



Saint Martin's

Admissions Policy

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General

Saint Martin's School is a single sex independent school for pupils from ages 3 to 18. The School has 420 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Saint Martin's School, and we hold three open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Office on 0121 703 0910 or email admissions@saintmartins-school.com to arrange a visit.

The entry procedure

The School is an academically selective girls' school. Selection is based upon academic merit which is assessed through an entry assessment or examination (dependent upon age of applicant), an interview at the School and references from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are Nursery, Reception, Year 3, Year 7 and the Sixth Form. The School may also have places in other year groups and details of these are available from the Admissions Office. Although most pupils join the School at the start of the academic year in September, admission can be at any point in the year, subject to space within a year group.

Applicants for admission should register their interest as soon as possible. The School's Registration Form is available on the School's website and from the Admissions Office.

Equal treatment

The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are available in Year 7 and Sixth Form, in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

The School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. However, we are a single sex girls' school.

Special needs

The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he/she sits the entrance exam so that we can make adequate provision for him/her. Parents

should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

The assessment process

The aim of the process is to identify potential. The School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude, with the interview providing them with an opportunity to discuss their extra-curricular skills.

Nursery

Girls are admitted to Nursery 1 at three years of age and girls with July or August birthdays join Nursery 2 in the September following their third birthday. It is expected that Nursery children will progress into Reception and continue their formal education at the School. In the months before a girl joins the Nursery she will be invited to attend 'Stay and Play' sessions. These provide an opportunity for girls to become familiar with the Nursery environment and for parents and staff to discuss and observe her independence, appropriate developmental milestones and her behaviour and interaction with other girls and staff. Parents may register their daughter for admission to Nursery at any time following birth by contacting the Admissions Office.

Reception, Year 1 and Year 2

For girls who have not attended Nursery at the school, entry to Reception is through informal observations of general ability during a Taster Day. The school will be looking for evidence of ability, academic potential and good communication skills.

Admittance to Year 1 and Year 2 will follow the same process but will depend on the availability of places in these year groups. In addition, girls will have an informal interview with the Head of Nursery to Year 6 and a reference will be sought from the girl's current school.

Years 3, 4, 5 and 6

Girls who wish to join the school in these year groups will be asked (subject to the availability of a place) to sit an entrance assessment. Girls will be assessed and their academic potential and good behaviour will be considered along with a reference from their current school. The assessment will include English (Writing and Comprehension) and Mathematics. In addition, there will be an informal interview with the Head of Nursery to Year 6. This process is intended to determine potential and general understanding rather than to examine specific areas of knowledge already taught.

Year 7

This is the main point of entry for the Senior School and all girls sit an entrance examination in November. The tests consist of papers in English (Comprehension and Creative Writing), Mathematics, and Verbal Reasoning. Girls are also interviewed by the Head as part of the process.

Sample papers and a full outline of the Entrance Examinations will be sent to parents as part of the Admissions process once parents have registered. The deadline for registering for the entrance examination is clearly displayed on the "Key Dates" section on the website.

Years 8 – 10

Girls may be admitted to Years 8-10 if there is a place available. The assessment process is the same as that for entry to Year 7 at a level appropriate to the year group and with the addition of a French, German or Spanish test.

Year 11

Unless there are exceptional circumstances, girls are not usually accepted into Year 11.

Sixth Form

All girls who wish to study in the Sixth Form at the school are expected to demonstrate a full commitment to, and interest in, the subjects that they wish to take. Girls will normally be expected to study three subjects at A Level. As a general rule, girls should expect to achieve at least a grade 6 in six subjects in their GCSE examinations. Girls must achieve at least a GCSE grade 5 in English and Mathematics. However, there are also entry criteria for individual subjects and full details regarding entry requirements for each subject are detailed in our Sixth Form Information Pack available on request from the Admissions Office.

All applicants, whether current pupils at Saint Martin's or those attending another school, will follow the same admissions process. On completion of the application form (in the Information Pack) they will be interviewed by the Deputy Head (Academic) and Head of Sixth Form.

Places will be offered to girls who expect to meet the minimum entrance requirements and who will, in the view of the Deputy Head (Academic) and Head of Sixth Form, positively embrace the opportunities available at the school.

Girls who are completing Year 11 at the School will need to ensure that they either accept any offer of a place for Sixth Form or that they have given notice before the start of the Summer Term, as appropriate. Further information about notice requirements is in the Parent Contract.

Unless there are exceptional circumstances, girls are not usually accepted into Year 13.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date

for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

Sibling policy

Saint Martin's School has no sibling preference policy.

Scholarships

Saint Martin's School offers scholarships starting in Year 7 for excellence in:

- Academic subjects
- Music
- Performing Arts
- Sport

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Purpose of scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout her time at the School. In addition, music scholars are offered free tuition in a musical instrument. Details of the scholarship application process will be sent to all girls who are registered for the 11+ exam before the deadline.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same on registration of their child) for one of the School's means-tested bursaries described below.

Academic scholarships

Candidates who apply for academic scholarships are selected from the most outstanding performers in the entrance examinations.

Scholarships are held for the duration of a pupil's time at the School, provided his/her conduct is satisfactory. Further scholarships are offered to entrants to Year 12.

All candidates will be interviewed in addition to sitting the Entrance Examination.

Music scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. They will be required to perform 2 short pieces on their first instrument and one song, together with aural and practical tests. They may also perform one piece on a second and third instrument. At the end of the audition there will also be a short interview with the Director of Music. Applicants will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at the School.

Music scholarships will only be awarded to pupils who have passed the School's entrance examination.

Performing Arts scholarships

Performing Arts scholarships are awarded to outstanding candidates with a passion and talent for the Performing Arts. Applicants will be asked to prepare audition pieces, including a scripted monologue, a choreographed dance, and a short song. Candidates will also be interviewed by the Director of Drama and Head of Dance, and will be expected to demonstrate an involvement in the Performing arts, and ambition to develop their talent, and the ability to work as part of a team. They will be expected to make a contribution to the Performing Arts throughout their time at the School.

Performing Arts scholarships will only be awarded to pupils who have passed the School's entrance examination.

Sports scholarships

Sports scholarships are awarded to outstanding, all-round sportswomen who have achieved a high level of competence. Applicants will be assessed and interviewed by the Head of PE and will be expected to demonstrate qualities of leadership and team play of a very high order. They will be expected to make a contribution to the sporting life of the School throughout their time at the School.

Sports scholarships will only be awarded to pupils who have passed the School's entrance examination.

Bursaries

Saint Martin's Fee Assistance programme is designed to make it possible for those who meet our entry criteria to take up a place here. The School offers means-tested awards annually to entrants in Year 7. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Bursaries are only offered to families who are resident in the UK.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Our Fee Assistance policy can be viewed on our website or can be obtained from the Director of Finance

An offer of Fee Assistance may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Overseas applicants

We welcome applications from families who are relocating from overseas to the local area. However, we are unable to sponsor overseas pupils, and do not provide boarding accommodation at the school. Therefore, any overseas pupils must be living locally with a parent/guardian and have a visa that enables them to reside and study in the UK.

Fluency in English

In order to cope with the high academic and social demands of Saint Martin's School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Religious beliefs

The School welcomes applications from prospective pupils of all faiths and of no faith.

Although the School has Christian roots, we do not select for entry on the basis of religious belief, and it offers the opportunity for pupils of other religions to practise their own faiths.

However, parents should be aware that there are compulsory services and assemblies that all pupils are expected to attend (such as the annual Commemoration Day service).

School's terms & conditions

Copies of the School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

Complaints

The School hopes that parents and pupils do not have any complaints about the School's admissions process; however, if they do, any concerns or complaints should be addressed to the Head.

Parents of candidates not accepted have the right to request a review of the decision within 10 working days of receiving the decision. The review will be heard by two Governors who will consider the application, the entrance exam papers, any reports used in reaching the decision including the views of Learning Support and the notes of any interview or meeting. They may choose to invite the applicant to an interview or meeting. Their decision is final.

Admissions Register

The Admissions Register contains:

- Name in full

- Name and address of every person known to the proprietor to be a parent of the pupil, an indication of which parent the pupil normally lives, which parents hold parental responsibility (as defined by s3 Children's Act 1989)
- Where a parent notifies school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- The name of the destination school notified by a parent and the first dates of attendance, where it is reasonably practicable for the school to ascertain this information.
- where a parent of the pupil notifies school that the pupil—
 - (i) is also registered at another school; or
 - (ii) will be attending a specified other school in the future,

the name of that other school and the first date on which the pupil attended or is due to attend that school, where it is reasonably practicable for the proprietor to obtain that information

These details will be used to make sure the Attendance Register is up to date.

The name of a pupil must be included in the register from the beginning of the first day on which the pupil is expected to attend school.

A pupil will only be deleted from the register on one of the grounds prescribed in Regulation 8 of the Education (Pupil Registration)(England) Regulations 2006 and those set out in Children Missing Education; Statutory Guidance for local authorities (last updated Sept 2016) ("CME guidance"). The school will report a deletion to Solihull Metropolitan Borough Council (the local authority) where a pupil is to be home educated, the family has moved, the pupil is certified as medically unfit, the pupil is in custody for four or more months and when the pupil has been permanently excluded. The school will also notify the local authority when a pupil's name is removed or added at non-standard transitions ie where a compulsory school-aged child leaves school before completing the final year or joins after the beginning of the school's first year.

The duty to report arises as soon as the grounds for deletion are met and in any event before deleting the child's name.

For non-standard admissions, the notification is to be made within 5 days of the entry on the register.

This Policy links to the Child Protection Policy which states the requirement to report Children Missing from Education.

The school's right to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (see CME guidance) as to the child's whereabouts and failed.

The school will also notify the local authority when a pupil fails to attend school regularly or is absent without leave for more than 10 continuous school days.

Every amendment made to the Admissions Register must include the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made and the name and position of the person who made the amendment. Every entry is reserved for at least three years.

Head Teacher; Nicola Smillie

Signature: _____

Date: _____

Chair of the Governing Body; Carol McNidder

Signature: _____

Date: _____