



## Eaton Square Mayfair Admissions Policy

### Aims

- 1.1 This policy is aimed at parents of prospective pupils to Eaton Square Mayfair and sets out our admissions requirements.
- 1.2 The aim of the policy is to identify and admit pupils who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our community.

### 2 Equal treatment

- 2.1 We welcome pupils from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of Eaton Square Mayfair's community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

### 2.2 Disability and Special Educational Needs

- 2.2.1 Eaton Square Mayfair currently has limited facilities for the disabled. However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 2.2.2 The School needs to be aware of any known disability or special educational need which may affect a pupil's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure or at registration.
- 2.2.3 Eaton Square Mayfair needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the pupil and that Eaton Square Mayfair can cater adequately for the pupil should an offer of a place be made.
- 2.2.4 Eaton Square Mayfair will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about whether reasonable adjustments in order to allow the child to continue at Eaton Square Mayfair.



### 3 Procedures

3.1 If a prospective parent would like to register their child, they must complete Eaton Square Mayfair's registration form and return this together with the required registration fee. Receipt of the registration form will be acknowledged by the Registrar and details of the next steps provided.

3.2 Eaton Square Mayfair's admissions procedures and criteria are set out in the Appendix to this policy.

### 3.3 Disclosures

3.i Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, special educational need or learning difficulties.

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- (a) if he / she is unwell when taking tests or has had a lengthy absence from his / her school;
- (b) if there are particular family circumstances such as a recent bereavement;
- (c) if there is a relevant educational history, for example education outside the British system;
- (d) if the candidate has a disability or learning difficulties;
- (e) if English is not the candidate's first language.

3.3ii In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

3.4 **Age of child:** Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and Eaton Square School.

3.5 **Oversubscription:** Where Eaton Square Mayfair is oversubscribed, if we need to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

- 3.5.1 a child who already has a brother / sister in the school or whose parent is a former pupil here;
- 3.5.2 a child with a particular skill, talent or aptitude.



## Appendix 1:

### Admissions procedure

Most candidates will apply to join our School at the start of Year 7, however, we welcome applications for other year groups and interviews/assessments will be arranged in accordance with available spaces. For all pupils within our Prep. Schools entry into the Upper School is guaranteed, although all applicants must register and have a favourable report from their Head to confirm entry. CAT 4 information is directly transferred from Prep. to Upper prior to entry.

It is never too early to register for entry, simply complete and return our registration form along with a passport sized photograph, colour photocopy of the candidate's passport and (if applicable) the visa page along with a cheque or bank transfer for £150 to cover the registration fee. This will ensure that you are kept up to date with the latest developments at Eaton Square Mayfair, including any changes to our admissions procedures.

The admissions process itself, and the subsequent decision regarding the offer of a place, will occur during the academic year preceding proposed entry. For the majority of pupils, this will be Year 6. In September, we will write to parents of registered pupils to invite them to an interview and assessment session. We hold a number of these between November and January.

Whilst at our School, your son/daughter will be interviewed individually by one of our Senior Management Team and sit a CAT 4 online assessment. CAT 4 assessments examine each individual's strengths and weaknesses in four main areas; verbal, non-verbal, spatial and quantitative reasoning. Candidates will also have an opportunity to have a tour of the School and meet with some of our teaching staff and current pupils.

The outcome of the assessment and interview day will be communicated within 10 working days of the date which the candidate attended assessment on. Acceptances of offers must be received by the deadline specified in the offer letter (early March), together with a term's fees to secure a place. If your son/daughter is at Eaton Square Prep School, your current deposit can be transferred and you only need to top up to reach a term's fees.

If you are an international family and only in London for a short period of time, we can arrange for an interview and assessment at another time, or via Skype. Please contact the Registrar ([registrar@eatonsquaremayfair.com](mailto:registrar@eatonsquaremayfair.com)) for further information.

Pupils who accept an offer to join Eaton Square Mayfair will be invited to attend a Welcome Tea in June.

Parents will always meet the Head of the relevant section of the School or the Principal prior to the assessment date or during the time of the assessment.

A Waiting List will be operated where the applicants meet the criteria for entry but the respective class is full. The Waiting List will be formed in order of Registration date.



## Entry Points

The main point of entry for pupils into Eaton Square Mayfair is Year 7 (11+), with a smaller cohort entering at Year 9 (13+). Entry to the School at other points is dependent on places becoming available. Please contact the Registrar to find out availability.

## Registrations

Registration forms should be completed at your earliest convenience and returned together with a passport sized photograph, a colour copy of the candidate's photo page of the passport and, if applicable, the visa page, together with a cheque or bank transfer to cover the Registration Fee.

## Offers

Following assessments, offer letters are sent out and parents wishing to accept a place are asked to sign an acceptance letter and pay a deposit, by the deadline specified in the offer letter. We cannot guarantee that places can be held beyond this time scale and the place could be offered to those held on a Waiting List.

## Additional Needs

When attending assessments, children who have English as their second language are provided with support where necessary. Likewise, any children with special needs are given support. We ask parents to inform us in writing of any disability which needs any reasonable adjustments to be made to our normal procedures (in order for them to be able to take our assessment and allow us to see them at their best). We are also happy to discuss a child's specific, special requirements with the parents before the assessment. These factors are all taken into consideration during the final decision making.

## Character reference

Where appropriate, the Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability.

<b>Authorised by</b>	Head (Lower) and Head (Upper)
<b>Date</b>	September 2018
<b>Review Date</b>	September 2019