



Admissions Policy

DJCF

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Introduction

The admissions process can start many years before a boy actually starts at Summer Fields. Usually, parents attend an Open Morning with their child at any age and they are able to register their son at any time.

Once registered, a boy would be called up to see the school two years before he was due to start at Summer Fields. The parents would then be invited to a specific Open Morning in May for entry 16 months later.

Following this visit, over the summer, the parents would be invited to pay a deposit of £500 by the end of October to confirm their interest in a place. A letter would be written to the pre-prep school or primary school asking for a reference. The prospective boy would then be invited to an Assessment day in January. After the assessment, an offer of a place would be made. The parents would confirm acceptance of the place by paying another deposit. Further information is sent out in May and July. The boy would start at Summer Fields the following September.

Prospectuses

Parents are invited to ask for a prospectus at any time but it is usual that a prospectus will be sent when parents register their son for possible entry to Summer Fields in the future.

Registration

Parents are invited to register their son on payment of a £50 fee. Boys may be registered at any time. Parents are encouraged to visit the school at an Open Morning at any age but age 4 is a good time.

The Open Mornings

Open Mornings are held in September and April/May. Families are invited to attend one of these Open Mornings. They are taken on a tour of the school in action by a couple of boys. They arrive for a 10.45am start and leave by 12.45pm.

The Two Year Call-Up

When a boy who has registered is six, his parents are invited to visit the school without their son and speak with the Headmaster. After a 30 minute discussion, the parents are shown round the school by a couple of boys. There is a de-briefing with the headmaster. The whole visit takes about an hour and three-quarters.

Specific Open Morning

Parents who have visited the school are invited to a year specific Open Morning 16 months before their son is due to start at Summer Fields. The Open Morning is boy centred and the morning will consist of experiencing different activities of school life, including sport, drama, ICT and science. The parents watch their son in some of the activities and, if considering the

boarding option, spend time in two of the junior Lodges here, parents are able to meet the boarding staff and have all their questions answered.

One Year Call-Up

Over the summer, all parents who have registered their son are invited to decide whether they would like to take up a place at Summer Fields. They are required to pay a deposit of £500 by the end of October. This deposit is part refundable in the unlikely event that they are not offered a place

Confidential Report

Once parents have declared their intention to send their son to Summer Fields, the pre-prep or primary school are invited to write a full report on his progress. This plays the major part of the Assessment Process

The Assessment Day

All boys are invited to take a number of assessments in reading, writing, spelling, free writing and maths. In addition, they take a non-verbal intelligence test. In any one year there may well be vacancies in some years for a Late Entry Place. Late Entry boys take a different assessment in maths and English based on the standards required of a similar aged boy currently at Summer Fields. The assessments are not meant to be 'pass or fail tests' and the main requirement is that boys of different abilities will be able to cope at Summer Fields

The Offer and Acceptance of a Place

Unless a problem or real difficulties are detected, a boy is offered a place in the knowledge that he will cope at Summer Fields. A place for the following September is offered. Acceptance is made by the payment of a deposit of £850 which is deducted from the first and last term's fees.

Once a place is accepted, further information is sent in May and July. An invitation to visit the school again is made at the end of the summer before the start of term in September.

Discrimination

It is the policy of Summer Fields School that, in order to protect current and prospective pupils from discrimination under the terms of current legislation, disabled pupils are treated as favourably as other pupils. It is to ensure that any pupil with special academic or medical needs is provided with a fair opportunity to education wherever possible taking the particular circumstances of any disability into account. This policy also applies to disabled staff where appropriate.

General

Admission to the school depends upon a prospective pupil meeting the criteria required to maintain and, if possible to improve, the educational and general standards for all its pupils commensurate with the ethos to which the school aspires. The school must also feel

reasonably sure that it will be able to educate and develop the prospective pupil to the best of his potential and in line with the general standards achieved by the pupil's peers without disrupting the latter's education, so that there is every chance that the boy will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded adult with a good prospect of a satisfying life. These criteria must continue to be met throughout the boy's time at the school.

The school's policy is to apply these criteria to all boys and potential boys, including any statemented boys, regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his disability.

Boys are admitted to the school on the strength of an Assessment and a report from the previous school. The school is non-selective academically but there are basic academic standards required for entry to ensure that new pupils are capable of meeting ongoing academic standards and that the school has suitable structures to cater for them educationally. In effect it is important that a boy can cope here. The school reserves the right to deny entry on the basis of a boy's academic potential and decisions are made on an individual basis.

As part of the admission process, parents are asked to give any information relevant to their son's entry into the school. In assessing any prospective boy, the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality. Disabilities might include physical or sensory impairment and might affect mobility, dexterity, physical co-ordination, incontinence, ability to move everyday objects, speech, hearing, eyesight or perception of risk. It is unlikely that boys with severe learning difficulties, mental illness or behavioural difficulties would be accepted as we would worry that they might not cope at Summer Fields. However, it is expected that children with minor ailments, such as dyslexia, diabetes, asthma or arthritis would be accepted.

Factors that may be taken into account when making an initial assessment include:-

- Resources
- Financial costs
- Practicality
- Special needs provision
- Health and Safety
- Maintaining the school's standards
- The interests of other boys in the school (it may be that a prospective pupil's behaviour, for whatever reason, poses a risk of severe disruption of the learning environment of other pupils).

If a decision is taken not to admit a boy, parents can appeal to the school Governors and a claim of disability discrimination can be made to the SEN and Disability Tribunal.