

# Admissions Policy

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**MONITORING:** Headmaster  
**UPDATED:** January 2024  
**REVIEW DATE:** July 2024

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Caldicott is a preparatory school for boys aged 7 to 13. Boys may enter at any stage, subject to availability.

Parents who are interested in sending their son to Caldicott usually contact the Director of Admissions to organise a visit - either an individual meeting and tour with the Headmaster, or attendance at one of our termly Open Mornings – and should confirm their interest by completing the online registration form accessed via the website.

All boys sit an age-appropriate assessment to determine a 'good fit', academically and socially, before being offered a place at the school. Assessments generally take place the Autumn Term preceding the preferred year of entry; however, later applications can be accommodated by individual appointment. The assessments are devised and conducted in-house by the Director of Studies and are informal, rather than under exam conditions. Boys are therefore welcome, indeed encouraged, to ask questions and interact with their peers.

The format of the Autumn Term assessments is as follows:

Those seeking a Year 3 or Year 4 place will be invited in small groups of up to nine boys to assessments every Friday between 1100 – 1230. Parents who choose to wait will be taken on a school tour hosted by the Headmaster.

Those seeking a Year 5 place will be invited in groups of up to four boys to assessments every Monday 0900 - 1000. Parents who choose to wait will be taken on a school tour hosted by the Headmaster.

Those seeking a Year 6, 7 or 8 place will be invited to spend a short day with us and will be invited in groups of up to three every Tuesday and Thursday 0810 – 14.45. Parents will drop off and collect. The Headmaster will endeavour to meet and greet boys and parents at the beginning and/or end of each session.

All parents must submit a school report, new boy report and any other relevant paperwork, which must be received and read in advance.

Following the assessment, the Director of Studies will submit a report to the Headmaster. For Year 6-8 assessments, she will also seek feedback from relevant teachers and include this in the report.

The Headmaster may seek a verbal reference from the child's current school and anyone else needed, at his discretion, as part of the assessment process.

The Headmaster will make an evidence-based decision taking into consideration all information made available and the Director of Admissions shall convey this to the parents.

There will be three tiers of offers: offer, waiting list place and decline. Full offers will be made within a week of the assessment; waiting list places will be decided at the end of the term, declines will be made as soon as possible after a full review.

Candidates whose applications are unsuccessful are welcome to reapply for entry at a later stage. It is the school's policy not to enter into correspondence about the performance of individual boys in the academic assessment.

Boys of all races and creeds are welcomed. Caldicott is a school of religious character and all boys attend acts of Christian worship in the Caldicott chapel.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

The School is inclusive and welcomes applicants with disabilities and special educational needs. It maintains and drives a positive culture towards inclusion of disabled people and those with special educational needs and it will not treat an applicant less favourably on these grounds without justification. However, at present, the School's facilities, physical and otherwise, for the disabled and those with special educational needs are limited but it will do all that is reasonable to comply with its legal and moral responsibilities in order to accommodate the needs of applicants who have disabilities and special educational needs for which, with reasonable adjustments, the School can cater adequately.

Caldicott require that a child's special need(s) must be disclosed at the point of application to ensure that the School is able to support the child satisfactorily. Parents should forward a report from a clinician or educational psychologist to give the school a learning profile and make recommendations appropriate to the setting.

This report is received by the Director of Admissions, who will in turn inform the Head of Learning Support that an application has been received for a boy who may require additional support in school. The Head of Learning Support will review the professional guidance and make a recommendation as to whether the school are able to make the reasonable adjustments necessary to allow the child to fully access the curriculum.

Where the child does not require significant provision in terms of additional adult support or physical adaptations to the school site an invitation to an assessment will be forwarded in the usual way by the Director of Admissions, who will act as the key point of contact.

In the event that it is unclear whether or not the School can meet the child's specific needs, it may be necessary to seek additional evidence, and the Head of Learning Support may recommend tailored adjustments to the assessment. She will advise the Director of Admissions accordingly so that these adjustments can be communicated to

the parents in advance. This part of the process may include a Teams meeting for Head of Learning Support and the child's parents. The Director of Studies, who oversees the assessment process, will be informed in advance of the assessment of the child's SEND needs to allow for reasonable adjustments to be implemented as part of the assessment process.

Where the child has a physical disability, the limitations of the school site and difficulties relating to ease of movement throughout the school, as described above, will be shared with parents.

Following SEND assessments, the Head of Learning Support will add a second part to her initial report to state how the assessment went from her point of view, ending with a statement to explain whether we can or cannot meet a child's educational needs.

## **INTERNATIONAL APPLICANTS**

Caldicott is proud of its diversity and welcomes applications from international pupils. We have a limited number of sponsored Child Visa (formerly Tier 4 Visa) places, and therefore early registration is recommended.

The Headmaster is looking for boys who will add to the culture and vibrancy of the school and therefore expects to meet all applicants in person. We regret we are unable to offer virtual assessments, unless there is a pressing or mitigating reason, which will be sanctioned by the Headmaster.