



Admissions Policy

DJCF

Updated September 2023

Date	Person <b>Conducting</b> the Review	Changes Made
November 2017	DJCF	Review and Amendment Record
November 2018	DJCF	Amendments to reflect the Pre-prep entry assessment process
November 2019	DJCF	Amendments regarding entry assessment process in the Pre-prep and prep
October 2020	DJCF	Annual review
September 2021	DJCF	Annual review
September 2022	DJCF	Annual review
September 2023	DJCF	Annual review

## **Introduction**

Summer Fields is an independent boarding and day school for approximately 330 boys aged 4 to 13. All pupils in the Pre-prep school (Reception to Year 3) are day boys; the majority of pupils in the prep school (Year 4 to Year 8) are boarders, but with a substantial number of day boys too. Since the opening of the Pre-prep school in September 2018, Reception, Year 4 and Year 7 have been the main entry points to the school, although places in other years do become available. All enquiries regarding points of entry should be made to the Registrar.

## **Equal opportunity**

The school is aware of its duties and commitments under the Equality Act 2010 (Specific Duties) Regulations 2011, especially with regard to protected characteristics. No candidate will ever be disadvantaged in any part of the admissions process as a result of disability; race or ethnicity; religion or belief; or sexual orientation.

The school welcomes boys who meet the admissions criteria including those who have special educational needs and disabilities (SEND). Summer Fields recognises its duty to make reasonable adjustments for boys who have SEND. Boys who are identified as having special educational needs or disabilities will, like all others, be entitled to access the full school curriculum and be encouraged to take advantage of the opportunities on offer in all areas of school life.

The school requires relevant information (including educational psychologist reports, medical documentation and specific issues raised in previous school reports) to be submitted to the Registrar before participation in the admissions process. This enables the school to make adequate provision for candidates on the assessment day if required. All information provided in these cases is carefully considered by our specialist SEND team.

## **Selection criteria**

Entry to Summer Fields is competitive. Whilst academic standards are high, the school is totally committed to providing an all-round education for boys who will embrace the wide range of opportunities offered here. Consequently, selection for entry is not based purely on academic considerations, but also on the grounds of character, personality and a willingness to join in enthusiastically with the opportunities offered at Summer Fields. Nonetheless, all successful candidates will have met the school's minimum academic entry requirements.

As part of the admissions process a reference (completed by the Head of the applicant's current school or nursery, as appropriate) will be required. This will include a request for details of any educational psychologist reports, medical documentation and specific issues raised in previous school reports.

The School retains full discretion as to how and to whom offers are made. The school admits only boys and it should be noted that places are not automatically offered to siblings or members of the Summer Fields community. The key determining factor in making a decision to offer a boy a place is whether Summer Fields would provide the right environment (in every sense) for a particular boy to flourish.

## **Scholarships and Bursaries**

Maclaren Scholarships are provided by The Maclaren Foundation and are available to boys with potential whose parents could not otherwise afford the fees. The Foundation is able to offer means-tested scholarships worth up to the full cost of day or boarding fees. These scholarships are available to a boarder or a day boy starting in Year 6 or Year 7.

The Maclaren Foundation is usually able to support a boy at Summer Fields for two or three years. With increased provision of bursaries and means-tested scholarships at senior schools, it is important to be able to secure continuity of funding for a pupil at their senior school. Parents who wish to be considered for support from the Maclaren Foundation are asked to indicate this to the Registrar at the point of registration.

Candidates for a Maclaren Scholarship are invited to sit papers in reasoning, maths and English; no past papers are available. Parents of applicants will be required to go through the school's means-testing process which will include the completion of a financial means statement form (which will be sent out with details of the assessment) and a home visit.

## **Withdrawal of a place prior to entry**

The School reserves the right to withdraw the offer of a place at the school if the behaviour of a boy gives cause for concern following the making of an offer; if it becomes apparent that the school fee cannot be paid; if fees are still outstanding at a previous school; or if it becomes apparent that relevant information (including educational psychologist reports, medical documentation and specific issues raised in previous school reports) was withheld from the school before participation in the admissions process.

## **APPENDIX**

### **ADMISSION TO SUMMER FIELDS SCHOOL – GENERAL INFORMATION**

#### **VISITING SUMMER FIELDS**

##### **Request a Prospectus**

Prospective parents may request a paper or digital prospectus at any time, either via the school website or by contacting the Registrar directly.

##### **Open mornings**

The admissions process can start many years before a boy actually starts at Summer Fields. Parents may attend an Open Morning with their child at any age and they are able to register their son at any time. Specific dates relating to Open Mornings for both the prep and Pre-prep schools are published on the school website; places may be booked directly with the Registrar.

A typical programme includes:

- A presentation by the Headmaster or the Head of Pre-prep.
- A tour of the school with current pupils.
- A visit to the boarding houses (if applicable).
- The opportunity to meet other boarding and teaching staff.

Individual tours of the school and meetings with the Headmaster can be organised by arrangement with the Registrar.

#### **REGISTERING FOR SUMMER FIELDS**

All boys interested in attending Summer Fields must be formally registered in order to participate in the admissions process. A registration Fee of £75 is payable on registration.

#### **THE ADMISSIONS PROCESS**

No specific preparation for the admissions process is required. All candidates start on an equal footing with identical opportunities to display their academic ability and extra-curricular interests and accomplishments.

##### **Pre-prep**

In the Pre-prep, registered boys are invited to an assessment morning. Boys who have not yet started school or who are currently in Reception are observed at play by staff working in the Early Years and Foundation Stage. Boys who are currently in years 1, 2 and 3 are observed by staff in structured play and undertake some reading, written and mathematical tasks. The boy's current educational setting (nursery or school) will be asked to complete the school's reference request.

##### **Prep**

In the prep school, registered boys are also invited to an assessment morning. The assessment process for boys seeking to join any year group includes:

- Completion of the appropriate *Progress Through English* and *Progress Through Maths* test **or** a Cognitive Abilities Test.
- An extended written task.
- A talk with a member of staff about their interests and hobbies. Each boy is asked to bring something with them they would like to explain or discuss in this conversation.
- Observation of the boys in structured play, free time and at meal times.
- A reference completed by the Head of the applicant's current school. This will include a request for details of any educational psychologist reports, medical documentation and specific issues raised in previous school reports.

Ideally, a boy should be in the correct academic year group for his age (the academic year runs from 1 September to 31 August). However, if a boy has a late August or early September birthday, a discussion can take place between the parents and the Summer Fields Registrar to determine the year of entry for which a boy should apply. It should be noted that some senior schools do not accept candidates out of their correct year group.

Changes of address, guardianship or school following registration should be notified to the Registrar as soon as possible. Summer Fields cannot be held responsible for the consequences of correspondence not received.

## **SELECTION CRITERIA**

Summer Fields believes strongly in providing an outstanding all-round education for all boys who will embrace the opportunities on offer both inside and outside the classroom. Consequently, the school's selection criteria are not solely based on academic considerations.

Candidates will be offered a place at Summer Fields if they have:

- Met the School's minimum academic entry requirements.
- Demonstrated the character and social skills necessary to thrive in a busy day and boarding school environment and to make the most of the many and varied opportunities on offer.
- Demonstrated evidence of integrity, resilience and tolerance, as well as the school's core values of care and consideration for others, common sense and courtesy.
- Shown the potential to be responsible and independent.
- Conveyed a desire to contribute broadly across the extra-curricular opportunities on offer at the school.

Following the assessment process the decision on whether or not a candidate has been offered a place will be communicated to the parents in writing as soon as possible. Acceptance of the place is confirmed through a formal written response, signing and returning the parent contract, and through the payment of a deposit. The new pupil would normally start at Summer Fields the following September.

### **Overseas applicants**

Summer Fields acknowledges the very positive contribution of overseas pupils to the culture and global perspective of the school. Although most boys at Summer Fields are British nationals, a large number of other nationalities are represented within the pupil body. The school does not operate a quota system for overseas applicants.

It is essential that overseas applicants possess an appropriate level of fluency in English, if it is not their first language, in order to access the curriculum (which is delivered in English). Proficiency in English is measured in the course of the admissions process.

Lessons to support English as an Additional Language (EAL) are available once a new pupil starts at the school.

### **Special educational needs and disabilities**

Summer Fields is an inclusive institution that is committed to equal opportunities for all. The school welcomes all candidates who meet the admissions criteria, including those who have special educational needs and disabilities (SEND). The school recognises its duty to make reasonable adjustments for pupils who have SEND. All pupils are entitled to access the full school curriculum and are encouraged to take advantage of the opportunities on offer in all areas of school life.

Parents of boys who have special educational needs and/or disabilities are required to inform the school about these at registration and to provide the relevant reports. For all years of entry, the school requires that all historic and current documentation, including educational psychologist reports, relevant medical documentation and school reports, is submitted to the Registrar before boys participate in the admissions process. If it becomes apparent that relevant information was withheld from the school before participation in the admissions process, it reserves the right to withdraw the offer of a place.

All information provided is carefully considered by our specialist SEND team and reasonable adjustments are agreed for admissions assessments in line with the guidance provided by the Joint Council for Qualifications (JCQ). The Registrar will also liaise with the Summer Fields Head of Learning Support to assess whether the school is able to meet a boy's needs and, if so, will ensure that reasonable adjustments are made within the school's capacity and resources.

The school has a well-established, well-resourced and extremely experienced Learning Support department. Individual learning support lessons to support those with Special Educational Needs are available once a new person starts at the school.