



## **UCS Junior Branch**

### **ADMISSIONS POLICY**

Choosing the right school for your child is a very important decision. We do all that we can to help families to make the right choice. We strongly encourage personal visits (the precise arrangements for which vary between the UCS Junior Branch and Senior School, and particular details at each school can be found below).

Admissions decisions will be based upon the academic potential revealed by each candidate in examination, in interview and (where appropriate) activity and also upon the judgement of assessors in respect of a candidate's ability to make the most of the diverse opportunities on offer at UCS and to contribute positively to the life of the school and to the experience of other students. We will always seek a report from the candidate's current school, and take full account of it in balancing all the available information before a decision is reached. An enthusiasm for the extra-curricular life of the school – supporting our long-standing traditions in music, art, drama, debating, community activities and sport - will be an advantage.

#### **Open Evenings and School Visits**

The dates of our Open Evenings are published on our web-site, in our prospectus pack and in local newspapers and magazines. We conduct three Open Evenings in the Autumn Term each year and one in the Summer Term. The Open Evenings consist of a half-hour tour of the school with a current pupil followed by an open, question and answer session with the Headmaster in the school hall. It is necessary to pre-book attendance by phoning the school office as there is a limit to the numbers that can attend at any one time.

#### **Application to The Junior Branch**

UCS is an academically selective school with no religious affiliation. We therefore welcome families from all backgrounds to view the school and to register their sons for assessment.

The usual point of entry is at 7 years (Year 3) where 60 pupils are admitted each year. Beyond that, there is a "chance vacancy" waiting list.

We accept applications up to one year in advance of the pupil's normal entry point, but not sooner than that so there is no need to register at birth.

There is a standard registration fee to cover the costs of administration and assessment and the process of application always requires the completion of a Registration Form which must be signed by both parents.

### **The Entry Procedure and Assessment Process**

Following registration, families are invited to attend the school in the Autumn Term before their proposed entry so that the pupils can have their reading assessed in small groups by one of the Y3 teachers whilst the parents are given a guided tour of the school “in action” by the Headmaster.

In January each year, formal tests in English, Maths and Non-Verbal reasoning are conducted. All candidates are tested at the same time.

After receiving reports from the pupils’ current school and looking at the test results, decisions are made regarding entry. Parents are informed, usually before the February half-term break.

### **Equal Treatment**

In accordance with the aims of our founders, UCS is committed to equal treatment for all, regardless of race, ethnicity, sexual orientation, physical disability or social background.

### **Special Needs**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities providing that our site can cope with them. We therefore advise parents of children with any special needs to discuss their requirements with the Headmaster before registration is completed, so that adequate provision can be made both in the assessment process and , if admitted during the student’s school career. Parents should always inform us of any special needs that their son may have; such information will never adversely prejudice an application. The school must be provided with a copy of a relevant report from an Educational Psychologist, doctor or other health professional in order for appropriate judgements to be made. It is not possible to make any adjustments to the admission process ( for example, to offer a candidate additional time) in the absence of such a report.

### **Sibling Policy**

Whilst we are very happy to welcome siblings at UCS, admission is not automatic. Siblings must go through the same process as all other applicants at their chosen point of entry. Siblings will not be admitted if we believe that they are unlikely to cope and therefore thrive within the academic UCS environment or if we think that their admission in preference to another candidate would be unfair.

### **Contractual Term’s and Conditions**

Acceptance of any place a UCS requires the payment of a financial deposit and advance payment of a portion of the first term’s fees. It also requires that the school’s Admission Agreement is completed and signed by both parents and returned to the school. A separate copy of the Terms and Conditions of this Agreement will be provided for retention by the family.