



ROEDEAN  
MOIRA HOUSE

# ROEDEAN MOIRA HOUSE ADMISSIONS POLICY 2018-19

## GENERAL

Roedean Moira House is an independent school for girls from ages 0 to 18 (boys in the Nursery only). The school has around 300 pupils, around 70 of whom are boarders. 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 Roedean Moira House. We hold a number of open events, 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 team on 01323 644144 or email on [groupregistrar@roedean.co.uk](mailto:groupregistrar@roedean.co.uk) to arrange a visit.

This policy is for the whole school, including the EYFS.

## THE ENTRY PROCEDURE

Roedean Moira House is a non-selective school. The usual points of entry are in Nursery, in Reception, 11+/Year 7, 13+/Year 9, 14+/Year 10 and 16+/Year 12. The school may also have occasional places at other ages. Please contact the admissions team for details.

## EQUAL TREATMENT

Roedean Moira House'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 pupils for today's world. Bursaries and Scholarships are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Roedean Moira House is committed to equal treatment for all, regardless of a candidate's sex (in the Nursery (race, ethnicity, religion, disability, sexual orientation or social background). The school's provision for bursaries and scholarships is described below.

## SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

Roedean Moira House pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils for SEND in terms of admissions.

Roedean Moira House does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate with them. Parents must inform the school if their child has been diagnosed with any SEND in order that reasonable adjustments can be made. 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 pupil at the school.

## THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Roedean Moira House is looking 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, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.



## 1. Nursery and Baby Unit

We operate the following admissions procedures:

- We ensure that the existence of the Nursery and Baby Unit is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Nursery and Baby Unit is accessible - in written form and, where appropriate in different languages.
- We describe our Nursery and Baby Unit and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our practices in terms of how it enables children with disabilities to take part in the life of the Nursery and Baby Unit.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the Nursery and Baby Unit to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

## 2. Juniors, Seniors and Sixth Form

Each family showing interest in our school is sent a copy of the prospectus and invited to visit the school for an interview with the Principal and a full tour. Parents and girls may also meet with other members of staff, e.g. the Head of School, the Head of Boarding and Welfare.

Following this, girls are invited for a 'taster day' and night if appropriate.

If they wish to proceed further with their application the family is asked to complete a registration form and send it with a registration fee to the Head of Admissions. This is then followed up by a request for a school report.

A student is offered a place on the basis of the interview with the Principal and School Report.

A Confirmation of Place Deposit is required at least a term before the student joins Moira House, to secure her place. A full package of joining instructions and advice are sent at this stage.

For girls entering the Sixth Form, predicted GCSE results are requested and our Head of Sixth Form interviews girls to discuss their choices for A-Level. For girls who are overseas, details of preferred courses are requested before a place is offered.

### 3. International Boarders

Applicants are required to take an English language proficiency test which will include elements of Mathematics and Science. This test must be taken under examination conditions at the student's current school or offices of an Educational Agent. All invigilators shall use his/her best endeavours to represent the interests of Moira House Girls' School.

All applicants will be interviewed via Skype. To be compliant as a Tier 4 Sponsor, during this interview students will be required to produce their passport to ensure that it matches the copy received with initial application.

Agents and Moira House Girls' School will be requested to assist the family in completing and helping the family to understand all the information sent out in the Information Pack and Joining Pack as follow:

1. Registration Form
2. School Report
3. Copy of Passport
4. Test Paper
5. SKYPE Interview Notes
6. Offer Letter
7. Acceptance of Place Form
8. Parental Consent Letter (signed by both Parents)
9. Birth Certificate
10. Copy of Bank Statement
11. Guardianship Form
12. Medical Declaration Consent Letter
13. Boarders Medical Form & TB Certificate
14. CAS Number
15. Copy of Visa
16. BRP Card
17. Police Registration (If applicable)

Please refer to the Moira House Girls' School Guidance Notes for Overseas Applicants document attached (Appendix 1).

#### **SIBLING POLICY**

Most siblings join us at Roedean Moira House. 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**

Roedean Moira House offers scholarships for excellence in:

- Academic subjects
- Music
- Sport

#### **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; the conditions of the scholarship are reviewed on an annual basis. Details of the arrangements are available from the Admissions Department.



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## ACADEMIC SCHOLARSHIPS

Candidates who apply for academic scholarships sit an examinations. All candidates will be interviewed in addition to sitting papers.

## MUSIC AND PERFORMING ARTS SCHOLARSHIPS

Music and Performing Arts scholarships are awarded to outstanding performers with exceptional ability. Candidates must obtain a specialist reference from their current Head of Music and Performing Arts. They will be required to perform and to attend an interview. There will also be an interview with the Head of Music and Performing Arts. The pupil will be expected to demonstrate enthusiasm for and commitment to their area of specialism and will be expected to make a contribution to the musical and performing arts life of the school throughout their time at the school.

## SPORTS SCHOLARSHIPS

Sports scholarships are awarded to outstanding, all-round sportswomen who have achieved a high level of competence in one or more sports. She will be assessed and interviewed by the Head of PE 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 Head of PE. They will be expected to make a contribution to the sporting life of the school throughout their time at the school.

## **BURSARIES**

Roedean Moira House's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Roedean Moira House's entry criteria to take up a place here. The school offers means-tested awards annually, where the parents have indicated that they require financial support. Bursaries are means-tested in accordance. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Bursaries are reviewed on an annual basis. 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.

## **OVERSEAS APPLICANTS**

We welcome overseas pupils who can study at Roedean Moira House as a boarder provided that she has a relative or legal guardian living in the UK with whom she can stay during holidays or in the event of an emergency.

## **FLUENCY IN ENGLISH**

In order to cope with the academic and social demands of Roedean Moira House pupils need to have a good level of English. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## **RELIGIOUS BELIEFS**

Although Roedean Moira House has Christian roots, the school does not select for entry on the basis of religious belief, and it offers the opportunity for Jews, Hindus, Muslims etc. to practise their own faiths. However, parents should be aware that there are some compulsory Saturday



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lessons twice a year for our Open Days as well as the annual Founders' Day Service, and that all pupils are expected to attend.

### CHILDREN MISSING FROM EDUCATION (CME)

Roedeans Moira House has a first day call out procedure - parents are contacted by the school as soon as their child is not in school to establish the reason for absence.  
For children missing from education, the school has a duty to report any unexplained absence to the Local Authority after 10 days.

### SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are made available to parents as part of the admissions process.

### Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Complaints Policy (Parents)
- Complaints Policy (Pupils)
- Admissions Register
- Safeguarding policy

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019