online Bursary application must be completed by both parents who are required to provide proof of their income and assets. The level of support varies according to parental

need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, an independent advisor will interview the parents. Bursaries are granted on the expectation that they will continue to the end of a pupil's time at the school but are reviewed annually. The family is required to provide fresh information about its financial circumstances for every year that their child attends the school. Levels of support may vary, for example where there is a material change in parents' financial circumstances.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the school's Terms and Conditions.

The school's expectation is that parents who do not apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances. Parents whose financial circumstances change during their child's time may apply for a hardship award. Hardship awards will be subject to the same means testing as that which applies on entry, and the extent of bursary funding available.

The award of bursaries is confidential, and parents are expected to sign a confidentiality agreement.

## **9. Overseas applicants**

We welcome non-British nationals provided that they meet the government's requirements for entry and study in the UK and any other corresponding requirements in force from time to time.

## **10. Fluency in English**

In order to cope with the academic and social demands of our schools, pupils must be fluent English speakers. Normally pupils should have been educated in the English language for at least two years before coming to the school.

## **11. Religious beliefs**

Although Crackley Hall and Princethorpe College are Catholic schools, we welcome families from all faiths and backgrounds.

Parents should be aware that there is prayer each morning and there are compulsory weekly assemblies and a number of other religious services and celebrations throughout the year.

## **12. Induction**

All the Foundation Schools have an induction programme for incoming pupils and welcome events for parents, typically in the Trinity Term before the September of entry.

## **13. The Foundation's contractual Terms & Conditions**

The Foundation's Terms and Conditions are on each school's website and will be made available to parents as part of the admissions process.

## **14. Complaints**

The Foundation hopes that parents and pupils do not have any complaints about the admissions process. There is a separate Complaints Procedure for non-parents, also available on request.

## **15. Records and review**

Applicants' details will be held on our database with due regard to data protection legislation and the Foundation's Privacy Notice and Retention of Records Policy.

Reasons to retain applicants' details may include: if the parents express an interest in the candidate re-applying for any reason at a later date; or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

The Foundation will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. See our website for more information.