



Glebe House School Admissions Policy

Introduction

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 us. We are very happy to welcome prospective parents and their children at any time. Please contact, the school's Registrar, Tamzine Fraulo on 01485 532809 (ext 4) or email on tjf@glebehouseschool.co.uk to arrange a visit.

Our Admissions Policy is best encapsulated by our vision for Glebe House School :

Glebe house will provide an all round education for girls and boys from 6 months to 13 years of age. We aim to give all the children a stable, stimulating, safe, moral and family orientated environment in which they can develop all the skills required to succeed in the 21st century.

We appreciate individuality and encourage development for all, in every aspect of school life. Through partnership we will try to ensure that every member of the Glebe family realises their potential

Glebe 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. Generous bursaries are offered in order to make it possible for as many as will benefit from entry to attend the school.

Glebe House is a non selective school which does not require children to sit an entrance test before admission.

Glebe 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, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Class numbers will not rise above 20 pupils per class.

When classes have reached the optimum number Glebe House will take names for a waiting list and places will be allocated to siblings of children already at school, then on a 'first come first served' basis.

Equal Opportunities

Glebe House is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

Special Needs

Glebe 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 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 Head of Nursery will be responsible to the Headmaster for assessing and placing special needs children in the Nursery. Before placing a child she will meet the him/her, the parents and social worker and possibly visit the child's other settings, to ensure that Glebe House can successfully fulfil all the child's needs.

SCHOLARSHIPS

Glebe House offers scholarship 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 may be offered up to a 20 per cent reduction in the fees throughout his/her time at Glebe House.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

Academic Scholarships

Candidates who apply for academic scholarships sit an assessment and will be interviewed.

Scholarships are held for the duration of a pupil's time at the school, provided his/her conduct is satisfactory.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current school or instrumental teacher. They will be required to perform 2 short (and preferably

contrasting) pieces on their preferred instrument and to complete aural and practical tests. There will also be interviews with two members of the music department. He/she will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the school throughout their time at the school.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in their chosen sport(s). He/she will be assessed and interviewed by the director of sport 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 a club or school coach. They will be expected to make a contribution to the sporting life of the school throughout their time at the school.

BURSARIES

Glebe House's bursary programme is generous and is designed to make it possible for as many as possible of those who meet the entry criteria to take up a place here. The school offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated that they require financial support. A form and guidance notes will be provided and both parents (where possible) are required to provide proof of their income and assets. A small panel of Governors will decide on eligibility and may meet with the parents if necessary. The level of support varies according to parental need; but can extend to 50 per cent remission in cases of proven need.

Bursaries are always offered for 12 months at a time. 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.

Religious Beliefs

Glebe House has Christian roots and all children are expected to attend our Carol service and our Leavers' & Old Aquilians service at St Mary's. However, the school welcomes children of all faiths and none. Diversity, tolerance and understanding of all religions is a key aspect of the education we provide.

School's Contractual Terms & Conditions

Copies are on the school's website and will be made available to parents as part of the admissions process.

Complaints

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be downloaded from the website or a paper copy can be sent to parents on request.

Misbehaviour and Exclusions: Please refer to the Exclusions Policy

At Glebe House School, we encourage the establishment of good teacher/pupil relationships and support for the school's values and expectations through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment and which are explained in more detail in the Behaviour Policy on our website.

Most misbehaviour is at a very minor level and can be easily dealt with by individual teachers and there is a clear procedure for dealing with such events.

The Headmaster may suspend a pupil, for a period of between 48 hours and one week for very serious indiscipline, or less serious offences, where repeated punishment has proved ineffective. If suspension is ineffective, the school may be forced to exclude the pupil, or to require him/her to leave the school. This would only be done with very careful thought and following a full investigation, discussions with the pupil, his/her parents and at least the Chairman of Governors.

A panel of three Governors, who had not been involved in the original investigation, would hear any subsequent appeal.

This Policy has been reviewed and approved on behalf of the Governing Body

Author	Governors & the Head Master
Policy initiated	March 2002
Review Frequency	Annual, as necessary
Latest reviews with changes made	August 2018
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References	