



ADMISSIONS POLICY



Admissions Policy

EYFS and Junior School

Pre-School

Our admissions can begin for children who have reached 2 years and 6 months of age, for our Pre-School class. Children must be potty trained prior to enrolment in the class. Children can be admitted at any point in the school year, as they reach the admission age.

Nursery and Reception

Admissions is based on response to communication and language, PSED (Physical, social, emotional development) and mathematical development. Specific questions based on the aforementioned areas are asked and a report is generated. Students are invited for tester days upon satisfactory performance.

ALES department observes these assessments across all sections of the school where required.

Assessments

From Year 1-6, students complete assessments made up of standardised papers in Math and English. Where student is unable to attend physically, an online assessment is set for them. We evaluate their performance and make a judgement if we can meet the needs of the child.

Where the students did not meet the performance criteria, a meeting is held with parents and the Head of Junior School to share specific areas of improvement and advice on the next possible actions.

Children will only be accepted if we assess that we can meet their current needs.

Starting Ages

Year Group	Minimum Age
Pre-School	When the child reaches 2 years and 6 months at any point in the school year.
Year Group	Minimum Age on 31st August
Nursery	3
Reception	4
Year 1	5
Year 2	6
Year 3	7
Year 4	8



Year 5	9
Year 6	10

Secondary Admission

CIS secondary is academically selective and offers of a place will only be made to families of children who have passed both our entrance test and interview.

Children applying for entry into CIS Secondary must be no younger than the following as of September 1st on the Year of Entry. It is not expected that a child will enter a year group where they exceed the minimum age for the year group above. In exceptional circumstances these age conditions may be relaxed. Enquiries of earlier entry should be made to the Registrar who will discuss this with the Head of School. No application should be made until a decision to relax this condition is made in writing.

Year	Minimum age by September 1 st
7	11
8	12
9	13
10	14
11	15
12	16

Year 7: Application forms may be collected from the Registrar's Office or provided electronically upon request. Entrance tests are conducted twice a year. In November and January of the preceding academic year. The tests consist of a CAT test and separate papers in Mathematics and English. Subject to satisfactory scores being achieved in all 3 papers children will be invited to interview with their parents. The Interview will consist of a pre released topic presentation by the student followed by a number of unreleased questions which will consider a student's ability to think creatively and to problem solve. An offer of a place will be made if the applicant meets or exceeds the academic minimum standard and performs to a satisfactory standard at interview.

Should a child not meet the minimum academic standard they will be invited to retake the test in January for November first sitting or in the resit only test scheduled for February/March each year.

CIS operates to maximum class and year limits. This does mean that a waiting list system is in place in most years. No guarantees can be made that a place will become available before the start of the academic year.



Applications for place in Year 8-11 are welcome and should be made via the Registrar's Office. If both the Year Group and waiting list are full no applications will be accepted.

Selection consists of a CAT test and separate papers in Mathematics and English. Subject to satisfactory scores being achieved in all 3 papers children will be invited to interview. CIS will also request transcripts of all formal examinations taken in the 12 months leading up to the application and a copy of the most recent full report from their previous school.

For children joining from alternative curriculum schools or who have already embarked on public examination courses the suitability of the CIS curriculum for that applicant will be considered before formal entry assessments are conducted.

Sixth Form:

Applications for September entry are accepted throughout the year. Entry to Chadsworth College is academically selective. The entry tests consist of a CAT test, papers in the intended A Level Subjects and interview.

Offers of a place are based on academic performance and interview. The offer will be conditional on the applicant achieving specific grades in their GCSE/IGCSE/Equivalent examinations.

The Head of Sixth Form will, based on Academic performance in Year 12 make a decision on whether the student will secure a place for Year 13.

SEND

CIS will not deselect an applicant based on additional learning needs or disability. However, all academic criteria for entry remain.

Applicants and their families are encouraged to discuss any pre diagnosed additional need at the earliest opportunity so that any practical adjustments for testing or additional time allowance may be made. No adjustments to the nature of assessments will be made without school being provided with a formal written diagnosis and statement of requirements at least 2 weeks prior to the assessments.

For children with more complex needs who meet our academic requirements discussions will be held with families to ensure that we are able to accommodate any reasonable adjustments to support their attendance. The final decision adjustments can be reasonably made rests with the school.



Boarding

For children who wish to board a separate boarding interview will be held with the Head of Boarding. This is not part of the offer of a place at the school but is required to assess the suitability of the student for boarding life.

References: Suspension and Exclusions.

CIS reserves the right to request reference(s) from the applicant's previous school prior to offer/after offer/once in school. A failure to declare a significant behavioural issue such as external suspension or exclusion or the disclosure that the child was withdrawn from the school prior to the likely external suspension or exclusion may result in the removal of an offer or current place. Disclosures of this type including the nature of the behaviour and duration of suspension should be made in writing in a sealed envelope marked for the Head of Secondary's attention and be submitted with the application.